

For Council: 2 December 2019 APPENDIX 3
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Lichfield City Council

**Minutes of the Audit Committee held at 7.00pm on Tuesday, 26 November 2019
in the Moulton Room, Guildhall**

Present: Councillors M Warfield (Chairman), Mrs J Greaves, I Jackson, Mrs A Lax, D Robertson, A Smith and C Spruce.

Apologies: None

In Attendance: Mr A Briggs (Town Clerk and RFO), Mr G Keatley (Internal Auditor) and Ms A James (Accounts Officer).

4 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

None

5 MINUTES

RESOLVED: That the Minutes of the meeting of the Audit Committee meeting held on 6 June 2019 [adopted by the City Council on 17 June 2019] be confirmed as a correct record.

6 STATEMENT OF ACCOUNTS – SIX MONTHS

The Committee considered the Town Clerk's report for the half year period 1 April – 30 September 2019. Members particular attention was drawn to the currently known additional pressures for the 2019/20 financial year. Members' noted that a considerable amount of budgetary shortfall was attributable to the Markets performance against budget.

RESOLVED: That the report be noted.

7 ANTI-FRAUD AND CORRUPTION STRATEGY

The Committee considered the draft anti-fraud and corruption strategy which includes a revised draft 'Whistleblowing' Policy and revised Anti Money laundering Policy at appendices A and B respectively. Pre-prepared amendments compiled by Cllr Mrs A Lax and the Town Clerk were considered and agreed in relation to the Whistleblowing Policy to clarify procedures relating to anonymous allegations and to bolster the policy in regard to potential consequences of vexatious or malicious allegations.

In relation to the Anti Money Laundering Policy it was agreed that the maximum amount of accepted cash payment be reduced to £2,000, and that the policy make it clear that staff could report concerns via email or by using the form provided, depending on their preference.

RESOLVED: That the draft documents as amended be approved by the Committee.

RECOMMENDATION TO COUNCIL: That the draft Anti-Fraud and Corruption Strategy as amended [Enclosure to these Minutes] be adopted.

8 2020/21 BUDGET

The Town Clerk provided an update to the Audit Committee in regard to the 2020/21 budget, including known and anticipated pressures. The Town Clerk confirmed that as a result of these pressures the controlling Group has requested that a draft budget be prepared with a proposed increase in the precept from £63.00 to £67.41 (band D equivalent, an increase of £4.41/year) in readiness for consideration at the City Council meeting in January 2020.

9 DATE AND TIME OF NEXT MEETING

Scheduled for Thursday, 12 March 2020 at 6.30pm.

**THERE BEING NO FURTHER BUSINESS
THE CHAIRMAN DECLARED THE MEETING CLOSED AT 7.48 PM**