



Skipton Town Council

16/

Audit & Scrutiny Committee Thursday 22 September 2016 at 7pm

Present: Mrs. W Clark (Vice Chairman), C Clark, G Bell, Mrs. P Heseltine, E Jaquin, M Emmerson & J Kerr.

Officers: Dave Parker (Chief Officer) & Wendy Allsopp (Committee Services Officer).

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

None

2. To accept apologies for absence.

Apologies were accepted from Councillor Madeley due to family commitments.

3. To record declarations of pecuniary and non-pecuniary interests in 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 July 2016.

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

A breakdown of overtime hours should be provided for the staffing review.

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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 update matters relating to:

- Further review of additional working hours

The Staffing Working Group are meeting fortnightly in order to progress the review.

- The Council's commitment to events, festivals and parades

It was agreed that an Events Working Group should be set up designed to review/ help make improvements to the events, festivals and parades the Town Council are involved with. The first session would be arranged for Monday 10th October.

8. To initiate a review of Council Committee and Meeting Schedules (Request from Staffing Working Group)

Councillors Kerr and C Clark agreed to meet up to discuss ideas to improve the situation which would then be circulated to the full Committee.

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

A complaint had been received at the Full Council meeting from Mr and Mrs Bentley formerly of the Royal British Legion Skipton branch.

It was **RESOLVED** that as the complaint involved the Chief Officer stage 2 of the Complaints Procedure should be put in place and a meeting of the Complaints Working Group would be called.

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

It was **RESOLVED** that, to allow for financial transparency, going forward press and public should be allowed to remain in the meeting during the following agenda item provided no information to be discussed is confidential.

11. To consider any reports from the Financial Transactions Monitoring Group concerning the Council's Bank Reconciliations and/or invoices.

Members noted that the Bank Statements and a selection of invoices had been checked and no anomalies had been found.

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

The Council's commitment to events, festivals and parades.

Review of Council Committee and Meeting Schedules

Meeting Closed at 7.55 pm.