

## **AUDIT, RISK AND GDPR SUB-COMMITTEE**

**WEDNESDAY 15<sup>th</sup> JANUARY 2020**

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, 15<sup>th</sup> JANUARY 2020** at **6.00 p.m.**

### **PRESENT**

**Councillor M. Iveson** (Chairman) and Councillors:  
M. Ashcroft, Arun M. Chandran, Mrs M. Dalton, George C. Gray,  
Dave Hardaker, Wendy Hillary, M. Iveson, Mrs. S.J. Iveson and Mrs.  
V.M. Raw

### **IN ATTENDANCE**

Councillor Jed Hillary

### **OFFICERS**

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

### **19. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor P.J. Bergg.

### **20. MEMBERS' DISPENSATIONS**

No requests for dispensations had been received.

### **21. DECLARATIONS OF INTEREST**

There were no declarations of interest made.

### **22. PUBLIC QUESTIONS**

There were no public questions.

### **23. MINUTES**

It was proposed by Councillor Dave Hardaker, seconded by Councillor M. Ashcroft and

**RESOLVED** – that the minutes of the meeting of the Audit, Risk and GDPR Sub-Committee, held on the 23<sup>rd</sup> October 2019, be confirmed as a correct record.

## 24. INTERNAL AUDITOR'S REPORT

The Internal Auditor submitted a report to update Members on the work completed by her for the period 30<sup>th</sup> September 2019 to 31<sup>st</sup> December 2019.

The Internal Audit Plan had achieved 77 out of 108 days.

The following audit examinations had been undertaken.

- a) VAT
- b) Insurance
- c) Members' Allowances
- d) Fireworks Display
- e) Cemeteries
- f) Procurement

A full description of the audit works carried out was set out in the report. The Internal Auditor had made a recommendation on Section e) below

e) Cemeteries (1 recommendation)

- (i) That in relation to Stephenson Way Cemetery, the registers are updated three-monthly for new purchases of graves.

There were no other recommendations.

The following audits were ongoing throughout the year.

- a) Salaries and Wages
- b) Sports Complex
- c) Golf Complex
- d) Bar and Catering
- e) Cash and Banking
- f) Creditors
- g) Debtors

There were no recommendations to make at present.

**RESOLVED** – that it be recommended that:

- (i) The Internal Auditor's report be received.
- (ii) The recommendation and comments be noted and actions implemented.

## **25. RISK ASSESSMENTS**

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

There had been no new risks submitted to the Council since the last Audit, Risk and GDPR Sub-Committee.

It was noted that the Performance Management Group had undertaken a quarterly review of the high level business risks on the Risk Register on 11<sup>th</sup> December 2019 and no changes had been identified.

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

## **26. GENERAL DATA PROTECTION REGULATION UPDATE**

The Town Clerk gave a General Data Protection Regulation update. It was noted that there had been no data breaches since the last report.

**RESOLVED** – that it be recommended that the information be noted.

**CHAIRMAN**