



Cyngor Tref y Trallwng | Welshpool Town Council

Welshpool Town Council, Tourist Information Centre, The Vicarage Gardens, Welshpool, SY21 7DD
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DRAFT

Minutes of the Audit Committee held on 16/01/2026 2:00pm in Council Chamber, Welshpool Town Hall.

PRESENT:

Councillor Alison Davies (Chair)
Councillor Dr Ben Gwalchmai
Councillor Phil Owen
Councillor Phil Pritchard

Apologies for absence:

Councillor Carol Robinson
Councillor Estelle Bleivas
Councillor Richard Church

Absent:

Also in attendance:

Councillor Morag Bailey
Richard Williams - Town Clerk & Responsible Finance Officer

AU160126/1. WELCOME AND APOLOGIES FOR ABSENCE

The Chair welcomed all to the meeting. Apologies were received from Cllrs Richard Church, Estelle Bleivas and Carol Robinson.

AU160126/2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None.

AU160126/3. PUBLIC PARTICIPATION

None.

Cllr Morag Bailey joined the meeting.

AU160126/4. MINUTES AND MATTERS ARISING

AU160126/4.1 Previous Minutes

RESOLVED

To approve the minutes from the meeting of the Audit Committee on 12/12/2025.

WTCM447 - Proposed by Cllr Phil Owen, seconded by Cllr Dr Ben Gwalchmai

AU160126/4.2 Matters Arising

All matters still awaiting Full Council approval at the end of this month.

AU160126/5. FINANCE & GOVERNANCE TOOLKIT - SECTIONS A & B

The Town Clerk and members discussed each point of the Finance & Toolkit and confirmed that all aspects were in place, except:

- D3 - schedule of meetings - explore adding all dates to list which can be circulated
- D8 - agendas for public - explore if printing agendas for members of the public who attend is appropriate
- D15, D16, D17, D18, D19, D20, D21, D22 - data protection/privacy/information management - review the location of these policies
- D23 - accessible website - test the new website to see if accessible
- D24 - business continuity - a plan requires preparing
- D25 - emergency plan - see if PCC will work with us on producing local emergency plan
- D32 - stress risk assessment - check if contained within the Stress Management Policy
- E3 - written accounting procedures - produce a written guide to procedures
- E11 - internal auditor - Town Clerk to explore alternative IAs
- E13 - examination prior to submission of Annual Return - Town Clerk to ensure that Audit and F&G review before Full Council approval
- E16 - copy of Auditors report - ensure that Audit get copy
- B11 - staff code of conduct - Town Clerk to ensure that all staff get a copy
- B12 - policies - Town Clerk to check with officers on progress

Cllr Phil Pritchard left the meeting prior to the conclusion of this item.

RECOMMENDED

To update the Finance & Governance Toolkit with the comments made and to progress the actions.

WTCM448 - Proposed by Cllr Alison Davies, seconded by Cllr Phil Owen

AU160126/6. EVALUATION OF SERVICES

The Town Clerk explained that the next evaluation of services task should be Sports Pitches however recommended that TIC should be next and the review should conclude before the end of the financial year.

RECOMMENDED

For Cllrs Alison Davies and Morag Bailey to conduct the next evaluation of services exercise on the Tourist Information Centre and to report back before the end of the financial year.

WTCM449 - Proposed by Cllr Alison Davies, seconded by Cllr Dr Ben Gwalchmai

AU160126/7. DATE OF NEXT MEETING

The next date of the Audit Committee will be on the 13th March 2026 at 2pm.

The meeting finished at 15:45.

Signed:

Dated:

Councillor Alison Davies (Chair)

Decision/Action Log

ID		Assigned
WTCM447	RESOLUTION AU160126/4.1 Previous Minutes To approve the minutes from the meeting of the Audit Committee on 12/12/2025.	Town Clerk & Responsible Finance Officer
WTCM448	RECOMMENDATION AU160126/5 Finance & Governance Toolkit - Sections A & B To update the Finance & Governance Toolkit with the comments made and to progress the actions.	Town Clerk & Responsible Finance Officer
WTCM449	RECOMMENDATION AU160126/6 Evaluation of Services For Cllrs Alison Davies and Morag Bailey to conduct the next evaluation of services exercise on the Tourist Information Centre and to report back before the end of the financial year.	Town Clerk & Responsible Finance Officer