



Lichfield City Council

Donegal House, Bore Street, Lichfield, Staffordshire, WS13 6LU

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Town Clerk: Christopher M Moulton

CM/F1/6

2 June 2017

To: Members of the Audit Committee

Councillor D Smedley (Chairman) and Councillors J Brooks, B Cocksey, D Leytham, J McGrath and C Spruce.

Also to: Mrs A James (Accounts Officer), and Mr G Keatley (Internal Auditor).

Dear Councillor

Audit Committee

You are invited to attend a meeting of the Audit Committee to be held in the Town Clerk's Office, Donegal House, at **6.00pm on Friday, 9 June 2017** for the transaction of the business below.

Yours sincerely

Christopher Moulton
Town Clerk

AGENDA

1 APOLOGIES FOR ABSENCE

2 MINUTES

To confirm as a correct record the Minutes of the Audit Committee meeting held on 9 March 2017, **attached**. *NB: Appendices were previously circulated to all Councillors with the agenda for the Council meeting on 24 April 2017 when the minutes were adopted.*

3 MATTERS ARISING FROM MINUTES

4 OUT-TURN REPORT AND STATEMENT OF ACCOUNTS

To consider the Town Clerk's Out-turn Report (**APPENDIX 1 to follow**), and draft Annual Return (**APPENDIX 2 to follow**) for the year ending 31 March 2017; and the recommendations contained in his report.

5. ELECTRONIC BANKING

To consider the Town Clerk's report (**APPENDIX 3 to follow**).

6 DATE AND TIME OF NEXT MEETING

Scheduled for Thursday, 15 March 2018 at 6.30pm.

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Lichfield City Council

Minutes of the Audit Committee held at 6.30pm on Thursday, 9 March 2017 in the Town Clerk's Office, Donegal House

Present: Councillors D Smedley (Chairman), J Brooks and Mrs N Bacon.

Apologies: Councillors D Leytham, B McMullan and C Spruce

In Attendance: Mr C Moulton (Town Clerk and RFO), and Mr G Keatley (Internal Auditor).

4 MINUTES

RESOLVED: *That the Minutes of the meeting of the Audit Committee held on 10 June 2016 be confirmed as a correct record.*

5 INTERNAL AUDIT ANNUAL REPORT 2016-2017

The Internal Auditor presented his Internal Audit Annual Report 2016-2017, (which incorporated the Management Risk Register). Members discussed the recommendations contained in the Report and agreed the management response.

Members of the Committee expressed their appreciation to the Internal Auditor for producing a clear and comprehensive report, and to the Town Clerk and his staff for their assistance.

RECOMMENDED: *That the Council note the Internal Audit Annual Report 2016-2017, and adopt the recommendations and timescales as contained in that Report.*

6 ANNUAL REVIEW OF EFFECTIVENESS OF SYSTEM OF INTERNAL CONTROL

Members undertook a review of the effectiveness of the System of Internal Control as required by Regulation 5 of the Accounts and Audit Regulations 2015 (Internal Audit).

RECOMMENDED: *That the Review findings as contained in Appendix A to these Minutes be presented to Council for adoption.*

7 TREASURY MANAGEMENT POLICY AND STRATEGY STATEMENT 2017-2018

Consideration was given to the Treasury Management Policy and Strategy Statement.

RECOMMENDED: *That the Council adopt the Treasury Management Policy and Strategy Statement 2017-2018, as contained in Appendix B to these Minutes.*

8 RESERVES POLICY

Consideration was given to a Reserves Policy setting out details of how the Council would maintain adequate financial reserves to meet the needs of the organisation.

RECOMMENDED: *That the Council adopt the Reserves Policy as contained in Appendix C to these Minutes.*

9 DATE AND TIME OF NEXT MEETING

Scheduled for 9 June 2017 at 6.30pm.

THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 7.20 PM