

# AUDIT AND CORPORATE SERVICES REVIEW COMMITTEE

10 July 2019

Present: Councillor D Clements (Chair)  
Mr A Archer, Dr R Heath Davies, Mr G A Jones, Councillor P Kidney  
and Councillor M Williams.

(NPA Offices, Llanion Park, Pembroke Dock: 10.00am – 11.30am)

## 1. Apologies

Apologies for absence were received from Councillor P Baker, Councillor M James and Councillor R Owens.

## 2. Disclosures

There were no disclosures of interest.

## 3. Minutes

The minutes of the meeting held on the 15 May 2019 were presented for confirmation and signature.

Members noted that they had still not received the Wales Audit Office report on Local Government services to rural communities referred to at a previous meeting. Members were also keen to make sure that they had a report on the General Data Protection Regulations at a future meeting.

It was **RESOLVED** that the minutes of the meeting held on 15 March 2019 be confirmed and signed.

## 4. Performance Report for the period ending 31 May 2019.

The Performance Report follows the structure of the Corporate and Resources Plan for 2019/20. This follows the approach of the Well-being of Future Generations Act with seven well-being objectives. The Report presented the performance to date up to the 31<sup>st</sup> May 2019, and the officer apologised that the covering report had a typographical error showing 31<sup>st</sup> May 2018.

The Officer went on to highlight to Members sections of the report including the Local Development Plan, Website hits and Web walk downloads, Conserving the Park Scheme, Funding Bids, Centres and Education.

Members were concerned about the reduction in visitor numbers at Oriely Parc but were pleased to note that a comparison of people was undertaken in terms of visitors to the gallery and the visitor centre. The Officer pointed out that the figures were from Easter this year and would need to be looked at again later in the year. It was also hoped that the



fact that the new Manager, Claire Bates had recently started in post would help. The Finance Manager added that that there were seasonal fluctuations and consultants had been engaged to produce business plans for all three centres.

Members were pleased to see the number of map downloads and wanted to know if there was a way to see if it translated to actual walks undertaken. The Officer noted that a comparison could be achieved using coast path counters. With regards electric charging, Members asked how many charging points the budgeted sum of £30,000 would deliver. The Finance Manager stated that at the present time there was one in use, further sites had been identified within the Park and the Authority was hoping to get involved with Pembrokeshire County Council when their contract was available in 12 months' time. Members stated that the Staff at Carew Castle had done an excellent job during the recent works and wanted to formally record their appreciation of the work done at Carew. Members also thanked the Officer for the quality of her report.

**NOTED.**

#### **5. Draft Statement of Accounts 2018/19**

The Finance Manager took Members through the Draft Statement of Accounts 2018/19. Members queried the title of Locally Generated Income and suggested a change to Park Generated Income. The Finance Officer stated that he would need to check with the Auditors before a change could be made. It was considered that merchandise sales were static at present, the Finance Manager noted that the three centres were very different and that the target had been set too high especially as schools income had been squeezed in the last few years. Members enquired if there was any possibility of the car parks becoming contactless, The Officer did not consider this to be a possibility for at least 5 years due to the remote locations of some sites. It was also noted that whilst employee costs had remained the same, due to a pay increase and staff vacancies being filled, costs were likely to increase significantly next year.

The fundraising post was considered to be quite successful with the additional income received having gone to the Park for specific projects. The official launch of the Pembrokeshire Coast National Park Trust had recently taken place and it had started generating funds. The Officer noted that the Trust was a registered charity which could potentially access funds that the Authority was unable to. The Authority had also had to demonstrate to the Auditors that they were wholly at arms' length from the Trust. The Chair thanked the Officer and his team for their hard work.

**NOTED**



## 6. Risk Register

Members were asked to consider the latest Risk Register

The Finance Manager highlighted some areas on the register, informing Members that due to the age of the fleet, the Authority had appointed a fleet specialist company called Logica who would be advising on this matter. There was a new risk regarding conservation burning as it was felt that this was an important item and should therefore be on the register. Members enquired about outstanding debts to the Authority, the Finance Manager confirmed that these were gradually being reduced.

The Finance Manager informed Members that he recently attended a meeting with Robin Pritchard from the Authority's internal auditors Gateway Assure who informed him that they had been bought out by a company called TIAA who would take on the next tranche of work before the current contract comes to an end in March 2020.

**NOTED**

## 7. Delegation of any issues for consideration by the Continuous Improvement Group

It was **RESOLVED** that there were no issues of concern that the Committee wished to delegate to the Continuous Improvement Group for consideration.

