



# Skipton Town Council

DRAFT

**Audit & Scrutiny Committee**  
**Thursday 9 July 2015 at 7pm**

Present: Cllrs: P Madeley (Chairman), Mrs. W E Clark, Mrs. P Heseltine, M Emmerson, C Clark, E Jaquin, J Paton

Officers: Dave Parker (Chief Officer) and 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.

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 9 April 2015.

It was **RESOLVED** to accept the minutes from the Audit and Scrutiny Committee meeting held on 9 April 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 undertake the annual review of the Council's Financial Risk Assessment.

Members reviewed the Council's Financial Risk Management procedures and subject to the proposed amendments being made recommended that this be taken to Full Council for ratification.

8. To consider the Council's threshold for Officer's delegated authority and full-scale tendering process.

Following discussion Members decided to recommend to Full Council to approve an increase to the Chief Officer's delegated spending authority to £3000 and to approve an increase in the threshold for triggering a full tendering process to contracts in excess of £12,500 in value.

9. To consider the Committee's approach to the regular review of the Council's Bank Reconciliations, purchase order and invoicing systems.

Members considered their approach to the regular view of the Council's Bank Reconciliations, purchase order and invoicing systems and **RESOLVED** to set up a finance monitoring working group made up of Councillors Mrs P Heseltine, Mrs W Clark and J Paton, who will meet prior to each meeting of the Audit and Scrutiny Committee to review the financial processes and report back their findings.

10. To consider the Committee's preferred programme of work for the 2015-2016 Civic Year.

The Committee deferred any decision until the next meeting when a list of items for scrutiny will be available.

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

Following an incident which occurred on the setts some derogatory comments were written on a social media site about a member of the Town Council's staff. The sites administrators removed the comments quickly and the offender has received a warning letter from the Council's solicitors. No response has been received to date.

12. To consider excluding press and public for consideration of items 13 and 14 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.

13.

14.

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

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

To consider matters raised by the Finance Monitoring working group.

To assess the remit and methodology of the Planning Committee.

Meeting Closed at 8.37pm.