



Skipton Town Council

Date: Wednesday 24th February 2021

To: Members of the Audit & Scrutiny Committee

Dear Councillors J Dawson, R Mahmood, G Bell, T Barrett and S Bentley.

You are summoned to the Audit & Scrutiny Committee Meeting which will be held remotely via a remote meeting platform **on Thursday 4th March 2021 at 6.30pm**

Yours sincerely,

Louise Close Clerk to the Council

louise@skiptontowncouncil.gov.uk

www.skiptontowncouncil.gov.uk

Note: Members of the public and press are invited to attend the meeting as observers. Only Councillors are entitled to vote at the meetings. A list of Councillors is available on the Council's website

The meeting is open to the public by virtue of the Public Bodies (Administration to Meetings)

Act 1960 s1, and The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020.

Skipton Town Council is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting <https://us02web.zoom.us/j/82635587225?pwd=eDdVYStjVW04VVlpVXFtOUkobVdrUT09>

Meeting ID: 826 3558 7225 Passcode: 551858

One tap mobile +442034815240,,82635587225#,,,,*551858# United Kingdom

+441314601196,,82635587225#,,,,*551858# United Kingdom

Dial by your location +44 203 481 5240 United Kingdom +44 131 460 1196 United Kingdom +44 203 051 2874 United Kingdom +44 203 481 5237 United Kingdom

Meeting ID: 826 3558 7225 Passcode: 551858

Find your local number: <https://us02web.zoom.us/j/82635587225?pwd=eDdVYStjVW04VVlpVXFtOUkobVdrUT09>

SKIPTON TOWN COUNCIL

4th March 2021 6.30pm

A copy of the agenda is available in larger print upon request.

A G E N D A

1. Chairman's Remarks

2. Apologies for Absence

To accept the reason(s) for the absence of any Members from the meeting.

3. Disclosures of Interest

To receive any disclosable pecuniary interests from members on matters to be considered at the meeting. The disclosure should include the nature of the interest and be registered with the monitoring officer within 28 days. Members are to ensure that their Register of Interests form is kept up to date with the BMDC Monitoring Officer.

4. Dispensations

To decide upon any dispensation requests from members received by the Clerk in respect of this meeting.

5. Representations from public

RESOLUTION to adjourn the meeting in order to allow members of the public to make representations, answer questions and give evidence in respect of the business on the agenda. Each member of the public is entitled to speak for 3 minutes.

- Questions / observations from members of the public

6. Minutes of the Previous Meeting

To approve the minutes of the Audit & Scrutiny Committee 10th December 2020.

7. Complaints Procedure

To review the Complaints Procedure and Grievance Policy, and the process for commencing investigations.

8. Meetings in the Council Chamber

To review the process for holding physical meetings in the Council Chamber during the COVID 19 Pandemic

9. Internal Audit

To receive an update on the Internal Audit process/Internal Controls Checklist

10. Scrutiny of the Events and Market Accounts

To schedule the scrutiny of the above accounts.

SKIPTON TOWN COUNCIL

4th March 2021 6.30pm

11. Notification of Business for Future Agenda

The Clerk should be given seven clear days' notice of items for the Agenda of the next meeting although the absolute statutory minimum notice period is three clear days

The next meeting of the Audit & Scrutiny Committee is TBC