

TOWN CLERK'S REPORTS – 6TH JUNE 2017 – COUNCIL MEETING

7. Cornish Christmas Bid – to endorse the submission of the bid to host the Cornish Christmas.

Background – Council will recall that correspondence had been received from Golden Tree regarding the possibility of bidding for the holding of a Cornish Christmas programme. The bid deadline was very short 26th May being before the next scheduled meeting of the Communications and Engagement Committee on 1st June. The Town Council at its 9th May meeting agreed to the establishment of a small working group to develop and submit a bid within the deadlines.

Update – the working group has been able to develop and submit a bid within the 26th May deadline. Golden Tree has subsequently reported that comments from other Councils were received that the bid deadline was too short at a key time after elections. They have subsequently extended the deadline. This has enabled the item to be placed on the agenda for the 1st June Communications and Engagement Committee. The intention is to use the additional time to further develop the bid. At the time of writing the Committee had not yet been held. It is anticipated that the Committee will endorse the improved bid and a copy would be available for circulation to Councillors in advance of the 6th June Council meeting. It is hoped that that meeting will:

RECOMMENDATION: That the Town Council endorse the submission of the Liskeard bid to host the Cornish Christmas.

8. Internal Auditors Report 2016/2017 - to receive and approve the Internal Auditors Report 2016/2017 and adopt the recommendations contained in the report.

Background – The Town Council's former Internal Auditor resigned due to the onset of terminal illness. Therefore, the mid-year Internal Auditor's report for 2016/2017 was not conducted. The Council carried out a recruitment process for the Internal Auditor function in the 2016/2017 and 2017/2018 financial years. Of the three quotes received the Council choose Chris Harris the Town Clerk and Responsible Financial Officer of Torpoint Town Council.

Update - As a newly appointed Internal Auditor, he has looked comprehensively at the Town Council's financial systems and procedures. This has taken longer than a year end Internal Audit would normally take with an existing Internal Auditor. However, this process in the following 2017/2018 financial year should be quicker. It might also bring a more extensive set of recommendations than is usually received from the Internal Auditor.

The Internal Auditor is due to attend the Town Council Offices on 5th June to complete his Internal Audit Report. This will be circulated to Councillors when available.

RECOMMENDATION: That the Internal Auditors' Report 2016/2017 is received and the recommendations contained in the Report are adopted.

9. Annual Governance Statement 2016/2017 – to approve each of the nine Statements of the Annual Governance Statement (Section 1 – Page 2 of the Annual Return)

Background – The Internal Auditors' Report 2016/2017 will form part of the information included in the Annual Return. It will include the completion of the whole of Internal Auditors Report at Page 5. When this information becomes available on Monday 5th June it will be distributed to all Councillors.

The Council needs to approve all nine of the statements in Section 1 which will require individual Councillors, to propose and second and the Council to agree to all nine items.

RECOMMENDATION: to approve each of the nine Statements of the Annual Governance Statement (Section 1 – Page 2 of the Annual Return)

10. Accounting Statements 2016/2017 – to receive and approve the Accounting Statements for 2016/2017 (Section 2 – Page 3).

Background – elements of the Internal Auditors Report 2016/2017 will form part of the information included in the Annual Return. It will include the completion of the whole of Internal Auditors Report at Page 5. When this information becomes available on Monday 5th June it will be distributed to all Councillors.

The Council needs to approve the accounting statements as a single item. These are signed and dated by the Mayor and the Town Clerk and Responsible Financial Officer.

RECOMMENDATION: - to receive and approve the Accounting Statements for 2016/2017 (Section 2 – Page 3).