



## MINUTES OF A MEETING OF THE AUDIT AND GOVERNANCE COMMITTEE HELD ON 28th MARCH 2018

**PRESENT:** Councillor M Summers (Chair), Councillors R Ford (Vice-Chair), C Cooke, J Faulkner and M Gant

**Officers:** Stefan Garner (Director of Finance), Angela Struthers (Head of Internal Audit Services) and Lynne Pugh (Chief Accountant)

**Visitors:** J Gregory and L Griffiths from Grant Thornton

### **54 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors M Greatorex and R Kingstone.

### **55 MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 8<sup>th</sup> February 2018 were approved and signed as a correct record.

*(Moved by Councillor R Ford and seconded by Councillor M Gant)*

### **56 DECLARATIONS OF INTEREST**

There were no declarations of Interest.

### **57 THE AUDIT PLAN FOR TAMWORTH BOROUGH COUNCIL**

**RESOLVED:** The Committee endorsed the report.

*(Moved by Councillor M Summers and seconded by Councillor C Cooke)*

### **58 INFORMING THE AUDIT RISK ASSESSMENT FOR TAMWORTH BOROUGH COUNCIL**

**RESOLVED:** The Committee endorsed the report.

*(Moved by Councillor J Faulkner and seconded by Councillor M Gant)*

**59 REVIEW OF THE TREASURY MANAGEMENT STRATEGY STATEMENT, MINIMUM REVENUE PROVISION POLICY STATEMENT AND ANNUAL INVESTMENT STATEMENT 2018/19 AND THE TREASURY MANAGEMENT STRATEGY STATEMENT AND ANNUAL INVESTMENT STRATEGY MID-YEAR REVIEW REPORT 2017/18**

**RESOLVED:** The Committee considered the Treasury Management Reports, as detailed within the reports attached at Annex 1 and Annex 2 and highlighted no changes for recommendation to Cabinet.

*(Moved by Councillor R Ford and seconded by Councillor C Cooke)*

**60 FINAL ACCOUNTS 2017/18 ACTION PLAN**

**RESOLVED:** The Committee agreed:

1. The target of 25<sup>th</sup> May 2018 for closure of the final accounts and production of the statement for 2017/18 be approved;
2. staffing resources be committed to the provision of appropriate information and support in order to meet the published timescales and the Committee receive progress updates (if required);
3. CMT receive a fortnightly update until completion of the audit; and
4. the Statement be presented to the Audit & Governance Committee on 26<sup>th</sup> July 2018.

*(Moved by Councillor J Faulkner and seconded by Councillor M Gant)*

**61 FINANCIAL GUIDANCE**

**RESOLVED:** Members endorsed the changes to Financial Guidance.

*(Moved by Councillor M Summers and seconded by Councillor C Cooke)*

**62 INTERNAL AUDIT PLAN & CHARTER**

**RESOLVED:** The Committee endorsed the attached Internal Audit Charter and Plan 2018-2019.

*(Moved by Councillor R Ford and seconded by Councillor C Cooke)*

**63 RISK MANAGEMENT UPDATE**

**RESOLVED:** The Committee endorsed the report.

*(Moved by Councillor M Gant and seconded by Councillor R Ford)*

**64 AUDIT & GOVERNANCE COMMITTEE SELF-ASSESSMENT**

**RESOLVED:** Members of the Committee completed the self-assessment checklist at Appendix A in order to formulate the improvement plan.

*(Moved by Councillor M Summers and seconded by Councillor M Gant)*

**65 AUDIT AND GOVERNANCE COMMITTEE TIMETABLE**

The Committee reviewed the timetable.

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Chair

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