



**THORNABY TOWN COUNCIL
FULL COUNCIL MINUTES
VIRTUAL MEETING, MONDAY, 30TH NOVEMBER 2020 AT 6.30PM**

Present: Cllr Steve Walmsley (Chair)
Cllr Ian Dalgarno (Vice-Chair)
Cllr Glenn Eastick
Cllr John Flynn
Cllr Ray Godwin
Cllr Les Hodge
Cllr Zeb Khaliq
Cllr Tina Large
Cllr Mick Moore
Cllr Sylvia Walmsley
Cllr Luke Frost (joined the meeting at 18.45)
Cllr Sue Frost (joined the meeting at 18.45)
Jen Elstob, Town Clerk – Minute taker

FC-20-106 NOTICE OF MEETING:

The notice convening the meeting was taken as read.

FC-20-107 APOLOGIES FOR ABSENCE: Apologies were received from:

Cllr Pat Large

FC-20-108 CODE OF CONDUCT:

Cllr Luke Frost, Cllr Steve Walmsley and Cllr Glenn Eastick declared an interest in Victoria Park Welfare Hall

FC-20-109 PUBLIC PARTICIPATION:

There were no members of the public present.

FC-20-110 MINUTES OF MEETING:

To resolve that the minutes of the following meeting are a true and accurate record:

a) Full Council minutes dated Monday 19th October 2020

It was resolved and agreed that the minutes dated 19th October 2020 were a true and accurate record.

FC-20-111 MATTERS ARISING FROM ABOVE MINUTES:

There were no matters arising.

FC-20-112 FINANCE: to consider and approve the following

- Report from Azet's Accountants

It was resolved and agreed that the report from Azet's Accounting was a true and accurate record. It was noted that in the future the reports detail full balances. The TC explained that Azet's had been experiencing problems with their system which would be resolved for future reports.

- Income & Expenditure since last meeting & Accounts Due for payment

It was resolved and agreed that the Income & Expenditure accounts due for payment were a true and accurate record.

SIGNED:

S Walmsley

DATE:

25-1-2021

- Town Hall Insurance Policy changes:
It was resolved and agreed that the buildings insurance be increased from £1,800,000 to £3,000,000

- Mobile phone changes
The TC informed members that the works mobile phone had been changed to a sim only deal costing £10 per month.

FC-20-113 EXTERNAL AUDITORS NOTIFICATION OF NOTICE OF CONCLUSION OF AUDIT ANNUAL RETURN FOR YEAR ENDED 31ST MARCH 2020: MAZARS LLP

The notice of conclusion of audit dated 23rd November 2020 received from Mazars LLP.

Section 3 – External Auditor Report and Certificate 2019/20.

It stated that on the basis of their review of Sections 1 & 2 of the Annual Governance and Accountability return, in their opinion the information in Section 1 & 2 of the Annual Accountability Return is in accordance with Proper Practices and no other matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

They certified that they have completed their review of Section 1 & 2 of the Annual Governance and Accountability Return, and discharged their responsibilities under the Local Audit and Accountability Act 2014, for the year ended March 2020.

Minor scope for improvements were identified, which were:

- The Internal Control Objective (L) 'The authority has demonstrated during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations' was ticked 'not applicable' by the internal auditor but no explanation was provided. In future, the Council should ensure that any not covered answers by the internal auditor are explained on the AGAR or on a continuation sheet.
- The bank reconciliation was difficult to follow because it did not include cash book figures. In future, the Council should use the standard proforma provided in our guidance or in the Practitioner's Guide when preparing the reconciliation.

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

- The Accounts and Audit Regulations require the Council to undertake an annual review of internal control and although the regulations do not specify how this should be performed it is unusual for a Council of Thornaby's size to rely exclusively on the internal audit page of the Annual Governance & Accountability Return. The engagement letter with the Internal Auditor does not clearly set out the scope of the work and reporting.
We recommend that the Council obtains a more detailed report from the internal auditor in 20/21 setting out the testing performed and results and agrees a new engagement letter setting out more clearly the scope of the work and reporting.
- We were required to return the Annual Governance & Accountability Return to enable the Council to correct the following:
 - A. There was an item present on the Box 7 & 8 reconciliation that was not a debtor creditor but capital expenditure in 2014/15 that should have been recognised as other payments in Box 6 of that year. Accordingly, in both 2018/19 and 19/20 Boxes 1 and 7 were overstated by £13,600. In future the Council should ensure that the Annual Governance & Accountability Return is accurate and complete.

Cllr Sylvia Walmsley thanked the Town Clerk for her hard work on the audit.

SIGNED:

S Walmsley

DATE:

25-1-2021

It was resolved and agreed to accept the Conclusion of Audit Annual Return for the year ended March 2020 from Mazars LLP and ensure that the recommendations made by Mazars will be implemented for the 20/21 Annual Governance & Accountability Return.

- FC-20-114 DIBBLES BRIDGE FILM:** for decision
DS who produced the much-acclaimed Dibble's Bridge film for Thornaby Town Council contacted members of the Council to explain that as he had submitted the film into the New York Film Festival at a cost of £300.
It was resolved and agreed that TTC would reimburse the submission fee of £300 paid by DS.
- FC-20-115 ALISON TRAINER PARK WASTE BINS:** for decision
A request had been made by a member of the public to JA (SBC) for a new dog bin at the entrance to Alison Trainer park. JA (SBC) contacted TTC about replacing existing dog bins with duo waste/dog bins combined.
It was agreed that a quote would be obtained for one new duo waste/dog bin, with the proposed new bins existing bins being replaced at a later date.
- FC-20-116 TOWN HALL:**
Cllr Steve Walmsley provided the following update:
- The lock on the front gate and the new post box were completed.
 - Bolts were in the lift shaft
 - The roof on the Town Hall would not be removed for the lift casing until after Christmas.
 - The engineer from Pickering's Lifts is on the sick, therefore there will be a delay installation.
 - Early in 2021 the Dibble's Bridge Memorial to be erected outside the Town Hall. will be installed that will face the list of names of those that sadly died in the accident. Artwork will be incorporated into the bench, S B to be approached to complete the Artwork.
- FC-20-117 CLERK'S REPORT:**
The TC explained that the WiFi where she lives is very intermittent and explained that future meetings continue to be hosted by Cllr SW in case the signal is lost preventing disrupting the meeting. Hopefully this will be resolved in the future.
- FC-20-118 CORRESPONDENCE:** to discuss any received
There was no correspondence received.
- FC-20-119 TO RECEIVE MATTERS FOR INFORMATION ONLY:**
Cllr RG had met with J MC (SBC) regarding a cycle network
- FC-20-120 CONSIDERATION OF ITEMS FOR THE NEXT FULL COUNCIL MEETING:**
- Nominations
 - Dean Porter Insurance
 - CCTV Cameras Cleveland Police
 - Victoria Park Welfare Hall - Insurance

DATE AND TIME OF THE NEXT FULL COUNCIL MEETING:

FULL COUNCIL/BUDGET PRECEPT

Monday 18th January 2021 at 6.30pm (this will be a virtual meeting)

SIGNED:

S Walmsley

DATE:

25-1-2021

For Council - January 2021

Income					
Date	Reference	Detail	Budget Code	Amount	
N/A					
Petty Cash					
Date	Reference	Detail	Budget Code	Amount	
10.12.20	577	Post Office Postage	7040	£	5.57
Cheques/Money Out					
Date	Reference	Detail	Budget Code	Amount	
5.11.20	Card payment	Brewers Paint	7130	£	65.00
5.11.20	Card payment	Brewers Paint	7130	£	79.00
18.11.20	Card payment	TPF	admin	£	1,836.52
25.11.20	Cheque 3859	Zurich Insurance 21.12.20 to 20.12.20	7320	£	4,574.38
25.11.20	Cheque 3860	Zurich Insurance to 21.12.20	7070	£	168.07
25.11.20	Telephone	HMRC	admin	£	262.60
25.11.20	Telephone	Wages	Admin	£	1,050.34
26.11.20	Card payment	Brewers Paint	7130	£	157.99
30.11.20	Cheque 3861	Zurich Insurance 21.12.20 to 20.12.20 inc	7320	£	912.27
30.11.20	Telephone	Chess ICT - November 2020	7050	£	73.19
1.12.20	Cheque 3861	Film submission Derek Smith	Env & SP	£	300.00
1.12.20	Cheque 3862	Marsh Commercial Welfare Hall	Env & SP	£	927.14
18.12.20	Telephone	Wages	admin		
18.12.20	Telephone	HMRC	admin		
18.12.20	Telephone	Chess ict ltd - December 20	7050	£	73.19
Direct Debits					
Date	Reference	Detail	Budget Code	Amount	
2.11.20		O2 mobile	7050	£	18.94
2.11.20		SBC Rates	7330	£	86.00
31.10.20		B Gas - Gas	7340	£	324.36
16.11.20		B Gas - electricity	7340	£	249.42
18.11.20		Wave - Water bill	7340	£	120.49
20.11.20		Carphone warehouse	7050	£	7.99
30.11.20		B Gas - Gas	7340	£	431.05
30.11.20		Document Solutions	7020	£	42.77
4.12.20		Grenke equipment protecton	7020	£	106.80
16.12.20		B Gas - electricity	7340	£	274.89
30.12.20		B Gas - Gas	7340	£	644.40
31.12.20		Document Solutions	7020	£	46.62
Transfers from TTC to THRP					
N/A					
THRP Payments					
Date	Cheque No	Detail	Credit	Amount	
20.11.20	849	D & P Plumbing		£1,176.00	
20.11.20	850	DTA Consulting Engineers		£372.00	
20.11.20	851	Ryedale Plasterers		£7,420.98	
20.11.20	852	D & P Plumbing		£386.40	
3.12.20	853	Mavel App 6		£17,026.58	
	854	Cancelled			
4.12.20	855	TG		£2,940.00	
4.12.20	856	Old Town Construction - painting/clean		£2,787.00	
4.12.20	857	L Roberts Joinery/ laminate floor		£1,178.05	
4.12.20	858	DTA Consulting Engineers		£2,480.10	
4.12.20	859	Priestman/Sangster		£6,000.00	
4.12.20	860	Old Town Construction,		£3,115.00	
4.12.20	861	TG		£2,301.25	

P Wainley

25-1-2021