



Skipton Town Council

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Audit & Scrutiny Committee Thursday 20 December 2018 at 6.30pm

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

Officers: Dave Parker (Chief Officer), Sam Poole (Finance 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 – Councillor Martin Emmerson

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 June 2018.

It was **RESOLVED** to accept the minutes from the Audit and Scrutiny Committee meeting held on the 28 September 2018 as a true and accurate record of what transpired at that meeting.

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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 receive an update on the Council's Risk Management protocols.

Members **NOTED** the oral report from the Finance Manager. Regular Risk Management meetings continue. Each Committee will review the risk assessments relevant to their areas and report back to Audit and Scrutiny.

8. To receive an update on the Council's planned review of Policies & Procedures.

Members **NOTED** the oral report from the Finance Manager. The work group will be meeting in January.

9. To receive an update on the work of the A&S Committee Working Group in reviewing the Council's provision of allotments.

Members **NOTED** the oral report provided by Cllr Kerr, as a member of the Allotment Scrutiny Working Group. Work so far is in three strands:

- Bench marking, and liaising with other Local Authorities.
- Putting together a questionnaire for current tenants.
- Investigating how to take the service forward.

10. To note any of the following (oral report from the Chief Officer): Freedom of Information requests, Subject Access requests, Complaints and matters relating to GDPR.

Members **NOTED** that there were no Freedom of Information or Subject Access Requests.

Members **NOTED** that there had been two claims regarding trips on the Setts, these are being investigated by the Council's Insurers.

Members **NOTED** that there has been one incident that required reporting to the Data Protection Officer. This has required no further action.

11. To receive a report from the Transactions Working Group (oral report from the Working Group)

Members **NOTED** the oral report from the Finance Manager and Cllrs Heseltine and Clark as members of the Working Group.

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

The Chief Officer reported that it had been agreed at the Finance & Policy Committee Meeting, that a working group is to be set up to review the Council's various charity and trust commitments. All Councillors will be invited to join this group in the New Year.

Meeting Closed at 7:17 pm.

Chairman:

Signature: