



Cyngor Tref y Trallwng | Welshpool Town Council

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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 & Responsible Finance 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)

Decision/Action Log

ID		Assigned
WTCM428	RESOLUTION AU121225/4.1 Previous Minutes To approve the minutes from the meeting of the Audit Committee on 23/07/2025.	Town Clerk & Responsible Finance Officer
WTCM429	RECOMMENDATION AU121225/5 External Audit Reports 2022-2025 To adopt the Audit Action Plan and report back progress to the Audit Committee on implementation.	Town Clerk & Responsible Finance Officer
WTCM430	RECOMMENDATION AU121225/5 External Audit Reports 2022-2025 To ask the Town Clerk to prepare a new Procurement Policy to align with updated Financial Regulations.	Town Clerk & Responsible Finance Officer
WTCM431	RECOMMENDATION AU121225/6 Risk Register 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 & Responsible Finance Officer

ID		Assigned
WTCM432	RECOMMENDATION AU121225/7 Evaluation of Services - The Hub 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.	Town Clerk & Responsible Finance Officer