

AUDIT AND RISK MANAGEMENT COMMITTEE 21 NOVEMBER 2018 4.00 PM, FRYERN PAVILION.

Present: Councillor Atkinson [Chair], Councillors, Aubry, Holden-Brown, Duguid, and Hughes.

In Attendance: Cllr Evans with Duncan Murray (Parish Clerk).

Public Participation: There were no members of the public present.

1. APOLOGIES:

There were none.

2. DECLARATIONS OF INTEREST

Cllr Duguid's position as a member of Hiltingbury Tennis Club was discussed with the information that the club's committee had decided that they were not going to be using the sports hall. Members noted that this could be reversed at the club's AGM. This could then put the councillor in a difficult position. Cllr Duguid agreed to declare a non-pecuniary, non-disclosable interest in the matter and not vote on any matters that might create a potential conflict of interest. This was acceptable to the committee.

3. TO NOTE THE MINUTES OF THE AUDIT AND RISK COMMITTEE'S MEETING OF 4 APRIL 2017 PREVIOUSLY AGREED BY COUNCIL ON 8 MAY 2017.

These were noted.

4. TO DISCUSS AND AGREE THE DUE DILIGENCE ISSUES SURROUNDING THE OPERATION OF THE NEW SPORTS HALL AND REFURBISHED PAVILION AND MAKE A RECOMMENDATION TO THE ASSET MANAGEMENT COMMITTEE IN LINE WITH THE RESOLUTION OF FULL COUNCIL 12TH MARCH 2018 MINUTE POINT NO. 789(V) "NOTE THAT THE DELEGATED AUTHORITY TO MANAGE THE CONSTRUCTION PERIOD, AND TO DECIDE THE BUSINESS MODEL THE PROJECT WILL FOLLOW, CORRECTLY RESTS WITH THE ASSET MANAGEMENT COMMITTEE." SUCH ITEMS FOR DISCUSSION AND RECOMMENDATION INCLUDING: -

- I. Sports Hall and ancillary rooms operational modelling,**
- II. Sports Hall line markings (which major sports),**
- III. Sports Hall and ancillary rooms charges, and**
- IV. Facility staffing.**

Members discussed the remit of the committee and whether their role was to make a recommendation to the Asset Management Committee about the running of the sports hall/pavilion or whether it was to make recommendations about the additional risks that committee should take into consideration from the briefing paper produced by the Clerk. Members concluded that the recommendations being put to AMC were from officers and A&RM were tasked with identifying other risks that AMC should take into consideration in making its resolutions.

The requirements for strategic risk management were to ensure compliance to the business plan, ensure repayments of the loan and ensure sufficient revenue funding was made available as decisions to proceed had been made on that information. The function of the committee was to scrutinise the recommendations and ensure the risks that were being managed were at a level that was both acceptable and reasonable.

Additional risks that needed to be reviewed by AMC as an integral part of the decision-making process were identified as: -

- i. Selection and integration of software (bookings and accountancy) and hardware,
- ii. Staffing, decide how to move forwards, when to cover (including considering how to make toilet facilities available to the public, safely setting up equipment etc) qualification requirements of the staff and when to start staff,

- iii. Hirers, ensuring adequate insurance cover (casual hirers' indemnity is included in CFPC's insurance), review hiring policies,
- iv. Health and safety, training and policies,
- v. Car park safety policy and lighting,
- vi. Timing and prioritisation of actions,
- vii. Marketing (N.B. EBC are going to help with marketing to clubs in the area through their health and wellbeing specialists).

5. TO DISCUSS AND AGREE WHETHER EBC CAN ACT AS 'OUR SOLICITORS' AS WELL AS THEIR OWN AS PER IAN AUSTIN'S LETTER OF 15 NOVEMBER 2018 FOR ASSET TRANSFERS AS BOTH PARTIES' INTERESTS ARE THAT OF THE COMMUNITY.

Following proposal, seconding and on a show of hands it was AGREED that this would not be acceptable considering the proper risk management of transferring assets.

6. DATE AND TIME OF THE NEXT MEETING

No date was set.

That being all the business the meeting closed at 5.30pm.

Chairman.....