

Burton Latimer Town Council

The Harold Mason Centre
120 High St, Burton Latimer NN15 5RH
townclerk@burtonlatimertowncouncil.org.uk



To All Members of the Council -You are hereby summoned to attend a meeting of Burton Latimer Town Council on **Tuesday 6th February 2024 at 7.00pm** at the Harold Mason Centre for the purpose of transacting the following business- Claire Tilley Town Clerk

AGENDA

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| 23/05/134 | APOLOGIES FOR ABSENCE- To approve any apologies sent to the Clerk |
| 23/05/135 | PUBLIC PARTICIPATION- Members of the public can address the Council for 3 minutes each through the Chair in relation to any item on the agenda, in accordance with the Standing Orders adopted by the Council |
| 23/05/136 | DECLARATION OF INTERESTS To receive all declarations of interest under the Council's Code of Conduct related to business on the agenda. (Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business). |
| 23/05/137 | MINUTES OF THE LAST MEETING-circulated To confirm as correct the record of the minutes of the Full Council meeting held on Tuesday 9 th January 2024 - Chairman to sign |
| 23/05/138 | GOVERNANCE- a) Asset register review –(attached) b) To readopt the Health & Safety Policy of the council. (attached) c) To receive Interim Internal Audit report and note findings (Appendix 1) d) Update from Cllr Donn/Cllr Davies/Clerk on meeting reorganisation |
| 23/05/139 | FINANCE- to receive and note the RFO report (attached) and to action the following- a) Approve purchase of an extension ethernet cable for the office to improve Wi-Fi b) Determine exact day of Christmas Light Switch on 2024 |
| 23/05/140 | CLERK UPDATE and correspondence- Update on Strategic planning Working party meeting Clerk on A/L 21 st Feb- then 28 th Feb to 4 th March. RFO 11 th -14 th March Correspondence from Police- Northamptonshire Talking (circulated) Request for councillors to complete a GDPR form, to allow Clerk to input details onto Atlas for document circulation |
| 23/05/141 | HEALTH & SAFETY/BUILDINGS- a) HMC Legionella RA Action Plan to be approved (attached) b) To approve quote for ongoing Legionella testing at both sites (Appendix 2) b) Report from Citation H& S assessments- to note the recommendation that official Fire Risk Assessments are carried out on both buildings and to approve Clerk obtaining quotes for same.(attached) c) Pocket Park hole updates from Cllr A Watts d) Gritting at HMC/Library- doing - council to reconsider gritting protocol for car parks approve quote for grit bin/grit (Appendix 3) |
| 23/05/142 | PLANNING- to receive a general update from Cllr Davies a) To determine council response to the EV charging points proposed at Churchill Way |
| 23/05/143 | COMMUNITY SERVICES- a) Update on Tree survey to be organised for the Pocket Park |

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| | b) Update on Schedule of works for Community Payback team c) Any updates on Public Space Protection Order and BLTC areas |
| 23/05/144 | ENVIRONMENT – a) Receive and approve quotes to appoint a mowing contractor Pocket Park (Appendix 4) b) Update on fencing at Pocket Park (NNCllrs) |
| 23/05/145 | LIBRARY- to note minutes from LAC meeting 16 th January are on website for viewing |
| 23/05/146 | DATE FOR NEXT ORDINARY MEETING-Tues 7th March 2024. Any items for Agenda to be sent to Clerk 7 days before meeting. |

Internal Audit Report

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|---------------------------|-----------------------------|-------------------------|------------|
| Name of council: | Burton Latimer Town Council | | |
| Name of Internal Auditor: | John Marshall | Date of report: | 22.01.2024 |
| Year ending: | 31 March 2024 | Date audit carried out: | 22.01.2024 |

*Internal audit is the periodic independent review of a council's internal controls resulting in an assurance report designed to improve the effectiveness and efficiency of the activities and operating procedures under the council's control. It is important to note that managing the council's internal controls is a day-to-day function of the council through its staff and councillors and it would be incorrect to view internal audit as the detailed inspection of all records and transactions of the council in order to detect error or fraud. This report is based on the evidence made available to and seen by me. **The council is required to take appropriate action on all matters raised in reports from internal and external audit and to respond to matters brought to its attention by internal and external audit. Failure to take appropriate action may lead to a qualified audit opinion.***

To the Chairman of the Council:

I met with Claire Tilley, Clerk & Proper Officer together with Emma Gotts, RFO on 22 January to conduct an in-year internal audit; I thank them for their assistance.

The visit, at Claire's request was primarily to assess the progress made by the council since the year-end audit in June 2023 when a number of audit issues and weaknesses in the council's internal controls had been identified; full details are set out in the Annual Internal Audit Report (AIAR) that forms part of the 2022-23 Annual Governance and Accountability Return (AGAR) and my narrative audit report of 19 June 2023.

I am pleased to be able to report that all issues, bar one - the Asset Register - have either been fully resolved or are work-in-progress and I am confident that the latter item will be fully and properly resolved by the 31 March year-end.

I did however identify one issue regarding budgeting and the provision of reserves that the council should consider and keep under active review viz the provision of funds for the maintenance and repairs to the fabric of the council-owned properties.

I noted that funds were allocated in the draft budget for these works but removed from the final version, approved by the council at its meeting earlier this month. Given the nature of some of the work eg repairs to cladding, dealing with water ingress etc a failure to address these issues in a timely matter presents a business risk, should the premises deteriorate to the point where they need to be taken out of use. This should be recorded in the council's Risk Assessment.

In my previous report of 19 June 2023, I noted that the reserves at that time appeared to be reasonable and adequate for the council's needs going forward and thus at the very least, I would expect the council to now draw up a phased plan to implement the necessary works and earmark funds currently held in its general reserve. The rationale for the sums held on reserve should be justified and published, as recommended in the Practitioners' Guide (2023) para 5.31.

Arrangements have been made for me to carry out the year-end at the end of April.

John Marshall, CiLCA
Internal Auditor to the Council 07505 139832
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Appendix 2 Water Testing

1 Aquacert

Legionella is £52.74 & £3.85 carriage

1 bottles for HMC per year

1 for library x 4 per year **Total £282.95 & VAT**

Potable Test (TVC/E.coli/coliforms)

£35.37 + £3.85 per bottle. 1 each from HMC and Library x4 per year

Total £313.76 & VAT

Grand Total £596.71 & VAT

2 Envog they come and take samples

1 bottle four times a year for Library £147 & VAT per bottle

1 bottle HMC per year

Total £735 & VAT (no potable water testing)

3 W.E.T they come and take samples

4 samples 4 visits per year (including potable water)

Total £1239.00 & VAT

Appendix 3 Grit and bins

1. Glasdon 160L (lockable)

£218.27 & VAT

2. Manutan 200 Bin (lockable)

£150 & VAT

2. Ground control 200L Grit bin plus salt to fill

£222.86 & VAT

Appendix 4 Mowing contract-

NB approx. 16 cuts a year equates to approximately £3,600 & VAT per year average

1. £220 & VAT per visit

2. £218.75 & VAT per visit with additional ad hoc tidying

3. £240 & VAT per visit