

Minutes of the meeting of the **AUDIT SUB-COMMITTEE** held in the Council Chamber, Council Offices, School Aycliffe Lane, Newton Aycliffe, on **WEDNESDAY, 4<sup>th</sup> OCTOBER 2017** at 6.00 p.m.

**PRESENT**                      **Councillor M. Iveson (Chairman) and**  
Councillors M. Ashcroft, P.J. Bergg, Arun M. Chandran, George C. Gray, Wendy Hillary and Mrs. S.J. Iveson

**OFFICERS**                    Mr. A. Bailey (Town Clerk)  
Mr. D. Austin (Finance Manager)  
Mrs. K. Bertram (Internal Auditor)  
Miss. A. Donald (Town Clerk's PA)

10.     **APOLOGIES FOR ABSENCE**

Apologies for absence were submitted by Councillors Kathy Beetham and Mrs. V.M. Raw.

11.     **MEMBERS' DISPENSATIONS**

No requests for dispensations had been received.

12.     **DECLARATIONS OF INTEREST**

There were no declarations of interest made.

13.     **MINUTES**

It was proposed by Councillor P.J. Bergg, seconded by Councillor Mrs. S.J. Iveson and

**RESOLVED** – that the minutes of the meeting of the Audit Sub-Committee, held on the 5<sup>th</sup> July 2017, be confirmed as a correct record.

14.     **INTERNAL AUDITOR'S REPORT**

The Internal Auditor submitted a report to update Members on the work completed by her for the period 22<sup>nd</sup> June 2017 to 25<sup>th</sup> September 2017 and to update Members on the completion of the Internal Audit Plan for 2017/18.

The Internal Audit Plan had achieved 49 out of the 108 days and was on target.

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

- (a) Senior Citizens' Excursions
- (b) Aycliffe Festival
- (c) Risk Management

A full description of the audit works carried out on each of these sections was set out in the report. The Internal Auditor had made recommendations on these sections, as set out below:

- (a) Senior Citizens' Excursions – (2 recommendations)
- (i) That Insurance Certificates should be requested for inspection prior to the excursions taking place.
  - ii) That as part of budget delegation, the checking that all invoices had been received, should be carried out to ensure that budget management was complete
- (b) Aycliffe Festival – (2 recommendations)
- (i) That the Festival Working Group consider whether the organiser of the Stem Ahead Event should be asked to provide a complete breakdown of expenditure for the event, with supporting documentation in order for the Council to ascertain if any money is now due to be repaid.
  - (ii) That the Festival Working Group consider whether detailed breakdowns of expenditure should be requested for all grants over £500 and therefore included in the terms and conditions.
- (c) Risk Management – (2 recommendations)
- (i) That Risk Assessment forms should be completed by officers for all new risks identified during PMG.
  - (ii) That any changes to scoring, arising during the review of risks in the meeting, would be subject to a Risk Assessment form being completed.

#### Follow up on Internal Audit Report on Allotments

Updated information on an internal audit report on the allotments was noted.

#### Audit Reports Issued with no Recommendations

An audit of Treasury Management had been carried out. There were no recommendations.

#### On-going Internal Audits

The following audits had commenced and would be conducted throughout the year with interim reports being made on each of the topics and a final report issued by March 2018.

- (a) Salaries and Wages
- (b) Sports Complex
- (c) Bar and Catering
- (d) Golf Complex
- (e) Creditor Payments
- (f) Debtors

#### **RESOLVED** – as follows:-

- (i) That the Internal Auditor's report be received.
- (ii) That the recommendations and comments had been noted and that actions would be implemented.

(iii) Senior Citizens' Excursions

That an original insurance certificate should be supplied by the coach company for photocopying by Council staff as a file record.

(iv) Aycliffe Festival

That the grant terms and conditions should be referred to the Policy and Resources Committee for consideration, to ensure that they are sufficiently robust to protect the Council's interests.

(v) Risk Management

It was agreed that Risk Assessment forms should be completed by Officers for all new risks identified at the PMG group meeting.

It was not agreed that it would be necessary to complete a form where the scoring of risks had changed.

15. RISK ASSESSMENTS

The Town Clerk had submitted a report providing information for the purpose of monitoring the Council's Risk Management Strategy.

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

**CHAIRMAN.**