

Minutes of the meeting of the **AUDIT SUB-COMMITTEE** held in the Council Chamber, Council Offices, School Aycliffe Lane, Newton Aycliffe, on **WEDNESDAY, 13<sup>th</sup> APRIL 2016** at **6.00 p.m.**

**PRESENT**                      **Councillor M. Dalton (Chairman)** and  
Councillors A.M. Chandran, Mrs. M. Dalton, G.C. Gray, B. Hall,  
M. Iveson and Mrs. S.J. Iveson.

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

13.     **APOLOGIES FOR ABSENCE**

Apologies for absence were submitted by Councillor J.P. Hillary and Mrs. W.P. Hillary.

14.     **DECLARATIONS OF INTEREST**

There were no declarations of interest made.

15.     **MINUTES**

It was proposed by Councillor B. Hall, seconded by Councillor G.C. Gray and

**RESOLVED** – that the minutes of the meeting of the Audit Sub-Committee held on the 20<sup>th</sup> January 2016 be confirmed as a correct record.

16.     **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> January to the 31<sup>st</sup> March 2016.

The Audit Plan had been fully completed and details of the current position of the Plan broken down by Committee and service area had been set out to account for the time spent on each individual audit

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

- (a)     Creditors
- (b)     Treasury Management
- (c)     Asset Management
- (d)     Budget Setting and Budgetary Control
- (e)     Pre-School
- (f)     Complex Budget Monitoring

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

The following audits had been conducted throughout the year with interim reports being made on each of the topics in the final reports:-

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

The Internal Auditor had made recommendations on 3 out of the 6 reports and these are set out below:-

(a) Creditors (1 Suggestion)

- (i) That as a suggestion a continuity check using the cheque issuing documents could be used to verify cheques issued and used as they are authorised.

(b) Treasury Management (1 Recommendation)

- (i) That the Base Rate Tracker Account should be closed and the small balance transferred to the Authority's current account.

*It was pointed out that this had already been carried out.*

(c) Asset Management (2 Recommendations)

- (i) That the film camera in the Council Offices should be disposed of as it has not been used for many years and has been replaced by digital equipment.
- (ii) That existing inventories be revisited to reflect the results of the test check undertaken and all inventories be checked at least annually and evidenced that this check has taken place.

(d) Budget Setting and Budgetary Control (No Recommendations)

(e) Pre-School (No Recommendations)

(f) Complex Budget Monitoring (No Recommendations)

### **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.

17. **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.

The following risk had been undertaken and entered on to the Council's Risk Register:-

**Exclusion Report**

Recreation Committee – 24<sup>th</sup> February 2016.

The Performance Management Group had undertaken a full review of all business risks in the Risk Register on the 2<sup>nd</sup> March 2016. A copy of the final document was attached for members information.

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

**CHAIRMAN.**