



# Skipton Town Council

20 September 2018

## To members of the Council

You are hereby summoned to attend a meeting of the Audit & Scrutiny Committee at the **Town Council Offices** on **Thursday 27 September 2018** at **6.30 pm** for the purpose of transacting the following business.

Members are requested to familiarise themselves with the agenda and any associated reports ahead of the meeting. If you require any further information or background, you are requested to contact the appropriate Officer for assistance. Details of the author and/or responsible officer can be found at the end of each report.

David Parker  
Chief Officer and Clerk to the Council  
Town Hall  
High Street  
Skipton  
BD23 1FD  
01756 700553  
admin@skiptontowncouncil.gov.uk

### REPORTING OF THE PROCEEDINGS OF THE COUNCIL

The Openness of Local Government Bodies Regulations 2014 make provision for the recording, filming and reporting of the proceedings of the Council and its Committees. Skipton Town Council has adopted a protocol setting out the way in which this provision will be managed. A copy of the protocol is displayed in the Council's meeting rooms and Council Chamber and will be provided to any member of the public attending a meeting. The protocol may also be downloaded from the Council's website at [www.skiptontowncouncil.gov.uk](http://www.skiptontowncouncil.gov.uk).

## Agenda

Chief Officer & Clerk to the Council: Dave Parker  
Town Hall, High Street, Skipton BD23 1FD  
Telephone 01756 700553  
Email admin@skiptontowncouncil.gov.uk

## **1. To accept representations from the Public between 6.30pm and 6.45pm.**

### **RECORDING OR FILMING OF MEMBERS OF THE PUBLIC**

Any member of the public attending a meeting of the Council has the right to withhold their permission to be recorded or filmed. The Chairman should remind any persons present of their rights and, if permission to record or film is not given, the Chairman and/or any Officers present should ensure that this wish is respected by anyone reporting the proceedings. No person under the age of 18 may be recorded or filmed without the consent of a parent/guardian.

A period of up to 15 minutes is allowed for any representations or statements from members of the public. This period can be extended at the discretion of the Chairman. Normally, each member of the public should be allowed to speak for no more than five minutes. Council Members may ask questions to clarify any points raised, but no resolutions can be made, nor decisions taken, during this item. Members of the public should be reminded that they may remain in attendance during the rest of the meeting (except for confidential items) but they may not take part in any subsequent discussions.

A record should be taken of those members of the public speaking.

## **2. To accept apologies for absence.**

Members are reminded that it is their individual responsibility to ensure that any apologies for absence are received by the Council before the start of the meeting. Apologies may be given in advance in writing, by telephone or by email to the office (during office hours). Late apologies (outside of office hours) on the date of the meeting can be sent by telephone or text to the senior Officer in attendance. Contact details are shown at the bottom of this agenda. A valid reason for absence must be stated and recorded in the minutes – and each absence must be approved by an affirmative resolution of those Members present.

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

It is the responsibility of each Member, individually, to declare any pecuniary or non-pecuniary interests. This should be done during this item or as soon as possible should an interest become apparent during the course of the meeting. The declaration will be recorded in the minutes. Members are reminded that a pecuniary interest arises only if the Member concerned (or their partner) has a personal financial interest in the matter being considered. Declarations need not be made for any item relating to the setting of the Council's precept. In the case of any doubt, Members are requested to seek guidance from the Chief Officer ahead of the meeting.

## **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.**

The Chief Officer (or Senior Officer in attendance) will inform Members of any valid requests received and will make a recommendation to Members as to whether the request should be approved. Requests must be submitted in advance of the meeting, to the Chief Officer, on the official request form. Full details are available from the office. Requests for dispensations cannot be made at the meeting itself.

## **5. To approve the minutes from the previous meeting held on 21 June 2018.**

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

This item provides the opportunity for Members to receive an update on matters discussed at previous meetings, where that item does not appear on the agenda. New items cannot be introduced during this item and no resolutions can be made, nor decisions taken, during this item.

7. To consider the Council's Internal Audit Report for year-ending 31st March 2018 (Report attached)
8. To note the opinion of the External Auditor (Report Attached)
9. To approve the updated Risk Management Document
  - add a standing item for each Audit & Scrutiny Committee meeting to review Risk Management and;
  - add a standing item to each of the other Committees (specifically Public Services, Markets & Events) to review the Risk Management Policies relating to that area.
10. To agree a 2018-19 Schedule of items for review by the Audit & Scrutiny Committee – to include a review of Policies including the Financial Regulations
11. To note and consider any of the following (oral report from the Chief Officer):
  - Freedom of Information Requests
  - Subject Access Requests
  - Complaints
12. To receive and consider any reports or recommendations from the Financial Transactions Working Group.
13. To receive notification of matters that Members would like included on a future agenda

**OFFICER SUPPORT TO THE MEETING:**

Officers Scheduled to Attend: Dave Parker (Chief Officer)  
Sam Poole (Finance Manager)  
Wendy Allsopp (Administration & Member Services Manager)  
Jenny Dean (Administration Assistant)

**APOLOGIES:**

Contact the office during normal opening hours: (01756) 700553  
Email: [admin@skiptontowncouncil.gov.uk](mailto:admin@skiptontowncouncil.gov.uk)

Late apologies should be made by phone or text to the senior Officer scheduled to attend.

