



# Skipton Town Council

## Minutes of the Audit & Scrutiny Committee of Skipton Town Council held in the Council Chamber on Thursday 3<sup>rd</sup> March 2022 at 6.30 pm

### Those Present:

Chairman: Councillor E Jaquin (Chairman)  
Councillors: Councillors S Bentley, Councillor J Dawson, Councillor T Barrett & Councillor G Bell  
Officers: Mrs L Close (Chief Officer)  
Also Present:

2021/026

### ITEM 1 – Chairman’s Remarks

Councillor Jaquin welcomed everyone to the meeting and thanked them for attending. He also stated that he hoped that all adopted codes of conduct and policies were being followed by members.

2021/027

### ITEM 2 – Apologies for Absence

Councillor D Shaw & Councillor A Hickman - Accepted.

2021/028

### ITEM 3 – Declarations of Interest

None declared.

2021/029

### ITEM 4 – Dispensations Requests

None received.

2021/030

### ITEM 5 – Representations from public

None present.

2021/031

### ITEM 6 – Minutes of the Previous Meeting

Proposed by Councillor J Dawson

Seconded by Councillor T Barrett

**RESOLVED** that the minutes of the Audit & Scrutiny committee held on the 9<sup>th</sup> of December 2021 are a true and accurate record. (*unanimous*)

2021/032

### ITEM 7 – Matters Arising

It was requested that a short-written report for Representatives on outside bodies should be submitted prior to every full council meeting and an option for questions to be asked at the meeting. This would be formalised at full council in March.

2021/033

### ITEM 8 – Interim Audit

It was confirmed that the VAT error that had been previously recorded on the Audit report was incorrect and that no fault had been found. The only missing part of VAT was from a supermarket receipt and the report had been updated accordingly.

2021/034

### ITEM 9 – Internal Control

Internal control checklist was booked for March 9<sup>th</sup> at 11am to be carried out by Councillors Dawson and Bentley.

- 2021/035**                    **ITEM 10 – Complaints policy**  
Proposed by Councillor J Dawson  
Seconded by Councillor S Bentley  
**RESOLVED** to adopt the Complaints policy.                    (*unanimous*)
- 2021/036**                    **ITEM 11 – Outside Bodies**  
As discussed under matters arising
- 2021/037**                    **ITEM 12 – Policies and Procedures**  
It was resolved that a previous resolution of scrutinizing 2 policies at each Audit and Scrutiny meeting would be added to the terms of reference so that it would be standard practice.  
Thanks were given for the work by officers to implement the policies and to keep the list updated.
- 2021/038**                    **ITEM 13 – Sustainability Goals**  
All the members were keen to ensure that the Chairs of the committees of the Council reported back to Audit and Scrutiny meeting every 6 months to update of how the Committee were implementing the Sustainability goals of the Council.  
There were further discussions of the setting up of a Sustainability sub committee in May and discussions had started with external parties in the town with a view to forming or joining a Cohesive Environmental group.  
The Chief Officer confirmed that the office had made progress with a lot of the goals, and this would be reported to full council.
- 2021/039**                    **ITEM 14 – The Exclusion of the Press and Public**  
Resolved to exclude press and public from the meeting.  
(*unanimous*)
- 2021/040**                    **ITEM 15 – Outcome of the Market Complaint**  
An update was given
- 2021/041**                    **ITEM 16 – Notification of Business for Future Agenda**  
Scrutiny of 2 policies from Committees  
Scrutinise how social media is used by Councillors and that policies are adhered to.

With no further business discussed the meeting closed at 19.10pm

Date of next meeting to be advised