

Minutes of a Special Meeting of **Bingham Town Council** held in The Old Court House, Church Street, Bingham, on **Tuesday, 29th July, 2008**, at **7.00 p.m.**

PRESENT:

Councillor G. Davidson– Town Mayor in the Chair
 " P. Abbey
 " Mrs. A. Bryan
 " J. Eagles
 " A. Hall
 " Mrs. S. Hull
 " F. Kerry
 " Mrs. J. Marshall
 " F. Purdue-Horan
 " A. Shelton
 " J. Stockwood
 " Mrs. M. Stockwood

DECLARATIONS OF INTEREST:

There were no Declarations of Interest received.

APOLOGIES FOR ABSENCE:

Apologies for absence were accepted from Councillor C. Lancaster.

1. **ACCOUNTS 2007/2008 - (Report A (Attached))**

(a) **Approval of Accounts for Submission**

Ian Lockwood presented the accounts and gave explanations re. variances and supporting documents.

(b) **Plan for Implementation of Audit Recommendations**

A plan for implementation of audit recommendations, as per Report A, was presented. The Internal Auditor's recommendations of the setting up of a Risk & Asset Register is to be addressed by the Town Clerk.

(c) **Retention of Ian Lockwood**

It was agreed that the services of Ian Lockwood should be retained.

It was

UNANIMOUSLY RESOLVED to accept the Accounts as presented and to implement all recommendations made.

2.00 **UPDATING OF NATWEST BANK MANDATE:**

Councillors were requested to complete and sign the necessary forms as supplied and to present identification, as requested, to NatWest Bank as applicable.

As there was no further business to discuss, the meeting closed at 8.10 p.m.

CHAIRMAN.

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Report to the Full Council 29th July 2008

Matter for Decision – Agenda item 1 refers

2007/08 Accounts

1 Purpose of Report

To seek approval of 2007/2008 accounts for submission to the external auditor.

2 Information

2.1 The 2007/08 accounts are due to be submitted to the Council's external auditor, Clement Keys of Birmingham, by the 4th of August. Bingham has been selected, at random, as one of the 5% of town councils that will have a more detailed audit this time.

2.2 Attached for the Council's information is the unaudited statement of accounts, internal audit report, balance sheet, income and expenditure account and working documents. The accounts have to be approved by the Council before submission to the external auditor.

2.3 Ian Lockwood is being retained to help address outstanding year-end issues and to assist implementation of audit recommendations.

2.4 The internal audit identified the lack of an asset register and a review of risk assessment, (see copy of internal audit report, Page 2, Matters arising).

3 Recommendations

3.1 It is recommended that:

1. The final accounts be approved at a special meeting of the Council to be held on 29th July 2008.
2. The RFO develops a plan for the implementation of audit recommendations.
3. Ian Lockwood is retained to help address outstanding year-end issues and to assist implementation of audit recommendations.

Lynn Holland
Town Clerk