



Skipton Town Council

19/20

Audit & Scrutiny Committee Thursday 5 December 2019 at 6.30pm

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

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.

Cllr G Iannaccone (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 5 September 2019.

It was **RESOLVED** to accept the minutes from the Audit and Scrutiny Committee meeting held on 5 September 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 consider the next stages of the work programme for the Audit & Scrutiny Committee.

Members considered what would be the most effective way of moving forward with the scrutiny of the Coach Street Toilets and the Strategic Plan.

18:42 Cllr Judge arrived at the meeting.

Chief Officer & Clerk to the Council: Dave Parker
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A discussion followed on various aspects of running the toilets, and potential cost saving initiatives. As the Estate Manager is in the progress of investigating various options, Members **AGREED** to hold a working group meeting in the new year to look in more detail at some of the suggestions put forward. Members **AGREED** that they would all think of any questions they had regarding the toilets, so that these could be put to the Public Services Committee.

The Chief Officer informed Members that the tender process for the cleaning contract would also begin in the new year, as the current contract ends on the 31st March.

Members **AGREED** that at this working group meeting they would also look at the Strategic Plan. All Members **AGREED** that they would look at the Strategic Plan in advance, so they have any questions about the plan ready for the working group meeting.

A suggested date for the working group meeting was the 20th January 2020 at 6pm.

8. To note an update on progress with the Council's Risk Management Strategy.

Members **NOTED** the oral report from the Finance Manager on the Risk Management Strategy.

Members requested to have some training on Data Protection. The Chief Officer will arrange this.

Members suggested that the Policy relating to protecting staff from abusive and threatening behavior should be reviewed.

Members **AGREED** that a business case should be done regarding the use of tablets by Members to reduce the amount of papers printed and posted.

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

Members **NOTED** the update from Cllrs Bell, Bentley and Painter regarding the recent meeting of the Financial Transaction Working Group.

Members **NOTED** a suggestion from the Chief Officer that a member of this group, on a rota basis, would also attend the monthly meeting where the Chief Officer and Finance Manager sign off staff salaries. Members **AGREED** to take this suggestion forward.

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.

- Subject Access Requests (SAR)

No Subject Access Requests have been received.

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- Complaints

There were two complaints from members of the public regarding the Light Switch On Event. Those being that they could see the stage, and that their child didn't get to meet Elsa and Anna from the Frozen act.

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

- Investigation into leasing a vehicle for Events and Estates Staff to use.

Meeting Closed at 19:51

Chairman:.....