

Minutes of the **SPECIAL MEETING** of the  
Swanage Town Council held at the Town Hall,  
Swanage on **WEDNESDAY, 30<sup>th</sup> MAY 2018**  
at 7.00 p.m.

PRESENT:-

Councillor M.P. Bonfield (Town Mayor) – Chairman

Councillor J.M. Bishop

Councillor C. Finch

Councillor G. Green

Councillor A. Harris

Councillor T. Morris

Councillor S. Poultney

Councillor W.S. Trite

Councillor M. Whitwam

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

23. **APOLOGIES**

Apologies for their inability to attend the Meeting were received from Councillors Lejeune and Marsh.

24. **DECLARATIONS OF INTEREST**

Members were invited to declare their interests and consider any requests for Grants of Dispensations in accordance with paragraphs 9 - 13 of the Council's Code of Conduct and regulations made under chapter 7 of the Localism Act 2011.

There were no declarations to record on this occasion.

25. **INTERNAL AUDIT REPORT 2017/18**

(a) **Visit 5 of 6**

The Clerk presented the fifth interim Internal Audit Report for the year 2017/18 prepared by Darkin-Miller – Chartered Accountants. The following areas had been reviewed during this audit visit:

1. Payments
2. Risk Management
3. Income, with specific focus on:
  - i. TIC Cash
  - ii. Car Parks

It was noted that only 4 low priority recommendations had been made.

(b) **Visit 6 of 6**

The Clerk presented the sixth Internal Audit Report for the year 2017/18 prepared by Darkin Miller – Chartered Accountants. Members noted that there were two medium priority recommendations made from the sixth audit visit.

It was proposed by Councillor Poultney, seconded by Councillor Finch, and  
**RESOLVED UNANIMOUSLY:-**

That the interim internal audit reports for visits 5 and 6 be accepted.

(c) **Annual Internal Audit Report 2017/18**

Consideration was given to the Annual Internal Audit Report for 2017/18, 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 total number of appendix 9 recommendations made during the 2017/18 audit was 29, an increase of the prior year. Three were graded 'high', seven 'medium' and 19 'low'. It was noted that although some recommendations were rated as high priority, they were not deemed high risk.

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

That the Annual Internal Audit Report 2017/18 and the recommendations contained therein be accepted and approved.

26. **SYSTEM OF INTERNAL CONTROL 2017/18**

In accordance with paragraph 6(1)(a) of the Accounts and Audit Regulations 2015, a Report on the Findings of the Review of the System of Internal Control 2017/18 was submitted for consideration.

It was proposed by Councillor Poultney, seconded by Councillor Bishop, and RESOLVED UNANIMOUSLY:-

That the Review of the System of Internal Control 2017/18 be approved and accepted.

27. **ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2017/18**

(a) **Section 1 – Annual Governance Statement**

Proposed by Councillor Harris, seconded by Councillor Finch, and RESOLVED UNANIMOUSLY:-

That the Annual Governance Statement 2017/18 be approved and signed.

(b) **Section 2 – Accounting Statements**

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

That the Accounting Statements be approved and signed for submission to the Council's external auditor with the Annual Governance & Accountability Return 2017/18.

A discussion ensued as to the finalisation of an outstanding matter with reference to the RNLI works at the boat park. It was noted that this matter required closure and that a report would be brought forward to a future Council meeting, prior to the end of the 2018/19 financial year.

28. **ANNUAL TREASURY REPORT 2017/18**

Further to consideration of the Annual Treasury Report it was requested that further detail regarding the valuation and performance of the Investec Diversified Income Fund investment be obtained.

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

That the Annual Treasury Report 2017/18 be approved and accepted.

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

None.

The meeting concluded at 7.15 p.m.

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