



Skipton Town Council

Audit & Scrutiny Committee Thursday 28 March 2019 at 6.30pm

Present: Councillors G Bell (Chairman), 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 were received from Cllr Tony Barrett

Cllr Martin Emmerson was absent.

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 20 December 2018.

It was **RESOLVED** to accept the minutes from the Audit and Scrutiny Committee meeting held on the 20 December 2018 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.

Members **NOTED** that a report from the Allotment Scrutiny Group has been presented to the Public Services Committee. To follow the correct procedure the report should have to come to the Audit & Scrutiny Committee for approval prior to Public Services.

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

Members **NOTED** the report from the Finance Manager. A report on the Council's Risk Management Protocols will go to Full Council in May.

8. To note an update from the Council's Policies & Procedures working group

Members **NOTED** the report from the Finance Manager, and agreed that this was a good piece of work.

Members **APPROVED** the Policies and Procedures documentation.

Members **AGREED** to roll out to relevant Committees for review of Policies related to those Committees.

Members **AGREED** to the ongoing review process for Policies and Procedures.

Members asked if a Policy was required regarding requests for grass cutting. The Finance Manager will discuss with the Estates Manager.

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

Members **NOTED** the oral report from Cllr Kerr. The review of the allotments highlighted several issues. The details of the review have been reported, along with possible options of future ideas for the allotments, to the Public Services Committee.

10. To discuss the process of ratifying Committee Meeting Minutes at Full Council Meetings

Members **CONSIDERED** the report from the Chief Officer relating to the circulation, noting and ratifying of minutes of the Council's Standing Committees.

Members **AGREED** that all Committee Minutes should be circulated to all Members in draft form via email as soon as possible following each Committee Meeting. This procedure is to start from the commencement of the new Council in May.

Members **AGREED** that following the planned update of the Council's Website, Members should be emailed a link to the online copy of the minutes as soon as it is available.

Members **NOTED** that following the elections in May, a review of use of Councillor emails would take place to ensure that, where possible, Members were using the email system. And that all new Councillors will be made aware of the process of ratifying minutes.

11. To receive and consider the report from the Financial Transactions Working Group

Members **NOTED** the oral report from the Finance Manager and Cllrs Clark and Bell.

Members **NOTED** that the Finance Manager has made several recommendations to staff with the aim of reduce paper use by 20%. Members **NOTED** that a large proportion of paper used was in production of Committee Meeting papers. Officers will look into the option of issuing tablet computers to members

12. To note an update on the establishment of a working group to review the Council's Charity and Trust Commitments

Members **NOTED** the report from the Chief Officer. The Chief Officer will circulate dates for an initial meeting of the working group in April.

Members requested the Charity and Trust details, including the balance of funds, that the Council holds.

13. To note any of the following: Freedom of Information (FOI) requests; Subject Access (SAR) Requests; Complaints; Matters relating to the Council's GDPR compliance.

Members **NOTED** that one Freedom of Information Request had been received via the 'What Do They Know' website in relation to Fly Grazing. The Council has no land available for Fly Grazing, and this request has been responded to.

Members **NOTED** that no Subject Access Requests or Complaints had been received.

Members **NOTED** there were no matters relating to the Council's GDPR compliance.

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

None

Meeting Closed at 19:24pm

Chairman:

Signature: