



# NEWPORT (Shropshire) TOWN COUNCIL

The Guildhall, High St, Newport, Shropshire, TF10 7TX

Tel: 01952 814338 Fax: 01952 825353

## MINUTES OF A SPECIAL MEETING

held on  
**Wednesday 24 June 2009**  
at  
**The Guildhall, High Street, Newport**

**PRESENT:** Cllrs: Scammell – Town Mayor  
Ashley – Deputy Town Mayor  
Carter  
Forrester  
Gratton  
Nelson  
Norton  
Stanton  
Unwin  
Walker

**IN ATTENDANCE:** Mr Jakeman – Town Clerk  
Mrs Parnham Deputy Town Clerk/RFO

**APOLOGIES FOR ABSENCE** were received from Cllr Meredith.

### **56/09-10 DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **57/09-10 Association with External Auditor**

All members present confirmed no association with the external auditor, Mazar LLP, Regency House, 3 Grosvenor Square, Southampton, Hants.

### **58/09-10 Review of Effectiveness of Internal Control**

Members examined the measures in place to effect the system of internal control regarding the Council's finances. The staffing structure, random council signatories for cheques, monthly finance statements and the detailed financial regulations forming an Annex to the Standing Orders were considered appropriate for internal control.

### **59/09-10 Annual review of Internal Audit Procedure**

Members considered the instructions laid down, governing the internal audit procedure at Appendix 1 to the Financial Regulations and found them to be appropriate and not necessary to change.

- 60/09-10 Internal Auditor's Report**
- Members considered the Internal Auditor's report for the audit 2008/09 and accepted the comments **attached at Appendix 'A'**.
- 61/09-10 Year End bank Reconciliation**
- Members noted the Year End Bank Reconciliation **attached at Appendix B**.
- 62/09-10 End Of Year Accounts Audit**
- Members **RESOLVED to approve the End of Year Accounts 2008/09, attached at Appendix 'C', for submission to Mazars LLP.**
- 63/09-10 External Auditor's Additional Information Requests**
- Members noted and approved the content list of additional information required by Mazars LLP **attached at Appendix 'D'**.
- 64/09-10 Annual Governance Statement**
- Members considered, formulated and **RESOLVED to submit the response to the Annual Governance Statement as detailed at Appendix 'E'**.
- 65/09-10 Authorisation by Town Mayor and Town Clerk**
- Members **RESOLVED to approve the signing of the 2008/09 accounts and annual return by the Town Mayor and Town Clerk.**
- 66/09-10 Appointment of the Internal Auditor**
- Members **RESOLVED to reappoint Mr R E Bennett (CPFA) as Internal Auditor of the Town Council**

Signed .....

Dated .....