

## Item 13 – General Purposes Committee 15<sup>th</sup> January 2020

### Governance Requirements Outstanding

#### 1. Internal Audit

- 1.1 Internal Audit are due to undertake a desk top review on 12<sup>th</sup> March 2020 which will be followed by a short visit early April for year-end closedown and financial cash reconciliation.
- 1.2 Tax Assist, who provide our payroll and assisted us earlier in the year with catching up, VAT and PAYE/NI reconciliations, will undertake our year end close down processes ahead of potentially then transferring to an upgraded system – already approved by Full Council.
- 1.3 The extent of Audit scrutiny generally relates to the size of business and once over £200k per year requires closer scrutiny.
- 1.4 We will likely be over this level but with the nature of activity, especially minimal income transactions and less than 500 expenditure transactions per annum , this has enabled us to agree with Internal Audit to undertake a shorter desktop review, providing that all documentation normally associated with turnover in excess of £200k, is available to consider and or has been identified as required and to be delivered shortly thereafter.

#### 2. Requirements to be completed

- 2.1 There are a number of gaps in our Governance arrangements and to achieve delivery of these it is intended to deal with these in the following GP meeting timescales.

General Purposes date	Requirement	Purpose
12 <sup>th</sup> February 2020	Internal controls document	To provide a document approved by GP committee as an operational guide to the placing of orders and processing of payments and income receipts and management of assets
12 <sup>th</sup> February 2020	End of year accounts timetable and actions	To provide a report detailing actions necessary and time deadlines involved to achieve a timely closedown of accounts.
12 <sup>th</sup> February 2020	Financial Risk Assessment	To provide a report considering the financial risks facing the Town Council and a Financial Risk Register.
12 <sup>th</sup> February 2020	HR Management (weaknesses identified in HR Policies and Processes)	To provide a report and recommendation to introduce outsourced HR provision
12 <sup>th</sup> February 2020	Cash reconciliation	To place before Members an up to date cash reconciliation
12 <sup>th</sup> February 2020	Payments made this financial year	To provide a document for scrutiny then capable of uploading to web site for transparency
12 <sup>th</sup> February 2020	Annual Insurance review	To produce a report outlining the key cover within our Insurance Policy.
12 <sup>th</sup> February 2020	Proposed realignment of Committee structures and frequency of meeting dates	To consider substantial changes to our way of operation in order to increase operational effectiveness

25th March 2020	Appointment of Internal Auditors	To consider a report recommending Internal Auditors for 2020/21
25th March 2020	Corporate Risk Register	To place before Members for approval a Corporate Risk Register
25 <sup>th</sup> March 2020	Review of Financial Regulations and Standing orders taking into account current practices and schemes of delegations	To update considering operational need and changes
25th March 2020	Communications Policy and Web site/social media	To consider a report outlining a proposal for website development and use of social media and adopting a communications Policy covering such use.
25 <sup>th</sup> March 2020	Health and safety Policy and underlying risk assessments	To update if applicable current Policies and compile associated risk assessments.