

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

**Minutes of the Meeting held on 30 September 2013 at 2.30pm in the
Colman Room at County Hall, Norwich**

Present:

Mr J W Bracey
Mr D Bradford
Mr A Grey

Mr H Humphrey
Mr M Sands
Mr J Ward

Substitute Member Present:

Mr J Joyce for Dr C Kemp

Also Present:

Mr H Bullen for the Head of Finance
Ms C Bye for the Head of Finance
Mr S Jarrett for the Head of Finance
Mr P King for Ernst and Young, External Auditors
Mr T Shaw – Committee Officer

1 Election of Chairman

Resolved –

That Mr H Humphrey be elected Chairman of the Sub-Committee for the ensuing year.

(Mr H Humphrey in the Chair)

2 Election of Vice-Chairman

Resolved –

That Mr D Bradford be elected Vice-Chairman of the Sub-Committee for the ensuing year.

3 Apologies

Apologies for absence were received from Dr C Kemp.

4 Minutes

The minutes of the previous meeting held on 28 September 2012 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 External Auditor's Annual Results Report (ISA260) 2012/2013

The annexed report by the Head of Finance was received.

The Sub-Committee received a report from the Head of Finance that introduced Ernst and Young's Audit Results Report (ISA260) for the Norfolk Joint Museums and Archaeology Committee for 2012/2013.

Mr Philip King from Ernst and Young presented the External Auditors Audit Results Report (ISA260) for the Joint Committee which was laid on the table.

Resolved:

That the Sub-Committee:

- (a) Note matters raised in the report before Ernst and Young issue their audit opinion.
- (b) Take note of the minor adjustments to the financial statement, handed out to Members with the report laid on the table.
- (c) Note that no further action was required regarding the External Auditor's Report.

8 Annual Statement of Accounts and Annual Governance Statement 2012/2013

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 2012/2013 which had been subject to external audit by Ernst and Young.

Mr Harvey Bullen, speaking for the Head of Finance, anticipated that the Joint Museums and Archaeology 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 2012/2013

9 Letter of Representation 2012/2013

The annexed report by the Head of Finance was received.

The Sub-Committee received a report from the Head of Finance that provided details of the draft Letter of Representation to the external auditors about the audit of the financial statements for 2012/2013 which was sent to Members by email before the start of the meeting.

Resolved –

That the Sub-Committee endorse the Letter of Representation and authorise the Chairman of the Sub-Committee and the Head of Finance to sign it on behalf of the Sub-Committee.

The meeting concluded at 2.45pm.

Chairman



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