

Minutes of the **SPECIAL MEETING** of the  
Swanage Town Council held on the Zoom platform,  
on **WEDNESDAY, 3<sup>rd</sup> JUNE 2020** at 7.00 p.m.

PRESENT:-

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

Councillor C. Finch  
Councillor T. Foster  
Councillor A. Harris  
Councillor D. Monkhouse  
Councillor C. Moreton  
Councillor J. Page  
Councillor G.M. Suttle  
Councillor C. Tomes  
Councillor W.S. Trite (from 7.15 p.m.)  
Councillor M. Whitwam

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

254. **APOLOGIES**

Apologies were received from Councillor Rogers for her inability to attend the Meeting.

255. **DECLARATIONS OF INTEREST**

Members were invited to declare their interests and consider any requests for Grants of Dispensations in accordance with paragraphs 9 - 13 of the Council's Code of Conduct and regulations made under chapter 7 of the Localism Act 2011.

There were no declarations to record on this occasion.

256. **INTERNAL AUDIT REPORT 2019/20**

(a) **Visit 6**

The sixth interim Internal Audit Report for the year 2019/20 prepared by Darkin-Miller – Chartered Accountants was presented. It was noted that only one medium level priority recommendation had been made.

It was AGREED:-

That the sixth interim Internal Audit Report 2019/20  
and the recommendation contained therein be  
accepted and approved.

(b) **Annual Internal Audit Report 2019/20**

Consideration was given to the Annual Internal Audit Report for 2019/20, 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.

It was noted that the Audit Opinion concluded that the Council's 'central systems and internal control arrangements appear to be effective' and that the annual audit did not identify any significant control weaknesses for inclusion in the Annual Governance Statement.

Arising from the annual report, Members noted that the total number of appendix 9 recommendations made during the 2019/20 audit was 19, a decrease of 10 on the prior year. Four were graded 'high', eight 'medium' and seven 'low'. It was

noted that although some recommendations were rated as high-level recommendations, this was high priority, not high risk.

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

That the Annual Internal Audit Report 2019/20 and the recommendations contained therein be accepted and approved.

257. **SYSTEM OF INTERNAL CONTROL 2019/20**

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 2019/20 was submitted for consideration. It was proposed by Councillor Tomes, seconded by Councillor Harris, and RESOLVED UNANIMOUSLY:-

That the Review of the System of Internal Control 2019/20 be approved and accepted.

Councillor Trite joined the meeting at 7.15 p.m.

258. **ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2019/20**

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

It was proposed by Councillor Harris, seconded by Councillor Page, and RESOLVED UNANIMOUSLY:-

That the Annual Governance Statement 2019/20 be approved and signed.

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

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

That the Accounting Statements be approved and signed for submission to the Council's external auditor with the Annual Governance & Accountability Return 2019/20.

Further to Financial Regulation 4.19 consideration was given to the allocation of funds to earmarked reserves. It was reported that the Town Clerk and RFO had authorised the creation of a new reserve to which had been allocated £320,000 to fund projects that had not been completed as planned during the 2019/20 financial year.

It was AGREED:

That the movement on reserves, including the allocation of £320,000 to a Committed Expenditure (Deferred) reserve be approved.

259. **ANNUAL TREASURY REPORT 2019/20**

It was proposed by Councillor Moreton, seconded by Councillor Page, and RESOLVED UNANIMOUSLY:-

That the Annual Treasury Report 2019/20 be approved and accepted.

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

None.

The meeting concluded at 7.30 p.m.