

MAESTEG TOWN COUNCIL

Minutes of a **EXTRAORDINARY** meeting of the **Council** held remotely via Microsoft Teams and at the Council Meeting Room, Council Offices, Talbot Street, Maesteg, on **Tuesday, 29th June 2021**.

PRESENT:

COUNCILLORS: **C Reeves (Chair of Finance)**
L Beedle, R Collins, AR Davies, K Edwards, A James,
R Lewis, R Martin, W May, R Penhale-Thomas, S Smith,
G Thomas, L Thomas and P White

APOLOGIES were received from Cllrs P Jenkins and I Williams

DECLARATION OF INTEREST: None received

64. ANNUAL RETURN OF ACCOUNTS YEAR ENDED 31 MARCH 2021

Members were provided with copies of the Annual Return for the Year ended 31 March 2021 along with a copy of the internal auditor's report.

The RFO advised that there was a typing error in the figure for staffing costs and that the form would be amended accordingly. Members queried why the internal auditor hadn't raised the error, to which the RFO advised that she had spoken to the internal auditor and he agreed with the typing error and agreed that the form could be amended.

The Chair of Finance asked members if there were any queries to the internal auditor's report. A member queried that there had been no formal budget reviews just the monthly meeting reviews. Chair of Finance agreed with the statement however the internal auditor was happy that members were able to see the budget at the monthly meetings and had seen minutes of the meetings to confirm this.

The Clerk/RFO guided members through the Annual Governance Statement Part 1 and members answered the questions as can be seen on the Annual Return form. Members answered no for items 5 & 8 members due to the lack of producing a risk assessment schedule. In 2020-21 Maesteg Town Council engaged with a number of certified contractors and have completed a number of risk assessments including:

- Electrical Installation Inspection,
- Emergency Lighting Inspection,
- Fire Alarm upgrade,
- Fire Risk Assessment,
- Building Condition and Assessment Report with Repair and Maintenance Proposals

However, Maesteg Town Council have failed to produce a written risk assessment schedule but will be looking at this recommendation from the 2019-20 internal auditor and 2020-21 internal auditor as soon as possible.

RESOLVED:

- Annual Return Year Ended 31 March 2020 form completed, signed and dated by RFO and Chair of Meeting also an explanatory letter to be sent with the completed form.
- Annual Return Form, Internal Auditor's Report and Explanatory letter to be placed onto the website.

Minutes emailed to all Councillors to Read on 1st July 2021

**Minutes accepted at a remote meeting of the Council
held on 6th July 2021**

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Mayor