

**MOLD TOWN COUNCIL
CYNGOR TREF YR WYDDGRUG**

Unit 10
Daniel Owen Precinct
Mold
Flintshire
CH7 1AP

Telephone: 01352 758532



Uned 10
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www.moldtowncouncil.org.uk

Councillors: Paul Beacher (Mayor), Tina Claydon, Sarah Taylor, Teresa Carberry, and Pete Dando.

3 July 2025

Dear Councillor,

You are requested to attend a meeting of the **Policy & Audit Committee** to be held at the Town Council Offices, Unit 10, Daniel Owen Precinct and via Zoom at **6.00pm** on **Tuesday 8th July 2025**.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Jane'.

Town Clerk and Finance Officer

Join Zoom Meeting

<https://us02web.zoom.us/j/86138212994?pwd=ZpAaC03NAXIH9bUbTORBS01CRp3H5a.1>

Meeting ID: 861 3821 2994

Passcode: 930563

AGENDA

1. APPOINTMENT OF CHAIR

To **appoint** a Chair for the ensuing Municipal Year 2025/26.

2. APOLOGIES

To **receive** apologies.

3. DECLARATIONS OF INTEREST

To **receive** any known declarations of interest in items below.

4. MINUTES

To **note** the minutes from the previous Policy and Audit Committee Meeting which took place on 18th March 2025.

5. POLICIES FOR REVIEW

To **review** the following policies:

- a) Code of Conduct – Members
- b) Training Policy and Plan

6. TO CONSIDER THE BELOW DRAFT POLICIES

To **consider** the below draft policies:

- a) Employee Code of Conduct
- b) Adoption and Paternity Leave Policy
- c) Alcohol, Drugs and Substance Misuse Policy
- d) Use of Personal Electrical Appliances Policy
- e) Use of Oil Filled and Electric Portable Heaters Policy.
- f) Social Media Policy
- g) Bailey Hill Volunteer – Code of Conduct

7. TO CONSIDER THE BELOW DRAFT PROTOCOLS/ GUIDANCES/ PROCEDURES

To **consider** the below draft protocols/ guidance's/ procedures:

- a) Model Protocol on Member/ Officer Relations
- b) Guidance for Hybrid Meetings
- c) Fire Evacuation Procedure

8. END OF YEAR INTERNAL AUDIT 2024/25

To **consider** the attached report by J D H Business Services.

9. APPOINTMENT OF INTERNAL AUDITOR

To **consider** the re-appointment of JDH Business Services Ltd as Internal Auditor for the 2025/26 accounts.