



Skipton Town Council

Minutes of the Audit & Scrutiny Committee of Skipton Town Council held by a remote platform on Thursday 4th March 2021 at 6.30pm

Those Present:

Chairman: Councillor J Dawson (Chair)
Councillors: Councillor T Barrett, Councillor G Bell, Councillor S Bentley & Councillor R Mahmood
Officers: Mrs L Close (Acting Chief Officer)
Also Present:

2021/010

ITEM 1 – Chairmans Remarks

Councillor Dawson welcomed everyone to the meeting and thanked them for attending.

2021/011

ITEM 2 – Apologies for Absence

All present

2021/012

ITEM 3 – Declarations of Interest

None declared.

2021/013

ITEM 4 – Dispensations Requests

None received.

2021/014

ITEM 5 – Representations from public

None present.

2021/015

ITEM 6 – Minutes of the Previous Meeting

Proposed by Councillor T Barrett

Seconded by Councillor G Bell

RESOLVED that the minutes of the Audit & Scrutiny committee held on the 10th December 2021 are a true and accurate record.

(unanimous)

2021/016

ITEM 7 – Complaints procedure

Discussions were held regarding the Complaints procedure and the Grievance policy in place at Skipton Town Council and previous issues and how they were reported and subsequently dealt with. The Clerk advised that the common practise would be for all outside complaints received from members of the public with regard to either staff or Councillors conduct would be covered by the Complaints procedure and any complaints received regarding staff, including the Chief Officer would be dealt with by the Grievance and Discipline policy. The Clerk would cross reference both of these documents with the Standing orders to make sure that clear routes and procedures are outlined in the event of any complaint submitted. This would be then presented at the next meeting for acceptance. All members agreed to this action proposed.

2021/017

ITEM 8 – Meetings in the Council Chamber

The Clerk confirmed that legislation and procedures were in place last year provided by NALC and the YLCA for the provision of holding remote meetings. It was confirmed that mistakes had been made previously and meetings in person, at that time, were not advised. The Clerk confirmed that in future, if a similar situation arose, she would give the necessary advice and legislation and would confirm this from associations that governed Local Government law, if confirmation were requested. The current legislation to hold remote meetings ends on 7th May 2021. This is being challenged by NALC and the Clerk would keep all members updated of any changes in provision to holding meetings.

2021/018

ITEM 9 – Internal Audit

The Clerk confirmed that she had spoken at length with YLCA who were putting a proposal together for internal audits. If this was an area they could not cover because of the size of the Council, they would provide a list of internal auditors. The current internal auditors are not adequate for the Council needs and moving forward for the next fiscal year, a different system would be implemented. The Clerk did not have this information from the YLCA but would circulate when received.

Councillors J Dawson and Councillors S Bentley would complete the internal control checklist on Tuesday 16th March in preparation for year end.

2021/019

ITEM 10 – Scrutiny of the Events and Market Accounts

It was confirmed the Clerk and the Finance Manager would prepare and circulate a full breakdown of accounts for Markets and Events. This would be the starting point for further information to be requested and would be reviewed and confirmed at the next meeting.

2021/020

ITEM 11 – Notification of Business for Future Agenda

Items for the next agenda

- Internal Audit Control proposals
- Confirmation of the Events and Market Accounts
- Checklist of policies, with dates of review

With no further business discussed the meeting closed at 19.14pm