

MOLD TOWN COUNCIL

Minutes of the meeting of Policy and Audit Committee held at Mold Town Council Offices and via Video Conferencing on Tuesday 14th October, 2025.

PRESENT:

Councillors: Cllrs Paul Beacher (Mayor), Teresa Carberry, Sarah Taylor (Chair) and Tina Claydon

Officers: Jo Lane, Town Clerk and Finance Officer

10. APOLOGIES

Apologies were received from Councillor Pete Dando.

11. DECLARATIONS OF INTEREST

None.

12. MINUTES

It was **resolved** that the minutes of the Policy and Audit Committee Meeting held on the 8th July 2025 are approved as a correct record.

13. TO CONSIDER THE BELOW DRAFT POLICIES

a) Annual Leave Policy

It was **resolved** to redraft the Annual Leave Policy and rename it as the Leave Policy to encompass all types of leave, including annual, statutory, compassionate, parental and special leave. The Town Clerk will prepare a revised draft for consideration at the next meeting of the Policy & Audit Committee.

b) Anti-Fraud and Corruption Policy

c) Appraisal Scheme and Self-Assessment Form

d) Bullying and Harassment Policy

e) Capability Policy

f) Concerns and Complaints Policy and Procedure

g) Concerns and Complaints Form

h) Compliments Form

i) Disciplinary and Grievance Policy and Procedure

j) Whistleblowing Policy

k) Audio Recording, Filming, Photography and Reporting of Council and Committee Meetings.

l) Privacy Notice

m) CCTV Privacy Notice

It was **resolved** to recommend that policies b) to m) be recommended to Full Council for adoption.

14. LIST OF POLICIES COMPLETED AND REQUIRED

Committee Members reviewed the list of documents completed and those still requiring attention. It was noted that HR policies are to be treated as the highest priority for completion and review.

15. AUDIT 2024/2025

The Town Clerk advised that Audit Wales has not yet issues its formal verdict on the Town Council's 2024/25 Annual Return. A response had been expected by the 30th September, as set out in Audit Wales guidance.

In accordance with the Accounts and Audit (Wales) Regulations 2014, a public notice has been displayed on the Town Council Office noticeboard and published on the Council's website, informing electors that the audit has not yet been concluded.

The meeting closed at 18.54pm

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

POLICY & AUDIT COMMITTEE	DATE: 14.10.25
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MEMBER	ITEM	MINUTE NO. REFERS
None		

WORD/MINUTES/COMMITTEE/POLICYAUDIT/JL

Chairman's signature: Date: