

National Park Authority

Audit & Risk Committee Meeting

Agenda Item 4



Matters Arising

Paper for noting

The following actions were noted at the previous meeting on 26th June 2018, 6th March 2018 and 5th December 2017.

Item No	Action	Current status	Open / closed
4	<p>Matters Arising</p> <p>Updates on Board member training will be provided within Matters Arising on an on-going basis.</p>	<ul style="list-style-type: none"> - Planning training and Local Review Body training took place on Wednesday 15th August for locally elected Board members. This invitation was extended to all Planning & Access Committee members, Petra Biberbach, Graham Lambie, Colin Bayes, Bob Darracott, Martin Earl, David McCowan and Willie Nisbet attended. - A Briefing Session took place on Monday 27th August for Planning & Access Committee members regarding Digital Scotland Superfast Broadband in the National Park. - Locally elected members have been invited to attend Scottish Government training for new Board members on either Wednesday 19th September or Wednesday 7th November. - On Board training has been scheduled for Monday 22nd October for locally elected members. This training offer has been extended to all Board members. 	Ongoing
4	<p>Matters Arising</p> <p>It was agreed to write to Board members enclosing a copy of the letter from HMRC. (JC)</p>	<p>HMRC have asked for copies of last and this years' expenses to understand the various types of journeys Board members undertake. From this we will be able to advise Board members accordingly.</p>	Open

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7	<p><u>Outstanding Actions (Appendix 1)</u></p> <p>1. No.2 - Cash Banking - JC highlighted that a trial had taken place to try to reduce the amount of cash received at the Slipway however that this had not been successful due to surges in boat launching payments on sunny days. Now looking to try no cash payments. It was suggested that it may be worth noting this in the letters that are issued regarding Boat Registrations so that the public are aware.(CM) Agreed that JC would get some advice from WDC. (JC)</p>	<p>The Finance and Procurement Manager met with WDC colleagues to understand their approach to implementing cashless options, with the intention of the Park Authority aiming move towards this too.</p>	Open
7	<p><u>Fixed Assets (Appendix 2)</u></p> <p>2. Members were content that these actions are being progressed in relation to the management of assets and agreed that they can be deleted as a separate Appendix. Members agreed that any remaining actions be merged in to the general actions list and the Asset Management Policy be reviewed through the Policy list at Appendix 3. (CM)</p>	Complete	Closed
7	<p><u>Fixed Assets (Appendix 2)</u></p> <p>3. Members requested that it is highlighted in the Policies list that Audit & Risk Committee Members agreed firm deadlines of the end of 2018 for the Asset Management Policy and September 2018 for the Accounting for Assets Policy to</p>	Complete	Closed

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	be in place and therefore any changes to this would require notification to the Audit & Risk Committee. (CM)		
9	Letter of Representation to External Audit Members confirmed that they were content and recommended for GW to sign the Letter of Representation to the External Auditors.(GW)	Complete	Closed
10	Final Accounts for the Financial Year ended 31st March 2018 Members approved the Final Accounts and recommended for GW to sign.(GW)	Complete	Closed
6 th March 2018			
4	Matters Arising It was agreed that the Vehicle Fleet Policy requires further investigation.	There is no progress on this action from the previous meeting.	Open

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