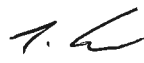


**WYMONDHAM TOWN COUNCIL**  
 SUMMONS TO ATTEND - NOTICE IS HEREBY GIVEN THAT THERE  
 WILL BE A MEETING OF THE  
 FINANCE & GENERAL PURPOSES COMMITTEE ON  
 TUESDAY 20<sup>th</sup> December 2022 in the COUNCIL OFFICES at 7.00 pm

**A G E N D A**

1. Apologies for absence
2. To receive Declarations of Interest **A**
3. To confirm the minutes of the Finance & General Purposes Committee meeting held on 19<sup>th</sup> May 2022. **B**
4. To receive an update about progress of items arising from the last meeting of the committee meeting held on 19<sup>th</sup> May 2022/ previous meetings.
5. Public Participation – members of the public may make representations, ask, or answer questions and give evidence in respect of the business on the agenda below. In accordance with standing order 3 (f) this item is limited to 15 minutes.
6. To Note External Auditors Certificate for Year ending 31<sup>st</sup> March 2022 **C**
7. To Note interim report - Internal Auditors - Larking Gowen **D**
8. Verbal report on internal draft interim financial position as at 30th September 2022.
9. Resolution by the Council under the provisions of Section 1 of the Public Bodies (Admissions to meetings) Act 1960 to exclude Press and the Public from the meeting of Wymondham Town Council in order to discuss matters where publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.
10. 2023/2024 Draft Finance & General Purposes Committee Budget. **E**
11. 2023/2024 Draft Council Budget being amalgamation of:
  - i. Draft budget proposed by Leisure, Environment, Enterprise & Tourism Committee
  - ii. Draft budget proposed by Finance & General Purposes Committee **F**

Council Offices  
 Ketts Park Harts Farm Road  
 Wymondham  
 NR18 0UT

  
 T B Gurney  
 Town Clerk  
 13<sup>th</sup> December 2021

*Committee Members*

Cllr. Halls	Cllr. Flatt	Cllr. Hurn
Cllr. Elliott	Cllr. Holden	

## DECLARATIONS OF INTEREST AT MEETINGS

When declaring an interest at a meeting Members are asked to indicate whether their interest in the matter is pecuniary, or if the matter relates to, or affects a pecuniary interest they have, or if it is another type of interest. Members are required to identify the nature of the interest and the agenda item to which it relates. In the case of other interests, the member may speak and vote. If it is a pecuniary interest, the member must withdraw from the meeting when it is discussed. If it affects or relates to a pecuniary interest the member has, they have the right to make representations to the meeting as a member of the public but must then withdraw from the meeting. Members are also requested when appropriate to make any declarations under the Code of Practice on Planning and Judicial matters.

Have you declared the interest in the register of interests as a pecuniary interest? If Yes, you will need to withdraw from the room when it is discussed.

Does the interest directly:

1. affect yours, or your spouse / partner's financial position?
2. relate to the determining of any approval, consent, licence, permission or registration in relation to you or your spouse / partner?
3. Relate to a contract you, or your spouse / partner have with the Council
4. Affect land you or your spouse / partner own
5. Affect a company that you or your partner own, or have a shareholding in

If the answer is "yes" to any of the above, it is likely to be pecuniary.

Please refer to the guidance given on declaring pecuniary interests in the register of interest forms. If you have a pecuniary interest, you will need to inform the meeting and then withdraw from the room when it is discussed. If it has not been previously declared, you will also need to notify the Monitoring Officer within 28 days.

Does the interest indirectly affect or relate any pecuniary interest you have already declared, or an interest you have identified at 1-5 above?

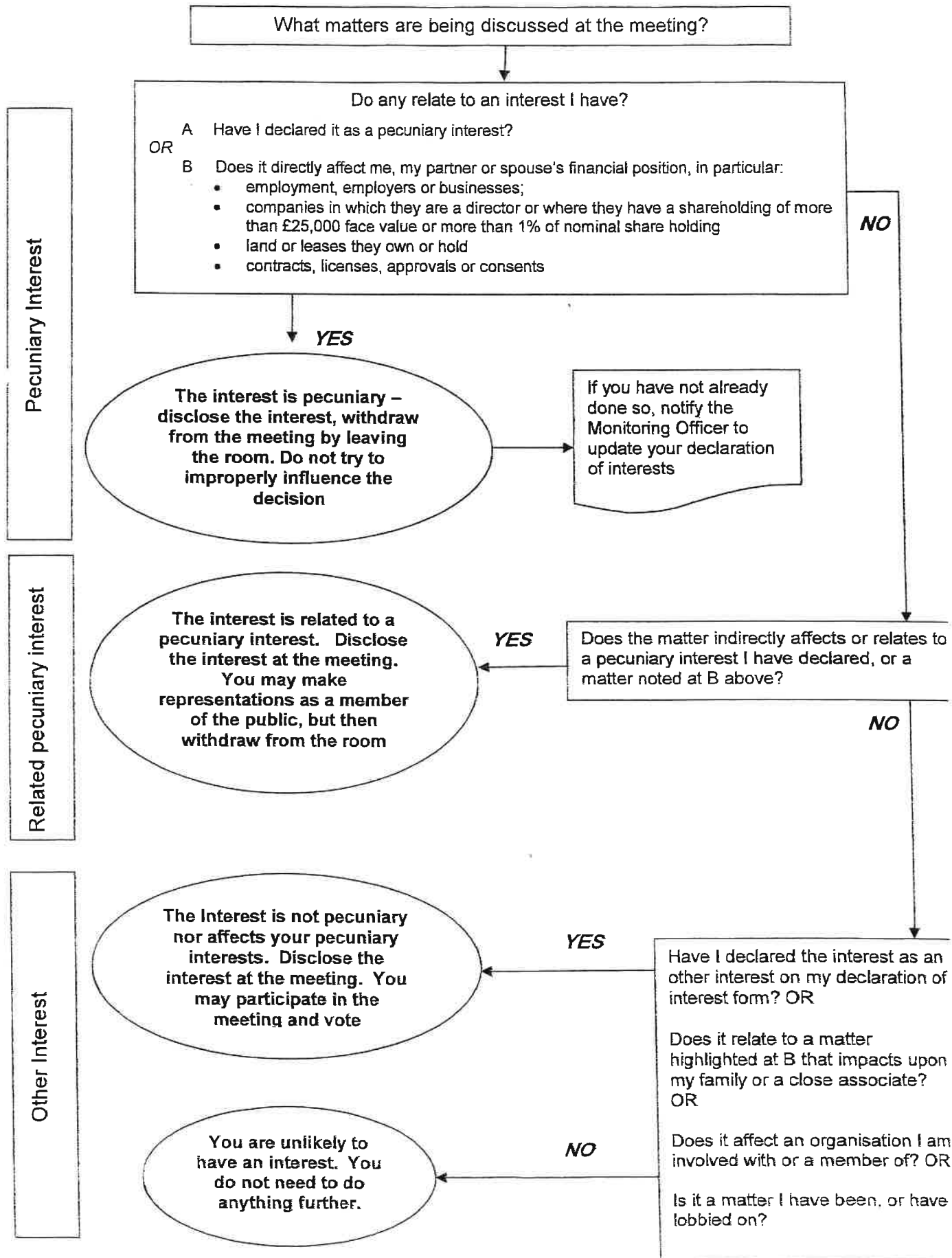
If yes, you need to inform the meeting. When it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

Is the interest not related to any of the above? If so, it is likely to be an other interest. You will need to declare the interest, but may participate in discussion and voting on the item.

Have you made any statements or undertaken any actions that would indicate that you have a closed mind on a matter under discussion? If so, you may be predetermined on the issue; you will need to inform the meeting, and when it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

**FOR GUIDANCE REFER TO THE FLOWCHART OVERLEAF.  
PLEASE REFER ANY QUERIES TO THE MONITORING OFFICER IN THE FIRST INSTANCE**

## DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF



**WYMONDHAM TOWN COUNCIL**  
**MINUTES OF A MEETING OF THE FINANCE & GENERAL**  
**PURPOSES COMMITTEE held on Thursday 19<sup>th</sup> May 2022**  
in the Council Offices commencing at 6.30 pm

Present:

Cllrs	Hurn
	Halls
	Flatt
	Carsok (substitute for Cllr. Holden)
	Elliott (Chair)

Also Present

Public: 0

F19/22	<u>ELECTION OF CHAIRMAN</u> Upon the resolution of Cllr. Hurn and seconded by Cllr. Carsok it was resolved to appoint Cllr. Elliott as Chairman.
F20/22	<u>ELECTION OF VICE CHAIRMAN</u> Upon the resolution of Cllr. Flatt and seconded by Cllr. Elliott it was resolved to appoint Cllr. Holden as Vice - Chairman.
F21/22	<u>APOLOGIES FOR ABSENCE</u> – Cllr. Holden
F22/22	<u>DECLARATIONS OF INTEREST</u> – None.
F23/22	<u>MINUTES OF MEETING</u> On the proposition of Cllr. Flatt and seconded by Cllr. Halls it was resolved to approve the minutes of the Finance & General Purposes Committee meeting held on 19th April 2022 as a correct record.
F24/22	<u>PROGRESS UPDATES</u> None.
F25/22	<u>PUBLIC PARTICIPATION</u> None.
F26/22	<u>INTERNAL AUDITORS</u> Upon the proposition of Cllr. Halls and seconded by Cllr. Hurn it was resolved to re-appoint Larking Gowen for the 2022/23 financial year.
F27/22	Upon the proposition of Cllr. Halls and seconded by Cllr. Flatt a resolution by the Council under the provisions of Section 1 of the Public Bodies (admissions to meetings) Act 1960 to exclude Press and Public from the meetings of Wymondham Town Council in order to discuss matters where publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.
F28/22	<u>ANNUAL ACCOUNTS 2021/22</u> Cllr. Elliott read out letter received from Internal Auditors Larking Gowen that they had completed their audit for the 2021-2022 financial year and no issues had been found. Clerk presented the draft audited accounts and after discussion and answering of queries upon the resolution of Cllr. Hurn and seconded by Cllr. Flatt it was resolved to recommend these for final approval by the Full Town Council.

*[The meeting closed at 18.40 pm]*

DATED this ..... day of .....2022

SIGNED ..... (Chairman)

### Section 3 – External Auditor Report and Certificate 2021/22

In respect of **Wymondham Town Council – NO0537**

#### 1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

#### 2 External auditor report 2021/22

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

#### 3 External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

*PKF Littlejohn LLP*

Date

**09/09/2022**

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

**Strictly Private & Confidential**

Mr T Gurney, Town Clerk  
Wymondham Town Council  
Ketts Park  
Harts Farm Road  
Wymondham  
NR18 0UT

Our Ref: 04/GK/MC/MC/W130020

Your Ref:

08 December 2022

Dear Mr Gurney

**Wymondham Town Council  
Interim internal audit visit on 30 November 2022**

Further to our visit on 30 November 2022, I write to confirm that the procedures undertaken on the day identified one matter as set out below, which has been rectified by the Council's officers:

- The total formulas at the bottom of the April 2022 *Monthly Creditors* spreadsheet (which records all non-wages expenditure in the month) omitted a small number of lines of data, and so understated April's total expenditure. This meant that the Full Council's 3 May 2022 meeting approved £42,389.76 of expenditure for April 2022, rather than the correct total of £43,054.06 (a difference of £664.30).
- The Finance Officer has corrected the formulas in the April 2022 spreadsheet. We have seen that the Council's Chairman and Deputy Chairman have already signed off a new hard copy print containing the correct £43,054.06 total, and this updated total is to be presented to the next Full Council meeting for approval.
- We reviewed the total formulas on the May to October 2022 *Monthly Creditors* spreadsheets, and all were correct, and included all relevant data.

I confirm that the procedures undertaken at our 30 November 2022 visit did not identify any other errors, or any instances of non-compliance with expected controls. I also confirm that, as we raised no recommendations in our 16 May 2022 letter to you at the conclusion of our internal audit for the year ended 31 March 2022, we had no prior year recommendations to follow up at this visit.

As you are aware, not all our procedures were carried out at this interim visit, as some are restricted to the year end, and these will be performed during our financial year-end visit in May 2023.

My thanks to you and to the Council's Finance Officer for your time and assistance during our visit, and should you have any queries at all, please do not hesitate to contact either Marc Cawthorne or me.

I would be grateful if you could share the contents of this letter with Councillors.

Yours sincerely



**Giles Kerkham**  
For and on behalf of Larking Gowen LLP