

For Council 18 June 2018: APPENDIX 1

Lichfield City Council

**Minutes of the Audit Committee held at 6.30pm on Thursday, 7 June 2018
in the Moulton Room, Guildhall, Lichfield**

Present: Councillor B Cocksey (Chairman) and Councillors J Brooks, Mrs J Greaves, and C Spruce.

In attendance: A Briggs (Town Clerk and RFO), Ms S Thomas (Deputy Town Clerk), G Keatley (Internal Auditor) and Ms A James (Accounts Officer).

Apologies: Councillors J Grange and D Leytham

1 MINUTES

RESOLVED: *That the Minutes of the meeting of the Audit Committee held on 15 March 2018 be confirmed as a correct record.*

2 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 2018. The Chairman enquired how the figure for fixed assets was arrived at; the Internal Auditor confirmed that this was based on acquisition costs. Cllr Spruce commented that the City Council had good financial controls and procedures and that all Officers were diligent in their duties. The Chairman thanked the Internal Auditor for his hard work and the Council staff who had been concerned in the preparation of the reports, and it was:

RECOMMENDED:

- 1** *The Out-Turn Statement 2017/18 be received.*
- 2** *The Council as Trustee of the Johnson Birthplace Charitable Trust make a payment of £12,300 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 2016/17 financial year.*
- 3** *In respect of the External Auditor Annual Return for the year ending 31 March 2018:*
 - 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 approve the Accounting Statements (Section 2 of the Annual Return) and this be signed by the Mayor on behalf of the Council.*
 - c.** *The Council note the Annual Internal Audit Report section of the Annual Return.*

4 DATE AND TIME OF NEXT MEETING

In the calendar of meetings as Monday 18 March 2019 at 6.30pm.

**THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED
THE MEETING CLOSED AT 7.02 PM**