



LEOMINSTER TOWN COUNCIL

FULL COUNCIL

Wednesday 22nd June 2022

To: All Members:
Councillors Marsh (Mayor), Williams (Deputy Mayor), Bartlett, Davies, Hanna, Herschy, Jacquet, Marshall, Murdoch, Norman, Preece, Rosser, Smith-Winnard, Sutcliffe and Thomas (1 vacancy).

NOTICE OF MEETING

You are hereby summoned to attend a special meeting of the Leominster Town Council to be held on **Monday 27th June 2022** commencing at **19:00 hours** in the Council Chamber, 11 Corn Square, Leominster HR6 8YP.

Julie Debbage

Julie Debbage
TOWN CLERK

AGENDA

- 1. APOLOGIES FOR ABSENCE**
Schedule 12 of the Local Government Act 1972 requires a record be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are acceptable.
- 2. DECLARATIONS OF INTEREST**
Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, members are required to declare any interests which are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.
- 3. REQUESTS FOR DISPENSATIONS**
To consider requests for dispensations (must be notified in writing).
- 4. QUESTIONS FROM THE PUBLIC (maximum 15 minutes)**
To receive questions and statements from members of the public.

5. END OF YEAR ACCOUNTS 2021/22

- (a) **Annual Internal Audit Report** – To consider the Annual Internal Audit Report.
- (b) **Annual Governance Statement** – To consider the formal adoption of the Annual Governance Statement for 2021/22. Please see attachment.
- (c) **Annual End of Year Accounts** – To approve the Council's 2021/22 End of Year accounts. Please see supporting documents.

6. MINUTES OF THE PREVIOUS MEETING

To receive and approve as a correct record the minutes of the Leominster Annual Town Council meeting on 23rd May 2022.

7. CLERK'S REPORT

- (a) To receive the Clerk's Report on matters outstanding that may not appear on the agenda.
- (b) To agree a date for the Personnel Sub-Committee to carry out the Clerk's Annual Appraisal.

- 8. HEREFORDSHIRE COUNTY BID** – To nominate a Councillor to sit on the Town Council panel of the Herefordshire County BID board for the next 12 months.

9. CONFIDENTIAL ITEMS

Certain items are expected to include the consideration of exempt information and the Finance Committee is, therefore, recommended to resolve "That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information".

- (a) **Levelling Up Fund** - To receive an update on the Constituency Levelling Up Fund Bids for North Herefordshire.
- (b) **The Old Priory** – To consider supplier proposals and draft HSHAZ grant agreement terms.

10. DATE OF NEXT MEETING

The next Town Council meeting will be held on Monday 25th July 2022 at 19:00 hours in the Council Chamber, 11 Corn Square, Leominster HR6 8YP.

LEOMINSTER TOWN COUNCIL

Minutes of the Leominster Annual Town Council Meeting held on Monday 23rd May 2022 commencing at 19:00 hours in the Council Chamber, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Marsh (Mayor), Williams (Deputy Mayor), Bartlett, Davies, Hanna, Herschy, Jacquet, Smith-Winnard, Sutcliffe (19.02) and Thomas.

OFFICERS PRESENT: Town Clerk, Democratic Services Officer.

ALSO PRESENT: Ward Cllr Stone and 1 member of the public (19.20).

01/22 ELECTION OF TOWN MAYOR FOR THE 2022/23 CIVIC YEAR

Council ratified the decision made, at the Leominster Town Council Meeting held on Monday 28th March 2022, that Cllr Marsh be elected Mayor of Leominster for 2022/23.

Cllr Sutcliffe questioned why it was necessary to ratify the decision as the decision had already been made at the Leominster Town Council meeting on Monday 28th March 2022. The Local Government Act 1972, ss15(2) and 34(2) states that 'the first business of the meeting (Annual Town Council) must be the election of the chairman'.

02/22 DECLARATION OF ACCEPTANCE OF OFFICE

Council **RECEIVED** Cllr Marsh's Declaration of Acceptance of Office as the newly elected Mayor of Leominster.

03/22 ELECTION OF DEPUTY MAYOR FOR THE 2022/23 CIVIC YEAR

Council ratified the decision made, at the Leominster Town Council Meeting held on Monday 28th March 2022, that Cllr Williams be elected Deputy Mayor of Leominster for 2022/23.

04/22 DECLARATION OF ACCEPTANCE OF OFFICE

Council **RECEIVED** Cllr Williams' Declaration of Acceptance of Office as the newly elected Deputy Mayor of Leominster.

05/22 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted by the Council for Cllr Marshall (Holiday), Cllr Norman (Holiday), Cllr Preece (Holiday) and Cllr Rumsey (Prior Engagement).

06/22 DECLARATIONS OF INTEREST

The following declaration of interest was received:

- Cllr Thomas – Shopmobility trustee

07/22 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

08/22 QUESTIONS FROM THE PUBLIC (maximum 15 minutes)

There were no members of the public present at this stage. No matters were raised.

09/22 MINUTES OF THE PREVIOUS TOWN COUNCIL MEETING

Council **RESOLVED** that the minutes of the Leominster Town Council meeting held on 28th March 2022 be agreed and signed as a correct record.

Council **NOTED** the draft minutes of the Annual Town Meeting held on Monday 4th April 2022. These would be formally adopted at the next Town Meeting to be held in April 2023.

10/22 CLERK'S REPORT

Council noted the following Clerk's Report:

- Cllr Rumsey has resigned as a Councillor w.e.f. 23rd May 2022. The clerk will inform Elections at Herefordshire Council tomorrow. Council **RESOLVED** to send a letter of thanks to Cllr Rumsey and Mrs Rumsey for his service and her support during his Mayoral year;
- The clerk will be on annual leave on 27th May, 30th May and 13th to 17th June 2022;
- The clerk has received 3 applications for the Civic Officer vacancies (Sergeant at Arms and two Mace Bearers). The positions will be advertised until 31st May 2022.

11/22 APPOINTMENT OF COMMITTEES

Council **RESOLVED** to appoint the following Committees in line with the Council structure, to assist in conducting the business of Council:

- Planning & Highways Committee
- Environment & Services Committee
- Finance & General Purposes Committee
- Communications & Events Committee

12/22 APPOINTMENT OF COMMITTEE MEMBERS

Council **RESOLVED** to appoint the Members listed below to sit on the following Committees:

PLANNING & HIGHWAYS COMMITTEE (11 MEMBERS)

Cllr Marsh (Mayor)
Cllr Williams (Deputy Mayor)
Cllr Bartlett
Cllr Hanna
Cllr Herschy
Cllr Jacquet
Cllr Preece
Cllr Rosser
Cllr Thomas
2 vacancies

ENVIRONMENT & SERVICES COMMITTEE (11 MEMBERS)

Cllr Marsh (Mayor)
Cllr Williams (Deputy Mayor)
Cllr Bartlett
Cllr. Davies
Cllr Herschy
Cllr Jacquet
Cllr Murdoch
Cllr Norman
Cllr Smith-Winnard
Cllr Sutcliffe
1 vacancy

FINANCE & GENERAL PURPOSES COMMITTEE (11 MEMBERS)

Cllr Marsh (Mayor)
Cllr Williams (Deputy Mayor)
Cllr Bartlett
Cllr Davies
Cllr Hanna
Cllr Murdoch
Cllr Norman
Cllr Sutcliffe
3 vacancies

COMMUNICATIONS & EVENTS COMMITTEE (9 MEMBERS)

Cllr Marsh (Mayor)
Cllr Williams (Deputy Mayor)
Cllr Jacquet
Cllr Murdoch
Cllr Smith-Winnard
Cllr Sutcliffe
Cllr Thomas
2 vacancies

A member of the public arrived at 19.20 and said that it stated on the Town Council's website that the meeting commenced at 19.30. The website was checked immediately and it was confirmed that the website stated that the meeting commenced at 19.00.

13/22 APPOINTMENT TO OUTSIDE BODIES

Council **RESOLVED** to appoint the following Council representatives to represent Leominster Town Council on Outside Bodies:

OUTSIDE BODY	APPOINTED REPRESENTATIVES
Rural Market Towns Group (1 position)	Cllr Thomas
Herefordshire Association of Local Councils (1 position)	Cllr Marsh
Hester Clarke Almshouses Trustees (2 positions)	Cllr Thomas, 1 vacancy
Leominster District Community Association (2 positions)	Cllr Murdoch, 1 vacancy
Leominster Festival Committee (1 position)	Cllr Jacquet
Shopmobility (1 position)	Cllr Jacquet
Leominster in Bloom (2 positions)	Cllrs Marsh and Murdoch
S&A produce Liaison Group (2 positions)	Cllrs Marsh and Thomas
Janice & Peter McCaull Trust (4 positions)	Cllrs Marsh, Norman, Thomas and Williams
Youth Champions	Cllr Thomas
Tree Officer	Cllrs Preece and Smith-Winnard
Fair Trade	Cllr Norman

Cllr Thomas advised that Hester Clarke Almshouses were not currently holding meetings. The clerk will contact the Charity Commission to obtain a copy of the constitution and Articles of Association for Hester Clarke Almshouses. The clerk will also contact Hester Clarke Almshouses to establish whether there are any scheduled meetings.

14/22 INSURANCE COVER

(a) Local Council Insurance – It was **RESOLVED** that Annual Insurance cover for the Parish Council for 2022/23 currently provided by Zurich Insurance be confirmed.

(b) Vehicle Insurance – It was **RESOLVED** that Annual Insurance cover for the Parish Council's vehicles for 2022/23 currently provided by Zurich Insurance be confirmed.

15/22 VEHICLE REPLACEMENT – Council **RESOLVED** to delegate authority to the clerk to source and purchase a relatively new truck up to the value of £13000. Council noted that a tow bar has temporarily been fitted onto the Council's Ford Transit van in order that preparations can continue to be made for the Friday and Farmers markets.

- 16/22 DISPOSAL OF VEHICLE** – Council noted that the clerk has received a quote to scrap the Council’s Mitsubishi L200 and that two offers have been received from members of the public to purchase the vehicle. Council **RESOLVED** that the clerk accepts the best offer received and the vehicle will be sold as seen.
- 17/22 EXTRAORDINARY MARKET TOWNS MAINTENANCE FUND**
Council noted that the Planning & Highways Committee had already **RESOLVED** to recommend that the funding is prioritised for roads in the town centre not already covered under the HSHAZ scheme – including South Street, Burgess Street and Rainbow Street – and additional white lining. The Planning & Highways Committee had also suggested improvements to West Street although this may be covered under the HSHAZ. The clerk advised that Balfour Beatty have requested details of works to be done (on a 2 year programme) by the end of May 2022 although the HSHAZ consultation runs until 21st June 2022 and details of works to be covered by the HSHAZ have not been finalised.
Following discussion Council **RESOLVED** to advise Balfour Beatty that work is required to all town centre roads (and to allocate West Street to year 2 in case funding is received through the HSHAZ). The clerk will request quotes for all town centre roads (including West Street) and will contact the Contract management team at Herefordshire Council for an assurance that the Town Council will not lose any funding through this process.
- 18/22 FINANCES**
- (a) Accounts Paid and Invoices for Payment** – It was **RESOLVED** to ratify the payment of invoices relating to April and May 2022, as outlined on the payment statements provided.
- Cllr Williams will provide the clerk with details of companies / individuals who can carry out PAT testing.
- (b) Income & Expenditure Report Month 12** – Council **RESOLVED** to accept the Income & Expenditure Report for Month 12 and accompanying notes.
- 19/22 RURAL MARKET TOWN GROUP** – Council **RESOLVED** to continue membership of the Rural Market Town Group at a cost of £130 + VAT.
- 20/22 MAYORAL CHARITY FOR 2021/22**
Cllr Marsh announced that she would be supporting CPRE Herefordshire during her mayoral year. This is the countryside charity for Herefordshire, campaigning for a sustainable future for the countryside and rural communities in the county.
- 21/22 OLD PRIORY**
- (a) Old Priory Asset Transfer** – Council noted that the clerk has received the transfer documents. Council **RESOLVED** that the Mayor and

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Deputy Mayor sign the documents once the solicitor has confirmed that they can be signed.

- (b) **Old Priory Development Report** – Council noted the development report and **RESOLVED** that costed proposals are obtained for the work outlined in the Old Priory Feasibility Study Project Brief. Council also **RESOLVED** that the following procurement timeline is adopted:
- 30th May 2022: request for tenders is published
 - supplier proposals and draft HSHAZ grant agreement terms are presented at the Full Council meeting on Monday 27th June 2022.

22/22 REPORTS

The following reports were received:

LARC / Grange Court

Cllr Herschy thanked the Town Council for their assistance and financial support and confirmed that LARC would no longer be applying for the longstanding grant of £7000 from the Town Council.

Herefordshire Council has repaid LARC's outstanding loan with the Social Investment Business. Council expressed extreme gratitude to Herefordshire Council for the repayment of the loan.

Cllr Herschy advised that Grange Court could display any posters / leaflets regarding Herefordshire Museum's opportunity to acquire the Herefordshire Hoard. The clerk will contact Herefordshire Council to request copies of any posters/ leaflets advertising the hoard.

Repair Cafés

Cllr Smith-Winnard advised that there was an advertisement promoting local repair cafés on the back page of the latest edition of Herefordshire Now. The Leominster repair café was not featured, as it does not receive funding from Herefordshire Council, but it is open once a month and is doing well.

Leominster North Ward Report from Ward Cllr. Stone

Council noted the report contained in the agenda.

Cllr Stone added that:

- this was the fifth annual parish meeting that he had attended this year and that the maximum attendance by members of the public was two;
- the next Leominster Market Town Business Briefing will be held at Grange Court on 7th June 2022. The clerk will circulate an email regarding booking tickets to the event;
- The Duke of Kent visited Leominster on 19th May 2022 to open the Stonewater veteran community-build scheme at Noden's Mews;
- Ukrainian children are now attending a number of local schools in the county and there are a number of support groups around Herefordshire for Ukrainian families. A concert is being held at Middleton-on-the-Hill Church to raise money for Ukrainian refugees.

Leominster South Ward Report from Ward Cllr. Marsh

Council noted the report contained in the agenda.

Leominster West Ward Report from Ward Cllr. Norman

Council noted the report contained in the agenda.

Leominster East Ward Report from Ward Cllr. Bartlett

Council noted the report contained in the agenda.

Cllr Rumsey (outgoing Mayor)

No verbal report was provided as Cllr Rumsey did not attend the meeting.

23/22 CONFIDENTIAL ITEMS

(a) Grant Applications – Following consideration of the grant applications

Council **RESOLVED:**

- To request that 151 Leominster Squadron, Royal Air Force Cadets initially requests funding from the other sources listed on their grant application form. The Town Council will make up any shortfall (if there is one) from the Youth Grant budget;
- To allocate a grant of £1000, from the General Grant budget, to the North Herefordshire Shopmobility Project, to ensure the continued functioning of Shopmobility, subject to confirmation that the 3 grants listed on their grant application form relate to the current year.
Council noted that the maximum grant award of £1000 was set at the meeting of the Finance & General Purposes Committee on 19th December 2016.
Cllr Jacquet will contact Shopmobility to offer assistance with advertising on social media.
The clerk will contact Talk Community to see if they can offer any assistance;
- Not to award funding to support the Armed Forces Community Outreach Pilot proposal for Leominster as the proposal does not fulfil the Town Council's criteria for grant funding.

Council requested that the Projects and Grants Officer produces a list of youth organisations that should be eligible for grant funding and to advise how grants should be distributed (in small or larger amounts).

(b) High Street Heritage Action Zone – Council noted the clerk's verbal update on funding to be received through the HSHAZ scheme.

There being no other business the Mayor thanked everyone for their attendance and closed the meeting at 21.27 hours.

MAYOR:

DATE:

LEOMINSTER TOWN COUNCIL

ANNUAL GOVERNANCE STATEMENT

1. **Scope of Responsibility**

- 1.1 Leominster Town Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.
- 1.2 In discharging this overall responsibility, the Council is responsible for putting in place proper arrangements for the governance of its affairs and for ensuring that there is a sound system of internal control which facilitates the effective exercise of its functions and which includes arrangements for the management of risk.
- 1.3 This Statement explains how the Council has complied with the requirements under the Governance and Accountability for Smaller Authorities in England, A Practitioners' Guide to Proper Practices to be applied in the preparation of statutory annual accounts and governance statements.

2. **The Purpose of the Governance Framework**

- 2.1 The governance framework comprises the systems and processes for the direction and control of the council and its activities through which it accounts to and engages with the community.
- 2.2 The governance framework has been in place at the Council for the year ended 31st March 2022 and up to the date of approval of this new statement. The Accounts and Audit Regulations 2015 require smaller authorities each financial year to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts.
- 2.3 The publication of this Annual Governance Statement confirms that Leominster Town Council has undertaken a review of governance arrangements in order to satisfy itself that all appropriate processes and procedures are in place.

3. **Purpose of the System of Internal Control**

- 3.1 The system of internal control is a significant part of the governance framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies, aims and objectives but aims to identify and prioritise risks and the likelihood of them being realised and the impact thereof and to manage them efficiently, effectively and economically.
- 3.2 A system of internal control has been in place at Leominster Town Council for the year ended 31st March 2022.

4. The Governance Environment

4.1 Governance mechanisms are in place for the following purposes:

- Focusing on the purpose of the Council and establishing and monitoring the achievement of the Council's objectives and assessing performance;
- Facilitating policy and decision making;
- Ensuring compliance with established policies, procedures, laws and regulations;
- Embedding risk management as an activity of the Council, including how leadership is given to the risk management process, and how staff are trained or equipped to manage risk in a way appropriate to the Council and their duties;
- Seeking to ensure that continuous improvement occurs in the way the Council exercises its functions including regular training sessions for members and officers;
- Ensuring Value for Money – the Council is constantly seeking to ensure that its resources are used economically, effectively and efficiently;
- Utilises staff and management innovations and the findings of external agencies and inspections to help drive improvements;
- Members and officers working together to achieve a common purpose with clearly defined functions and roles;
- Continuing improvement in the way in which its functions are exercised having regard to a combination of economy, efficiency and effectiveness as required when seeking to achieve value for money;
- Arrangements are in place to research residents' views and consult on policies and proposals of the Council;
- Promoting values for the Council and demonstrating the values of good governance through upholding high standards of conduct and behaviour. The behaviour of councillors in particular is regulated through a Code of Conduct. In addition, Herefordshire Council has the duty of maintaining high standards of conduct in public office through its Monitoring Officer and Standards Committee roles, and arranging training on ethical matters for parish and town councils.
- Ensuring employees comply with Council policies on conduct and behaviour;
- Ensuring policy and decision making are facilitated by a clear framework of delegation set out in the Council's Standing Orders;
- Dealing with comments and complaints relating to service;
- Ensuring the financial management of the Council and reporting on financial management and in particular integrating the following financial management principles within the system of internal control:
 - Compliance with Standing Orders and Financial Regulations which are regularly reviewed.
 - Compliance with budgetary procedure requirements
 - Segregation of financial responsibilities
 - Management supervision
 - Accountability of staff as budget holders
 - Monitoring of budgets for over and underspends.
 - Regular periodic reviews and financial reports

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- Regular reports showing actual expenditure and income against forecasts for reporting on and reviewing financial performance
- Clearly defined budget setting and capital expenditure guidelines
- Regular monitoring of reserves/balances
- Compliance with formal project management disciplines
- Compliance with risk management procedures
- A robust approach to insurance and claims management.

4.2 Risk Management and Internal Audit:

- Management of risk: The Council has an established Financial Risk Management Policy.
- During the year the Internal Auditor reports to the Town Clerk. All reports are considered by the Finance & General Purposes Committee.
- The Council has a health and safety policy, which includes the carrying out of risk assessments and provides an on-going training programme to ensure continuous improvement of its practices and procedures.
- The Council retains the services of an external Health & Safety Advisor.
- The Council also retains the services of an independent internal auditor.
- The Council takes fraud, corruption and maladministration seriously.

5. Review of Effectiveness

- 5.1 The Council has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control.
- 5.2 The review of effectiveness is guided by the work of the Town Clerk who has responsibility for reviewing the effectiveness of the development and maintenance of the governance environment. The Council is also equally guided by the work of their independent Internal Auditor and comments made by their external auditors.
- 5.3 The process agreed by the Council which is applied in maintaining and reviewing the effectiveness of governance arrangements, including the system of internal control includes:
- Distribution of monthly schedule of payments to the Finance & General Purposes Committee for scrutiny and comment.
 - The Finance & General Purposes Committee receives all internal and external audit reports.
 - Reporting on any issues relating to value for money to ensure use of resources in an economical, effective and efficient way.
 - Approval through the relevant Standing Committees of budget plans, the subsequent collation of comments for policy guidance at the Town Council meeting on the setting of the budget and any Precept requirements for the following year.
 - Responsibility through the Finance & General Purposes Committee for receiving regular reports on work in progress and to be programmed for the future on internal audit and external audit functions.
 - Where any recommendations are made either by the Internal Auditor or the external auditor suggesting improvements to the effectiveness of the

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systems of governance and internal control, a plan of action will be agreed with the Town Clerk within a reasonable period to address weaknesses and to ensure agreed action is undertaken.

- 5.5 Having implemented risk management as part of their Corporate Governance arrangements the Council will continue during 2022/23 to develop these risk management arrangements to ensure they are sufficiently embedded and effective.
- 5.6 The Council will also co-operate during 2022/23 with any internal or external audit work and will address any weaknesses and also consider implementation of any recommendations which may affect improvements within these areas of activity.

6. Significant Governance Issues

- 6.1 Should the Council receive from their independent Internal Auditor or from their external auditors or any other agency a report on any matter which is considered to be one of significant corporate governance and/or internal control, such matters will be reported to and will be personally investigated by the Town Clerk who will submit a report to the Finance & General Purposes Committee as soon as practicable on the implications thereof to seek guidance and instruction on any action to be taken.

7. Annual Governance Statement 2021/22

- 7.1 Leominster Town Council has ensured there is a sound system of internal financial control and has taken the following actions:

	Yes	No	Actions taken
1. We have put in place arrangements for effective financial management during the year, and for preparation of the accounting system	<input checked="" type="checkbox"/>		Accounts have been prepared according to the Accounts and Audit Regulations 2015. Bespoke accounting software has been used (Rialtas RBS) Monthly financial reports have been submitted to the Finance & General Purposes Committee and Full Council for scrutiny. One internal audit has been undertaken during the financial year.
2. We maintain an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness	<input checked="" type="checkbox"/>		A financial Risk Register was reviewed, updated and adopted on 24/01/2022.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-	<input checked="" type="checkbox"/>		All Council activities and expenditure have been delivered through the powers

	Yes	No	Actions taken
compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.			and duties held by Local Councils and the relevant statutory provision. The council gained General Power of Competence on 24/01/2022.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<input checked="" type="checkbox"/>		All Council meetings are open to the public. Members of the public are encouraged to attend Council and Committee meetings and there is an opportunity to ask questions on all aspects of Council business. All agendas are published in full on the Council's website. The Town Council developed a Corporate Strategy and a Medium Term Financial Plan in 2018, for the period 2019-2022 which outlines the Councils aims and objectives. This is currently being developed for the next 4 years. The monthly financial reports presented to Full Council and the Finance & General Purposes Committee are published on the website as part of the relevant agenda.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required	<input checked="" type="checkbox"/>		A Financial Risk Register was adopted in January 2022. An Internal Controls document was adopted by Council on 22 nd February 2016 and is reviewed as required. Insurance cover was reviewed and updated in 2016. The final year of the 3 year agreement is 2022/23.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems	<input checked="" type="checkbox"/>		Financial health checks were undertaken by Microshade Ltd. Internal audit carried out by Iain Selkirk.
7. We took appropriate action on all matters raised in reports from internal and external audit.	<input checked="" type="checkbox"/>		Following the 2020/21 internal and external audit no actions were required.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statement	<input checked="" type="checkbox"/>		Council received one insurance claim during the year. It was received and is being dealt with by the Council's insurer, Zurich Municipal.

	Yes	No	Actions taken
9. The Town Council is not sole manager of any Trust Funds	<input checked="" type="checkbox"/>		Not applicable.

8. Approval of Statement

8.1 This statement is to be approved by the Full Council on Monday 27th June 2022 when authority is granted for the Mayor and Town Clerk to sign.

Town Mayor :.....

Town Clerk:.....

On behalf of Leominster Town Council