



How to contact us

Write to: Manor House, Church Street,
Littlehampton, West Sussex, BN17 5EW

Email: ltc@littlehampton-tc.gov.uk

Call: 01903 732063

Find us online: www.littlehampton-tc.gov.uk

Minutes of a meeting of the Governance and Audit Committee held on Tuesday 6th July 2021 at 6.30pm

Present:

Councillor Northeast (Chair)

Councillor Butcher

Councillor Long

Councillor Price

2021/2022

This meeting is available to view using the following link:

<https://www.youtube.com/watch?v=J5q2Oy2ppFI&list=PLLV74Wf2ywlABYtLEFgzTtpSwtEZNC1dE&index=53>

1. Virtual Meeting Protocol and Use of Mobile Devices

The Chairman opened the meeting and explained how it would be conducted and the protocol that would be followed, including how any break in the proceedings due to technical difficulties would be managed.

2. Apologies

There were apologies from Councillors Buckland, Molloy, and Rhodes. Councillor Long attended as substitute for Councillor Rhodes.

3. Declarations of Interest

Members and Officers were reminded to make any declarations of disclosable pecuniary or personal and/or prejudicial interests that they might have in relation to items on the Agenda. The standing declarations were noted, and no further declarations were made.

4. Minutes

The Minutes of the meeting held on 9th February 2021 (previously circulated) were confirmed as a true record and it was noted that arrangements would be made for these to be signed at a later date.

5. Chair's Report and Urgent Items

There were none.

6. Public Forum

In accordance with the Remote Meetings Protocol introduced by the Town Council, members of the public who wished to address the Council or any of its committees during a remote meeting should have emailed their representations one clear working day before the meeting.

There was one question from Mr Chester who asked:

Given the expected lifting of social distancing restrictions on July 19 can we be assured the museum will be open to all with no requirement for pre booking in time for the school holidays and that the promise given to this committee some years ago that a card machine will be installed in the museum shop to take payments will have been achieved?

In response:

We thank Mr Chester for his question, and we agree that it is looking very promising that the Museum will be able to return being fully opened on 19th July. We will review the updated guidance when it is re-issued as we have done throughout the pandemic and undertake risk assessments before doing so. This will also apply to all our other services.

The card reader has been ordered and once it has arrived and staff trained, it will be available.

7. Officer's Reports

7.1. Internal Audit Report 2020 to 2021

The Advisory Group considered a report (previously circulated) which set out the final Internal Audit Report for Littlehampton Town Council for the financial year 2020 to 2021. The Deputy Town Clerk and Responsible Financial Officer (RFO) explained the process and activities planned to address the points in the action plan. It was noted that although a full test of the IT back-up was outstanding, the move to homeworking during the pandemic had provided assurance that the Council's contingency arrangements were effective. This had been acknowledged by the Internal Auditor in his report and it was also noted that the current back up arrangements would be further enhanced by a move to a virtual server and web-based platform. On behalf of the Advisory Group the Chair praised the RFO for the outstanding report

and thanked the Finance Team for their hard work. It was **Resolved** that:

The Internal Audit report for the year ending 31st March 2021 and the actions taken and proposed be noted.

7.2. Revised Risk Register for Priorities and Policies

7.2.1 The Advisory Group considered a report (previously circulated) that outlined the changes to the Corporate Risk Registers following a review by the Council of its Priorities. With these in place, the next step was to carry out a thorough assessment of the risks associated with them and identify steps to mitigate and manage those risks in accordance with the Annual Governance Statement. The Town Clerk, Deputy Town Clerk and Service Managers had therefore completed a Risk Register for the Priorities. In light of the revised Priorities, the Council's Policies, Aims and Objectives strategic document had also been updated and alongside that the Risk Register for the Policies had also been revised. The Advisory Group was therefore invited to review both Risk Registers which if agreed would be recommended to Full Council for approval.

7.2.2. The Deputy Town Clerk highlighted and explained some of the key changes particularly regarding the Risk Register relating to the Council's Policies, Aims and Objectives strategic document which were noted. Members then proceeded to review both registers in more detail and identified three areas that required further clarification. Regarding the Priorities and the sale of 82 Wick Street, it was recommended that the register be updated to reflect the risk that the Council could be perceived as withdrawing from the area. It was noted that the Council had identified this as a risk when exploring the option to dispose of the premises, the impact of which was mitigated by the delivery of the new youth centre in Eldon Way.

7.2.3. Turning to the Policies, Aims and Objectives, two amendments were proposed. The first was in relation to the Council's policy commitment in seeking opportunities to develop community centres. It was recommended that this be amended to state a commitment in seeking opportunities to develop community and youth centres. Regarding the policy to develop branding for the Town, members did not wish to lose sight of the work that had already been undertaken on this. In conclusion it was observed that the review had been very informative

for newly elected councillors and a very useful exercise. It was therefore **RESOLVED** that **Council be RECOMMENDED to:**

- 1. Approve the updated Priorities Risk Register as set out in Minute 7.2.2.**
- 2. Approve the updated Policies Risk Register as set out in Minute 7.2.3.**

7.3. Schemes of Delegation Reviews

The Schemes of Delegation to Officers and Committees had recently been reviewed by the Town Clerk and the Deputy Town Clerk and RFO. The review had concluded that the Scheme of Delegation to Committees was up to date. Minor changes had been made to the Scheme of Delegation to Officers regarding job titles to bring it in line with the current staff structure. It was **RESOLVED** that:

The outcome of the review of the Schemes of Delegation be noted.

7.4. Draft Committee Workplan 2021 to 2022

The Committee considered the workplan (previously circulated) which had been updated with the timetable for the review of the Town Council's governance arrangements. It was **Resolved** that:

The Committee Workplan 2021 to 2022 be approved.

7.5. Vote of Thanks

On behalf of the Advisory Group, the Chair expressed appreciation for the hard work and commitment shown by the Deputy Town Clerk. Stating that the outcome of the Internal Audits were a testament to her diligence he wished her well in her new role as Town Clerk at Lewes Town Council.

8. Exempt Business

There was none.

The meeting closed at 7.10 pm.

CHAIR