

For Council: 14 June 2021 APPENDIX 1A

Lichfield City Council

Minutes of the Meeting of the Audit Committee held via 'Zoom' on Thursday 10 June 2021 at 6.30pm

- Present:** Councillor M Warfield (Chairman) and Councillors Mrs J Greaves, I Jackson, A Lax, D Robertson and C Spruce.
- In attendance:** A Briggs (Town Clerk and RFO), G Keatley (Internal Auditor) and A James (Accounts Officer).
- Apologies:** Councillor A Smith.

1. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

None

2. MINUTES AND MATTERS ARISING

Minutes of the Audit Committee meeting held on 11 March 2021 were adopted at Council on 16 March 2021, subject to a clarification at Minute 14 to confirm there would be no financial loss to the council from payment of estimated water meter readings as the accounts would reconcile on submission of an actual reading in due course.

RESOLVED: *The Minutes of the meeting, subject to the amendment resolved at Council on 16 March 2021, be agreed as a correct record.*

3. OUT-TURN REPORT AND STATEMENT OF ACCOUNTS

Members considered the Out-turn Report and also the Draft Statement of Accounts (Annual Return), for the year ending 31 March 2021. Cllr C Spruce emphasised the loss of income from the Markets and Guildhall as a result of COVID-19, and praised the work of the Markets Working Group in its endeavours to return the Market to generating a surplus and contributing towards a balanced budget for the council. Cllr Spruce thanked the Internal Auditor and Accounts Officer for their hard work throughout the year and the financial controls they bring to the Council; the Town Clerk and other attendees added their own thanks to both officers. Cllr D Robertson observed that when Repairs and Renewals slippage is taken into consideration, the out-turn was within 0.25% of original budget, and while there is some degree of fortuitousness in that outcome, controls were clearly in place to keep the budget within tolerances.

RECOMMENDATION TO COUNCIL:

1. *The report and Out-Turn Statement 2020/21 be received*
2. *The Council as Trustee of the Johnson Birthplace Charitable Trust make a payment of £14,305 from the Trust Funds to the City Council as the contribution to the expenditure incurred by the City Council in operating the Museum during the 2020/21 financial year.*
3. *In respect of the External Auditor Annual Return for the year ending 31 March 2021:*
 - a. *The Council approve the Annual governance Statement (Section 1 of the Annual Return) and that this be signed by the Mayor and Town Clerk on behalf of the Council*

b. The Council note that for the year ending 31 March 2020, Section 2 of the Annual Return has been restated as a result of the Joint Panel on Accountability and Governance (JPAG) narrowing the classification of staff cost, removing the recording of mileage, and other travelling and subsistence allowance, from AGAR Box 4 to AGAR Box 6. The total sum being £1,537.

c. The Council approve the Accounting Statements (Section 2 of the Annual Return) and this be signed by the Mayor on behalf of the Council

d. The Council note the Annual Internal Audit Report section of the Annual Return

e. The Council note the dates for the exercise of public rights – beginning on 16 June 2021 and ending on 27 July 2021.

4. DATE AND TIME OF NEXT MEETING

In the calendar of meetings as Thursday 2 December 2021 at 6.30pm.

**THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED
THE MEETING CLOSED AT 6.47 PM**