



**WYCOMBE**  
**DISTRICT COUNCIL**

Queen Victoria Road  
High Wycombe  
Bucks HP11 1BB

## Council Supplement – Outstanding Minutes

Date: 21 October 2019  
Time: 6.30 pm  
Venue: Council Chamber  
District Council Offices, Queen Victoria Road, High Wycombe, Bucks

You are hereby summoned to attend the Meeting of the Council to be held in the Council Chamber, District Council Offices, Queen Victoria Road, High Wycombe on 21 October 2019 at 6.30 pm to consider the business set out in the Agenda below.

Mr J East  
Acting Chief Executive

**Fire Alarm** - In the event of the fire alarm sounding, please leave the building quickly and calmly by the nearest exit. Do not stop to collect personal belongings and do not use the lifts. Please congregate at the Assembly Point at the corner of Queen Victoria Road and the River Wye, and do not re-enter the building until told to do so by a member of staff.

**Filming/Recording/Photographing at Meetings** – please note that this may take place during the public part of the meeting in accordance with Standing Orders. Notices are displayed within meeting rooms.

## Agenda

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9	<b>CABINET</b>	1 - 4

To receive the minutes of and consider any recommendations from the following meeting(s):

- Cabinet 27 August 2019
- Cabinet 16 September 2019
- Cabinet 21 October 2019 (attached)

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<p><b>10 PLANNING COMMITTEE</b></p> <p>To receive the minutes of and consider any recommendations from the following meeting(s):</p> <ul style="list-style-type: none"> <li>• Planning Committee 26 June 2019</li> <li>• Planning Committee 24 July 2019</li> <li>• Planning Committee 21 August 2019</li> <li>• Planning Committee 18 September 2019 (attached)</li> </ul>	<p>5 - 7</p>
<p><b>14 PERSONNEL &amp; DEVELOPMENT COMMITTEE</b></p> <p>To receive the minutes of and consider any recommendations from the following meeting:</p> <ul style="list-style-type: none"> <li>• Personnel &amp; Development Committee 17 October 2019 (attached)</li> </ul>	<p>8 - 9</p>
<p><b>15 AUDIT COMMITTEE</b></p> <p>To receive the minutes of and consider any recommendations from the following meeting:</p> <ul style="list-style-type: none"> <li>• Audit Committee 17 October 2019 (attached)</li> </ul>	<p>10 - 15</p>

**For further information, please contact Peter Druce - Democratic Services Officer 01494 421210 (ext 3210) [peter\\_druce@wycombe.gov.uk](mailto:peter_druce@wycombe.gov.uk) on 01494 421210, [committeeservices@wycombe.gov.uk](mailto:committeeservices@wycombe.gov.uk)**

## Cabinet Minutes

Date: 21 October 2019

Time: 4.00 - 5.08 pm

**PRESENT:** Councillor Ms K S Wood (Executive Leader of the Council - in the Chair)

Councillor D H G Barnes	- Deputy Leader and Cabinet Member for Engagement and Strategy
Councillor S Broadbent	- Cabinet Member for Economic Development and Regeneration
Councillor D A Johncock	- Cabinet Member for Planning
Councillor Mrs J D Langley	- Cabinet Member for Housing
Councillor G Peart	- Cabinet Member for Community
Councillor D M Watson	- Cabinet Member for Finance and Resources
Councillor L Wood	- Cabinet Member for Digital Development & Customer Services

### By Invitation

Councillor Mrs S Adoh	- Deputy Cabinet Member for Engagement and Strategy
Councillor C Etholen	- Deputy Cabinet Member for Digital Development and Customer Service
Councillor R Gaffney	- Chairman of Improvement & Review Commission
Councillor G C Hall	- Deputy Cabinet Member for Environment
Councillor M Harris	- Deputy Cabinet Member for Economic Development and Regeneration
Councillor M E Knight	- Leader of the East Wycombe Independent Party
Councillor R Raja	- Leader of the Labour Group
Councillor A Turner	- Deputy Cabinet Member for Planning
Councillor P R Turner	- Chairman of Council

**Also present:** Councillors Mrs L M Clarke OBE, R Farmer, S Graham, M Hanif and H L McCarthy

### **32 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Mrs J Adey (Cabinet Member for Environment), Miss S Brown (Deputy Cabinet Member for Community), D Carroll (Cabinet Member for Youth and External Partnerships), T Green (Deputy Cabinet Member for Unitary Transition).

### **33 MINUTES**

**RESOLVED:** That (i) the minutes of the meeting of the Cabinet held on 16 September 2019 be approved as a true record and signed by the Chairman.

### **34 DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **35 REGENERATION STRATEGY**

The report before Cabinet outlined the Regeneration Strategy setting out the Council's regeneration vision, strategies and principles for High Wycombe, Princes Risborough and Marlow.

The following decision was made as the Strategy provided both principles and an outline programme showing how the main settlements within the district could contribute to economic growth within Buckinghamshire.

**RESOLVED:** That the Regeneration Strategy be approved and passed to the Shadow Executive to be considered and, in whole or part, become incorporated in a wider strategy for the new Buckinghamshire Council in due course.

### **36 CABINET RESPONSE TO THE RIVER WYE TASK AND FINISH GROUP RECOMMENDATIONS**

The report before Cabinet detailed the Cabinet responses to each of the Improvement and Review Commission's River Wye Task and Finish Group (TFG) recommendations. In December 2018, the recommendations of the Group's review of the River Wye had been presented to Cabinet and it was agreed that the responses would be presented to a future Cabinet meeting

The Cabinet Member for Planning summarised the responses to each of the recommendations and Members noted that the reasons for changing or rejecting certain recommendations had been detailed in the report. He also expressed his thanks to the Task and Finish Group Members for all their hard work.

The Chairman of the Task and Finish Group, Councillor H McCarthy, gave a detailed verbal presentation of the findings of the review that had been undertaken by the TFG. Councillor McCarthy thanked the TFG Members and all those that had contributed or supported the proposals.

After due consideration, the following decisions were made to formally respond to the recommendations made by the River Wye Task and Finish Group.

**RESOLVED:** That (i) the proposed recommendations that had been contained in the River Wye Task and Finish Group report to Cabinet in December 2018 be noted; and

(ii) the Cabinet responses set out in the report be agreed.

## 37 HIGH WYCOMBE TOWN CENTRE MASTERPLAN AND PUBLIC REALM IMPROVEMENTS

The report before Cabinet summarised the achievements that had been realised due to the High Wycombe Town Centre Masterplan, including public realm improvements and structural changes to the highway network.

It was noted that in order to meet the strategic ambitions of the Masterplan, ensuring the public realm of the town was of a high quality, and a good place for pedestrians, was deemed essential. Cabinet approval was therefore sought to delegate authority to release funds for a programme of work to provide improvements within the High Wycombe Town Centre.

As for the remaining High Wycombe Town Centre Masterplan projects, Cabinet was informed that it would be for the new Buckinghamshire Council to prioritise schemes, and consider further funding priorities.

The following decisions were made to celebrate the achievement of the High Wycombe Town Centre Masterplan Programme, release funds for major works to the town centre as per the agreed approved budget, and to note the continued need and opportunities for future public realm improvements, including in the context of the Council's bid for Future High Street Fund.

**RESOLVED:** That (i) delegated authority be granted to the Head of Planning and Sustainability, in consultation with the Head of Finance, for the release of £500,000 from the High Wycombe Town Centre Masterplan Future Phases/ Public Realm Improvements budget for a major works programme centred on the High Street;

(ii) the opportunities to make use of the remaining £3.111m funds in the High Wycombe Town Centre Master Plan Future Phases/public realm budget, as set out in Appendix A of the report, be noted; and

(iii) Cabinet recommend that Buckinghamshire Council undertake a review of High Wycombe Town Centre improvements, and set out an implementation plan.

### EXCLUSION OF PRESS AND PUBLIC

**RESOLVED:** That pursuant to Regulation 4(2)(b) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 the press and public be excluded from the meeting during consideration of Minute No 39, because of its reference to matters which contain exempt information as defined as follows:

#### **Minute 39 Green Spaces Contract**

Information relating to the financial or business affairs of any particular person (including the authority holding that information)

(Paragraph 3, Part 1 of Schedule 12A, Local Government Act 1972)

(The need to maintain the exemption outweighs the public interest in disclosure, because disclosure could prejudice the Council's position in any future tender process or negotiations)

### **38 GREEN SPACES CONTRACT**

Cabinet was advised that the Council's current Green Spaces Contract was due to terminate in December 2019. Cabinet's approval was sought to enter into a two year contact with the current provider.

The following decision was made as the current Green Spaces contract was due to expire in December 2019.

**RESOLVED:** That delegated authority be granted to the Head of Housing, Environment and Community to negotiate a two year Green Spaces contract with the incumbent provider and to the same service specification as the existing, to run from January 2020 until December 2021.

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Chairman

#### **The following officers were in attendance at the meeting:**

Ian Hunt	- Democratic Services Manager
Catherine MacKenzie	- Principal Democratic Services Officer
John East	- Acting Chief Executive
Nigel Dicker	- Head of Housing, Environment & Community Services

## Planning Committee Minutes

Date: 18 September 2019

Time: 6.32 - 7.55 pm

**PRESENT:** Councillor A Turner (in the Chair)

Councillors M Asif, Ms A Baughan, S Graham, A E Hill, D A Johncock, N B Marshall, H L McCarthy, Ms C J Oliver, S K Raja, N J B Teesdale, P R Turner and C Whitehead.

Standing Deputies present: Councillors .

Apologies for absence were received from Councillors: Mrs J A Adey and C B Harriss.

### 49 MINUTES OF THE PREVIOUS MEETING

**RESOLVED:** That the minutes of the Planning Committee meeting held on 21 August 2019 be approved as a true record and signed by the Chairman.

### 50 DECLARATIONS OF INTEREST

There were no declarations of interest.

### 51 PLANNING APPLICATIONS

**RESOLVED:** that the reports be received and the recommendations contained in the reports, as amended by the update sheet where appropriate, be adopted, subject to any deletions, updates or alterations set out in the minutes below.

### 52 18/08068/FUL - LAND ADJACENT ALLOTMENT GARDENS, QUEENSWAY, HAZLEMERE, BUCKINGHAMSHIRE

Members voted unanimously to approve the application subject to additional wording to Condition 15. The scheme shall be based on the landscaping proposals and planting schedules that were submitted with the application but should include:

- a greater proportion of native and naturalised plant species that are characteristic of the Chilterns landscape
- details of the proposed boundary and fencing treatment identifying retained and enhanced details
- cross sections of each of the boundaries to demonstrate how these will be detailed
- tree planting to line the roads within the site

**RESOLVED:** that the application be approved.

The Committee was addressed by Councillor Mrs Oliver, the local Ward Member.

**53 19/05996/FUL - WYCOMBE HEIGHTS GOLF CENTRE, RAYNERS AVENUE, LOUDWATER, BUCKINGHAMSHIRE, HP10 9SZ**

Members noted a written representation laid out in the Update sheet from Councillor Ms K Wood, the local Ward Member who was unable to attend the meeting.

Members voted unanimously in favour of the motion that the Head of Planning and Sustainability be given delegated authority to determine the application subject to receipt of the final view of the Local Lead Flood Authority.

**RESOLVED:** that the application be delegated to the Head of Planning and Sustainability to determine the application.

**54 19/06404/FUL - WHITELEAF LODGE, PETERS LANE, MONKS RISBOROUGH, BUCKINGHAMSHIRE, HP27 0LG**

The Chairman, being a Ward Member, stated he wished to speak as a local Member on the item and therefore yielded the Chair to the Vice Chairman.

Members voted in favour of the motion to approve the application, subject to a condition being added in relation to the provision of any external lighting..

**RESOLVED:** that the application be approved subject to a Condition in respect of lighting.

The Committee was addressed by Councillor A Turner, the local Ward Member.

The Committee was addressed by Ms Anne Whyte, neighbour in objection and Mr Paul Jackson, the applicant.

**55 PRE-PLANNING COMMITTEE TRAINING / INFORMATION SESSION**

Members noted that no presentations had been booked for pre-committee training session on Wednesday 16 October 2019. Unless a developer came forward in the meantime, it was agreed that the Planning Committee would start at 6.30pm.

**56 APPOINTMENT OF MEMBERS FOR SITE VISITS**

**RESOLVED:** That in the event that it was necessary to arrange site visits on Tuesday 15 October 2019 in respect of the agenda for the meeting on Wednesday 16 October 2019, the following Members be invited to attend with the relevant local Members:

Councillors: Ms A Baughan, S Graham, D A Johncock, N B Marshall, H L McCarthy, Mrs C Oliver, N J B Teesdale, A Turner, P R Turner and C Whitehead.

**57 DELEGATED ACTION UNDERTAKEN BY PLANNING ENFORCEMENT TEAM**

**58 FILE ON ACTIONS TAKEN UNDER DELEGATED AUTHORITY**

The file on actions taken under delegated authority since the previous meeting was circulated for the Committee's attention.

**59 QUALITY COUNTS TOUR**

The Development Manager announced that the final Wycombe District Council Quality Counts Tour would take place on 3 October 2019. The visit would take Members on a tour around the District of sites that had developed over the years. Members were therefore encouraged to attend and it was noted there was a link in the latest Bulletin for Members to register.

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Chairman

**The following officers were in attendance at the meeting:**

Mrs L Bellinger	Principal Development Management Officer
Ms G Hastings	Technical Planning Assistant
Mrs L Hornby	Senior Democratic Services Officer
Mr A Nicholson	Development Manager
Ms R Steele	Assistant Solicitor

# Personnel and Development Committee Minutes

Date: 17 October 2019

Time: 6.00 - 6.20 pm

**PRESENT:** Councillor M Harris (in the Chair)

Councillors M C Appleyard, G C Hall, M A Hashmi, Mrs S Adoh\* and R J Scott\*

\* Denotes Standing Deputy

## **6 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Miss S Brown, S Saddique, Mrs J Teesdale and Mrs W Mallen.

## **7 MINUTES OF THE PREVIOUS MEETING**

**RESOLVED:** That the minutes of the meeting of the Personnel and Development Committee held on 4 July 2019 be confirmed as a true record and signed by the Chairman.

## **8 DECLARATIONS OF INTEREST**

There were no declarations of interest.

## **9 JOINT STAFF COMMITTEE - RECOMMENDATION**

The staff side proposal before the Committee presented the recommendation for Personnel and Development to consider the staff side proposals made at the Joint Staff Committee on 12 September 2019, which consisted of Members and UNISON staff side representatives.

Richard White, Bucks Area UNISON Branch Secretary, circulated a briefing note on the proposal in relation to performance assessments increments and cost of living awards for WDC employees. He reiterated the reasons for the recommendations and asked Members to endorse the proposals before them.

Richard White took the opportunity to thank the committee for providing the opportunity for such matters to be discussed and considered, which he had found invaluable over the years and he commented that he hoped such a forum would exist in the new Council.

## **EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:** That pursuant to Regulation 4(2)(b) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 the press and public be excluded from the meeting during consideration of Minute No 9, because of its reference to matters which contain exempt information as defined as follows:

### **Minute 9 – Joint Staff Committee Recommendation**

Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority (Paragraph 4, Part 1 of Schedule 12A, Local Government Act 1972).

(The need to maintain the exemption outweighs the public interest in disclosure, because disclosure would be likely to prejudice the Council's position in the consultation process or negotiations]

Members considered the recommendation of the Joint Staff Committee that the proposal should be considered by this Committee and after due consideration, the Committee concluded that it believed that the matter, as it related to pay, should be referred to the Senior Management Board for consideration. The merits of the proposals were therefore not discussed or voted upon.

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Chairman

### **The following officers were in attendance at the meeting:**

- |                     |   |
|---------------------|---|
| Catherine MacKenzie | - Principal Democratic Services Officer |
| Jo Whiteley         | - Human Resources Manager (Operations)  |
| Richard White       | - Bucks Area UNISON Branch Secretary    |

## Audit Committee Minutes

Date: 17 October 2019

Time: 7.00 - 8.25 pm

**PRESENT:** Councillor M C Appleyard (In the Chair)

Councillors: G C Hall, M Hanif, A Lee, Ms C J Oliver, N Teesdale and R Wilson.

Also Present: A Brittan and Mrs S Gill (EY)

### 14 APOLOGIES FOR ABSENCE

An Apology for absence was received from Cllr R Scott.

### 15 MINUTES

**RESOLVED:** That the minutes of the meeting of the Audit Committee held on 30 May 2019 be confirmed as a true record and signed by the Chairman.

### 16 DECLARATIONS OF INTEREST

There were no declarations of interest.

### 17 QUARTER 1 PERFORMANCE REPORT

The Quarter 1 Performance report was submitted for Members` consideration so that they could determine and review whether the Council had been performing at the appropriate level. Regular monitoring of performance enabled areas of underperformance to be identified and rectified. The information provided gave an indication of the achievement of key objectives which would support the council`s priorities as set out in the Corporate Plan. It was requested that the Quarter 1 Key performance measures attached at (Appendix A) be noted.

The report highlighted a total of 26 measures covering all performance from all service areas as set out in the service plans 2019/20. The measures were listed by service area but also monitored against the corporate priorities.

A Member asked as to why it was necessary to aim to maximise website users as part of a newly established key performance measure. He was informed that this was the cheapest form of contact in delivering of services, enabling the organisation to resolve queries at the first point of contact, thereby reducing costs.

A Member enquired as to whether performance would be adversely affected by the additional work involved in the transition to the new authority. He was informed that

there was no such expectation as there was a strong commitment to delivering “business as usual.”

Another question raised was whether there was likely to be any cause for concern in the performance of any service area. It was confirmed that relevant commentary on the performance measures demonstrated that the relevant managers were fully aware of any issues impacting performance and that where appropriate action would be taken to address these.

**RESOLVED:** That

- (i) The report be noted
- (ii) The officer be commended for the production of well formatted report.

## **18 EXTERNAL AUDIT ISA 260 REPORT**

A report was submitted which requested that the External Audit Report (ISA260) on the audit of the Statement of Accounts as attached at (Appendix A) be noted. It was the Accounts and Audit Regulations 2015 which required the Council to produce a Statement of Accounts for each financial year.

The report was prepared and presented by the Council’s external auditors Ernst & Young, and subsequently scrutinised by Members.

The Auditors reported that they had adopted a substantive approach and so had not tested the operation of controls. Members were informed that they had not identified any significant risks around the criteria within their Audit Planning Report. It was confirmed that one unadjusted audit difference had been identified in the draft financial statement. However given that the total figure of liability was below materiality the Council did not propose to make an adjustment.

**RESOLVED:** the external Auditor’s report be noted.

## **19 STATEMENT OF ACCOUNTS 2018/19**

A report was submitted which requested that the Statement of Accounts for 2018/19 be approved, and that the Head of Financial & Commercial Services be authorised to make any final amendments arising from outstanding work prior to approval of the accounts by the Auditor.

The Statement of accounts outlined the Council’s financial performance for the year and were prepared in accordance with the Accounts and Audit Regulations 2015. Members were reminded that this year due to the agreed revised timetable, the final audited accounts would be published by the end of October 2019. The Statement of Accounts was itemised and attached at (Appendix A) of the report. This elaborated on a variety of issues, detailing information on the income and expenditure account,

movements in usable and unusable reserves, the Council's balance sheet and a breakdown of information on the cash flow statement for the year end.

One of the presenting officers specified that very little had changed in the accounts since the draft version had been signed off by the auditors in May. Relevant corrections relating to misstatements had been made by managers. He acknowledged that the auditing process had been much longer and more difficult than in previous years primarily due to resourcing pressures but that overall an accurate set of accounts had been produced, and that EY had formulated a fair view of the financial position.

**RESOLVED:** That;

- (i) The incorporation of the signed Annual Governance Statement within the Statement of Accounts be noted,
- (ii) The letter of representation incorporated in the ISA260 report be approved, and
- (iii) Subject to the amendment discussed at the meeting, the Statement of Accounts for 2018/19 be approved.

## **20 TREASURY MANAGEMENT MID YEAR REPORT**

A report was considered which requested that the mid-year Treasury Management report for 2019/20 covering the period 1 April - 30 September be noted. This would then be considered by Cabinet at its November meeting.

Members noted the progress made during the 2019/20 financial year against the previously approved Council Strategy.

The report covered various elements for the 2019/20 financial year, including the Council's capital position and prudential indicators, a review of the investment portfolio and of the councils borrowing strategy and debt rescheduling.

It was highlighted that there was good progress in all areas of work, with total investments in a strong position thereby showing an increase in cash flow, including the CCLA investment which had also performed well in terms of the net yield.

**RESOLVED:** That

- (i) The report be noted
- (ii) The staff within the Finance team be congratulated for the good work undertaken.

## **21 HIGGINSON PARK DRAFT ACCOUNTS**

A report was considered which requested that Members note the Higginson Park charity's draft unaudited Annual Report and Financial Statement for the year ending 31 March 2019. This was attached at (Appendix A). Members were informed that the Charity's audited accounts would be made available at the next meeting of this committee for recommendation to Full Council for its approval in December 2019.

The report highlighted that the draft report and statement had been prepared in accordance with the requirements of the charities Act 2011. It was also brought to members' attention that by the end of March the net income of the trust was (0.185m) with assets worth over 9m.

Members queried the summary analysis of expenditure and related income for charitable activities. The charge mechanism for this facility was questioned and officers agreed to look into the matter.

**RESOLVED:** That the report be noted.

## **22 LOCAL AUDITOR PROGRESS REPORT 2018/19**

A report was presented which explained the outcome of the formal discussions that had taken place with Ernst & Young and the PSAA with regards to the delay by EY in the completion of the 2018/19 final accounts review.

Members were informed of the steps taken following the verbal update from EY at a previous meeting relating to the rescheduling of the external audit due to insufficient qualified resources.

The Council had sought assurances from EY and the PSAA as to the commitment to deliver against a revised timescale to commence on 9 September for a 4 week time period. The council had also contacted the Local Government Association to express its dissatisfaction with EY's decision to delay the process. Subsequently EY had provided the Council with a 4 week programme for successful completion of the work together with the methods and processes that would be adopted as part of the review.

One of the presenting officers provided a brief update on the situation, commenting that the undertaking of the audit review had taken up far more time than had originally been envisaged due to additional complications. Nevertheless EY's willingness to engage in discussion at a relatively early stage in the process was appreciated. It was also mentioned that following a series of meetings, a national review on the auditing regime was expected, and that finance professionals eagerly awaited further developments in this area.

**RESOLVED:** That the report be noted.

## **23 STRATEGIC RISK REGISTER**

A report was considered which requested that the Strategic Risk Register Monitoring Report be noted. The risk management process aimed to identify and address the risks that could impact on the long term direction and sustainability of the organisation, or the risks that could arise from the delivery of objectives as set out in the council's Corporate Plan.

The report stated that no new risks had been identified during the reporting period, and that the previous risk relating to unitary Council status had been superseded as responsibility for the governance arrangements for the new Unitary Council were the responsibility of the Shadow authority together with the relevant work streams. Further information was provided with regards to Brexit as part of the internal and external regulatory framework.

The report detailed commentary with regards to the content of individually assigned risks as set out at (Appendix A) to the report.

**RESOLVED:** That the report be noted.

## **24 BUSINESS ASSURANCE MANAGER'S ANNUAL REPORT**

The report considered requested that the Business Assurance Managers Annual Report for 2018/19 be noted. The purpose of the report was to assist with the production of the Annual Governance Statement and to contribute towards the achievement of a sound system of internal control.

The report concluded that effective measures were in place which were designed to meet the council's objectives. In addition the measures established had been applied consistently throughout the organisation. It was also brought to Members' attention that a number of core financial audits had been conducted within operational areas of the council. It was confirmed that a total of 20 audit reviews were successfully completed during 2018/19. Significant progress had been made since the previous year through the introduction of a formalised programme board structure based on the Councils new Corporate Plan.

**RESOLVED:** That the report be noted.

## **25 AUDIT COMMITTEE WORK PROGRAMME**

The draft Audit Committee work programme was submitted for information. Members were informed that further items would also be placed on the agenda for the planned meeting in March 2020.

**RESOLVED:** That the report be noted.

## **26 DATE OF NEXT MEETING**

Members were informed that the next meeting would take place on 12 December. It was also likely that a further meeting would be scheduled sometime in March, which would be confirmed in due course.

**RESOLVED:** That the next meeting of the Audit Committee take place on Thursday 12 December 2019.

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Chairman

**The following officers were in attendance at the meeting:**

- |                 |   |
|-----------------|---|
| David Skinner   | - Head of Finance & Commercial                      |
| Mike Howard     | - Business Assurance Manager                        |
| Hasina Shah     | - Chief Accountant (agenda items 5-7)               |
| Harriet Baldwin | - Performance & Improvement Officer (agenda item 4) |
| Iram Malik      | - Democratic Services                               |