

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

Minutes of the Meeting held on 25 June 2010

Present:

Mr D Bradford
Mr G Cook
Mrs H T Nelson
Mr J Ward

Substitute Present:

Mr D Murphy for Mr M Wilby

1 Election of Chairman

Resolved –

That Mr J Ward be elected Chairman of the Sub-Committee for the ensuing year.

(Mr J Ward in the Chair)

2 Election of Vice-Chairman

Resolved –

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

3 Apologies

Apologies for absence were received from Mr M Hemsley and Mr M Wilby (with Mr D Murphy attending as Substitute).

4 Minutes

The minutes of the previous meeting held on 24 June 2008 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 Annual Governance Statement 2009/10

The annexed report by the Head of Finance was received.

The Sub-Committee received a proposed Governance Statement that provided assurance the NMAS Governance Framework, including the system of internal control, was adequate and effective.

The Sub-Committee noted the following:

- There was a requirement for an Annual Governance Statement; the Sub-Committee supported the Annual Review.
- The Joint Museums and Archaeology Committee's Code of Corporate Governance had been reviewed by the Monitoring Officer and was considered to be adequate.
- The governance arrangements for 2009/10 were considered to be adequate and effective.
- Based on the evidence provided and reviewed, the key controls were considered to be complete, accurate and current.
- Chief Officers recognised the "corporate ownership" of the Joint Museums and Archaeology Committee's governance requirements and were comfortable with the review approach set out in paragraphs 4.2 and 4.3 of the covering report.
- The Annual Governance Statement was incorporated into the Annual Statement of Accounts appearing separately elsewhere on this agenda.

Resolved –

That the Sub-Committee approve the Annual Governance Statement for signing by the Chairman of the Sub-Committee and the Director of Community Services.

8 Norfolk Audit Services Annual Report 2009/10 on the Norfolk Joint Museums and Archaeology Committee

The annexed report by the Head of Finance was received.

The Sub-Committee received an Annual Report which summarised the internal audit work carried out in 2009/10, reported on Internal Audit's performance, provided assurance that financial, non-financial controls and risk management arrangements that existed were adequate and effective and provided details of the relevant sections of the 2010/11 Internal Audit Plan.

Resolved –

- That on behalf of the Norfolk Joint Museums and Archaeology Committee, the Sub-Committee adopt the Council's Anti-Fraud and Corruption Strategy

and approve the Norfolk Joint Museums and Archaeology Committee's Annual Internal Audit Report for 2009/10 and the key message: "Based on an analysis of the audit work carried out in reports issued, the Chief Internal Auditor can assure the Committee that the adequacy and effectiveness of internal control and risk management during 2009/10 was "acceptable" subject to further strengthening of controls through the implementation of the agreed actions arising from the audits shown at 4.1 of the attached report".

- That the systems of internal audit and internal control were adequate and effective during 2009/10 for the purpose of the latest regulations.
- That arrangement for dealing with fraud was considered to be adequate and had been reviewed in the light of the economic downturn.
- Note the content of the 2010/11 Audit Plan taken from the NAS Annual Report.

9 2009/10 Final Accounts

The annexed report by the Head of Finance was received.

The Sub-Committee received a report that set out the final accounts of the Norfolk Joint Museums and Archaeology Committee for 2009/10.

It was noted that the meeting had been preceded by an informative one hour Induction Training Session that gave Members a more clear understanding of the accounting policies adopted by the Joint Committee and the need to ensure there was a sound system of internal control, which included arrangements for the management of risk. Members were grateful to Mr Harvey Bullen (Head of Budgeting and Financial Management) and his colleagues from Finance for conducting the Training Session that preceded the meeting.

Resolved –

That the Sub-Committee approve the Joint Committee's Statement of Accounts for 2009/10.

The meeting concluded at 2.25pm

Chairman



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