

MINUTES
of
An Especial Meeting of New Romney Town Council
Held in the Council Chamber, New Romney
on Wednesday 26th June 2024
Commencing at 6.45pm

PRESENT: The Right Worshipful the Mayor of New Romney,
Councillor John Rivers

Town Ward:

Councillors: Rev Cn McLachlan, Davies and Carey

Coast Ward:

Councillors: Coe, Thomas, Hiscock, O'Hare and Terry

In Attendance:

Deputy Town Clerk & RFO - Mrs C T Morris

IN THE CHAIR

The Mayor – Councillor J Rivers

088/2024-25 **APOLOGIES FOR ABSENCE**

Apologies for absence were received and noted, as follows:

Councillor Phillips - for personal reasons

089/2024-25 **DISPENSATION TO PARTICIPATE**

No new applications for Dispensation to Participate had been processed by the Town Clerk.

090/2024-25 **DECLARATIONS OF INTEREST**

@6.46PM Councillor Miss Hiscock declared a personal interest in Town Council detailed end of year accounts due to her employment of a contractor who is also employed by the Town Council. (Minute Ref 095/2024-25(i) refers.)

091/2024-25 **REVIEW OF APPENDIX TO STANDING ORDERS**

Having duly reviewed Appendix 2(ii)(a) 2022-23 Risk Management Statement as presented and as previously circulated to all Councillors, it was:

(i)

PROPOSED BY: Councillor McLachlan

SECONDED BY: Councillor Hiscock

RESOLVED UNANIMOUSLY – that all amendments to Appendix to Standing Orders 2(ii)(a) 2022-23 Risk Management Statement, as presented, be hereby approved.

(ii)

PROPOSED BY: Councillor Davies

SECONDED BY: Councillor Thomas

RESOLVED UNANIMOUSLY – that Appendix to Standing Orders 2(ii)(a) Risk Management Statement in respect of 2023-24 be hereby approved.

092/2024-25 **REVIEW OF ACTIONS UNDERTAKEN IN LIGHT OF INTERNAL AUDITOR'S REPORT ISSUED FOR 2022-23**

The Clerk's report regarding actions undertaken in response to recommendations made by the Town Council's appointed Internal Auditor within the afore-mentioned audit report was duly received and noted.

093/2024-25 **REVIEW OF EFFECTIVENESS OF INTERNAL CONTROL PROCEDURES FOR 2023-24**

(i) The Council having reviewed and approved the Risk Management Statement for 2023-24 (Minute ref 091/2024-25(ii) refers) and having considered the reports of the Internal Auditor for 2023-24, which had been circulated to all Councillors, it was:

PROPOSED BY: Councillor Terry

SECONDED BY: Councillor O'Hare

RESOLVED UNANIMOUSLY - that the reports of the Internal Auditor for 2023-24 be received and approved.

(ii) Having considered the Statement of Intent on Internal Control Procedures for 2024-25, which had been previously approved at the Full Council meeting held on 10th June 2024 (Minute ref 059/2024-25(i)(b) refers), and (b) noting that there had been no significant control issues highlighted by the Town Council's appointed Independent Internal Auditor in respect of 2023-24, it was:

PROPOSED BY: Councillor Hiscock

SECONDED BY: Councillor Coe

RESOLVED UNANIMOUSLY - that the signed Statement of Intent on Internal Control Procedures, which had been previously approved as stated, be now formally received and noted.

(iii) In light of the above, it was then:

PROPOSED BY: Councillor Hiscock

SECONDED BY: Councillor Thomas

RESOLVED UNANIMOUSLY - that the effectiveness of New Romney Town Council's Internal Control Procedures for 2023-24 be hereby confirmed.

094/2024-25 **REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT FOR 2023-24**

Having duly considered the following points in respect of the 2023-24 Internal Audit process:

- Scope of Internal Audit
- Independence
- Competence
- Relationships
- Audit Planning and Reporting

It was:

PROPOSED BY: Councillor Coe

SECONDED BY: Councillor Thomas

RESOLVED UNANIMOUSLY - that the effectiveness of the Internal Audit for 2023-24 be hereby confirmed.

095/2024-25 **END OF YEAR ACCOUNTS AND ANNUAL RETURN 2023-24**

(i) Having duly considered the **detailed Annual Accounts for the year ending 31st March 2024**, copies of which had been previously circulated to all Councillors, it was:

PROPOSED BY: Councillor Davies

SECONDED BY: Councillor Terry

RESOLVED UNANIMOUSLY - that the detailed annual accounts for the year ending 31st March 2024 be hereby approved.

(ii) Having approved the detailed annual accounts for the year ending 31st March 2024, it was next necessary for the Council to formally resolve to approve the **Annual Return** which included the Annual Governance Statement and the Accounting Statements for 2023-24.

(a) Having duly considered the Annual Governance Statement for 2023-24, as detailed on page 4 of the Annual Return, it was:

PROPOSED BY: Councillor Coe

SECONDED BY: Councillor McLachlan

RESOLVED UNANIMOUSLY - that the Annual Governance Statement for 2023-24 on page 4 of the Annual Return be hereby approved and signed accordingly by the Chairman of the Council and the Deputy Town Clerk.

The Annual Governance Statement for 2023-2024 was then signed by the Chairman and the Deputy Town Clerk and dated.

(b) Having next duly considered the Accounting Statements for 2023-24, as detailed on page 5 of the Annual Return, which, it was confirmed, had been signed and dated by the Responsible Financial Officer prior to this meeting, it was:

PROPOSED BY: Councillor Davies
SECONDED BY: Councillor Thomas

RESOLVED UNANIMOUSLY - that the Accounting Statements for 2023-24, as detailed on page 5 of the Annual Return and as presented, be hereby approved and signed accordingly by the Chairman of the Council.

The Accounting Statements for 2023-2024 were then duly signed by the Chairman and dated.

(c) It was then:

PROPOSED BY: Councillor Coe
SECONDED BY: Councillor Thomas

RESOLVED UNANIMOUSLY – that the signed 2023-24 AGAR (Annual Governance and Accountability Return) be submitted forthwith for external audit.

The Clerk confirmed that the completed Annual Return would be duly submitted for external audit, together with all required supporting documentation, by the due date.

It was also confirmed that following publication of the 'Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return' on or by 27th June 2024, the Statutory Period for Exercise of Public Rights to inspect Annual Town Council Accounting Records for 2023-24 would commence on 28th June 2024 and conclude on 8th August 2024.

(d) Having concluded the business at hand, it was:

PROPOSED BY: Councillor Coe
SECONDED BY: Councillor McLachlan

RESOLVED UNANIMOUSLY – that, thanks be given to the Responsible Financial Officer for all her hard work in producing the financial information that had been provided.

The Chairman thanked the Councillors and Clerk for their attendance and the meeting then concluded @ **7.07PM**.

NB: All documents referred to herein are available at the Town Hall for perusal on request, except for those documents of a sensitive / legal nature discussed in private session, including documents relating to staff matters which remain Private and Confidential in accordance with Data Protection legislation.

Minutes prepared by the Deputy Town Clerk and Responsible Financial Officer

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