

Minutes of the **SPECIAL MEETING** of the
Swanage Town Council held at the Town Hall,
Swanage on **WEDNESDAY, 28th MAY 2014**
at 7.00 p.m.

PRESENT:-

Councillor Mrs. A. Patrick (Mayor) – Chairman

Councillor Mrs. C. Bartlett

Councillor M. Bonfield

Councillor I. Brown

Councillor M. Pratt

Councillor S. Poultney

Councillor W.S. Trite

Councillor M. Whitwam

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

19. **APOLOGIES**

Apologies for their inability to attend the Meeting were received from Councillors Miss Harris, Mrs. Marsh, Suttle and Wiggins.

20. **DECLARATIONS OF INTEREST**

Members were invited to declare their interest under the Code of Conduct as defined by regulations made under section 30 (3) of the Localism Act 2011.

There were no declarations to record on this occasion.

21. **INTERNAL AUDIT REPORT 2013/14**

Consideration was given to the annual internal audit report for 2013/14, prepared by Mr. Henry Lovegrove. The document provided background information and explanations regarding the recommendations and conclusions in respect of all of the Council's services, in accordance with the internal audit's objective to provide an appraisal function for the review of the Council's internal control system.

Arising from the above, Members were pleased to note that no significant control weaknesses had been identified and that the audit objectives had been fully, or substantially met.

The results of the reviews completed during the year had resulted in an overall opinion that 'based on the internal audit reviews completed in respect of 2013/14, in accordance with the annual audit plan, the Town Council's central systems and internal control arrangements continue to be effective'.

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

That the Internal Audit Annual Report 2013/14 and
the recommendations contained therein be accepted
and approved.

A subsequent letter had been received from Mr. Lovegrove (to be attached to the Annual Return) setting out his reason for indicating in section 4 of the Annual Return that the full Council had not assessed the significant risks to achieving its objectives. It was noted that this function had been carried out by the Finance and Performance Management Committee and in paragraph 8.5 of the Internal Audit Report Mr Lovegrove had confirmed that this was a technicality. Members noted these comments.

22. **REVIEW OF CORPORATE RISK REGISTER**

Consideration was given to the Council's Corporate Risk Register, which had been updated. The register summarised the most significant risks faced by the Council in relation to achieving its objectives and priorities, and set out the control procedures in place to mitigate the risks. This register was reviewed on a six monthly timescale by the Finance & Performance Management Committee.

Following discussion, it was proposed by the Town Mayor, seconded by Councillor Poultney, and RESOLVED UNANIMOUSLY:-

That the revised Corporate Risk Register be accepted.

23. **SYSTEM OF INTERNAL CONTROL 2013/14**

In accordance with paragraph 4) 2) of the Accounts and Audit Regulations 2011, a Report on the Findings of the System of Internal Control 2013/14 was submitted for consideration.

It was proposed by Councillor Poultney, seconded by Councillor Mrs. Bartlett, and RESOLVED UNANIMOUSLY:-

That the Review of the System of Internal Control 2013/14 be approved and accepted.

In accepting the Review of the System of Internal Control 2012/13, Members were pleased to note that the annual internal audit had not identified any significant control weaknesses for inclusion in the Council's Annual Governance Statement, and wished to record their appreciation of the Town Clerk and staff for the work undertaken in preparing the document.

24. **ANNUAL RETURN 2013/14**

(a) **Part 1 – Accounting Statements**

Proposed by the Town Mayor, seconded by Councillor Poultney, and RESOLVED UNANIMOUSLY:-

That the Accounting Statements be approved and signed for submission to the Council's external auditor with the Annual Return 2013/14.

(b) **Part 2 – Annual Governance Statement**

Proposed by the Town Mayor, seconded by Councillor Poultney, and RESOLVED UNANIMOUSLY:-

That the Annual Governance Statement be approved and signed.

25. **ANNUAL TREASURY REPORT 2013/14**

Proposed by the Town Mayor, seconded by Councillor Brown, and RESOLVED UNANIMOUSLY:-

That the Annual Treasury Report 2013/14 be approved and accepted.

26. **PURCHASE OF VEHICLE**

Further to Minute No. 11 (a) of the Council meeting held on 19th May 2014, consideration was given to the purchase of an additional vehicle to meet operational requirements. It was noted that a budget provision of £10,000 had been made for this purpose.

Following discussion, it was proposed by Councillor Mrs. Bartlett, seconded by Councillor Poultney, and RESOLVED UNANIMOUSLY:-

That the purchase of an additional vehicle not exceeding the sum of £10,000 be approved.

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

There were no additional matters in need of urgent attention.

The meeting concluded at 7.25 p.m.
