



**COTSWOLD
DISTRICT COUNCIL**

AUDIT COMMITTEE AGENDA

Tuesday 22nd September 2015, 10.00 a.m.

Council Chamber, Trinity Road, Cirencester

NOTES

(i) Questions Arising on the Agenda

If any Member has any questions regarding either (a) an update/progress report on a specific item contained in the Minutes of the previous Meeting or (b) a report contained within the Agenda, he/she is requested to give advance notice of such question to the Director/Officer originating the report or to an Officer of the Democratic Services Section so that a full response can be made available either prior to, or at, the Meeting. If no such advance notification is given, a full response to any question cannot be guaranteed at the Meeting.

With specific regard to the Minutes of previous Meetings, Members' attention is drawn to Council Procedure Rule 17.1 which provides that, once the Minutes have been signed, Members may ask questions to ascertain what progress has been made on a particular matter referred to in the Minutes, but may not make any other statement or generate discussion on the Minutes.

(ii) Mobile Phones/Pagers

All mobile phones/pagers should be **SWITCHED OFF OR SET TO SILENT MODE** **BEFORE** the start of the Meeting.

(iii) Recording of Proceedings

The public proceedings of Council, Cabinet, and Committee Meetings may be recorded, which includes filming as well as audio-recording. Photography is also permitted.

As a matter of courtesy, if you intend to record any part of the proceedings please let the Committee Administrator know before the start of the Meeting.

Recording/filming should not be disruptive or distracting to the good order and conduct of the Meeting. To assist with this, an area of the Meeting venue will be designated from which proceedings can be recorded/filmed, and 'roaming' around the venue while recording is not permitted. The Chairman will exclude anyone whose behaviour is disruptive.

Recording/filming should only be of Members and Council Officers, and not any members of the public (unless they are formally addressing the Meeting or unless specific permission has been given by those individuals).

For further information, please read the Notices displayed inside and outside the Meeting venue and/or speak with the Committee Administrator.

(iv) Committee Administrator

If any Member has any general questions about the Meeting or the associated agenda papers, or is unable to attend, he/she is asked to contact Derek Chiplin on 01285 623204 who will be the Committee Administrator responsible for the Meeting.

Distribution:

All Members of the Audit Committee
(Councillors T Cheung, PCB Coleman, BS Dare, R Theodoulou and LR Wilkins)

All other Councillors for information

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

Nigel Adams
Head of Democratic Services

14th September 2015

AUDIT COMMITTEE 22ND SEPTEMBER 2015

AGENDA

- (1) **Apologies**
- (2) **Substitute Members** - To note details of any substitution arrangements in place for the Meeting.

Note:

The procedures in respect of substitution arrangements are principally set out in Council Procedure Rule 29. Particular attention is drawn to the fact that the Head of Democratic Services must be notified of any intended substitution **by 5.00 p.m. on the working day prior to the day of the Meeting**. Please note that neither a Member of the Cabinet, nor the Chairman of the Council, may substitute.
- (3) **Declarations of Interest** - To receive any declarations of interest from Members under:-
 - (i) the Code of Conduct for Members; and/or
 - (ii) Section 106 of the Local Government Finance Act 1992 (any Councillor who has Council Tax payments remaining unpaid for at least two months must declare an interest and not participate in any matter affecting the level of Council tax or arrangements for administering the Council Tax).
- (4) **Minutes** -

To confirm the Minutes of the Meeting of the Audit Committee held on 30th June 2015 (attached).
- (5) **Chairman's Announcements** (if any)
- (6) **Public Questions** - Council Procedure Rule 10 - Not more than fifteen minutes allowed for written questions to be put by Local Government electors within the Cotswold District on any matter in relation to which the Council has any power or duties or which affects the district, and which falls within the Terms of Reference of the Committee.
- (7) **Member Questions** - Council Procedure Rule 11 - Not more than fifteen minutes allowed for written questions to be put by Members on any matter in relation to which the Council has any power or duties or which affects the district, and which falls within the Terms of Reference of the Committee.

Items for Consideration and Decision

(8) **Letter of Representation 2014/15**
(Page 1)

To consider and approve the Council's Letter of Representation for 2014/15.

Officer Recommendation

That the Committee considers the content of the Letter of Representation for 2014/15 and approves the Chief Finance Officer and the Chairman of the Committee signing the letter.

Officer Ref: Jenny Poole (01285 623313)

(9) **Grant Thornton - The Audit Findings for Cotswold District Council Year Ended 31st March 2015**
(Page 8)

To receive the external auditor's Audit Findings Report for 2014/15, which includes the key matters arising from the external audit of the Council's financial statements for the year ended 31st March 2015.

Officer Recommendation

That the Committee considers the information contained within the report and uses the report to support its consideration of the Council's financial statements for 2014/15.

Officer Ref: Jenny Poole (01285 623313)

(10) **Statement of Accounts 2014/15**
(Page 45)

To receive the audited Statement of Accounts for 2014/15, for review and approval.

Officer Recommendation

That the audited 2014/15 Statement of Accounts be approved for signature by the Chairman of this Committee.

Officer Ref: Jenny Poole (01285 623313)

(11) **Internal Audit Monitoring Report**
(Page 48)

To present a summary of the activity undertaken by Audit Cotswolds.

Officer Recommendation

That the Audit Committee considers the report and makes comment on its contents as necessary.

Officer Ref: Robert Milford (01285 623350)

(12) **Standards/Code of Conduct Complaints - Six-Monthly Update**

To note that, during the period 1st April 2015 to date, no complaints have been received in respect of potential breaches of the Code of Conduct by Members of the District Council and/or by Members of any Town/Parish Council within the District.

Officer Ref: Bhavna Patel (01285 623219)

(13) **Work Plan 2015/16**
(Page 56)

To note the draft work plan for the remainder of 2015/16; and to identify any other matters for possible consideration.

Officer Ref: Nigel Adams (01285 623202)

(14) **Other Business** - Such other business which, in the opinion of the Chairman, is urgent.

(END)