



AUDIT & RISK MANAGEMENT COMMITTEE MEETING

Friday 13 November 2020 10am

Northern Areas Council Chamber Jamestown

Notice is hereby given that the next Audit & Risk Management Committee meeting of the Legatus Group will be held on Friday 13 November 2020, commencing at 10am

Note that due to Social Distancing restrictions and hygiene requirements there is no access into the staff area other than using the bathroom facilities.

Ian McDonald will join via Zoom Meeting

<https://us02web.zoom.us/j/87569392198>

Meeting ID: 875 6939 2198

Passcode: 211002

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1) MEETING ATTENDANCE AND APOLOGIES

Meeting Attendance

Present - Committee

Mayor Kathie Bowman (Chair)	District Council of Orroroo-Carrieton
Mayor Denis Clark	Northern Areas Council
Mr Peter Ackland CEO	Port Pirie Regional Council
Mr Colin Byles CEO	Northern Areas Council
Mr Ian McDonald	Independent

In Attendance

Mr Simon Millcock CEO	Legatus Group
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2) MINUTES OF PREVIOUS MEETING

Reports for Discussion

From: Simon Millcock Chief Executive Officer

Recommendation: That the minutes of the Legatus Group Audit & Risk Management Committee Meeting held on 21 August 2020 be taken as read and confirmed.

Background

Mayor Kathie Bowman as Chair of the Committee provided a report which included copies of the minutes of the meeting 21 August 2020 at the Legatus Group meeting on 4 September 2020. The following matters were approved by the Legatus Group:

1. That Mayor Kathie Bowman is appointed Chair of the Audit and Risk Management Committee
2. That the Legatus Group undertake a review of its 2020/2021 Business Plan and Budget in November 2020 and that this includes a review of the Long Term Financial Plan.
3. That the Legatus Group encourages its members to invite the Legatus Group CEO to a council meeting or workshop during October – December 2020 to discuss the current business plan.
4. That the Legatus Group adopt the variation to item 5.1 of the Legatus Group Charter as set out in item 3.2 of the Legatus Group Audit and Risk Management Committee meeting held on 22 May 2020 and authorise the Legatus Group CEO to comply with the Local Government Act requirements to secure the variation to the charter.

The Minutes of Audit and Risk Management Committee Meeting 21 August 2020 Northern Areas Council Chambers and Zoom – on-line

The meeting was opened at 10.30am.

1. Meeting Attendance

Present: In person: Mayor Kathie Bowman (Chair), Mayor Denis Clark, Mr Colin Byles

Online: Mr Peter Ackland, Mr Ian McDonald and Legatus Group CEO Mr Simon Millcock

2. Confirmation of Previous Minutes

Motion: That the minutes of the previous Legatus Group Audit and Risk Management Committee meeting held on 22 May 2020 be taken as read and confirmed

Moved: Colin Byles Seconded: Ian McDonald

CARRIED

3. Business Arising Not Otherwise on the Agenda

3.1 Vacancies for the Committee and appointment of Chair

The meeting received a report by the Legatus Group CEO and noted with thanks the reappointment of Peter Ackland and that the Legatus Group were required to appoint the Chair of the Committee.

Motion: That the committee notes the report and recommends that Mayor Bowman continues as Chair.

Moved: Peter Ackland Seconded: Ian McDonald

CARRIED

3.2 Charter Review

The Legatus Group CEO provided a report on the variation to item 5.1 of the Charter.

Motion:

1. That the committee notes the report and that a simple majority of the Constituent Councils have approved the variation.
2. That the committee recommends the Legatus Group adopt the variation to item 5.1 of the Legatus Group Charter as set out in item 3.2 of the Legatus Group Audit and Risk Management Committee meeting held on 22 May 2020 and they authorise the Legatus Group CEO to comply with the Local Government Act requirements to secure the variation to the charter.

Moved: Ian McDonald Seconded: Mayor Denis Clark

CARRIED

3.3 Policy Updates

The Legatus Group CEO provided a report on the publishing of the new policies.

Motion: That the committee notes the report.

Moved: Colin Byles Seconded: Peter Ackland

CARRIED

4. 2019/2020 Financial Report

4.1 Annual Financial Report 2019/2020

The Legatus Group CEO provided the 2019/2020 audited financial report with the agenda and general discussion included the increased surplus.

Motion:

1. That the committee notes the charter has been complied with regarding the audited financial report for 2019/2020.
2. That the committee endorse the Legatus Group annual financial statement for the year ending 30 June 2020 as presenting a fair view of the state of the financial affairs of the Legatus Group and recommend the board adopt the annual financial statement.
3. The committee recommends that the Legatus Group retain the Flinders Ranges Council for managing the financial services and Dean Newbery and Partners as the Legatus Group Independent Auditors.

Moved: Ian McDonald Seconded: Denis Clark

CARRIED

4.2 Annual Committee Report

The Legatus Group CEO provided a draft report on the work of the committee in 2019/2020 for consideration of including into the Legatus Group Annual Report.

Motion:

1. That the committee approves the report for inclusion into the Annual Report.
2. That the committee agrees it has provided the required level of oversight and recommendations to the Board as per its terms of reference.

Moved: Mayor Denis Clark Seconded: Ian McDonald

CARRIED

4.3 2020/2021 Financial Report

The Legatus Group CEO provided the balance sheet and profit and loss statement for July 2021.

Motion: That the committee notes the report.

Moved: Ian McDonald Seconded: Colin Byles

CARRIED

5. 2020/2021 Business Plan and Budget

The Legatus Group CEO provided a report with the agenda on the 2020/2021 Business Plan and Budget.

Motion:

1. That the committee notes the Legatus Group Business Plan and Budget were adopted in accordance with the Legatus Group Charter.
2. That the committee recommends the Legatus Group undertake a review of its 2020/2021 Business Plan and Budget in November 2020 and that this includes a review of the Long Term Financial Plan.
3. That the Legatus Group encourages its members to invite the Legatus Group CEO to a council meeting or workshop during October – December 2020 to discuss the current business plan.

Moved: Ian McDonald Seconded: Peter Ackland

CARRIED

6. Legatus Group Work Plan

The Legatus Group CEO provided a report with the agenda.

Motion: The committee notes the work plan is up to date.

Moved: Mayor Denis Clark Seconded: Colin Byles

CARRIED

7. Other Business

Nil

8. Next meeting

Subject to the Legatus Group setting their meeting dates for 20/21.

Meeting Closed at 11.08am

3) BUSINESS ARISING NOT OTHERWISE ON THE AGENDA

3.1 Charter Review

Reports for Discussion

From: Simon Millcock Chief Executive Officer

Recommendation: That the committee notes the variation to the charter requirements have been complied with.

Background

The Legatus Group 4 September 2020 meeting adopted the variation to item 5.1 of the Legatus Group Charter as set out in item 3.2 of the Legatus Group Audit and Risk Management Committee meeting held on 22 May 2020 and authorised the Legatus Group CEO to comply with the Local Government Act requirements to secure the variation to the charter.

The Hon Vicky Chapman Minister Planning and Local Government was notified and provided with a copy of the updated charter in compliance with the review of the Charter requirements.

The updated charter was published on the Legatus Group website and a notice was published in the 8 October 2020 South Australian Government gazette in accordance with the Local Government Act 1999 schedule 2-part 2 sec 19 cl 5(b)&(c).

A letter was received from Minister Chapman on 3 November 2020 noting the changes and that the requirements had been complied with.

3.2 Review of Strategic, Business Plan and Budget

Reports for Discussion

From: Simon Millcock Chief Executive Officer

Recommendation: That the committee notes that the review has commenced.

Background

The Legatus Group CEO is currently in the middle of meetings with all 15 member councils to discuss the current projects in the 20/21 Business and outline the undertaking of the Strategic Plan review. These meetings are due to be completed by mid-December 2020. The meetings

have included an invite to councils to consider feedback through their Mayor / CEO on topics, programs and projects for consideration during the review process. The CEO has also offered for elected members to make direct contact.

A survey was developed for Mayors, CEOs and Regional Partners Chairs/CEOs to provide a response to. Invitations were sent to Mayors on 4 occasions and others on 3 occasions. At the close of the survey 8 Mayors, 5 CEOs and 3 Regional Partners responded.

The Legatus Group Advisory Committees have included the opportunity for consideration of input to the review and a Strategic Planning workshop is being facilitated by the Legatus Group CEO on 27 November 2020 following the Board meeting.

4) FINANCIAL REPORTS

4.1 2019/2020 Balance Date Audit

Reports for Discussion

From: Simon Millcock Chief Executive Officer

Recommendation:

- 1. That the Budget Comparison report for the audited 2019/2020 financial report is noted and presented to the Legatus Group for their confirmation.**
- 2. That the Legatus Group is provided with a uniformed presentation of Finances statements as required in the Local Government (Financial Management) Regulations 2011, section 7 and 9.**
- 3. That the Committee notes the Legatus Group now has a Policy Register.**
- 4. That a review and update of the effectiveness of internal controls operating throughout the Group is undertaken in consultation with the Legatus Group Audit and Risk Management Committee.**
- 5. That the Legatus Group CEO provides a report on disaster recovery procedures in consultation with the Legatus Group Audit and Risk Management Committee on all the Legatus Group business operations to identify areas that can reduce the risk of future events having an adverse impact on the Legatus Group.**

Background

Following the 4 September 2020 Legatus Group AGM when the Board received and adopted the Annual 2019/2020 Audited Financial Report the Legatus Group CEO in compliance with the Charter provided a copy to all Legatus Group Councils and posted the report on the Legatus Group Website.

Dean Newbery & Partners, the Legatus Group Auditors, provided the following letter dated 14 September 2020 advising of their issuing of an unqualified Auditor's Report on the annual Financial Statements.

Mayor Peter Matthey OAM
Chairperson
LEGATUS Group
PO Box 419
CLARE SA 5453

Dear Mayor Matthey OAM

RE: Completion of Balance Date Audit – Financial Year Ended 30 June 2020

We have recently completed our external audit of the LEGATUS Group (the Group) for the financial year ended 30 June 2020.

Since the Group's Board meeting we have issued an unqualified Auditor's Report on the annual Financial Statements.

We wish to highlight to the following matters to you as a result of work recently completed:

1. There remain no misstatements that have not been adjusted by the Administration that have been identified during the course of our audit or that in our assessment, require to be reported to the Group or Audit & Risk Management Committee.
2. Our review of the Group adopted budget and subsequent budget revisions identified they were not in accordance with the most recent and up-to-date format in relation to the following:
 - Uniform Presentation of Financial Statements & Statements of Cash Flows were not presented for the Budget Reviews.

We ask that The Group reviews the statutory format and updates the budget templates to conform to the Model Financial Statements. In particular, noting that the Group needs to include the Uniform presentation of Finances statement. As required in the Local Government (Financial Management) Regulations 2011, section 7 and 9.

3. It was identified during the course of our audit that the Group didn't comply with Regulation 10 of the *Local Government (Financial Management) Regulations 2011*.

We recommend to comply with the regulations that the Group presents to the Board prior to 31 December 2020, a report showing the audited financial results of each item shown in the statement of comprehensive income and balance sheet of the budgeted financial statements of the regional subsidiary for the previous financial year compared with the estimated financial results set out in the budget presented in a manner consistent with the Model Financial Statements.

4. It was identified that the Group doesn't currently have a Policy Register. We recommend one is established to ensure all renewal dates are included to enable the Group to keep all policies up to date.
5. As is our standard practice for all audit clients, we recommend the Administration regularly undertakes a review and update of the effectiveness of internal controls operating throughout the Group.

From our experience, particular focus should be placed on the internal control framework surrounding the banking security procedures, level of insurance cover of assets and procurement practices. We recommend that any review of controls be conducted in consultation with the Group's Audit & Risk Management Committee.

6. We note that there is no formal Business Continuity Plan (BCP) in place to prevent loss of business function due to natural disaster, fire, complete IT hardware failure and/or pandemic.

We recommend that the group reviews their disaster recovery procedures with an aim of formally preparing a BCP for all of its business operations to further reduce the risk of future events having an adverse impact on Group being able to respond to an adverse event.

I would like to thank the Group and the Administration for the assistance they provided to my audit staff during the course of our audit of the Group this financial year.

If any additional information is required on any of the audit matters raised above, please feel free to contact me on the details provided below.

Yours sincerely
DEAN NEWBERY & PARTNERS



Jim Keogh
Partner

T: 8267 4777
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C. Audit & Risk Management Committee
C. Chief Executive Officer

The Legatus Group Finance Officer provided the following responses to items 2 and 3:

Point 2 - Both last year's and this year's Budgets did include them and that the new quarterly reporting model that we developed and put in place last year includes the standard reports that

make up the model financial statement format. They will be included for the current financial year quarterly reporting.

Point 3 - A Budget Comparison report for the full year 2019/2020 audited year was provided and is attached along with the first quarter 2020/2021.

Point 4 The Legatus Group CEO makes the following observation re Policy Register. The Legatus Group Policies were and are available on the Legatus Group Website and since the letter from Dean Newbery & Partners a register is now also included and can be found at:
<https://legatus.sa.gov.au/wp-content/uploads/2020/09/Policy-and-procedures-register.pdf>

4.2 2020/2021 Financial Report

Reports for Discussion

From: Simon Millcock Chief Executive Officer

Recommendation: That the committee notes the report.

Background The following contains the current balance sheet and profit and loss statement for the July-Sept 2021 period. Attached is the Budget Comparison report for the first quarter 2020/2021. These reports have been provided to Legatus Group Councils.

Key items to note re the budget are:

- Income for reimbursements are likely to be higher by \$20,000 due to the subsidy for 2 of the PhD Intern research projects now being eligible for a 90% rebate as opposed to a 50% rebate. As such this will allow for a further research project which is currently being scoped.
- \$58,141 from the LGA has since been received which is for (1) LGA Base Level Funding of \$42,141 and (2) \$16,000 for Script Development Training CWMS.
- The LGA carry-over balance of \$493,077 for the Regional Capacity Building Allocation has been reported on to the LGA via the interim 20/21 report requirements. These funds which need to be expended during 20/21.

REGIONAL CAPACITY BUILDING ALLOCATION Activities Undertaken with Local Government Research & Development Scheme Funding Interim Report for 2020-21

I. Key Details

Name of Regional LGA:	Central Local Government Region (Legatus Group)
Report Contact:	Simon Millcock
Date of Report	6 November 2020

As per the conditions for receiving the funds, please advise (yes/no):

Was the LGR&D Scheme allocation used for administration?	No
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Was the LGR&D Scheme funding substituted for financial support by Councils for their Regional Association?	No
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2. Income Received (Exclusive of GST)

Carry-over balance from 2019-20 (if any)	\$493,077
Base-level funding received in 2020-21	\$42,141
Total Regional Capacity Building funds available 2020-21	\$535,218

3. Activities undertaken to date (July - October 2020)

Activity/Initiative	Completion Date	Expenditure to date (exclusive of GST)	Expenditure anticipated by 30 June 2021
Drought Futures Fund Report completed	5 Nov 2020		5,000
Reconciliation Action Plan completed	5 Nov 2020	3,500	
Augmented and Virtual Reality Tourism Research Project commenced	Feb 2021	13,000	
CWMS Pump Monitoring and Management commenced	June 2021		7,000
Making and Using Organic Waste Research project commenced	March 2021	26,000	
Design Criteria for Regional CWMS	April 2021	22,000	
Regional Creative Industry Facilitator started to include the SA Regional Creative Industries Conference and Legatus Visitor Information Services Forum	June 2021	9,600	100,000
Regional Community Collaborator started to include Well Being, Brighter Futures and Volunteer projects	June 2021	5,400	79,500
Sustainability Hub Concept plans commenced	Jan 2021	16,300	9,700
Yorke Peninsula Accessible Tourism commenced	April 2021		20,000
Total Expenditure July to October 2020		95,800	221,200
			317,000

4. Proposed Activities (November 2020 – June 2021)

Activity/Initiative	Completion Date	Expenditure (exclusive of GST)
Legatus Waste Management Action Plan	June 2021	35,000
Circular Economy Research Project	June 2021	26,000
Wellbeing Drought Fund	TBC on going	78,000

CWMS Risk Analysis Workshops and LGA Mutual Liability workshop	Nov 2020	2,000
Smarter Regions CRC stage I	June 2021	3,000
Regional Local Roads Coordinator started Nov 2020 and to include Legatus Regional Roads Forum – Regional Heavy Vehicle Access workshops – Regional Local Roads Deficiency Analysis and 2021 SLRP applications	June 2021	85,000
Smart Irrigation	Feb 2021	34,000
Stormwater Harvesting	June 2021	20,000
Yorke Mid North Regional Forum	May 2021	5,000
Community Development Training	April 2021	20,000
Music Hub commenced Nov	Dec 2020	4,500
Reconciliation Action Implementation – Awareness Programs	June 2021	15,000
IT Data Gathering	June 2021	25,000
Total Expenditure July to October 2020		352,500

5. Expenditure Summary

	Expenditure (exclusive of GST)
Activities undertaken July-October 2020 (section 3)	317,000
Proposed activities November 2020 – June 2021 (section 4)	352,500
Total Expenditure	669,500

6. Comments

Any additional comments (if applicable). Please advise the LGA of any changes to your original proposal
<p>Please note that a number of projects which have commenced and those about to commence have yet to have final amounts confirmed. Have not broken down the amounts that will come from general reserves but used the amounts allocated in the legatus Group budget. Further detailed break downs will occur with acquittal. Some projects which have commenced in July – Oct yet to be completed so section 3 includes the anticipated amounts along with the actual to date.</p>

- To date there has been no Drought Futures Fund Grant application with the budget showing an amount of \$50,000 income.
- The budget has an allocation of \$150,000 towards the Coordination of Volunteer, Creative Industries, Visitor Information Services and Roads. This is recorded in Materials, Contracts & Other Expenses but will need to move to Employee Expenses for the budget review as employment has commenced for 3 positions to assist in coordinating the projects under those topics.
- The Bendigo Bank Account has been closed and transferred to the Bank SA Cheque account.

Balance Sheet

Legatus Group As at 30 September 2020

Assets

Bank	30 Sep 2020	30 Jun 2020
Bank SA Cheque Account	170,470	52,686
Bendigo Business Banking Acc	25,070	25,070
Total Bank Current Assets	195,540	77,756
Accounts Receivable	48,994	93,409
Accrual: Interest Income	-	437
LGFA General	1,182,026	1,180,250
Total Current Assets	1,231,020	1,274,095
Non-current Assets		
Computers & S/w : Accum Depn	(3,948)	(3,948)
Computers & Software	3,948	3,948
Motor Vehicles : Accum Depn	(4,117)	(4,117)
Motor Vehicles at Cost	28,967	28,967
Total Non-current Assets	24,850	24,850
Total Assets	1,451,410	1,376,701

Liabilities

Current Liabilities		
Accounts Payable	19,675	18,799
Accruals	-	5,890
Income Received in Advance	-	110,500
Prov : Annual Leave	10,314	10,314
Total Current Liabilities	29,989	145,503
Non-Current Liabilities		
Prov for Long Service Leave (NC)	7,070	7,070
Total Non-Current Liabilities	7,070	7,070
Total Liabilities	37,058	152,572
Net Assets	1,414,352	1,224,129

Equity

Accumulated Surplus B/F	704,359	166,358
Current Year Earnings	190,223	223,308
Reserve - General	269,770	269,770
Reserve - Rubble Royalty Projects	250,000	250,000
Transfer from Reserves (To AS)	-	1,408,941
Transfer to Reserves (From AS)	-	(1,094,247)
Total Equity	1,414,352	1,224,129

Profit and Loss

Legatus Group 1 July 2020 to 30 September 2020

Income	30 Sep 20
Council Contributions	171,525
Grants : LGA	113,151
Grants : NRM	20,000
Grants : State Government	30,000
Interest : Bank Account	2
Interest : LGFA	1,340
Total Income	336,018
Gross Profit	336,018
Less Operating Expenses	
Accommodation	284
Accounting Services	177
Advertising & Promotion	822
Annual Leave	1,778
Bank Fees & Charges	12
Catering	97
Consultants	45,921
Contractors	40,000
FBT	1,560
Fuel - Unleaded	611
Insurance	2,086
IT & Web	1,526
Meals (non FBT)	41
Members Allowances	1,075
Other Sundry Expenses	-
Parking	25
Payroll : Gross	41,283
Postage & Stationery Supp	168
Registration	529
Rent/Hire of Premises/Equip	1,772
Superannuation Contributions	4,213
Telephone & Internet	886
Vehicle Maintenance	424
Workers Comp Premium	505
Total Operating Expenses	145,795
Net Profit	190,223

5) WORK PLAN

Reports for Discussion

From: Simon Millcock Chief Executive Officer

Recommendation: That the committee notes the work plan is up to date.

Background

Legatus Group				
Work Program 2018 - 2021				
Updated November 2020				
Activity	Timeframe	Status / Outcomes / Benefits Achieved	Date for review	Follow-up Action
CEO				
Review of CEO performance	April	Delegated to Chair and Deputy Chairs	April 2021	The Chair and Deputy Chairs held a review in April 2020 and a report was presented to the June 2020 Board meeting
Set KPI's for next financial year	May	Agreed prior to the start of financial year	June 2021	Waiting the approval of the 21/22 Business Plan
Terms and conditions of the engagement reviewed annually	May	Within 1 month of completing the performance review	June 2021	
Appointment of CEO	June 2022	Contract expires June 2022	Feb 2022	
Audit & Risk Committee				
Meetings at least twice in financial year	August / February / April	August to include review of the Annual report, February mid year review of the budget and April draft budget for next financial year	Each meeting	21/8/20 & 13/11/2020
Membership	March 2021	Review to be held	March 2021	Membership updated June / August 2020
Annual report	June/July	Annual report to the board summarising its activities during the previous year	August 2021	

Review of performance	August	Committee required to review its performance on an annual basis and this can occur at August meeting and be contained in the annual report	August 2021	
Strategic Plan / Budgets				
Strategic Plan and Long term financial plan	March 2021	Completed in April 2018. The strategic plan is required to have an operational period of 10 years and is reviewed at least ever 4 years	Nov 2020	Survey undertaken and meetings with councils by Legatus Group CEO progressing and advisory committee meetings including review as agenda item. Strategic plan workshop to be held in November 2020 with Legatus Group Board
3-Year Action Plan review	May 2021	3-year action plan approved 2018 and to be reviewed in line with annual business plan	April - May 2021	Update in line with Strategic Plan
Annual Business Plan and Budget	April	Before 30 April prepare and submit a draft annual business plan and budget to councils for the ensuing financial year. Legatus Group must adopt after 31 May and within 6 weeks of endorsement by councils.	Nov 2020	All councils approved and review being undertaken
Asset Management Plan		The only asset by Legatus Group is motor vehicle and this is managed through purchase based on board approvals.	Nov 2020	Vehicle - not yet in need of review
Adopted Budget	June/July	Within 5 business days of the Legatus Group adopting the budget must	August 2020	20/21 distributed to Legatus Group Councils

		provide to councils		
Reports / external Audit				
Quarterly financial reports	October/January/April/July	Prepare and present quarterly reports summarising the financial position with copies to constituent councils.	Oct 2020	Financial report July – Sept 2020 distributed to councils in October 2020 and presenting to November 2020 Audit and Board meetings
Annual report	July	To be distributed to the councils in time to incorporate in their annual reports	Sept 2021	19/20 adopted and distributed now available on website
Annual financial statements / audit	July	Ensure that the financial statements are audited and that they are submitted to the board and councils by 30 September	August 2021	19/20 report was completed and approved by the Board and is on Legatus Group website
Appointment of auditor	August	Legatus Group must appoint an Auditor in accordance with the Act	AGM 2021	Auditor Dean Newberry & Partners continues confirmation at Sept 2020 AGM
Policies / procedures / charter				
Review of charter		The charter will be reviewed by councils at least once every 4 years. The last review was undertaken in 2020 and adopted September 2020	Sept 2024	Approved variations and available on website and distributed to councils.
Communications		Review of the Legatus Group website and ensure charter, strategic plan and reports are easily accessible. Report to Audit and Risk Committee April meeting for website upgrades.	May 2021	website updated in July 2020 and FB page developed
Review of policies	January	This will be a 2 year review of	June 2021	Policies current and up to date

		the policies established in 2017		
Insurance / motor vehicle registrations / workers compensation	August	Annual review by the Audit and Risk Committee that all legal obligations are being met and provide value for money	June 2021	Current insurances are in place through LGA Mutual Liability Scheme and car is registered - Workers Comp advised of increased number of employees August 2020
Meetings / membership				
Annual General meeting	August	To be held no later than 30 September and for 2019/2022 it is listed for Friday 4 Sept 2020.	Sept 2021	Held 4 September 2020
Confirm membership of the board	August	Confirm with constituent councils their Principal Member at AGM	Sept 2021	Confirmed
Appointment of Chair and Deputy Chairs	July	Call for nominations for the Chair and Deputy Chair positions for the Annual General has been made	Sept 2021	Request for nominations distributed for 2020 - and decided AGM 4 September 2020
Committees				
Review of all committees and their terms of reference	October	CEO to prepare a report annually to the board on the status of all Legatus Group committees with recommendations on their terms of reference including their length of operation	Feb 2021	Board approved formation of Visitor Information Services Advisory Committee and continuation of CWMS and Roads and Transport Advisory committees reviewed in 2020

6) OTHER BUSINESS

7) NEXT MEETING

Friday 19 February 2021 10.30am Council Chambers Jamestown