

It was agreed also that the Sub Committee should be able to recommend a work programme of scrutiny reports, for example the scrutiny of the Environmental Audit.

RECOMMEND: that the terms of reference of the Sub Committee shall be:

The purpose of the Sub Committee is to keep under review the corporate governance of the Town Council, including audit arrangements and to scrutinise the performance of the Town Council in this area and in the delivery of its services.

The Sub Committee shall:

- Receive regular reports on Audit matters and all related corporate governance issues, to ensure that adequate control systems are in place to manage the Town Council effectively and in accordance with legal requirements and the advice of the Audit Commission
- Maintain an overview of the Town Council's key control measures e.g. Standing Orders, Financial Regulations and Members Code of Conduct
- Monitor the effective development and operation of risk management
- Receive reports from the Internal Auditor and monitor the implementation of the Annual Audit Plan
- Recommend a work programme of scrutiny reports.
- Consider and make recommendations on the Annual Grant applications and Service Level Agreements.

The Sub Committee shall report to the Finance and General Purposes Committee.

6. ELECTRONIC BANKING AND REVISED FINANCIAL REGULATIONS

The Town Clerk reported that, following approval of the revised Financial Regulations, it was proposed to implement electronic banking

RECOMMEND: that the Town Clerk be given delegated authority to introduce electronic banking, in accordance with Financial Regulations.

7. ANNUAL RETURN – ACCOUNTS AND MANAGEMENT LETTER PROCESS

The Town Clerk reported on the work to prepare the Annual Return. The Finance and Office Manager was thanked by members for all his work in preparing the required information, which would be looked at by the Internal Auditors on their next visit, due on 8 and 9 June.

RESOLVED: that the update be noted.

8. ANNUAL REPORT

The Town Clerk stated that the report would be available in shortened form for the Food Festival weekend and in full by the end of June 2016.

RESOLVED: that the update be noted.

9. GRANTS 2016/17 AND SLA REVIEWS

The Town Clerk reported that it was proposed to publicise the opening of the annual grants scheme at the end of June. Discussions were also taking place with the SLA bodies, regarding their current Service Level Agreements.

RECOMMEND: that the arrangements for the 2016/17 grants scheme be noted and the wording of the criteria for the grants for smaller organisations be amended to specify that the level of grant considered was normally in the region of £500 (changed from previous £250).

10. INSURANCE RENEWAL

The Town Clerk reported that a review meeting would take place with the Town Council's insurers, prior to the renewal date of 1 September 2016. He also updated on current issues.

RESOLVED: that the update be noted.

11. FUTURE REPORTS

There were no matters raised.

The meeting closed at **11.56a.m.**

The next meeting of this Sub Committee will be held on 6 September 2016. This meeting would start at 10am.