

Minutes of the meeting of the **AUDIT, RISK AND GDPR SUB-COMMITTEE** held in the Council Chamber, Council Offices, School Aycliffe Lane, Newton Aycliffe, on **WEDNESDAY, 25th JULY 2018 at 6.00 p.m.**

PRESENT Councillors P.J. Bergg, Arun M. Chandran, J. Clark, George C. Gray, M. Iveson, 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)

1. **APPOINTMENT OF CHAIRMAN**

It was proposed by Councillor Mrs. S.J. Iveson, seconded by Councillor J. Clark, that Councillor M. Iveson be appointed Chairman of the Audit, Risk and GDPR Sub-Committee for the Municipal Year 2018/19.

RESOLVED – that Councillor M. Iveson be appointed as Chairman of the Audit, Risk and GDPR Sub-Committee for the Municipal Year 2018/19.

Councillor M. Iveson took the chair for the meeting.

2. **APPOINTMENT OF VICE CHAIRMAN**

It was proposed by Councillor Mrs. S.J. Iveson, seconded by Councillor M. Iveson, that Councillor P.J. Bergg be appointed Vice Chairman of the Audit, Risk and GDPR Sub-Committee for the Municipal Year 2018/19.

RESOLVED – that Councillor P.J. Bergg be appointed Vice Chairman of the Audit, Risk and GDPR Sub-Committee for the Municipal Year 2018/19.

3. **APOLOGIES FOR ABSENCE**

Apologies for absence were submitted by Councillors M. Ashcroft, Dave Hardaker and Wendy Hillary.

4. **MEMBERS' DISPENSATIONS**

No requests for dispensations had been received.

5. **DECLARATIONS OF INTEREST**

There were no declarations of interest made.

6. **MINUTES**

It was proposed by Councillor Arun M. Chandran, seconded by Councillor George C. Gray and

RESOLVED – that the minutes of the meeting of the Audit Sub-Committee, held on the 11th April 2018, be confirmed as a correct record.

7. **INTERNAL AUDITOR'S PLAN – 2018/2019**

The Internal Auditor submitted a report updating Members on proposed amendments to the Internal Audit Plan for 2018/2019. The amendments reflected time spent on audits in 2017/18 and any changes in systems requiring further time to be reviewed.

RESOLVED – that the proposed amendments to the Internal Audit Plan for 2018-19 be approved.

8. **INTERNAL AUDITOR'S REPORT**

The Internal Auditor submitted a report to update Members on the work completed by her for the period 1st April to 13th July 2018.

The Internal Audit Plan had achieved 30 days out of the 108 days.

On-going Internal Audits

The following audits had been undertaken in this quarter.

- (a) Salaries and Wages
- (b) Sports Complex
- (c) Bar and Catering
- (d) Golf Complex
- (e) Creditor Payments
- (f) Allotments
- (g) Cemeteries
- (h) Capital Accounting and Year End Procedures
- (i) St Oswald's Pre-School
- (j) Senior Citizens' Excursions

Audits (a) to (e) would be ongoing over the year. Audits (i) and (j) would continue into the next quarter and (j) would be reported on in the next quarter.

The Internal Auditor had made recommendations on 1 out of the 6 reports, as set out below:-

- (a) **St Oswald's Pre-School**
 - (i) Fee forms should be completed to show the daily hours for each child, with any outstanding balances at the end of each week to be noted and carried forward to the following week.
 - (ii) The Finance Department should forward a copy of the receipt for grant funding from the County Council to the Pre-School Manager to be checked and reconciled to the funding claim.
- (b) **Allotments** – (no recommendations)
- (c) **West Cemetery and Stephenson Way Cemetery** – (no recommendations)
- (d) **Capital Accounting and Year End Procedures** – (no recommendations)
- (e) **Salaries and Wages** – (no recommendations)
- (f) **Bar and Catering** – (no recommendations)

RESOLVED – as follows:-

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

9. **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.