

**NORFOLK JOINT MUSEUMS & ARCHAEOLOGY COMMITTEE  
ACCOUNTS APPROVAL & URGENT BUSINESS SUB-COMMITTEE**

**Minutes of the Meeting held on 28 September 2012**

**Present:**

Mr D Bradford  
Mr P Duigan

Mr B Stone  
Mr M Wilby

**Also Present:**

Mr H Bullen for the Head of Finance  
Mr A Thompson Chief Internal Auditor  
Mr P King from the Audit Commission who introduced the Audit Commission  
Annual Governance Report for 2011/2012  
Mr Tim Shaw Committee Officer

**1 Election of Chairman**

Resolved –

That Mr P Duigan be elected Chairman of the Sub-Committee for the ensuing year.

(Mr P Duigan in the Chair)

**2 Election of Vice-Chairman**

Resolved –

That Mr B Stone be elected Vice-Chairman of the Sub-Committee for the ensuing year.

**3 Apologies**

Apologies for absence were received from Mr G Jones, Miss J Toms and Mr J Ward.

**4 Minutes**

The minutes of the previous meeting held on 4 November 2011 were confirmed by the Sub-Committee and signed by the Chairman.

**5 Declarations of Interest**

There were no declarations of interest.

**6 Urgent Business**

There were no items of urgent business.

## **7 Audit Commission – Annual Governance Report Audit 2011/12**

The annexed report by the Head of Finance was received.

The Sub-Committee received a report from the Head of Finance that introduced the Audit Commission's Annual Governance Report for the Norfolk Joint Museums and Archaeology Committee for 2011/2012 which was introduced by Mr Philip King from the Audit Commission.

Resolved –

That the Sub-Committee:

- (a)** Note the Audit Commission's Annual Governance Report before the Audit Commission issue their audit opinion.
- (b)** Take note of the adjustments to the financial statements that are set out in the report.
- (c)** Recommend that the Joint Museums and Archaeology Committee consider the Audit Commission Annual Governance Report.

## **8 Annual Statement of Accounts and Annual Governance Statement 2011/12**

The annexed report by the Head of Finance was received.

The Sub-Committee received a report that summarised the Statement of Accounts for the Norfolk Joint Museums and Archaeology Committee for 2011/2012 which had been subject to external audit by the Audit Commission.

The Head of Finance anticipated that the Sub-Committee would receive an unqualified audit report.

Resolved-

That the Sub-Committee:

- (a)** Note that, following annual reviews, the system of internal control and internal audit were considered adequate and effective for the purposes of the relevant regulations.
- (b)** Approve the Annual Governance Statement and commend it for signature by the Chairman of the Sub-Committee and the Director of Community Services.
- (c)** Approve the Statement of Accounts for 2011/2012

## **9 Letter of Representation 2011/2012**

The annexed report by the Head of Finance was received.

The Sub-Committee received a report that included a draft Letter of Representation to the external auditors about the audit of the financial statements for 2011/2012. The letter was required by the auditors before they issued their opinion and conclusion on the accounts.

Resolved –

That on behalf of the Sub-Committee, the Chairman of the Sub-Committee and the Head of Finance be authorised to sign the Letter of Representation to the external auditors that was enclosed within the attached report.

## **10 Audit Commission – Draft Annual Audit Letter 2011/2012**

The annexed report by the Head of Finance was received.

The Sub-Committee received a report from the Head of Finance that introduced the Audit Commission's draft Annual Audit Letter of the Norfolk Joint Museums and Archaeology Committee.

Resolved –

That the Joint Committee note the report and the attached draft Annual Audit Letter that provided a summary of the Audit Commission's assessment of the Joint Committee.

## **11 Chairman's Concluding Remarks**

It was noted that the meeting had been preceded by an informative half-hour Induction Training Session that gave the members a more clear understanding of the accounting policies adopted by the Joint Committee and the need to ensure that there was a sound system of internal control, which included arrangements for the management of risk . On behalf of the Sub-Committee, the Chairman said that he was grateful to Mr. Harvey Bullen (Head of Budgeting and Financial Management) and Mr Adrian Thompson (Chief Internal Auditor) for conducting the training session that preceded the meeting and to Mr Philip King from Audit Commission for taking the time to attend the meeting and introduce the Audit Commission's Annual Governance Report for 2011/2012.

The meeting concluded at 2.45pm.

**Chairman**



**If you need these minutes in large print, audio, Braille, alternative format or in a different language please contact Tim Shaw on 0344 8008020 or 0344 8008011 (textphone) and we will do our best to help.**