

Minutes of the **SPECIAL MEETING** of the  
Swanage Town Council held at the Town Hall,  
Swanage on **WEDNESDAY, 27<sup>th</sup> MAY 2015**  
at 7.00 p.m.

PRESENT:-

Councillor S. Poultney (Town Mayor) – Chairman

Councillor J.M. Bishop  
Councillor M.P. Bonfield  
Councillor Mrs. C. Finch  
Councillor Mrs. G. Green  
Councillor Mrs. A. Harris  
Councillor Mrs. A. Lejeune  
Councillor Mrs. G.A. Marsh  
Councillor T.J. Morris  
Councillor W.S. Trite  
Councillor M. Whitwam

There were no members of the public present at the Meeting.

17. **APOLOGIES**

Although no official notification had been received, an apology for his inability to attend the Meeting was given on behalf of Councillor Suttle due to his attendance at a conference in London..

18. **DECLARATIONS OF INTEREST**

Members were invited to declare their interest under the Code of Conduct as defined by regulations made under section 30 (3) of the Localism Act 2011.

There were no declarations to record on this occasion.

19. **INTERNAL AUDIT REPORT 2014/15**

Consideration was given to the annual internal audit report for 2014/15, prepared by Darkin-Miller – Chartered Accountants. The document provided background information and explanations regarding the recommendations and conclusions in respect of the Council's services, in accordance with the internal audit's objective to provide an appraisal function for the review of the Council's internal control system.

The results of the reviews completed during the year had resulted in an overall opinion that in all material respects:

- Key central systems and internal control arrangements continued to be effective;
- Agreed policies, regulations and Standing Orders were complied with;
- Managers were aware of the importance of maintaining internal controls and accepted recommendations made by Internal Audit to improve internal controls; and
- Adequate arrangements were in place to prevent and detect fraud.

Arising from the above, Members noted that the number of recommendations made during the 2014/15 audit was higher than that of 2013/14, but agreed that this was not unexpected with a change in auditor.

It was proposed by the Town Mayor, seconded by Councillor Trite, and  
**RESOLVED UNANIMOUSLY:-**

That the Internal Audit Annual Report 2014/15 and the recommendations contained therein be accepted and approved.

20. **SYSTEM OF INTERNAL CONTROL 2014/15**

In accordance with paragraph 4) 2) of the Accounts and Audit Regulations 2011, a Report on the Findings of the Review of the System of Internal Control 2014/15 was submitted for consideration.

It was proposed by Councillor Bonfield, seconded by Councillor Morris, and RESOLVED UNANIMOUSLY:-

That the Review of the System of Internal Control 2014/15 be approved and accepted.

In accepting the Review of the System of Internal Control 2014/15, Members were pleased to note that the annual internal audit had not identified any significant control weaknesses for inclusion in the Council's Annual Governance Statement. The ongoing importance of the Finance and Performance Management Committee in monitoring the Council's finances was also noted.

21. **ANNUAL RETURN 2014/15**

(a) **Part 1 – Accounting Statements**

Proposed by the Town Mayor, seconded by Councillor Bishop, and RESOLVED UNANIMOUSLY:-

That the Accounting Statements be approved and signed for submission to the Council's external auditor with the Annual Return 2014/15.

(b) **Part 2 – Annual Governance Statement**

Proposed by the Town Mayor, seconded by Councillor Trite, and RESOLVED UNANIMOUSLY:-

That the Annual Governance Statement be approved and signed.

22. **ANNUAL TREASURY REPORT 2014/15**

Proposed by the Town Mayor, seconded by Councillor Mrs. Marsh, and RESOLVED UNANIMOUSLY:-

That the Annual Treasury Report 2014/15 be approved and accepted.

23. **ITEMS OF INFORMATION AND MATTERS FOR FORTHCOMING AGENDAS**

(a) **Items of Information**

i) **Treasury Management**

It was reported that representatives of Arlingclose would be visiting the Town Council on the following dates, and Members would be welcome to attend the meetings if they so wished.

24<sup>th</sup> June 2015

17<sup>th</sup> September 2015

8<sup>th</sup> December 2015

ii) **Seafront and Downs Stabilisation Scheme**

It was reported that retention fees in respect of the above scheme were being withheld until 'snagging' issues had been fully addressed.

iii) **Planning Matters**

It was reported that Planning Application No. 6/2015/0163 (former St. Marks C of E School, Bell Street) had been approved for housing development by PDC's Planning Committee.

(b) **Matters for Forthcoming Agendas**

i) **Transport Committee**

Traffic management – Institute Road.

ii) Boundary Commission Review.

iii) Possible alternative meetings venues (DDA compliant).

The meeting concluded at 7.45 p.m.

---