



Skipton Town Council

15/100

Audit & Scrutiny Committee
Thursday 10 March 2016 at 7pm

Present: Cllrs: Madeley (Chairman); Emmerson; Kerr; Mrs. W E Clark, C Clark, Mrs. P Heseltine, E Jaquin

Officers: Dave Parker (Chief Officer)

1. To accept representations from the Public between 7.00pm and 7.15pm.

None.

2. To accept apologies for absence.

None

3. To record declarations of pecuniary and non pecuniary interests items on the agenda.

None.

4. To consider the recommendations of the Chief Officer relating to requests for dispensations to Members on items requiring a declaration of pecuniary and non pecuniary interests.

None.

5. To approve the minutes from the previous meeting held on 21 January 2016

It was **RESOLVED** to accept the minutes from the Audit and Scrutiny Committee meeting held on 21 January 2016 as a true and accurate record of what transpired at that meeting.

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6. To report information arising from the minutes of items not on the agenda from Members and the Chief Officer.

Members noted that the review of the Council's Health & Safety Policy was being held over until the Council was fully settled into its new premises at Skipton Town Hall

7. To undertake a review of staff subsistence payments

Following discussion it was **RESOLVED** to recommend the following to the Finance & Policy Committee:

That subsistence payments should only be made on event days and when staff are working away from the office – and not on additional days worked in the office.

That the allowances for Lunch and Tea be reduced from £7.50 to £5 in each instance.

That the maximum allowance to be claimed in any 24 hour period be reduced from £20 to £15.

8. To review and propose any updates or amendments to the remits of the Council's various Standing Committees

The Committee reviewed the remits of the Finance & Policy, Public Services and Audit & Scrutiny Committee and **RESOLVED** to pass draft versions to the Finance & Policy Committee for approval.

The Committee felt that the remit of the Environment & Planning Committee was best reviewed by that Committee itself and **RESOLVED** that the Chief Officer should ask the Chairman to undertake such a review.

9. To propose a policy and/or set of guidelines to cover representations made by Members on behalf of the Council

Members discussed the matter and **RESOLVED** that a set of draft guidelines should be produced by the Chief Officer for consideration at a future meeting.

NB: At this point (7.55pm) the meeting was suspended following the sounding of the fire alarm.

The meeting re-started at 8.15pm

10. To consider any Freedom of Information requests/complaints/compliments received by the Council.

Members were informed of a number of complaints from residents in the Candelisa development adjacent to Craven Court, regarding noise from the market during the early morning period. The Chief Officer had met with residents to look at possible solutions.

11. To consider excluding press and public for consideration of item 10 on the grounds that they relate to confidential matters.

It was **RESOLVED** that in accordance with Section 1 of the Public Bodies (Admission to Meetings) Act 1960 that in view of the confidential nature of the business about to be transacted, it is advisable and in the public interest that the press and public be asked to withdraw.

12. To consider any reports from the Financial Transactions Monitoring Group

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It was **RESOLVED** to readmit the press and public.

13. To receive notification on matters that members would like included on a future agenda.

Completion of the review of the Council's Health & Safety Policy
To review the level of overtime being worked by Council staff

Meeting Closed at 8.30 pm.