



# Skipton Town Council

DRAFT

**Audit & Scrutiny Committee**  
**Thursday 21 January 2016 at 7pm**

Present: Cllrs: Mrs. W E Clark, C Clark, Mrs. P Heseltine, E Jaquin

Officers: Dave Parker (Chief Officer) Jill Peacock (Administration and Finance Officer)

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

None.

2. To accept apologies for absence.

Cllrs: P Madeley - Absent  
M Emmerson - Absent

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 12 November 2015.

It was **RESOLVED** to accept the minutes from the Audit and Scrutiny Committee meeting held on 12 November 2015 as a true and accurate record of what transpired at that meeting.

Chief Officer and Clerk to the Council: Dave Parker  
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6. To report information arising from the minutes of items not on the agenda from Members and the Chief Officer.

None.

7. To continue a review of the Council's Policies and Procedures.

Members **NOTED** the overall progress with the review.

Members were informed that the draft Disciplinary and Grievance and Child Protection procedures will go to Full Council for adoption during March.

Members reviewed and approved the draft 'Whistleblowing' Policy and recommend the final version to go to Full Council for adoption.

Members agreed that the Health and Safety and IT policy be reviewed at the next meeting.

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

Members were informed that two Freedom of Information requests had been received one from Parkwood Leisure Ltd requesting details of the Council's leisure facilities and the other from the BBC requesting financial and budget details. Responses have been sent to both.

9. 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.

10. ....

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

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

A review of the responsibilities of each of the Councils Committees.  
Responsibilities of Councillors.  
Subsistence Rates.

Meeting Closed at 7.50 pm.