

## MOLD TOWN COUNCIL

Minutes of the meeting of Policy and Audit Committee held at Mold Town Hall and via Video Conferencing on Tuesday, 21<sup>st</sup> January 2025.

### PRESENT:

Councillors: Cllrs Brian Lloyd (Mayor), Paul Beacher (Deputy Mayor and Pete Dando (Chair).

Via Zoom: Cllrs Teresa Carberry and Sarah Taylor

Officers: Jo Lane, Town Clerk and Finance Officer

### 17. APOLOGIES

Apologies were received from Councillor Tina Claydon

### 18. DECLARATIONS OF INTEREST

None.

### 19. MINUTES

It was **resolved** that the minutes of the Policy and Audit Committee Meeting held on the 15<sup>th</sup> October 2024 are approved as a correct record.

### 20. FINANCIAL REGULATION 2024

The Town Clerk advised that a new Financial Regulation model policy had been released by One Voice Wales / SLCC. The new updated Financial Regulation document with comments from the Town Clerk had been circulated prior to the meeting with the agenda for consideration by the Policy and Audit Committee.

The committee discussed the document and the comments that had been added by the Town Clerk.

The Town Clerk advised that the document refers to a Risk Management Policy which is currently not in place. However, the Town Clerk is currently working on a draft which will be brought to the next Policy and Audit Committee on the 18<sup>th</sup> March 2025.

The Town Clerk also advised that under the new Model Policy – Section 7 Electronic Payments, it outlines two Councillors will provide online approval. Mold Town Council currently bank with HSBC who does not provide this service so the Council currently are unable to work this way. Following a discussion, it was **agreed** that the Town Council should look for a bank account which can provide this service.

It was **resolved** that a note be added to the document under section 7 – highlighting that the Council are unable to currently work in this way, but it is a priority for the Council to find a bank account which would enable this way of working.

The committee also **agreed** the importance of all Members reading and understanding the document and maintaining a record of this. It was therefore agreed that a signing sheet would be added to the document for all Members to sign once the document has been adopted.

Following the above additions, it was **resolved** by the Policy and Audit Committee to recommend to the Town Council to adopt the new Financial Regulations. The document will be added to the February 2025 Town Council agenda.

## **21. INTERNAL FINANCIAL CONTROLS**

The committee discussed the updated Financial Controls Document. It was **agreed** that Section 15 – Petty Cash that a max value should be added. It was **resolved** that this would be £250.

It was **resolved** to recommend the updated Internal Financial Controls Document, with the additions above, to the Town Council at the February 2025 Town Council Meeting.

## **22. FINANCIAL RISK REGISTER 2024**

It was **resolved** to recommend to the Full Town Council and the February 2025 Town Council Meeting.

## **23. ANNUAL INVESTMENT STRATEGY**

Following discussion, it was **resolved** to recommend the updated Annual Investment Strategy to the Full Town Council at February 2025 meeting.

## **24. STANDING ORDERS 2023**

The Town Clerk advised that new Model Standing Orders were launched in 2023. The Clerk has compared the current Standing Orders with the new Standing Orders and made comments for consideration.

The committee discussed the importance of the document and welcomed the new additions to the document. The committee also **agreed** the importance of all Members reading and understanding the document and maintaining a record of this. It was therefore agreed that a signing sheet would be added to the document for all Members to sign once the document has been adopted.

It was **agreed** that the new Standing Orders should be provided as standard to all new Councillors as part of an induction pack.

It was **resolved** to recommend the updated Standing Orders 2023 with the additions above to the Town Council at the February 2025 Town Council Meeting.

## 25. THE FINANCE AND GOVERNANCE TOOLKIT FOR COMMUNITY + TOWN COUNCILS

The Town Clerk provided information with regards to the background of the Toolkit. The Committee highlighted the importance of developing a business plan for the Town Council and **agreed** that working through the Finance and Governance Toolkit would help identify some of the main priorities.

Further discussion took place as to whom should be involved in the process.

It was **resolved** that the Policy and Audit Committee would recommend to the Town Council at the February 2025 meeting that a working group should be formed consisting of Members and the Town Clerk to work through the toolkit. Once completed, a development day would be scheduled for all staff and Members to come together to identify priorities and start to form a Business Plan. An external facilitator should be brought in to support the Council through the process.

*The meeting closed at 18.24pm*

### SUMMARY OF DECLARATIONS MADE BY MEMBERS IN ACCORDANCE WITH MOLD TOWN COUNCIL'S CODE OF CONDUCT

<b>POLICY &amp; AUDIT COMMITTEE</b>	<b>DATE: 21/01/25</b>
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<b>MEMBER</b>	<b>ITEM</b>	<b>MINUTE NO. REFERS</b>
None		

WORD/MINUTES/COMMITTEE/POLICYAUDIT

Chairman's signature: ..... Date: .....