



**Cyngor Tref Y Trallwng
Welshpool Town Council
Y Porth I Cymru | The Gateway to Wales**

Minutes of a Meeting of the Audit held on Tuesday 26th November 2024 via Zoom

Present: Cllr A.Davies
Cllr D.France
Cllr R. Church
Cllr C. Robinson

Also Present: Cllr M. Bailey
V.Voysey (Responsible Finance Officer/Acting Town Clerk)

A11.2024 Welcome from the Chairman

The Chairman welcomed Councillors to the meeting and thanked them for their attendance.

A12.2024 Apologies for absence

RESOLVED to accept the following apologies:

Cllr Ben Gwalchmai – alternative commitment
Cllr Phil Pritchard - connection issues
Cllr Carol Robinson – annual leave

A13.2024 Declarations of Interest.

RESOLVED that there were no declarations of interest under consideration on this agenda in accordance with the Localism Act 2011 s32 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

A14.2024 Public Question Time and Participation

There were no public questions at this time.

A15.2024 Risk Management Register

There were no updates to the Risk Management Register to consider at this time.

The Internal Auditor has been contacted for advise on if it is acceptable to change Financial Regulation 6.21b on petty cash procedures. A reply is awaited. An update to the Financial Regulations will follow.

A16.2024 Cash Flow Report

Members noted a verbal cash flow report. There was £51,880.83 in the bank on the evening of the meeting. The third part of the precept is due on 31st December 2024 and will be £243,691. Expenditure for the month of December including salaries and monthly bills such as utilities is predicted to be approximately £39,000. A loan from Burgess Lands Trust is outstanding of £42,000.

A17.2024 Finance and Governance Toolkit

Members reviewed the Town Council's the Finance and Governance Toolkit for Town and Community Councils.

It was agreed to focus on the Statutory Obligations (marked in blue) and report back to the next meeting on action points. The Committee would then look at the non-Statutory Obligations (marked in white).

The Committee raised the following action points:

- A3 – an Annual Report on progress marked against the local well-being plan
Action: Cllr Richard Church to establish if Powys 2030 is the equivalent document
- A4 – publication of an Annual Report
Action: this is in progress and is due to be completed by the end of December
- B3 – Code of Conduct
Action: to check the advice of One Voice Wales regarding Councillors who have chosen not to sign it
- B6 - Councillor Remuneration
Action: to check that provision is made for this in the draft budget, and that the process for Councillors to state if they do not wish to receive it is followed
- B7 – Reportage of Councillor Remuneration
Action: to ensure that nil returns are reported, this might be on the Annual Report
- B17 – Staff Training
Action: ensure there is an updated Training Plan in place

- C6 – Electronic publication of information
Action: office staff to check that all information is included on the Town Council website
- D2 – Declarations of Interest
Action: to check that interests are published on a separate rolling register online
- D5 – Terms of Reference
Action: the Terms of Reference has been updated to include the Health and Safety Committee and will be going to the next Strategy, Policy and Development Committee for review
- D14 – Freedom of Publication Scheme
Action: to ensure the Town Council has a current scheme in place and that it is published online
- D15 – Information and Data Protection Policy
Action: to ensure the Town Council has a current policy in place and that it is published online
- D18 – Privacy notices
Action: to ensure the Town Council has current notices in place and that they are published online
- D19 – Data Audit
Action: to ensure the Town Council has carried out a data audit
- D20 – Document Retention Policy
Action: to ensure the Town Council has a current policy in place and that it is published online
- D21 – Information purge
Action: to establish what steps need to be taken regarding purging electronic information in line with GDPR requirements
- D22 – Information disposal records
Action: to ensure information disposal records are kept in future
- D23 – Accessibility statement
Action: to ensure the Town council has published an accessibility statement online

The section regarding payroll and employment details were complete, the Acting Town Clerk suggested that the Chairs of Audit and Finance check the payroll against payments in the New Year.

RECOMMENDED that the Chairs of Audit and Finance check the payroll records.

A18.2024 Reserves Strategy

Members considered a draft Reserves Strategy. It was suggested that the Financial Risks sections be expanded to include Medium Risks and identified financial and environmental areas of potential risk. There should be reference to restricted reserves in the policy noting that they should be clearly identified in the accounts.

RECOMMENDED to accept the Reserves Strategy

A19.2024 Evaluation of Services

Members considered undertaking a process of evaluation of services. Both Councillors Davies and Bailey have considerable professional experience in this field.

RECOMMENDED that Cllrs Davies and Bailey undertake an evaluation of services and produce a report for further consideration of the Audit Committee. The services are to be evaluated in the following order:

1. The Hub
2. Sports Fields
3. Markets
4. Tourist Information Centre
5. Room Hire
6. Meals on Wheels
7. Events
8. Play Parks
9. Allotments

A20.2024 Date of Next Meeting

The next meeting will be held on Monday 20th January at 7.30pm on Zoom