

ST NEOTS TOWN COUNCIL

**MINUTES OF THE MEETING
OF THE AUDIT & RISK COMMITTEE
HELD ON WEDNESDAY 6 APRIL 2011**

Present: Cllr G Thorpe
Cllr Mrs K Cooper
Cllr D Harty

25. Apologies for Absence

Apologies for absence were received from Cllr Mrs J Bird (family commitment).

26. Declarations of Interest

There were no declarations of interest.

27. Minutes

The minutes of the meeting held on 2 March were **APPROVED**.

28. RISK REGISTER REVIEW 2011/12

Members reviewed the Risk Register and Action Plan and timescales for completion of the Action Plan. The Town Clerk drew the Committee's attention to the high to medium risks as follows:

Dumping of hazardous substances on allotments and play areas – regular inspections by Operations Team will continue and any remedial repairs will be made as soon as practicably possible.

Bar Services – external stock taker to undertake quarterly stock counts. Internal stock takes to be carried out by the Responsible Finance Officer and Centres Manager or Senior Duty Officer monthly.

Car Parks – Operations Team will inspect regularly and action fly tipping incidents as they arise, removing the tipped items as soon as practicably possible.

Stock Control (Priory Centre) – effectively monitor to ensure the procedures are adhered to on stock controls and movement of stock.

Investments – the Town Council's bank account rate to be reviewed on a monthly basis to achieve maximum return. Report to be taken to Council if and when required.

Litter – all sites to be inspected monthly to ensure minimum disruption and ensure that service provides value for money and can be maintained within current budget.

Public Conveniences:

- Vandalism will be monitored and necessary action taken when required.
- Correct budgetary controls will be put in place for the new public convenience provision taken on by the Council.
- Inspections will be carried out on the toilets and maintenance records kept. Inspection actions to be logged.
- Cleaning contract agreements annually reviewed for the level of service provided.

The Committee instructed the Responsible Finance Officer to bring samples of the daily stock take procedure recently implemented within the Priory Centre to the next Committee meeting.

Members signed the Risk Register and **NOTED** the review.

28. HALL HIRE INVOICING

The Responsible Finance Officer presented the findings of the recent Internal Audit which had shown a number of inaccuracies in the administrative procedures of the Priory Centre.

Members **NOTED** the report and agreed that the Council's External Auditor should undertake an independent audit review of the Priory Centre and that the report should be brought back to the next meeting of the Audit & Risk Committee.

29. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 - EXCLUSION OF THE PRESS AND PUBLIC

To resolve that in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the press and public be excluded from the meeting.

30. STOCK TAKING REPORT

The Responsible Finance Officer gave Members an update on the informal investigation on the stock variance carried out previously and reported to the Audit & Risk Committee meeting held on 2 March.

Members **NOTED** the report and **RESOLVED** that, subject to the agreement of the Council's HR advisers, a Town Councillor be invited to the Priory Centre to check that new procedures, once implemented, are being followed.

DRAFT MINUTES AWAITING APPROVAL

Meeting closed at 7.38pm.

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Chairman
06.04.11