



Skipton Town Council

Thursday 1st December 2022

All Members of the Audit, Scrutiny & Complaints Committee

Dear Councillors B McDaid, S Bentley, L Morgan, D Noland, M Courcier, A Heseltine, V Kettu and S Morton

You are hereby summoned to attend the next ordinary meeting of the **Audit, Scrutiny & Complaints Committee** which will be held in the Council Chamber at Skipton Town Hall, High Street, Skipton, on Thursday 8th December 2022 at 6.30pm.

The Local Government (Electronic Communications) (England) Order 2015 Para 2, amended LGA 1972

Yours sincerely,

Mrs Louise Close

Clerk to the Council

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www.skiptontowncouncil.gov.uk

Note: Members of the public and press are invited to attend the meeting as observers. Only Councillors are entitled to vote at the meetings. A list of Councillors is available on the Council's website.

The meeting is open to the public by virtue of the Public Bodies (Administration to Meetings) Act 1960 s1, and The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020.

Skipton Town Council exercises the General Power of Competence (Localism Act 2011)

A Copy of this agenda is available in larger print on request

- 2223/013** **ITEM 1 – Chairmans Remarks**
- 2223/014** **ITEM 2 – Apologies for Absence**
- To accept the reason(s) for the absence of any Members from the meeting.
- 2223/015** **ITEM 3 – Disclosures of Interest**
- To receive any disclosable pecuniary interests from members on matters to be considered at the meeting. The disclosure should include the nature of the interest and be registered with the monitoring officer within 28 days. Members are to ensure that their Register of Interests form is kept up to date with the CDC Monitoring Officer.
- 2223/016** **ITEM 4 – Dispensations**
- To decide upon any dispensation requests from members received by the Clerk in respect of this meeting
- 2223/017** **ITEM 5 – Representations from public**
- Invitation for members of the public to address the meeting. Each member of the public is entitled to speak for 3 minutes.
- Questions / observations from members of the public
- 2223/018** **ITEM 6 – Minutes of the previous meeting**
- To resolve to approve the minutes of the Audit, Scrutiny & Complaints Committee held on the 7th July 2022
- 2223/019** **ITEM 7 – Internal control checklist**
- To resolve to appoint two Councillors to complete an internal control checklist prior to the next internal audit
- 2223/020** **ITEM 8 – Internal Audit**
- To receive and note the internal audit
- 2223/021** **ITEM 9 – Sustainability Working Group**
- To resolve to establish a Sustainability working group
- 2223/022** **ITEM 10 – Policy Review**
- To scrutinise the Volunteers Policy and Work Experience Policy and make any recommendations for amendments required.

2223/023 **ITEM 11- Notification of Business for a Future Agenda**

The Clerk should be given seven clear days' notice of items for the agenda of the next meeting although the absolute statutory minimum notice period is three clear days.

Next Meeting 2nd March 2023