



Skipton Town Council

DRAFT

Audit & Scrutiny Committee
Thursday 8 October 2015 at 7pm

Present: Cllrs: Mrs. W E Clark (Vice Chair), M Emmerson, C Clark, E Jaquin,
J Paton

Officers: Jill Peacock (Administration and Finance Officer)

1. To accept representations from the Public between 7.00pm and 7.15pm.

None.

2. To accept apologies for absence.

Cllrs: P Madeley – Family Commitments
Mrs P Heseltine

3. To record declarations of pecuniary and non pecuniary interests 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 9 July 2015.

It was **RESOLVED** to accept the minutes from the Audit and Scrutiny Committee meeting held on 9 July 2015 as a true and accurate record of what transpired at that meeting.

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6. To report information arising from the minutes of items not on the agenda from Members and the Chief Officer.

Item 9 – the Finance Monitoring Working Group did not meet. A meeting will take place on Tuesday 10 November at 11 am before the next scheduled Committee meeting.

7. To note the completion of the annual External Audit and review of the Council's Annual Return for year ending 31 March 2015.

Members **NOTED** the satisfactory outcome of the Council's External Audit for the year ending 31 March 2015.

Members **NOTED** that the Council has met its obligations required at the completion of the audit.

Members **NOTED** the revised arrangements for next year and the associated timetable for the submission of the Annual Return for the year ending 31 March 2016.

Members wished to pass on their thanks to Council Officers in achieving this result.

8. To commence a review of the Council's various Policies and Procedures.

Members **NOTED** the current status of all the Council's Policies and Procedures.

The policies were reviewed and Members **RESOLVED** to take an amended Complaints Procedure to Full Council to be ratified.

The Health and Safety Policy will be fully reviewed once the office move has taken place.

Members agreed the way forward for dealing with new and updating existing policies. It was agreed to review the Disciplinary and Grievance Procedure at the next meeting and requested a copy of the NALC model be available for Members to appraise and adapt with a view to combining them with other employment policies to create a staff handbook.

Members agreed it was priority that a new Child Protection Policy be written and discussed at the next meeting of the Committee.

9. To consider any Freedom of Information requests/complaints/compliments received by the Council.

None received.

10. To consider excluding press and public for consideration of items 13 and 14 on the grounds that they relate to confidential matters.

It was **RESOLVED** that in accordance with Section 1 of the Public Bodies (Admission to Meetings) Act 1960 that 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.

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It was **RESOLVED** to readmit the press and public.

13. To receive notification on matters that members would like included on a future agenda.

Review of Market Management Procedures. The Chair of the Market Working Group is to be invited to the next meeting.

Meeting Closed at 8.10 pm.