



Welshpool Town Council, The Vicarage Gardens, Welshpool, Powys, SY21 7DD  
Tel: 01938 553142 Email: [office@welshpooltowncouncil.gov.uk](mailto:office@welshpooltowncouncil.gov.uk)

## **Agenda & Summons**

### **Audit Committee - 15/05/2026 2:00pm**

11th May 2026

To: Councillor(s) Alison Davies (Chair), Dr Ben Gwalchmai, Carol Robinson, Estelle Bleivas, Phil Owen, Phil Pritchard (Vice Chair), Richard Church

Dear Councillor,

You are hereby summoned to attend a meeting of the Audit Committee of Welshpool Town Council which will be held on Friday 15th May 2026 in the Council Chamber, Welshpool Town Hall at 2:00pm to transact the business outlined below.

Yours sincerely,

Richard T Williams LLB (Hons)  
Town Clerk, RFO & Proper Officer

In accordance with the [Local Government and Elections \(Wales\) Act 2021](#), this meeting is available by remote means. Please visit <https://us02web.zoom.us/j/82176898031?pwd=IKDIUMmmx7npINsa8uauqNqHCtR5U8.1> to join online or use Zoom Meeting ID 821 7689 8031 and passcode 758278.

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## **Agenda**

### **1. WELCOME, CODE OF CONDUCT AND APOLOGIES FOR ABSENCE**

To welcome Councillors and members of the public, to remind attendees to show respect for all throughout the meeting in line with the obligations of the Code of Conduct, and to receive and, if appropriate, approve apologies for absence. [Section 4(b), Code of Conduct; Section 85(1), Local Government Act 1972]

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

To receive declarations of interest and, if appropriate, consider any relevant dispensations. [Part III, Local Government Act 2000]

[Appendix A]

### **3. PUBLIC PARTICIPATION**

To receive members of the public who wish to address the meeting, in respect of any item of business included in the agenda. No resolutions may be made under this item and should relate only to matters of Council policy or practice, and not individual affairs of the questioner or any other named person. [Para. 27A, Sch 12, Local Government Act 1972]

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

#### **4.1. Previous Minutes**

To approve and sign as a correct record, the minutes from the meeting of the Audit Committee on 13/03/2026. [Para. 35(1), Sch 12, Local Government Act 1972]

[Appendix B]

#### **4.2. Matters Arising**

To report for information purposes only matters arising from the Audit Committee on 13/03/2026.

### **5. RISK REGISTER**

To consider the Council's Risk Register and to recommend any changes to Full Council.

[Appendix C]

### **6. ANNUAL RETURN 2025/26**

#### **6.1. Draft Annual Statement and Annual Governance Statement**

To consider the draft Annual Statement and Annual Governance Statement for 2025/26.

[Appendix D]

#### **6.2. Internal Audit Report**

To consider the Internal Audit Report for 2025/26.

[Appendix E]

### **7. EVALUATION OF SERVICES**

To consider launching the next evaluation of services task which is Sports Pitches.

### **8. ITEMS FOR FUTURE AGENDA & DATE OF NEXT MEETING**

To receive items for consideration by the Town Clerk for future agendas and to note that the next meeting of Audit Committee will be held TBC.

# Appendix A



## Cyngor Tref y Trallwng | Welshpool Town Council Declaration of Interests Flowchart

What matters are being discussed at the meeting?

Do any relate to my interests?

- A Does it affect my entries in the Register of Interests?
- OR**
- B Does it affect the well being or financial position of me, my partner, my relatives or my friends or my, my partner's, my relatives' or my friends':
- jobs, employers or businesses;
  - companies in which I or they are a director or where I or they have a shareholding of more than £5,000 (nominal/face value);
  - business partnerships; and
  - the following organisations where I or they hold a position of general control or management:
    - other bodies where I or they represent the authority;
    - other public authorities;
    - companies, industrial and provident societies and charitable bodies;
    - bodies whose main purpose is to influence public opinion or policy; and
    - trade unions or professional associations

**More than other people in the authority's area?**

NO

YES

**Disclose the  
existence & nature  
of your interest**

You may have a  
personal interest in  
the matter

Would a member of the public – If he or she knew all the facts – reasonably think that personal interest was so significant that my decision on the matter would be affected by it?

NO

**You can  
participate in  
the meeting  
and vote**

YES

You may have a  
prejudicial interest

This matter relates to:

- another authority of which I am a member;
- another public authority in which I hold a position of general control or management;
- other bodies where I represent the authority;
- statutory sick pay where I am in receipt of, or are entitled to, such pay from my authority; or
- allowances or payments made under sections 141-160 of the Local Government (Wales) Measure 2011

**And, considering whether or not it is appropriate I participate in the decision making, do I regard myself as not having a prejudicial interest?**

NO

**Also, withdraw from  
the meeting by  
leaving the room or  
chamber. Do not try  
to improperly  
influence the decision**

YES

Personal Interest

Prejudicial Interest

LOCAL GOVERNMENT ACT 2000

MEMBERS' CODE OF CONDUCT –PARAGRAPH 11 (4)  
PARAGRAPH 14 (3) (b) (ii)

NOTIFICATION IN RESPECT OF:-

(1) PERSONAL INTEREST ORALLY DISCLOSED AT MEETING

[(2) DISPENSATION RELIED UPON AT MEETING]

|    |                 |  |
|----|-----------------|--|
| 1. | NAME OF MEMBER: |  |
|----|-----------------|--|

2. DATE AND DETAILS OF MEETING AT WHICH ORAL DISCLOSURE OF PERSONAL INTEREST MADE:

|          |  |
|----------|--|
| DATE:    |  |
| MEETING: |  |

3. AGENDA ITEM NUMBER AND BUSINESS TO WHICH THE PERSONAL INTEREST RELATES :

|                      |  |
|----------------------|--|
| AGENDA ITEM:         |  |
| BUSINESS CONSIDERED: |  |

4. DETAILS OF PERSONAL INTEREST

(Insert ALL category number(s) referred to in the accompanying guidance notes that apply together with any Additional Detail): If this involves SENSITIVE information give details of the agreement of the Monitoring Officer allowing you to simply disclose the EXISTENCE of the interest

|  |
|--|
|  |
|--|

## 5. PREJUDICIAL INTEREST

Complete sections (a), (b), (c) and (d) in the box below by deleting those sections and words in square brackets as appropriate.

The personal interest detailed in Section 4 above:-

[(a) Is NOT a prejudicial interest because the business concerned relates to [another relevant authority of which I am also a member] [another public authority or body exercising functions of a public nature in which I hold a position of general control or management] [a body to which I have been elected, appointed or nominated by my Council] [my role as a non LEA School Governor and the business does not relate to my school] [my role as a member of the Local Health Board] AND the business does not relate to the determination of any approval, consent, licence, permission or registration]

[(b) Is NOT a prejudicial interest because (under the objective, public perception test in Paragraph 12 (1) of the Members' Code of Conduct) it WOULD NOT be regarded as so significant that it is likely to prejudice my judgement of the public interest].

[(c) Is NOT a prejudicial interest because the business relates to a grant, loan or other form of financial assistance to community or voluntary organisations up to £500].

[(d) IS ALSO A PREJUDICIAL INTEREST because (under the objective, public perception test in Paragraph 12 (1) of the Members' Code of Conduct) it WOULD BE regarded as so significant that it is likely to prejudice my judgement of the public interest].

6. IF YOU HAVE A PREJUDICIAL INTEREST IN RESPECT OF WHICH YOU HAVE THE BENEFIT OF A DISPENSATION GRANTED BY THE STANDARDS COMMITTEE/SUB-COMMITTEE YOU MUST ALSO COMPLETE THE BOX BELOW.

|                                                                                                                                                                                                    |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>DATE OF MEETING OF THE STANDARDS COMMITTEE/SUB-COMMITTEE</b>                                                                                                                                    |  |
| <b>EXACT WORDING OF DISPENSATION</b><br><br>[As an alternative you may simply attach the letter (or a copy) from the Standards Committee/Sub-Committee notifying you of the grant of dispensation] |  |

## 7. DATE AND SIGNATURE:

|                   |  |
|-------------------|--|
| <b>DATE:</b>      |  |
| <b>SIGNATURE:</b> |  |

This written notification, fully completed, dated and signed must be given BEFORE or IMMEDIATELY AFTER the close of the meeting to the Clerk.

V:\WLEGAL\CLARENCE\STANDARDS\TOWN AND COMMUNITY COUNCILS – DECLARATION OF INTEREST (VERSION 2)

## **Appendix B**



Welshpool Town Council, The Vicarage Gardens, Welshpool, Powys, SY21 7DD  
Tel: 01938 553142 Email: [office@welshpooltowncouncil.gov.uk](mailto:office@welshpooltowncouncil.gov.uk)

**DRAFT**

**Minutes of the Audit Committee held on 13/03/2026 2:00pm in Council Chamber,  
Welshpool Town Hall.**

**PRESENT:**

Councillor Alison Davies  
Councillor Carol Robinson  
Councillor Phil Owen  
Councillor Phil Pritchard  
Councillor Richard Church

**Apologies for absence:**

Councillor Estelle Bleivas

**Absent:**

Councillor Dr Ben Gwalchmai

**Also in attendance:**

Richard Williams - Town Clerk & Responsible Finance Officer

**AU130326/1. WELCOME, CODE OF CONDUCT AND APOLOGIES FOR ABSENCE**

The Chair welcomed all to the meeting. Apologies were received from Cllr Estelle Bleivas.

**AU130326/2. DECLARATIONS OF INTERESTS AND DISPENSATIONS**

None.

**AU130326/3. PUBLIC PARTICIPATION**

None.

**AU130326/4. MINUTES AND MATTERS ARISING**

**AU130326/4.1 Previous Minutes**

**RESOLVED**

**To approve the minutes from the meeting of the Audit Committee on 16/01/2026.**

*WTCM583 - Proposed by Cllr Phil Pritchard, seconded by Cllr Carol Robinson*

**AU130326/4.2 Matters Arising**

The items relating to the Finance & Governance Toolkit are still outstanding.

**AU130326/5. RISK REGISTER**

Members discussed the Risk Register and recommended an amendment to Risk 5 relating to cashflow as our financial position had now improved.

**RECOMMENDED**

**To amend Risk 5 (Management of cash flow) to reduce the probability to 1.**

*WTCM584 - Proposed by Cllr Alison Davies, seconded by Cllr Phil Owen*

**AU130326/6. EVALUATION OF SERVICES - TOURIST INFORMATION CENTRE**

Cllr Richard Church joined the meeting.  
Cllrs Alison Davies and Morag Bailey talked Members through their report on the Tourist Information Centre and invited queries and questions. An error was discovered in the financial aspects and Cllr Bailey will revisit this section.

**RECOMMENDED**

- To note the Service Review Report;**  
**To approve the following recommendations and changes:**
- Carry out a review of TIC staffing roles/hours/rotas prior to replacing/appointing staff, to achieve greater integration into the WIC
  - Following the above, consider extending opening during the summer season to include Sundays and/or not closing at lunch times
  - Develop a simple competency checklist and training plan for all WIC staff relating to the TIC service and ensure that all staff are competent
  - Include a feasibility study of relocating WIC in the Regeneration of Welshpool Town Hall development and delivery phases and report back
  - Clearly define current roles in relation to maintenance, cleaning, health and safety and allocate them to the appropriate team
  - Consider the creation of volunteering opportunities within the WIC team
  - Consider succession planning; the roles are complex and it will take time to gather the knowledge and expertise needed
  - Continue to improve communications within the WIC and the TIC team ensuring that everyone is kept up to date on strategy/policy/process changes that affect them or the WTC
  - Address the tensions between the WIC team members and other teams; and
- To ask the Town Clerk to implement the above and report back in a suitable timeframe.**

*WTCM585 - Proposed by Cllr Alison Davies, seconded by Cllr Richard Church*

**AU130326/7. ITEMS FOR FUTURE AGENDA & DATE OF NEXT MEETING**

The next meeting will take place on the 15th May 2026 at 2pm and include a discussion on the Annual Return and other Annual Meeting items.

*The meeting finished at 15:04.*

Signed:

Dated:

Councillor (Chair)

**Decision/Action Log**

|    |  |          |
|----|--|----------|
| ID |  | Assigned |
|----|--|----------|

|         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                          |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| WTCM583 | <b>RESOLUTION</b><br><b>AU130326/4.1 Previous Minutes</b><br>To approve the minutes from the meeting of the Audit Committee on 16/01/2026.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Town Clerk & Responsible Finance Officer |
| WTCM584 | <b>RECOMMENDATION</b><br><b>AU130326/5 Risk Register</b><br>To amend Risk 5 (Management of cash flow) to reduce the probability to 1.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Town Clerk & Responsible Finance Officer |
| WTCM585 | <b>RECOMMENDATION</b><br><b>AU130326/6 Evaluation of Services - Tourist Information Centre</b><br>To note the Service Review Report;<br>To approve the following recommendations and changes: <ul style="list-style-type: none"> <li>- Carry out a review of TIC staffing roles/hours/rotas prior to replacing/appointing staff, to achieve greater integration into the WIC</li> <li>- Following the above, consider extending opening during the summer season to include Sundays and/or not closing at lunch times</li> <li>- Develop a simple competency checklist and training plan for all WIC staff relating to the TIC service and ensure that all staff are competent</li> <li>- Include a feasibility study of relocating WIC in the Regeneration of Welshpool Town Hall development and delivery phases and report back</li> <li>- Clearly define current roles in relation to maintenance, cleaning, health and safety and allocate them to the appropriate team</li> <li>- Consider the creation of volunteering opportunities within the WIC team</li> <li>- Consider succession planning; the roles are complex and it will take time to gather the knowledge and expertise needed</li> <li>- Continue to improve communications within the WIC and the TIC team ensuring that everyone is kept up to date on strategy/policy/process changes that affect them or the WTC</li> <li>- Address the tensions between the WIC team members and other teams; and</li> </ul> To ask the Town Clerk to implement the above and report back in a suitable timeframe. | Town Clerk & Responsible Finance Officer |

## **Appendix C**



## Risk Register

The Council's Risk Register is part of the financial, administrative and risk control and forms part of the Council's Governance arrangements in accordance with the Public Audit (Wales) Act 2004 and associated regulations.

The Risk Register is used as part of the internal control arrangements of the Council and is reviewed annually at the Annual Meeting. The Risk Register does not eliminate risk, but allows the Council to treat or mitigate any risks which it has identified. The Risk Register protects the Council and its employees, assets, liabilities and reputation against potential risks.

### Methodology

Risk can be reduced or controlled in two ways. Reducing the probability of a risk becoming an incident and reducing the consequences of the incident.

Risks are assigned a rating – acceptable, managed or unacceptable. Risks deemed managed or unacceptable will require action. The ratings are 6-9 – unacceptable; 3-5 – managed; and 1-3 - acceptable.

| ID                          | Topic                    | Risk                                      | Probability | Impact | Rating | Management or Control of Risk                                                                                 | Action     | Residual Rating | Comments | Last Updated |
|-----------------------------|--------------------------|-------------------------------------------|-------------|--------|--------|---------------------------------------------------------------------------------------------------------------|------------|-----------------|----------|--------------|
| <b>Buildings and Assets</b> |                          |                                           |             |        |        |                                                                                                               |            |                 |          |              |
| 30                          | Assets - Gifts           | Acceptance is unlawful                    | 1           | 3      | 3      | Town Clerk to verify and advise on lawfulness                                                                 | Town Clerk | 1               |          | 23/04/25     |
| 24                          | Buildings and Structures | Risk or damage to property or individuals | 2           | 3      | 6      | Review adequacy of public liability insurance and dangerous and unsafe buildings and sites removed/sealed off | Staff      | 5               |          | 23/04/25     |

| ID | Topic                    | Risk                                            | Probability | Impact | Rating | Management or Control of Risk                                                                                                                                                   | Action           | Residual Rating | Comments                                                             | Last Updated |
|----|--------------------------|-------------------------------------------------|-------------|--------|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------|----------------------------------------------------------------------|--------------|
| 25 | Buildings and Structures | Loss or damage                                  | 2           | 3      | 6      | Town Clerk to ensure adequate records held and all asset registers regularly reviewed and updated. Weekly checks undertaken by Ops Team. Reported back to Council via committee | Town Clerk/Staff | 5               |                                                                      | 23/04/25     |
| 26 | Buildings and Structures | Lack of maintenance                             | 2           | 3      | 6      | Major project to modernise town hall underway. Ops Team to manage appropriate repairs. Council to provide repairs and maintenance budgets                                       | Council/Staff    | 5               |                                                                      | 23/04/25     |
| 27 | Buildings and Structures | Lack of budget planning for lifecycle of leases | 2           | 3      | 6      | Ensure that budgets reflect the end position on leases to ensure that leases/buildings are handed back as required                                                              | Council/Staff    | 5               | Motte & Bailey lease will require making good site - expires in 2038 | 23/04/25     |
| 22 | Land                     | Risk or damage to property or individuals       | 2           | 2      | 4      | Review adequacy of public liability insurance and dangerous and unsafe land sealed off                                                                                          | Staff            | 2               |                                                                      | 23/04/25     |
| 23 | Land                     | Loss or damage                                  | 1           | 3      | 3      | Town Clerk to ensure adequate records held and all asset registers regularly reviewed and updated. Weekly checks undertaken by Ops Team. Reported back to Council via committee | Town Clerk/Staff | 2               |                                                                      | 23/04/25     |

| ID                         | Topic                    | Risk                                          | Probability | Impact | Rating | Management or Control of Risk                                                                                                                                                        | Action           | Residual Rating | Comments | Last Updated |
|----------------------------|--------------------------|-----------------------------------------------|-------------|--------|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------|----------|--------------|
| 28                         | Plant                    | Risk or damage to property or individuals     | 1           | 2      | 2      | Review adequacy of public liability insurance and dangerous plant not used/sealed off                                                                                                | Town Clerk/Staff | 1               |          | 23/04/25     |
| 29                         | Plant                    | Loss or damage                                | 1           | 2      | 2      | Weekly checks undertaken by Ops Team. Reported back to Council via committee                                                                                                         | Staff            | 1               |          | 23/04/25     |
| 20                         | Playground and equipment | Loss or damage                                | 2           | 2      | 4      | Annual RoSPA check on all playground equipment. Ops Team are trained at low level repairs and weekly inspections of all playparks undertaken. Reported back to Council via committee | Staff            | 2               |          | 23/04/25     |
| 21                         | Playground and equipment | Risk or damage to property or individuals     | 2           | 2      | 4      | Review adequacy of public liability insurance and dangerous and unsafe equipment removed/sealed off                                                                                  | Staff            | 2               |          | 23/04/25     |
| <b>Business Continuity</b> |                          |                                               |             |        |        |                                                                                                                                                                                      |                  |                 |          |              |
| 54                         | Organisation             | No structure in place for business continuity | 1           | 3      | 3      | Review appropriate policies and working arrangements. Learn from lessons from Covid-19                                                                                               | All              | 1               |          | 23/04/25     |

| ID             | Topic        | Risk                                                   | Probability | Impact | Rating | Management or Control of Risk                                                                                                                | Action                 | Residual Rating | Comments | Last Updated |
|----------------|--------------|--------------------------------------------------------|-------------|--------|--------|----------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----------------|----------|--------------|
| 55             | Organisation | Major incident e.g. flooding, civil unrest, fire, bomb | 1           | 3      | 3      | Review appropriate policies and working arrangements. Keep up dated with Powys Emergency Planning                                            | All                    | 1               |          | 23/04/25     |
| <b>Finance</b> |              |                                                        |             |        |        |                                                                                                                                              |                        |                 |          |              |
| 14             | Allowances   | Incorrect payment of allowances                        | 1           | 1      | 1      | Council to review all council allowances at Annual Meeting in line with IRPW report. Town Clerk to monitor expenditure                       | Council/Town Clerk     | 1               |          | 23/04/25     |
| 31             | Audit        | Failure to meet audit timetable and requirements       | 1           | 3      | 3      | RFO to advise on timetables and gathering documentation. Internal audit annually along with external audit. Council to approve annual return | Council/Town Clerk/RFO | 1               |          | 23/04/25     |
| 5              | Cashflow     | Management of cash flow                                | 1           | 3      | 4      | Look at investments and take regular advice from RFO. Cashflow and reserve reports to council meetings monthly.                              | Council/RFO            | 4               |          | 30/03/26     |
| 15             | Direct Costs | Supplier fraud                                         | 2           | 2      | 4      | RFO to check all invoices before approval. Council to approve all payments before sending                                                    | Council/RFO            | 3               |          | 23/04/25     |

| ID | Topic                | Risk                                            | Probability | Impact | Rating | Management or Control of Risk                                                                                                              | Action             | Residual Rating | Comments                                             | Last Updated |
|----|----------------------|-------------------------------------------------|-------------|--------|--------|--------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-----------------|------------------------------------------------------|--------------|
| 16 | Direct Costs         | Payment is wrong or to wrong party              | 1           | 3      | 3      | Councillors who are bank signatories to check payments before approval. RFO to check before entering payments                              | Councillors/RFO    | 2               |                                                      | 23/04/25     |
| 17 | Direct Costs         | Invoice incorrectly calculated                  | 1           | 2      | 2      | RFO to check arithmetic on invoices and review ledger to ensure correct                                                                    | RFO                | 1               |                                                      | 23/04/25     |
| 19 | Election Costs       | Big increase in precept at election years       | 1           | 2      | 2      | Council to build into each annual budget an appropriate sum to spread out cost of elections to minimise big rise in precept                | Council/Town Clerk | 1               |                                                      | 23/04/25     |
| 18 | Expenditure          | No power to pay or no evidence agreement to pay | 3           | 3      | 9      | Council to agree all spending via resolution and minuted appropriately. Town Clerk to provide advice on legal powers to commit expenditure | Council/Town Clerk | 3               | Historical payments made without approval and powers | 23/04/25     |
| 8  | Grants and borrowing | Grants not received when due                    | 1           | 1      | 1      | All staff when making claims to check as required - report to Council as part of project updates                                           | Staff              | 1               |                                                      | 23/04/25     |
| 9  | Grants and borrowing | Repayments not made when due                    | 1           | 3      | 3      | Cashflow to be managed to prioritise contractual and legal obligations                                                                     | RFO                | 3               |                                                      | 23/04/25     |

| ID | Topic          | Risk                           | Probability | Impact | Rating | Management or Control of Risk                                                                                                       | Action                       | Residual Rating | Comments                                                                          | Last Updated |
|----|----------------|--------------------------------|-------------|--------|--------|-------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------|-----------------------------------------------------------------------------------|--------------|
| 32 | Insurance      | Inadequacy insurance cover     | 1           | 3      | 3      | RFO to advise on adequacy of cover and Council to review annually                                                                   | Council/RFO                  | 1               |                                                                                   | 23/04/25     |
| 6  | Other income   | Insufficient income generation | 2           | 3      | 6      | Council to explore income and regularly review based on reports provided.                                                           | Council/Town Clerk/RFO/Staff | 5               | Need to maximise income generation where possible                                 | 23/04/25     |
| 7  | Other income   | Cash handling                  | 1           | 2      | 2      | Council to seek to limit reliance on cash but will be difficult with limited means of banking and lots of activities are cash based | Staff                        | 2               | Need to ensure that proper procedures in place for counting, handling and storage | 23/04/25     |
| 2  | Precept Income | Precept request not submitted  | 1           | 3      | 3      | Council to resolve prior to deadline and RFO to dispatch                                                                            | Council/Town Clerk/RFO       | 2               |                                                                                   | 23/04/25     |
| 3  | Precept Income | Not paid by billing authority  | 1           | 3      | 3      | Town Clerk and RFO to confirm receipt of payments to appropriate committee                                                          | Council                      | 2               |                                                                                   | 23/04/25     |

| ID | Topic           | Risk                                                 | Probability | Impact | Rating | Management or Control of Risk                                                                                                                    | Action                 | Residual Rating | Comments                                                 | Last Updated |
|----|-----------------|------------------------------------------------------|-------------|--------|--------|--------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----------------|----------------------------------------------------------|--------------|
| 4  | Precept Income  | Adequacy of precept and budget                       | 1           | 3      | 3      | Council to ensure that annual budget reflects previous and anticipated spend and also includes provision for reserves and unexpected expenditure | Council/Town Clerk/RFO | 2               | Training for councillors and staff on government finance | 23/04/25     |
| 10 | Reserves        | Depletion and use of reserves below strategy balance | 2           | 3      | 6      | Council to review reserve balance each month                                                                                                     | Council/RFO            | 5               |                                                          | 23/04/25     |
| 33 | Staff           | Fraud or loss of cash through theft or dishonesty    | 1           | 3      | 3      | Council to ensure adequate fidelity insurance. Staff policies and monitoring                                                                     | Council/Staff          | 1               |                                                          | 23/04/25     |
| 11 | Staffing Costs  | Salary not paid or paid wrongly                      | 1           | 2      | 2      | Council to receive updates on salaries and payments via appropriate committee. RFO to check national scales                                      | Council/RFO            | 1               |                                                          | 23/04/25     |
| 12 | Staffing Costs  | Tax not paid or wrong tax paid                       | 1           | 2      | 2      | RFO to keep payroll updated based on HMRC notifications                                                                                          | RFO                    | 1               |                                                          | 23/04/25     |
| 13 | Staffing Costs  | Pensions not paid or paid wrongly                    | 1           | 2      | 2      | RFO to keep payroll updated                                                                                                                      | RFO                    | 1               |                                                          | 23/04/25     |
| 61 | Unaffordability | Unaffordability of the quintennial building survey   | 2           | 3      | 6      | Council to review costs at budget setting and focus on priority urgent works                                                                     | Council/Town Clerk     | 6               |                                                          | 14/10/25     |

| ID                | Topic                          | Risk                                                                           | Probability | Impact | Rating | Management or Control of Risk                                                                        | Action                 | Residual Rating | Comments | Last Updated |
|-------------------|--------------------------------|--------------------------------------------------------------------------------|-------------|--------|--------|------------------------------------------------------------------------------------------------------|------------------------|-----------------|----------|--------------|
| <b>Governance</b> |                                |                                                                                |             |        |        |                                                                                                      |                        |                 |          |              |
| 42                | Computer records or website    | Loss or corruption of electronic records                                       | 1           | 3      | 3      | Town Clerk to ensure records are backed up, shared drive and up to date IT equipment is budgeted for | Town Clerk             | 1               |          | 23/04/25     |
| 43                | Computer records or website    | Theft, loss or corruption via internet intrusion/cyber crime                   | 1           | 3      | 3      | Training for all staff on appropriate cyber scams and files backed up                                | Staff                  | 1               |          | 23/04/25     |
| 37                | Councillors                    | Conflict of interest                                                           | 1           | 3      | 3      | Councillors to be aware of Code of Conduct. Town Clerk to advise annually on interests and recording | Councillors/Town Clerk | 1               |          | 23/04/25     |
| 53                | Elections                      | Changes in membership results in different priorities                          | 1           | 3      | 3      | Council to approve strategic plan which sets direction and priorities for the entire term            | Council                | 1               |          | 23/04/25     |
| 41                | Financial records and controls | Inadequate processes                                                           | 1           | 3      | 3      | Regular checks and reviews of processes. Processes reviewed annually via audit process               | Staff                  | 1               |          | 23/04/25     |
| 62                | IT/Cyber Failure               | IT or cyber failure results in the loss of records, uptime or council systems. | 1           | 3      | 3      | Town Clerk to ensure records are backed up, shared drive and up to date IT equipment is budgeted for | Town Clerk             | 1               |          | 25/02/26     |

| ID | Topic                       | Risk                                                                               | Probability | Impact | Rating | Management or Control of Risk                                                                                                                                     | Action                    | Residual Rating | Comments | Last Updated |
|----|-----------------------------|------------------------------------------------------------------------------------|-------------|--------|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-----------------|----------|--------------|
| 34 | Legal Powers                | Illegal activity or payment                                                        | 1           | 3      | 3      | Training for councillors and Town Clerk as to legal powers. Town Clerk to advise prior to decision making                                                         | Council/Town Clerk        | 1               |          | 23/04/25     |
| 35 | Legal Powers                | Statutory requirements and duties missed                                           | 1           | 3      | 3      | Town Clerk to review procedures and processes and keep up to date                                                                                                 | Town Clerk                | 1               |          | 23/04/25     |
| 36 | Legal Powers                | Decision making without authority                                                  | 2           | 3      | 6      | Town Clerk to advise on decision making authority. Councillors to keep up to date with training. Scheme of Delegation and appropriate Terms of Reference in place | Council/Town Clerk        | 3               |          | 23/04/25     |
| 40 | Minutes                     | Accurate, signed and legal                                                         | 1           | 3      | 3      | Council to approve minutes at following meeting. Chair at that meeting to sign. Signed copies kept secure                                                         | Council/Chairs/Town Clerk | 1               |          | 23/04/25     |
| 44 | Protection of third parties | Damage to third parties via data protection breach due to actions by council/staff | 1           | 3      | 3      | Review adequacy of public liability insurance and review of all policies relating to data protection. Training for all staff                                      | Town Clerk/RFO            | 1               |          | 23/04/25     |

| ID                       | Topic             | Risk                                                   | Probability | Impact | Rating | Management or Control of Risk                                                                                                                       | Action        | Residual Rating | Comments                                                     | Last Updated |
|--------------------------|-------------------|--------------------------------------------------------|-------------|--------|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-----------------|--------------------------------------------------------------|--------------|
| 38                       | Records - general | Theft or loss through fire or damage                   | 2           | 2      | 4      | Council to ensure that adequate filing facilities. All staff to keep records safe and in appropriate places                                         | Council/Staff | 2               | Historical documents in Town Hall need sorting and archiving | 23/04/25     |
| 39                       | Records - general | Non-compliance with statutory public access to records | 1           | 3      | 3      | Training for staff and provision of adequate website in line with statutory requirements                                                            | Town Clerk    | 1               |                                                              | 23/04/25     |
| <b>Health and Safety</b> |                   |                                                        |             |        |        |                                                                                                                                                     |               |                 |                                                              |              |
| 45                       | All persons       | Premises, equipment and building safety                | 2           | 3      | 6      | Risk assessments undertaken and appropriate signage in place. Council to make decisions with regard to maintenance and appropriate works undertaken | All           | 5               |                                                              | 23/04/25     |
| 46                       | All persons       | Insufficient expertise                                 | 2           | 3      | 6      | Commission third party professional Health and Safety advisors                                                                                      | All           | 3               |                                                              | 23/04/25     |
| 47                       | All persons       | Damage, loss, injury or fatality to persons            | 1           | 3      | 3      | Review adequacy of public liability insurance. Appropriate training. Council to make decisions in timely manner. Review of H&S policy annually      | Council       | 2               |                                                              | 23/04/25     |



| ID | Topic                                  | Risk                                                                                                          | Probability | Impact | Rating | Management or Control of Risk                                                                                       | Action | Residual Rating | Comments | Last Updated |
|----|----------------------------------------|---------------------------------------------------------------------------------------------------------------|-------------|--------|--------|---------------------------------------------------------------------------------------------------------------------|--------|-----------------|----------|--------------|
| 58 | Conduct                                | Misconduct, unprofessional behaviour, or social media misuse can reflect poorly on the council.               | 1           | 3      | 3      | Code of Conduct training for councillors and appropriate training for staff.                                        | All    | 1               |          | 22/05/25     |
| 59 | Conflict between staff and councillors | Public or recorded tensions can project an image of dysfunction or poor leadership.                           | 1           | 3      | 3      | Clarify roles/responsibilities, enforce respect protocols, and seek mediation if needed.                            | All    | 1               |          | 22/05/25     |
| 60 | Failure to Deliver                     | Repeated delays or cancellations may reduce community trust in the council's capability.                      | 2           | 3      | 6      | Set realistic targets and communicate challenges early.                                                             | All    | 3               |          | 22/05/25     |
| 56 | News & Media                           | Inaccurate, misleading, or critical reporting in local or national media may damage the council's reputation. | 1           | 3      | 3      | Maintain good relationships with local press, designate media spokespersons, and prepare reactive media statements. | All    | 1               |          | 22/05/25     |

| ID | Topic        | Risk                                                                                                | Probability | Impact | Rating | Management or Control of Risk                                                 | Action | Residual Rating | Comments | Last Updated |
|----|--------------|-----------------------------------------------------------------------------------------------------|-------------|--------|--------|-------------------------------------------------------------------------------|--------|-----------------|----------|--------------|
| 57 | Transparency | Poor record-keeping, opaque decision-making, or failure to respond to FOI requests may erode trust. | 1           | 3      | 3      | Maintain robust governance procedures and publish decisions/minutes promptly. | All    | 1               |          | 22/05/25     |

## **Appendix D**

# Annual Return for the Year Ended 31 March 2026

## Accounting statement 2025-26 for:

Name of body:

Welshpool Town Council

|                                                                  | Year ending             |                         | Notes and guidance                                                                                                                                                                                                                                         |
|------------------------------------------------------------------|-------------------------|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                  | 31 March<br>2025<br>(£) | 31 March<br>2026<br>(£) | Please round all figures to nearest £.<br>Do not leave any boxes blank and report £0 or nil balances.<br>All figures must agree to the underlying financial records for the relevant year.                                                                 |
| <b>Statement of income and expenditure/receipts and payments</b> |                         |                         |                                                                                                                                                                                                                                                            |
| 1. Balances brought forward                                      | 37,689                  | 49,995                  | Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.                                                                                                                  |
| 2. (+) Income from local taxation/levy                           | 731,075                 | 781,600                 | Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.                                                                                                                           |
| 3. (+) Total other receipts                                      | 284,288                 | 250,206                 | Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.                                                                                                                    |
| 4. (-) Staff costs                                               | 345,167                 | 380,607                 | Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, taxable allowances, PAYE and NI (employees and employers), pension contributions and termination costs. Exclude reimbursement of out-of-pocket expenses. |
| 5. (-) Loan interest/capital repayments                          | 75,332                  | 940                     | Total expenditure or payments of capital and interest made during the year on external borrowing (if any).                                                                                                                                                 |
| 6. (-) Total other payments                                      | 582,557                 | 588,185                 | Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).                                                                                                                        |
| 7. (=) Balances carried forward                                  | 49,995                  | 112,069                 | Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).                                                                                                                                                                          |
| <b>Statement of balances</b>                                     |                         |                         |                                                                                                                                                                                                                                                            |
| 8. (+) Debtors                                                   | 54,491                  | 45,093                  | <b>Income and expenditure accounts only:</b> Enter the value of debts owed to the body at the year-end.                                                                                                                                                    |
| 9. (+) Total cash and investments                                | 46,939                  | 92,375                  | <b>All accounts:</b> The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.                                                |
| 10. (-) Creditors                                                | 51,435                  | 25,399                  | <b>Income and expenditure accounts only:</b> Enter the value of monies owed by the body (except borrowing) at the year-end.                                                                                                                                |
| 11. (=) Balances carried forward                                 | 49,995                  | 112,069                 | <b>Total balances should equal line 7 above:</b> Enter the total of (8+9-10).                                                                                                                                                                              |
| 12. Total fixed assets and long-term assets                      | 19,900,942<br>RESTATED  | 18,600,611              | The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.                                                                                                                                            |
| 13. Total borrowing                                              | 0                       | 0                       | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).                                                                                                                                                           |

# Annual Governance Statement

We acknowledge as the members of the Council, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, that for the year ended 31 March 2026:

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Agreed? |     | 'YES' means that the Council:                                                                                                                                                                                                                                                               | Toolkit    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Yes     | No* |                                                                                                                                                                                                                                                                                             |            |
| 1. In consultation with the community, we have developed a vision and purpose for the Council and used this vision to inform the Council's plans, budget and activities.                                                                                                                                                                                                                                                                                                          | ✓       |     | Has consulted with the community and focussed its activities to meet the community's needs                                                                                                                                                                                                  | A, C       |
| 2. We have adopted a Code of Conduct for members and officers and implemented an appropriate training plan for members to ensure all councillors understand their role and responsibilities.                                                                                                                                                                                                                                                                                      | ✓       |     | Ensures that councillors understand and are equipped to deliver their roles and responsibilities.                                                                                                                                                                                           | B          |
| 3. We have ensured that we electronically publish the information the Council is required to publish by law, on its website at <a href="http://www.welshpooltowncouncil.gov.uk">www.welshpooltowncouncil.gov.uk</a>                                                                                                                                                                                                                                                               | ✓       |     | Is transparent about its activities and provides the public with all information required by law                                                                                                                                                                                            | A, C, D, E |
| 4. We have taken all reasonable steps to ensure that the Council complies with relevant laws and regulations when exercising its functions, including employment of staff and payment of allowances to members.                                                                                                                                                                                                                                                                   | ✓       |     | Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it does so                                                                                                                                                           |            |
| 5. We have adopted standing orders, financial regulations and terms of reference and ensure that these are followed when conducting business including functions delegated to committees.                                                                                                                                                                                                                                                                                         | ✓       |     | Has adopted rules and procedures to govern how the Council conducts its business including procurement of goods and services.                                                                                                                                                               | B, E       |
| 6. We have put in place arrangements for: <ul style="list-style-type: none"> <li>Effective financial management including the setting and monitoring of the Council's budget and preparation and approval of the annual accounts</li> <li>Maintenance and security of accurate and up to date accounting and other financial records</li> <li>Identifying potential liabilities, commitments, events and transactions that may have a financial impact on the Council.</li> </ul> | ✓       |     | Calculated its budget requirement in accordance with the law and properly monitors its financial position throughout the year and has prepared and approved its accounts in accordance with legislation                                                                                     | D          |
| 7. We have maintained an adequate system of internal control and management of risk, including: <ul style="list-style-type: none"> <li>measures designed to prevent and detect fraud and corruption including clearly documented procedures for authorising and making payments</li> <li>assessment and management of risks facing the Council</li> <li>an adequate and effective system of internal audit and reviewed the effectiveness of these arrangements.</li> </ul>       | ✓       |     | Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge including arranging for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body. | D, E       |
| 8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.                                                                                                                                                                                                                                                                                                                                                                   | ✓       |     | Considered and taken appropriate action to address weaknesses /issues brought to its attention by internal and external auditors.                                                                                                                                                           | D, E       |
| 9. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Public Audit (Wales) Act 2004 and the Accounts and Audit (Wales) Regulations 2014.                                                                                                                                                                                                                                                                         | ✓       |     | Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit issued by the Auditor General.                                                                                                                                            | E          |
| <b>10. General power of Competence</b> – The Council has resolved to adopt the General Power of Competence set out in Local Government and Elections (Wales) Act 2021                                                                                                                                                                                                                                                                                                             |         | ✓   | Meets the eligibility criteria to exercise the general Power of Competence                                                                                                                                                                                                                  | E          |

\* Please include an explanation for any 'No' answers

## Additional disclosure notes

Include here any additional disclosures the Council considers necessary to aid the reader's understanding of the accounting statement and/or the annual governance statement.

### The following information is provided to assist the reader to understand the accounting statement and/or the Annual Governance Statement

#### 1. Expenditure under S137 Local Government Act 1972

Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2025-26 was £11.10 per elector.

In 2025-26, the Council made payments totalling £12,749.44 under section 137. These payments are included within 'Other payments' in the Accounting Statement.

2.

## Trust Funds

|                                                                                                                                                                                                                                                                                                                                                                                               |          |    |     |                                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----|-----|-----------------------------------------------------------------------------------------------------|
| Trust funds – The Council acts as sole trustee for and is responsible for managing trust fund(s)/assets. We exclude transactions related to these trusts from the Accounting Statement. In our capacity as trustee, we have discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit. | Yes<br>✓ | No | N/A | Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts. |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----|-----|-----------------------------------------------------------------------------------------------------|

## Council approval and certification

The Council is responsible for the preparation of the accounting statements and the annual governance statement in accordance with the requirements of the Public Audit (Wales) Act 2004 (the Act) and the Accounts and Audit (Wales) Regulations 2014.

|                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Certification by the RFO</b><br>I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Council, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2026. | <b>Approval by the Council</b><br>I confirm that these accounting statements and Annual Governance Statement were approved by the Council under minute reference: |
|                                                                                                                                                                                                                                                                                                    | <b>Minute ref:</b>                                                                                                                                                |
| <b>RFO signature:</b>                                                                                                                                                                                                                                                                              | <b>Chair signature:</b>                                                                                                                                           |
| <b>Name:</b> Richard Williams                                                                                                                                                                                                                                                                      | <b>Name:</b>                                                                                                                                                      |
| <b>Date:</b>                                                                                                                                                                                                                                                                                       | <b>Date:</b>                                                                                                                                                      |

\* Please include an explanation for any 'No' answers

# Appendix E

## Annual internal audit report to:

Name of body: **Welshpool Town Council**

The Council's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2026.

The internal audit has been carried out in accordance with the Council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

|                                                                                                                                                | Agreed? |     |     |               | Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|------------------------------------------------------------------------------------------------------------------------------------------------|---------|-----|-----|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                | Yes     | No* | N/A | Not covered** |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 1. Appropriate books of account have been properly kept throughout the year.                                                                   | Y       |     |     |               | <p>Evidence that appropriate books of account were properly kept throughout the year was seen during the audit.</p> <p>Monthly Income and Expenditure reports from the finance system are presented to the Finance Committee and Council together with bank reconciliations and a graph of cash and bank totals by financial year and month.</p> <p>Bank CSV files are downloaded regularly, and transactions are recorded on the general ledger throughout the month. Month end reconciliations are signed by the RFO and Mayor and reported to Council with balances included in meeting papers.</p> |
| 2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for. | Y       |     |     |               | <p>A sample of ten payments was agreed to invoices, appropriate approvals, and VAT treatment with no exceptions. Where the value exceeded the threshold for quotations to be received these were agreed to the record of Council decisions where quotations were considered and the supplier and expenditure was approved.</p> <p>A review of the quarterly VAT returns also confirmed that VAT was appropriately accounted for.</p>                                                                                                                                                                   |
| 3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.              | Y       |     |     |               | <p>A Risk Register is maintained and regularly reviewed by the Audit Committee. A review of the Risk Register shows that it is updated regularly with the latest update dated March 2026, and review of minutes confirm that the adequacy of arrangements in place to manage</p>                                                                                                                                                                                                                                                                                                                       |

|                                                                                                                                                                                         | Agreed? |     |     |               | Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-----|-----|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                         | Yes     | No* | N/A | Not covered** |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                                                                                                                                                                         |         |     |     |               | significant risks is regularly reviewed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate. | Y       |     |     |               | <p>Evidence for the budgetary process for 2025/26 reviewed during the audit include the final budget workbook showing a precept of £781,600, and successive discussions recorded in the Council minutes in November and December 2024 with the final resolution to request a precept of £781,600 from Powys County Council recorded on 29<sup>th</sup> January 2025. It was not possible to obtain further documentation relating to the budget setting process as a new RFO has been in post in June 2025.</p> <p>Improvements to the budgetary process have been made by the new RFO. Budget preparation now starts earlier in the year and involves staff input. Budgets are aligned to the strategic plan, and draft budgets were reviewed by committees before final approval. The full budget and precept were approved separately in January in line with Audit Wales recommendations. The RFO reported that public engagement was also conducted for the 2026/27 supported by clear visual summaries.</p> <p>A budget folder is in place with successive draft budgets, minutes showing discussion by the Events and Planning Committee, Finance and Governance Committee, and Full Council, the final Budget Report and Precept Report to Council on 23rd January 2026.</p> <p>Appropriate monitoring of progress against the budget and reserves took place throughout the year, with monthly budget reports scrutinised by the Finance Committee and presented to Council.</p> |
| 5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.                                         | Y       |     |     |               | <p>A sample of ten income transactions was reviewed during the audit. In all cases the income was agreed to a sales invoice or remittance with no exceptions. Two of the invoices reviewed did not include VAT and a review of their descriptions confirmed they had been treated correctly as exempt.</p> <p>A review of the Aged Debtor report at the year-end showed total debtors of £20k of which £13k were over three</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

\* Please include an explanation for any 'No' answers

|                                                                                                                                                                   | Agreed? |     |     |               | Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)                                                                                                                                                                                                                                                                                                                                                              |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-----|-----|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                   | Yes     | No* | N/A | Not covered** |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                                                                                                                                                                   |         |     |     |               | months. A sample of five debtors over three months were selected for testing. In all cases appropriate measures had been taken to recover the income; £6.5k of the £13k related to one debtor that had been referred to bailiffs for recovery following approval from Council, and a payment plan was now in place.                                                                                                                                                                         |
| 6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.                                         | Y       |     |     |               | A sample of five petty cash transactions was selected for testing. Four of these related to payments and were agreed to receipts.<br>It was noted that the Council had agreed to replace the use of Petty Cash with payment cards for sundry expenditure.                                                                                                                                                                                                                                   |
| 7. Salaries to employees and allowances to members were paid in accordance with contracts/ minuted approvals, and PAYE and NI requirements were properly applied. | Y       |     |     |               | Payroll services are undertaken by DM Payroll Services Ltd including payment of salaries and allowances and calculation of PAYE and NI. BACS payments are authorised by two Councillors. Examination of bank statements confirmed salaries are paid by the Council through the Lloyds Bank account.<br><br>A review of minutes published on the Council website confirmed that payroll payments and changes are appropriately approved by Council and the Finance and Governance Committee. |
| 8. Asset and investment registers were complete, accurate, and properly maintained.                                                                               | Y       |     |     |               | The Asset Register was added to the finance system in 2025/26 and fully reviewed by the new RFO with asset photographs and locations added. This resulted in an adjustment to the Asset Balance from £19.9m to 18.6m to account for errors and duplicates. The Asset Register was reviewed during the audit and included additions of £1.7k in 2025/26.<br><br>A 30-day deposit account is held by the Council with a balance of £75.2k at the end of 2025/26.                              |

\* Please include an explanation for any 'No' answers

|                                                                                                                                                                                                                                                                                                                    | Agreed? |     |     |               | Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-----|-----|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                    | Yes     | No* | N/A | Not covered** |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 9. Periodic and year-end bank account reconciliations were properly carried out.                                                                                                                                                                                                                                   | Y       |     |     |               | Bank Reconciliations are performed regularly and reviewed and approved by Council monthly.<br><br>Review of a sample of three bank reconciliations for the main bank account and savings bank account for September and December 2025 and February 2026 were reviewed and their approval was agreed to Council minutes.<br><br>There were no unreconciled items on the bank reconciliations reviewed.                                                                                                                                                                                             |
| 10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded. | Y       |     |     |               | A review of monthly budget monitoring reports, income and expenditure reports and balance sheet reports from the nominal ledger confirmed that accounting statements prepared during the year were prepared on the correct accounting basis and supported by an adequate audit trail with debtors and creditors properly recorded.<br><br>Amounts recorded on the Annual Return were agreed to nominal ledger reports with no exceptions.                                                                                                                                                         |
| 11. Trust funds (including charitable trusts). The Council has met its responsibilities as a trustee.                                                                                                                                                                                                              | Y       |     |     |               | Welshpool Town Council has responsibility for two Trust Funds – Burgesses Land Trust and R U Sayce Bequest Trust. Welshpool Town Council acts as corporate trustee and town councillors sit as the Trust and make decisions regarding its governance and spending.<br><br>The administration of the Burgesses Land Trust is separate from the Town Council and is in the process of transitioning to a Charitable Incorporated Organisation (CIO) to further improve governance.<br><br>The R U Sayce Bequest Trust annual accounts and reports can be found on the Charity Commission's website. |

**For any risk areas identified by the Council (list any other risk areas below or on separate sheets if needed) adequate controls existed:**

|                                                                         | Agreed? |     |     |               | Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)                                                                                                                                                                                   |
|-------------------------------------------------------------------------|---------|-----|-----|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                         | Yes     | No* | N/A | Not covered** |                                                                                                                                                                                                                                                                                                                  |
| 12. Buildings and Structures: Risk or damage to property or individuals | Y       |     |     |               | Red Inherent Risk (6); Amber Residual Risk (5).<br><br>The Risk Register notes that the adequacy of public liability insurance has been reviewed and dangerous and unsafe buildings and sites removed/sealed off.<br><br>Evidence of the public liability insurance in place was seen during the review, and the |

\* Please include an explanation for any 'No' answers

|                                                                                      |   |  |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------------------------------------------------------------------|---|--|--|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                      |   |  |  |  | RFO confirmed that the risk had reduced following emergency works completed on the Town Hall.                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>13. Buildings and Structures: Loss or damage</b>                                  | Y |  |  |  | <p>Red Inherent Risk (6); Amber Residual Risk (5).</p> <p>The Risk Register notes that the Town Clerk is to ensure adequate records are held and all asset registers regularly reviewed and updated. In addition, weekly checks are undertaken by the Operations Team and reported back to Council via committee.</p> <p>The RFO confirmed that a log of checks is kept, and a review of minutes of the Operations and Development Committee showed evidence of the checks being reported. The Asset Register is up to date and noted above.</p> |
| <b>14. Buildings and Structures: Lack of maintenance</b>                             | Y |  |  |  | <p>Red Inherent Risk (6); Amber Residual Risk (5).</p> <p>The Risk Register notes that a major project to modernise town hall is underway. The Operations Team are managing appropriate repairs and Council are to provide repairs and maintenance budgets. Review of the 26/27 Budget and Council minutes confirmed this is in place.</p>                                                                                                                                                                                                       |
| <b>15. Buildings and Structures: Lack of budget planning for lifecycle of leases</b> | Y |  |  |  | <p>Red Inherent Risk (6); Amber Residual Risk (5).</p> <p>The Risk Register notes that Council are to ensure that budgets reflect the end position on leases to ensure that leases/buildings are handed back as required, and that the Motel and Bailey Lease will require making good expiring 2038.</p> <p>The RFO confirmed that no leases are ending within the next three years.</p>                                                                                                                                                        |
| <b>16. Cashflow: Management of cashflow</b>                                          | Y |  |  |  | <p>Amber Inherent Risk (4); Amber Residual Risk (4).</p> <p>The Risk Register notes that the Council will look at investments and take regular advice from the RFO; with cashflow and reserve reports presented to council meetings monthly.</p> <p>A review of papers to Council and Council minutes confirmed that cashflow and reserves reports are being presented as planned. The RFO noted that the risk remains but is being closely monitored.</p>                                                                                       |
| <b>17. Other income: Insufficient income generation</b>                              | Y |  |  |  | <p>Red Inherent Risk (6); Amber Residual Risk (5).</p> <p>The Risk Register notes that Council are to explore income and regularly review income based on reports provided. The need to maximise income generation is</p>                                                                                                                                                                                                                                                                                                                        |

\* Please include an explanation for any 'No' answers

|                                                                                |   |  |  |  |                                                                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------|---|--|--|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                |   |  |  |  | also noted.<br><br>The 2026/27 records an increase in budgeted income across community events, sponsorship and increase in demand at the Tourist Information Centre.                                                                                  |
| <b>18. Reserves: Depletion and use of reserves below strategy balance</b>      | Y |  |  |  | Red Inherent Risk (6); Amber Residual Risk (5).<br><br>The Risk Register notes that the Council is to review the reserve balance each Month. A review of Council minutes and papers confirmed this is taking place.                                   |
| <b>19. Unaffordability: Unaffordability of the quintennial building survey</b> | Y |  |  |  | Red Inherent Risk (6); Red Residual Risk (6).<br>The Risk Register notes that the Council is to review costs at budget setting and focus on priority urgent works.<br><br>This is confirmed through review of the 2026/27 budget and Council minutes. |

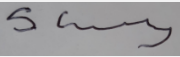
\* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\* If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

[My detailed findings and recommendations which I draw to the attention of the Council are included in my detailed report to the Council dated \_\_\_\_\_.] \* Delete if no report prepared.

### Internal audit confirmation

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2025-25 and 2026-26. I also confirm that there are no conflicts of interest surrounding my appointment.

|                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name of person who carried out the internal audit:</b> Jemimah McAlpine and Steen Gourlay                                                       |
| <b>Signature of person who carried out the internal audit:</b>  |
| <b>Date:</b> 08/05/2026                                                                                                                            |

\* Please include an explanation for any 'No' answers