

Minutes of the meeting of the **AUDIT SUB-COMMITTEE** held in the Council Chamber, Council Offices, School Aycliffe Lane, Newton Aycliffe, on **WEDNESDAY, 28<sup>th</sup> OCTOBER 2015** at **6.00 p.m.**

**PRESENT** Councillors A.M. Chandran, M. Dalton, Mrs. M. Dalton, G.C. Gray, B. Hall, J.P. Hillary and Mrs. W.P. Hillary.

**OFFICERS** Mr. A. Bailey (Town Clerk)  
Mr. B. Wilkinson (Internal Auditor)  
Mr. D. Austin (Finance Manager)  
Miss C. Ryder (Senior Admin. Officer)

1. **APPOINTMENT OF CHAIRMAN**

It was proposed by Councillor A.M. Chandran, seconded by Councillor Mrs. M. Dalton that Councillor M.A. Dalton be appointed Chairman of the Audit Sub-Committee for the Municipal Year 2015/16.

**RESOLVED** – that Councillor M.A. Dalton be appointed as Chairman for the Audit Sub-Committee for the Municipal Year 2015/16.

**Councillor M.A. Dalton took the chair for the meeting.**

2. **APPOINTMENT OF VICE-CHAIRMAN**

It was proposed by Councillor A.M. Chandran, seconded by Councillor Mrs. M. Dalton that Councillor M. Iveson be appointed as Vice-Chairman of the Audit Sub-Committee for the Municipal Year 2015/16.

**RESOLVED** – that Councillor M. Iveson be appointed as Vice-Chairman of the Audit Sub-Committee for the Municipal Year 2015/16.

3. **APOLOGIES FOR ABSENCE**

Apologies for absence were submitted by Councillors M. Iveson and Mrs. S.J. Iveson.

4. **DECLARATIONS OF INTEREST**

There were no declarations of interest made.

5. **MINUTES**

It was proposed by Councillor A.M. Chandran, seconded by Councillor G.C. Gray and

**RESOLVED** – that the minutes of the meeting of the Audit Sub-Committee held on the 22<sup>nd</sup> April 2015 be confirmed as a correct record.

6. **INTERNAL AUDITOR'S REPORT**

The Internal Auditor submitted a report to update Members on the work completed by him for the period 1<sup>st</sup> April 2015 to the 30<sup>th</sup> September 2015.

The Audit Plan set out that 40¼ days had been achieved out of the 90 days up to the end of September and stated that the Plan was on target to the end of September. Full details of the days were set out in Appendix 1.

The following internal audit reports had been completed since the last Audit Sub-Committee:-

- (a) Risk Management
- (b) Works Fuel
- (c) Stephenson Way Cemetery
- (d) West Cemetery
- (e) Capital Accounting / Year End Procedures
- (f) Senior Citizens Trips
- (g) Football Pitch Income
- (h) Tendering and Procurement
- (i) Ordering and Receipt of Goods – Works
- (j) Allotments
- (k) VAT
- (l) Members Allowances
- (m) Insurance
- (n) General Power of Competence

A full description of the audit works carried out on each of these sections was set out in the report.

The only recommendations made were on the following items:-

(i) Works Fuel

- (a) That fuel received at the Golf Complex be recorded as received by the Works Staff as there was a failure by Golf Staff to enter the petrol received.
- (b) That care is taken when recording both the amount of red diesel drawn and the meter readings recorded at the bottom of each completed sheet.
- (c) Diesel issued be recorded in strict date order – with no blanks left on the diesel usage record sheets.  
When sheets are required for audit, issues and receipts be recorded in a supplementary book with entries in this book being transferred to the main record when it is returned to the depot before any other receipts / issues to maintain the record in date order.
- (d) A balance column to be added to the diesel Usage Record Sheet so a balance is readily available.
- (e) White diesel drawn from the Esso garage to be recorded in the appropriate place on the Vehicle Service Schedules (VSS). A VSS sheet each week to be available for every vehicle.
- (f) The fuel recording books for both the Town Park and St. Oswald's be reinstated.
- (g) Council employees to be informed that they should not be accepting club card points when purchasing fuel using the Council's fuel cards.

(ii) Members Allowances

That the Members Allowance Scheme which is taken to the Annual General Meeting each year is updated to reflect current dates and information in time for the next Annual General Meeting.

(iii) Insurance

(a) That a file be set up as soon as any communication is received from claimants instigating a claim. Information stored on the pending file should be removed and placed on the new file in date order. This will keep all pertinent information to hand in one file.

(b) That the lockable metal insurance file be sorted and all settled claims removed and archived to allow space for new claims.

**On-going Internal Audits**

The following audits have now commenced and will be on-going throughout the year. Interim reports will be made on these sections to each Audit Sub-Committee with a final report being issued by the 31<sup>st</sup> March 2016.

- (a) Sports Complex
- (b) Bar and Catering
- (c) Golf Complex
- (d) Salaries and Wages

**RESOLVED** – as follows:-

- (a) That the report be received.
- (b) That the recommendations and comments are noted and that actions have been implemented.

7. **RISK ASSESSMENTS**

The Town Clerk had submitted his report on which members considered any items that had been entered into the Register of Risks on activities and proposals at relevant Committees.

There had been no risk assessments undertaken since the last meeting of the Audit Sub-Committee on the 22<sup>nd</sup> April 2015.

The Performance Management Group had undertaken a review of the High and Medium Risks in the Risk Register on the 24<sup>th</sup> September 2015. This had subsequently been reported to the Review Sub-Committee on the 7<sup>th</sup> October 2015 where some amendments were requested along with the inclusion of two further risks.

A copy of the amended document had been attached for information.

**RESOLVED** – that the report and information be noted.

**CHAIRMAN.**