



Skipton Town Council

19/20

Audit & Scrutiny Committee Thursday 5 September 2019 at 6.30pm

Present: Councillors C Nash (Chairman), G Bell, G Iannaccone, A Hickman, R Judge and D Shaw

In attendance: Cllr R Heseltine and Steve Briggs (Windle and Bowker)

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.

Cllrs S Bentley (Ill Health) and D Painter (Work 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 6 June 2019.

It was **RESOLVED** to accept the minutes from the Audit and Scrutiny Committee meeting held on 6 June 2019 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 note the completion of the Council's annual Internal Audit, together with the report and recommendations (if any) of the Council's Internal Auditor.

Cllr R Judge arrived at 18:33pm

Members received a short report from the Internal Auditor on the process surrounding the Audit.

Cllr G Iannaccone arrived at 18:37pm

Members **NOTED** the satisfactory completion of the Internal Audit Report 2018-2019 and the overall conclusion of the Internal Auditor.

Members **NOTED** that no matters had been raised as part of the Audit.

The Council are awaiting the report from the External Auditor, which must be published by the 30th September.

The Internal Auditor clarified that the wording 'generally effective' was a standard term used, and that they were happy that the Council has effective systems and budgetary controls in place.

Cllr Hickman thanked the staff for their work in ensuring there was a satisfactory Internal Audit.

8. To consider the workload of the Committee and any areas of the Council's business to be reviewed.

Members **CONSIDERED** what the priorities of the Audit & Scrutiny Committee should be, and what elements of the Council's function should be scrutinised.

Members **AGREED** that they would form a working group to scrutinise the current Strategic Plan, as this should be influencing all Committee's priorities and spending. As the Strategic Plan was agreed by the previous administration the working group will look at whether the Council is working to these priorities, and if the current Administration happy to continue to work to those priorities. All Members of the Committee are to be invited to attend these working group meetings.

Members **AGREED** that all aspects of the cost and running of the Public Conveniences at Coach Street Car Park should also be scrutinised

9. To receive and consider a report on the work of the Financial Transaction Working Group

Members **NOTED** an explanation from the Finance Manager on how the Financial Transaction Working Group works.

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Members **NOTED** the update from Cllr Bell regarding the recent meeting of the Financial Transaction Working Group.

10. To note and consider the following:

Members **NOTED** an oral update from the Chief Officer on how the following matters are reported to the Council:

- Freedom of Information requests (FOI)

No FOI requests have been received, but a member of the public has contacted the Council to ask for details of the process.

- Subject Access Requests (SAR)

No Subject Access Requests have been received.

- Complaints

No formal complaints have been received. One unsuccessful applicant for trading at the Christmas Market has asked for a copy of the complaints procedure, but as yet no complaint has been received.

Members **NOTED** an explanation of the Complaints Procedure from the Chief Officer.

11. To receive notification of matters that Members would like included on a future agenda

None

Meeting Closed at 19:41

Chairman:.....