

Minutes of the **SPECIAL MEETING** of the
Swanage Town Council held at the Town Hall,
Swanage on **WEDNESDAY, 24th MAY 2017**
at 7.00 p.m.

PRESENT:-

Councillor M.P. Bonfield (Town Mayor) – Chairman

Councillor J.M. Bishop

Councillor C. Finch

Councillor G. Green

Councillor G.A. Marsh

Councillor S. Poultney

Councillor G.M. Suttle

Councillor W.S. Trite

Councillor M. Whitwam

There were two members of the public present at the Meeting.

PUBLIC PARTICIPATION TIME

The following matters were raised during Public Participation Time:-

- Planning application in respect of Cliff Cottage, Shore Road.
- Bandstand – Agenda item for August Council meeting.

29. **APOLOGIES**

Apologies for their inability to attend the Meeting were received from Councillors Harris, Lejeune and Morris.

30. **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, and requests for Grants of Dispensations in respect of Disclosable Pecuniary Interests.

There were no declarations to record on this occasion.

31. **INTERNAL AUDIT REPORT 2016/17**

(a) **Visit 3**

The Clerk presented the Internal Audit Report for the year 2016/17 prepared by Darkin Miller - Chartered Accountants in respect of visit 3.

The following areas had been reviewed during this audit visit:

1. Payments
2. Risk Management
3. Income
4. Petty Cash
5. Payroll
6. Bank Reconciliation

Members were pleased to note that only 3 recommendations had been made, and prioritised as none of high importance, one of medium importance and two of low importance.

(b) **Visit 4**

The Clerk presented the Internal Audit Report for the year 2016/17 prepared by Darkin Miller – Chartered Accountants in respect of visit 4. Members were delighted to note that there were no findings and recommendations from the fourth audit visit.

(c) **Annual Internal Audit Report 2016/17**

Consideration was given to the Annual Internal Audit Report for 2016/17, prepared by Darkin-Miller – Chartered Accountants. The document provided background information and explanations regarding the recommendations and conclusions in respect 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.

The results of the reviews completed during the year had resulted in an overall opinion that in all material respects:

- Key central systems and internal control arrangements continued to be effective;
- Agreed policies, regulations and Standing Orders were complied with;
- Managers were aware of the importance of maintaining internal controls and accepted recommendations made by Internal Audit to improve internal controls; and
- Adequate arrangements were in place to prevent and detect fraud.

Arising from the above, Members noted that the number of recommendations made during the 2016/17 audit had fallen to a total of 13 appendix 9 recommendations. One was graded 'high', 2 'medium' and 10 'low'.

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

That the Internal Audit Annual Report 2016/17 and the recommendations contained therein be accepted and approved.

In accepting the Report, Members wished to record their appreciation of the sterling work undertaken by Town Hall officers in achieving such a good Report.

32. **SYSTEM OF INTERNAL CONTROL 2016/17**

In accordance with paragraph 6(1)(a) of the Accounts and Audit Regulations 2015, a Report on the Findings of the Review of the System of Internal Control 2016/17 was submitted for consideration.

It was proposed by Councillor Bishop, seconded by Councillor Trite, and RESOLVED UNANIMOUSLY:-

That the Review of the System of Internal Control 2016/17 be approved and accepted.

In accepting the Review of the System of Internal Control 2016/17, 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. The ongoing importance of the Finance and Performance Management Committee in overseeing the implementation of recommendations from the internal and external auditors, together with improvements identified in the Corporate Risk Register and a review of key Council policy documents including a Grant Application Policy, Health & Safety Policy, Treasury Management Strategy Statement, incorporating Investment Strategy, and Social Media Policy was also noted.

33. **ANNUAL RETURN 2016/17**

(a) **Part 1 – Annual Governance Statement**

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

That the Annual Governance Statement 2016/17
be approved and signed.

(b) **Part 2 – Accounting Statements**

Proposed by Councillor Poultney, seconded by Councillor Marsh, and
RESOLVED UNANIMOUSLY:-

That the Accounting Statements be approved and
signed for submission to the Council's external auditor
with the Annual Return 2016/17.

34. **ANNUAL TREASURY REPORT 2016/17**

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

That the Annual Treasury Report 2016/17 be
approved and accepted.

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

(a) **Items of Information**

i) On the 13th June 2017 public train services between Swanage and
Wareham would re-commence for the first time since January 1972.

(b) **Matters for Forthcoming Agendas**

There were no additional matters raised for inclusion on forthcoming Agendas.

EXCLUSION OF PRESS AND PUBLIC

Proposed by Councillor Green, seconded by Councillor Finch, and
RESOLVED UNANIMOUSLY:-

That, under Standing Order No. 1) c), in the
public interest, the press and public be excluded
from the Meeting in view of the confidential nature
of the business to be transacted under agenda item
7 by reason of commercial confidentiality.

36. **PROCUREMENT**

(a) **Purchase of Ride-on Mower**

Consideration was given to tenders received for the purchase of a replacement
ride-on mower.

Three tenders had been received, and following discussion, it was proposed by
Councillor Poultney, seconded by Councillor Marsh, and RESOLVED
UNANIMOUSLY:-

To accept the tender from ABA Groundcare for the
purchase of a replacement ride-on mower in the sum
of £22,500 (net of part-exchange trade-in).

The meeting concluded at 7.30 p.m.