

Minutes of the **SPECIAL MEETING** of the Swanage
Town Council held at the Town Hall, Swanage on
TUESDAY, 23rd DECEMBER 2008 at 10.00 a.m.

PRESENT:- Councillor M.W. Pratt (Town Mayor) – Chairman.

Councillor L.D. Gloyn-Cox
Councillor Mrs. A. Patrick
Councillor S. Poultney (from 10.45 a.m.)
Councillor W.S. Trite
Councillor M. Whitwam

Also in attendance:-

Mr. S. Garlick – District Auditor
Mr. C. Rockey – Audit Manager

Public Participation Time

There were no members of the public present at the meeting.

1. **APOLOGIES**

Apologies for their inability to attend the Meeting were received from Councillors Audley, Bright, Mrs. Gainsborough, Hadley, Mrs. Marsh and Suttle.

2. **TO RECEIVE AND APPROVE AMENDED STATEMENT OF ACCOUNTS 2005/06 AND 2006/07**

The Town Clerk summarised the amendments made to the statements of accounts for 2005/06 and 2006/07. In respect of both years amendments had been made to the statements of internal control and the treatment of depreciation had been clarified.

It was proposed by the Town Mayor, seconded by Councillor Trite and
RESOLVED UNANIMOUSLY:

That the amended statement of accounts for
2005/06 be approved.

It was further proposed by Councillor Trite, seconded by the Town Mayor and
RESOLVED UNANIMOUSLY:

That the amended statement of accounts for
2006/07 be approved.

3. **ANNUAL GOVERNANCE REPORTS 2005/06 AND 2006/07**

Mr. C. Rockey, Audit Manager, explained that the Audit Commission was preparing to finalise the audit of accounts for 2003/04 to 2006/07. He noted that a qualified opinion would be issued for 2005/06 reflecting the view of the District Auditor that the sale of caravans is unlawful. In respect of 2006/07 he drew attention to qualitative concerns over the Town Council's accounting processes and noted that these would have to be addressed in the future, although some steps had been taken, including discussions with officers at the Borough of Poole.

In respect of the ongoing audit for 2007/08 it was anticipated that an objection may be received in respect of site rents at the Holiday Park. Any objection received would have to be dealt with before the audit could be concluded.

During the ensuing discussion the negative impact of the uncertainty over the future of the Caravan Park on the Town Council's accounts was highlighted. It was recommended that a detailed sensitivity analysis be undertaken and that action plans be drawn up in respect of the possible worst case scenarios facing the Town Council. Attention was drawn to the additional resources required to carry out these activities.

It was proposed by Councillor Gloyn-Cox, seconded by the Town Mayor and **RESOLVED UNANIMOUSLY:**

That the Annual Governance Reports be approved and the Letters of Representation in respect of 2005/06 & 2006/07 be signed accordingly.

Councillor Poultney entered the Meeting at 10.45 a.m.

4. **ITEMS OF INFORMATION AND MATTERS FOR FORTHCOMING AGENDAS**

- (a) Members were informed that the Annual Estimates Meeting would be held at 9.30 a.m. on Friday 23rd January 2009.
- (b) It was noted that an invitation had been received by all Councillors to attend the Bay View Owners' Association Christmas festivities to be held at 6 p.m. on Sunday 28th December 2008.

The Meeting concluded at 10.55 a.m.
