



GLASTONBURY TOWN COUNCIL

Minutes of Glastonbury Town Council held on 28 June 2023 at 7 pm	
Councillors Present	R. Cook, I. Donfrancesco, S. Henderson, Lokabandhu, L. MacDougall, I. Mutch, M. Oakden, Z. Price and M. White
Apologies	Cllrs P. Manning, L. Osborn, S. Roney-Dougal and M. Smyth
Absent	Cllrs N. Cottle, J. Cousins and T. Napper
In Attendance	Town Clerk, Responsible Finance Officer and 0 members of the public
Public Participation	9 members of the public spoke during public participation.

50. TO RECEIVE APOLOGIES FOR ABSENCE AND NOTE THE REASONS GIVEN

Cllrs Manning, Osborn and Smyth had offered apologies owing to personal commitments. Cllr Roney-Dougal offered apologies owing to feeling unwell. These apologies were duly **NOTED**.

Cllrs Cottle, Cousins and Napper had not offered apologies and were marked absent.

51. DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS

No declarations of interest were made.

52. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 13 JUNE 2023

The minutes were considered a true record of the meeting and were duly **SIGNED** by the Mayor.

53. TO RECEIVE THE INCOME AND EXPENDITURE ACCOUNT AND BALANCE SHEET FOR 2022/23

Members received and considered the Income and Expenditure Account and Balance Sheet for the period 2022/23.

Cllr White proposed that these documents be accepted. This was seconded by Cllr Oakden and **RESOLVED** unanimously.

54. TO CONSIDER THE INTERNAL AUDITORS REPORT AND MAKE PROVISIONS TO IMPLEMENT ANY RECOMMENDATIONS

The Internal Auditor's report for the period concluded that Glastonbury Town Council was run properly, however it had failed two control objectives.

Objective C had been failed because although the Town Council has a scheme of internal control and risk assessment, it had not been received and noted by members in the year 2022/23. The Town Clerk proposed that the Town Council purchase industry-specific software in order for this task to be more time-efficient.

CLlr White proposed that the Town Clerk purchase the risk system software up to a value of £200 +VAT. This was seconded by Cllr Lokabandhu and **RESOLVED** unanimously.

Objective H had been failed because the Town Council’s asset register was not up to date at the time of the audit. The Town Clerk and Responsible Finance Officer have updated the asset register and delegated the task of compiling an inventory to another member of staff. The updated Asset Register, reflecting the auditor’s recommendations would be brought to the Finance and General Purposes Committee.

Cllr Lokabandhu proposed this solution be accepted. This was seconded by Cllr White and **RESOLVED** unanimously.

Members **NOTED** the report in full.

55. TO APPROVE THE ANNUAL GOVERNANCE STATEMENT FOR 2022/23

Members considered the requirements for the 9 sections within the Annual Governance Statement with the Town Clerk and Responsible Finance Officer.

Cllr White proposed that the Town Council state ‘YES’ for boxes 1 to 4 and 6 to 9. This was seconded by Cllr Mutch and **RESOLVED** unanimously.

Cllr Henderson proposed that the Town Council state ‘NO’ for box 5. This was seconded by Cllr Price and **RESOLVED** unanimously.

56. TO APPROVE THE ACCOUNTING STATEMENTS FOR 2022/23

Members considered the figures in the Accounting Statements with the Town Clerk and Responsible Finance Officer.

Cllr Price proposed that the Accounting Statements be approved. This was seconded by Cllr White and **RESOLVED** unanimously.

57. ACTIONS ARISING FROM THE MEETING

The Town Clerk had captured a number of actions from the meeting including: implementing the agreed solutions to failed control objectives and the submission of the Audit and Accountability Return for 2022/23 with the Responsible Finance Officer.

58. TO NOTE THE DATE OF THE NEXT MEETING

Tuesday 11 July 2023.

SIGNED:	DATE:
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