



# 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 12/12/2025 2:00pm in Council Chamber, Welshpool Town Hall.**

### **PRESENT:**

Councillor Alison Davies  
Councillor Dr Ben Gwalchmai  
Councillor Phil Owen  
Councillor Richard Church

### **Apologies for absence:**

Councillor Carol Robinson  
Councillor Estelle Bleivas  
Councillor Phil Pritchard

### **Absent:**

### **Also in attendance:**

Councillor Morag Bailey  
Richard Williams - Town Clerk & Proper Officer  
Agatha Titley - Administrator

### **AU121225/1. WELCOME AND APOLOGIES FOR ABSENCE**

The Chair welcomed all those present to the meeting. Apologies were received from Cllrs Carol Robinson, Estelle Bleivas and Phil Pritchard.

### **AU121225/2. DECLARATIONS OF INTERESTS AND DISPENSATIONS**

None.

### **AU121225/3. PUBLIC PARTICIPATION**

None.

### **AU121225/4. MINUTES AND MATTERS ARISING**

#### **AU121225/4.1 Previous Minutes**

#### **RESOLVED**

**To approve the minutes from the meeting of the Audit Committee on 23/07/2025.**

*WTCM428 - Proposed by Cllr Richard Church, seconded by Cllr Phil Owen*

## **AU121225/4.2 Matters Arising**

The Town Clerk advised that all the actions were completed.

### **AU121225/5. EXTERNAL AUDIT REPORTS 2022-2025**

The Town Clerk summarised the recently received external auditor reports for 2022-23, 2023-24 and 2024-25 and members provided comments on aspects of the conclusions. The Town Clerk presented the Audit Action Plan and answered queries.

#### **RECOMMENDED**

**To adopt the Audit Action Plan and report back progress to the Audit Committee on implementation.**

*WTCM429 - Proposed by Cllr Phil Owen, seconded by Cllr Richard Church*

#### **RECOMMENDED**

**To ask the Town Clerk to prepare a new Procurement Policy to align with updated Financial Regulations.**

*WTCM430 - Proposed by Cllr Dr Ben Gwalchmai, seconded by Cllr Richard Church*

### **AU121225/6. RISK REGISTER**

The Town Clerk explained that no risks had been altered since the last meeting in July and all were broadly correct. Cllr Richard Church suggested adding a new risk under Business Continuity relating to IT/Cyber Failure.

#### **RECOMMENDED**

**To add an additional risk to the Risk Register relating to IT/Cyber Failure with the Rating and Residual Rating to be medium with appropriate mitigation added.**

*WTCM431 - Proposed by Cllr Richard Church, seconded by Cllr Phil Owen*

### **AU121225/7. EVALUATION OF SERVICES - THE HUB**

Cllrs Alison Davies and Morag Bailey presented their findings of their evaluation of the Community Hub and answered queries. They explained that the Hub is a fantastic and well used Council service and is led fantastically by Cllr Nick Howells, but proper plans needed to be put in place if Cllr Howells was not to stand again for election in 2027 and they recommended a number of changes to ensure the future sustainability of the service.

#### **RECOMMENDED**

**To note the evaluation of the Community Hub report;**

**To implement the following changes to ensure the sustainability of the service:**

- **Develop the Responsible Person role to include trained non-councillors;**
- **Explore providing an alternative to Meals on Wheels staff baking potatoes by use of a suitable oven on the premises;**
- **Continue to apply for grants to develop the service;**
- **Continue to positively publicise the service. All PR must follow Town Council Communications & Engagement Policy;**
- **Include support to the Hub with one of the Community roles as part of the new staffing structure;**
- **Include information reports on the Hub on appropriate committee agendas;**
- **Clarify the delegated authority for the Hub banking account ensuring compliance with Financial Regulations; and**

**To delegate authority to the Community Services Manager to operate the Community Hub with reference to with Cllrs Nick Howells, Morag Bailey and William Rowell to ensure proper**

**operational & financial governance of the service in accordance with Section 101 of the Local Government Act 1972.**

*WTCM432 - Proposed by Cllr Morag Bailey, seconded by Cllr Alison Davies*

**AU121225/8. DATE OF NEXT MEETING**

The next meeting of the Audit Committee will be held on 16th January 2026 at 2:00pm where a discussion on the Finance & Governance Toolkit will take place.

*The meeting finished at 15:15.*

Signed:

Dated:

Councillor (Chair)

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**Decision/Action Log**

| ID      |                                                                                                                                                                                                                             | Assigned                    |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| WTCM428 | <b>RESOLUTION</b><br><b>AU121225/4.1 Previous Minutes</b><br>To approve the minutes from the meeting of the Audit Committee on 23/07/2025.                                                                                  | Town Clerk & Proper Officer |
| WTCM429 | <b>RECOMMENDATION</b><br><b>AU121225/5 External Audit Reports 2022-2025</b><br>To adopt the Audit Action Plan and report back progress to the Audit Committee on implementation.                                            | Town Clerk & Proper Officer |
| WTCM430 | <b>RECOMMENDATION</b><br><b>AU121225/5 External Audit Reports 2022-2025</b><br>To ask the Town Clerk to prepare a new Procurement Policy to align with updated Financial Regulations.                                       | Town Clerk & Proper Officer |
| WTCM431 | <b>RECOMMENDATION</b><br><b>AU121225/6 Risk Register</b><br>To add an additional risk to the Risk Register relating to IT/Cyber Failure with the Rating and Residual Rating to be medium with appropriate mitigation added. | Town Clerk & Proper Officer |

| ID      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Assigned                    |
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| WTCM432 | <p><b>RECOMMENDATION</b></p> <p><b>AU121225/7 Evaluation of Services - The Hub</b></p> <p>To note the evaluation of the Community Hub report;</p> <p>To implement the following changes to ensure the sustainability of the service:</p> <ul style="list-style-type: none"> <li>- Develop the Responsible Person role to include trained non-councillors;</li> <li>- Explore providing an alternative to Meals on Wheels staff baking potatoes by use of a suitable oven on the premises;</li> <li>- Continue to apply for grants to develop the service;</li> <li>- Continue to positively publicise the service. All PR must follow Town Council Communications &amp; Engagement Policy;</li> <li>- Include support to the Hub with one of the Community roles as part of the new staffing structure;</li> <li>- Include information reports on the Hub on appropriate committee agendas;</li> <li>- Clarify the delegated authority for the Hub banking account ensuring compliance with Financial Regulations; and</li> </ul> <p>To delegate authority to the Community Services Manager to operate the Community Hub with reference to with Cllrs Nick Howells, Morag Bailey and William Rowell to ensure proper operational &amp; financial governance of the service in accordance with Section 101 of the Local Government Act 1972.</p> | Town Clerk & Proper Officer |