

## **For Council: 17 June 2019 APPENDIX 1**

### **Lichfield City Council**

#### **Minutes of the Audit Committee held at 6.30pm on Thursday, 6 June 2019 in the Moulton Room, Guildhall, Lichfield**

**Present:** Councillor M Warfield (Chairman) and Councillors Mrs J Greaves, I Jackson, Mrs A Lax, A Smith 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:** None

#### **1 MINUTES**

**RESOLVED:** *That the Minutes of the meeting of the Audit Committee held on 18 March 2019 be confirmed as a correct record [Minutes adopted by Council on 23 April 2019].*

#### **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 2019. Members raised numerous questions in regard to specific budget heads, including anticipated costs for the Sheriff's Ride, the reduction in market income and Farmers' Market provision and the costs of the local elections. The Town Clerk answered the queries to the satisfaction of the Committee. Cllr Mrs A Lax advised that the figures for the Mayor and Sheriff's allowance did not reflect the recently agreed changes though the overall amount of the combined allowance remains the same; the Town Clerk to amend these figures prior to the out turn report being presented to Council.

#### **RECOMMENDATION TO COUNCIL:**

- 1** *The Out-Turn Statement 2018/19 be received.*
- 2** *The Council as Trustee of the Johnson Birthplace Charitable Trust make a payment of £9,969 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 2018/19 financial year.*
- 3** *In respect of the External Auditor Annual Return for the year ending 31 March 2019:*
  - 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.*

**3 DATE AND TIME OF NEXT MEETING**

In the calendar of meetings as Thursday 12 March 2020 at 6.30pm; at the suggestion of Cllr C Spruce it was agreed that it may be advantageous for the Committee to meet again when the half-yearly out-turn figures are available.

***RECOMMENDATION TO COUNCIL: That an additional meeting of the Audit Committee be added to the calendar of meetings 2019/20; the meeting to take place during November 2019.***

**THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED  
THE MEETING CLOSED AT 6.55 PM**