



Skipton Town Council

18/16

Audit & Scrutiny Committee Thursday 27 September 2018 at 6.30pm

Present: Councillors G Bell (Chairman), A Barrett, Mrs. W Clark, J Dawson, Mrs. P Heseltine and J Kerr.

Steven Briggs (Internal Auditors- Windle and Bowker Ltd)

Officers: Dave Parker (Chief Officer), Sam Poole (Finance Manager), Wendy Allsopp (Administration and Member Services Manager) and Jenny Dean (Administration Assistant).

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

None

2. To accept apologies for absence.

Apologies for absence were accepted from Cllr Alan Hickman

Absent – Councillor Martin Emmerson

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

Councillors Jonathan Kerr and A Barrett each declared a non-pecuniary interest as clients of Windle and Bowker Ltd (former client in Cllr Barrett's case).

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 June 2018.

It was **RESOLVED** to accept the minutes from the Audit and Scrutiny Committee meeting held on the 21 June 2018 as a true and accurate record of what transpired at that meeting.

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

None

7. To consider the Council's Internal Audit Report for year-ending 31st March 2018 (Report attached)

Members **NOTED** the completion of the Internal Audit Report 2017-2018 and the overall satisfactory conclusion of the Internal Auditor.

Members further **NOTED** recommended areas for further review relating to processes and procedures as detailed in the report.

8. To note the opinion of the External Auditor

Members **NOTED** the satisfactory outcome of the Council's External Audit for year ending 31st March 2018.

Members **NOTED** that there are no matters raised as a result of the Audit which need to be brought to the attention of the Council.

Members **NOTED** that the Council has met its obligations at the completion of the audit, under Audit & Transparency Regulations.

9. To approve the updated Risk Management Document

Members **APPROVED** the updated Risk Document and agreed that a standing item to review Risk Management should be included on each Audit & Scrutiny Committee meeting agenda for discussion.

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

.... It was agreed that a working group should be created designed to identify which of the Council's policies and procedures need to be reviewed and which relevant Committee should be delegated to undertake a review.

The Audit and Scrutiny Committee will scrutinise all said policies.

A working group will be open to all Members.

11. To note and consider any of the following (oral report from the Chief Officer): Freedom of Information Requests, Subject Access requests, Complaints

It was noted that one Freedom of Information request has been received from E Y Parthenon. There were three parts to the request:

- Number of stalls on Skipton Market
- Number of stalls selling clothes on Skipton Market

- The contact details of those traders selling clothes (This part request was declined)

No Subject Access Requests or Complaints.

12. To receive and consider any reports or recommendations from the Financial Transactions Working Group.

It was **NOTED** that the Financial Transactions Working Group had been unable to meet prior to this meeting.

13. To receive notifications of matters that Members would like to include on a future agenda.

To consider scrutinizing areas of service commencing with the Council's allotments. Those present agreed to form a working group comprising of Cllrs Barrett and Kerr.

Meeting Closed at 7:25 pm.

Chairman:

Signature: