

**SWT Audit, Governance and Standards Committee**

**Wednesday, 31st July, 2019,  
1.00 pm**

**Somerset West  
and Taunton**

**The John Meikle Room - The Deane House**

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**Members:** Sue Buller (Chair), Lee Baker (Vice-Chair), Simon Coles, Dixie Darch, Hugh Davies, Caroline Ellis, Janet Lloyd, Steven Pugsley, Vivienne Stock-Williams, Terry Venner, Sarah Wakefield, Mrs Anne Elder, Sally de Renzy-Martin and Bryn Wilson

### **Agenda**

**1. Apologies**

To receive any apologies for absence.

**2. Minutes of the previous meeting of the Audit, Governance and Standards Committee**

To approve the minutes of the previous meeting of the Committee.

**3. Declarations of Interest**

To receive and note any declarations of disclosable pecuniary or prejudicial or personal interests in respect of any matters included on the agenda for consideration at this meeting.

(The personal interests of Councillors and Clerks of Somerset County Council, Town or Parish Councils and other Local Authorities will automatically be recorded in the minutes.)

**4. Public Participation**

The Chair to advise the Committee of any items on which members of the public have requested to speak and advise those members of the public present of the details of the Council's public participation scheme.

For those members of the public who have submitted any questions or statements, please note, a three minute time

(Pages 5 - 12)

limit applies to each speaker and you will be asked to speak before Councillors debate the issue.

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| <p><b>5. Audit, Governance and Standards Committee Action Plan</b></p> <p>To update the Audit, Governance and Standards Committee on the progress of resolutions and recommendations from previous meetings of the Committee.</p>  | <p>(Pages 13 - 14)</p>  |
| <p><b>6. Audit, Governance and Standards Committee Forward Plan</b></p> <p>To receive items and review the Forward Plan.</p>   | <p>(Pages 15 - 16)</p>  |
| <p><b>7. Fire Risk Assessment</b></p> <p>The purpose of this report is to address the committee's concerns from the meeting held on 26 June 2019, with regard to Fire Safety Management across domestic and commercial portfolios, and based on the follow-up review which identified a number of outstanding issues.</p>  | <p>(Pages 17 - 26)</p>  |
| <p><b>8. Annual Governance Statement 2018-19</b></p> <p>The purpose of the report is to provide the Audit, Governance and Standards Committee with an update on the 2018/19 Annual Governance Statements since they were approved in March 2019.</p>   | <p>(Pages 27 - 58)</p>  |
| <p><b>9. Assessment of Going Concern Status</b></p> <p>The purpose of the report is to inform the Audit, Governance and Standards Committee of the Strategic Finance Advisor and S151 Officer's assessment of Taunton Deane Borough Council (TDBC) and West Somerset Council (WSC) as a "going concern" for the purposes of producing their Statement of Accounts for 2018/19.</p> | <p>(Pages 59 - 68)</p>  |
| <p><b>10. Grant Thornton External Audit - West Somerset Council Audit Findings Report 2018-19</b></p> <p>The purpose of the report is to introduce the annual report of our external auditor Grant Thornton outlining their findings from their audit of the Statement of Accounts for West Somerset Council (WSC), and the arrangements to secure Value for Money.</p>            | <p>(Pages 69 - 98)</p>  |
| <p><b>11. Approval of West Somerset Council Statement of Accounts 2018-19</b></p> <p>The Statement of Accounts for 2018/19 is required to be approved by the Audit Governance and Standards</p>  | <p>(Pages 99 - 196)</p> |

Committee and signed by the S151 Officer and the Chair of the Audit Governance and Standards Committee.

**12. Grant Thornton External Audit - Taunton Deane Borough Council Audit Findings Report 2018-19**

(Pages 197 - 226)

The purpose of the report is to introduce the annual report of our external auditor Grant Thornton outlining their findings to date from their audit of the Statement of Accounts for Taunton Deane Borough Council (TDBC), and the arrangements to secure Value for Money.

**13. Approval of Taunton Deane Borough Council Statement of Accounts 2018-19**

(Pages 227 - 328)

The Statement of Accounts for 2018/19 is required to be approved by the Audit, Governance and Standards Committee and signed by the S151 Officer and the Chair of the Audit Governance and Standards Committee.



**JAMES HASSETT  
CHIEF EXECUTIVE**

Please note that this meeting will be recorded. At the start of the meeting the Chair will confirm if all or part of the meeting is being recorded. You should be aware that the Council is a Data Controller under the Data Protection Act 2018. Data collected during the recording will be retained in accordance with the Council's policy. Therefore unless you are advised otherwise, by entering the Council Chamber and speaking during Public Participation you are consenting to being recorded and to the possible use of the sound recording for access via the website or for training purposes. If you have any queries regarding this please contact the officer as detailed above.

Members of the public are welcome to attend the meeting and listen to the discussions. There is time set aside at the beginning of most meetings to allow the public to ask questions. Speaking under "Public Question Time" is limited to 3 minutes per person in an overall period of 15 minutes. The Committee Administrator will keep a close watch on the time and the Chair will be responsible for ensuring the time permitted does not overrun. The speaker will be allowed to address the Committee once only and will not be allowed to participate further in any debate. Except at meetings of Full Council, where public participation will be restricted to Public Question Time only, if a member of the public wishes to address the Committee on any matter appearing on the agenda, the Chair will normally permit this to occur when that item is reached and before the Councillors begin to debate the item.

If an item on the agenda is contentious, with a large number of people attending the meeting, a representative should be nominated to present the views of a group. These arrangements do not apply to exempt (confidential) items on the agenda where any members of the press or public present will be asked to leave the Committee Room. Full Council, Executive, and Committee agendas, reports and minutes are available on our website: [www.somersetwestandtaunton.gov.uk](http://www.somersetwestandtaunton.gov.uk)

The meeting room, including the Council Chamber at The Deane House are on the first floor and are fully accessible. Lift access to The John Meikle Room, is available from the main ground floor entrance at The Deane House. The Council Chamber at West Somerset House is on the ground floor and is fully accessible via a public entrance door. Toilet facilities, with wheelchair access, are available across both locations. An induction loop operates at both The Deane House and West Somerset House to enhance sound for anyone wearing a hearing aid or using a transmitter. For further information about the meeting, please contact the Governance and Democracy Team via email: [governance@somersetwestandtaunton.gov.uk](mailto:governance@somersetwestandtaunton.gov.uk)

If you would like an agenda, a report or the minutes of a meeting translated into another language or into Braille, large print, audio tape or CD, please email: [governance@somersetwestandtaunton.gov.uk](mailto:governance@somersetwestandtaunton.gov.uk)