



Audit & Scrutiny Committee
Thursday 9 February 2017 at 6.30pm

Present: Councillors P Madeley (Chairman), G Bell, Mrs. W Clark, C Clark, M Emmerson, Mrs. P Heseltine and J Kerr.

Officers: Dave Parker (Chief Officer) and Wendy Allsopp (Committee Services Officer).

In attendance: Steven Briggs, Windle and Bowker Chartered Accountants.

1. To accept representations from the Public between 6.30pm and 6.45pm.

None

2. To accept apologies for absence.

Apologies were accepted from Councillor E Jaquin due to him attending a prior engagement.

3. To record declarations of pecuniary and non-pecuniary interests in items on the agenda.

Councillor Kerr declared a non-pecuniary interest with regard to agenda item 7 as he is a client of Windle and Bowker Chartered Accountants.

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 24 November 2016.

It was **RESOLVED** to accept the minutes from the Audit and Scrutiny Committee meeting held on 24 November 2016 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 processes involved in the Council's annual Internal Audit.

Mr Steven Briggs of Messrs Windle & Bowker, the Internal Auditor appointed by the Council, introduced himself and gave Members a background of what work he was contracted to do for Skipton Town Council.

Councillor Madeley arrived at the meeting at 6.45 pm.

Councillor Emmerson arrived at the meeting at 6.50 pm.

Mr Briggs explained that the role of his company was to prepare the Annual Financial Statements and to assist relevant staff prepare the Annual Return for the Council's External Auditor. His role as Internal Auditor was to ensure that the Council complied with relevant legislation by carrying out random tests and checks on its financial procedures.

The Internal Auditor would prepare a report, raising any issues which needed to be brought to the Council's attention.

Councillor Mrs Heseltine arrived at 7.00 pm

The Committee and Chief Officer suggested that Mr Briggs meet with selected Member(s) to discuss his audit whilst attempting to complete it sooner to allow for a longer timescale between its receipt and submission of the Annual Return.

Councillor Gordon Bell left the meeting at 7.25 pm

Steven Briggs left the meeting at 7.30 pm

It was **RESOLVED** that Councillor Chris Clark would attend the annual meeting with the Internal Auditor before the audit procedure.

8. To commence a review of the Council's Committee Structure.

It was agreed to defer this subject for discussion at the next Audit & Scrutiny Committee meeting.

9. To consider any Freedom of Information requests/ complaints/ compliments received by the Council and to note any updates on progress with current ongoing complaints.

None.

10. To consider excluding press and public for consideration of item 11 on the grounds that it relates to confidential matters.

It was **RESOLVED** that in accordance with Section 1 of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable and in the public interest that the press and public be asked to withdraw.

11. To consider any reports from the Financial Transactions Monitoring Group concerning the Council's Bank Reconciliations and/or invoices.

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

Review of the Council's Committee Structure

Review of the Council's complaints procedure.

Meeting Closed at 8.14 pm

Chairman:

Signature:

Date: