

MOLD TOWN COUNCIL

Minutes of the meeting of Policy and Audit Committee held at Mold Town Council Offices and via Video Conferencing on Tuesday 20th January, 2026.

PRESENT:

Councillors: Councillor Tina Claydon.

Zoom: Councillors Paul Beacher (Mayor), Teresa Carberry and Sarah Taylor (Chair)

Absent: Councillor Pete Dando

Officers: Jo Lane, Town Clerk and Finance Officer

16. APOLOGIES

None

17. DECLARATIONS OF INTEREST

None.

18. MINUTES

It was **resolved** that the minutes of the Policy and Audit Committee Meeting held on the 14th October 2025 are approved as a correct record.

19. TO REVIEW THE BELOW POLICIES AND DOCUMENTS

- a) Internal Financial Controls
- b) Financial Risk Assessment 2026
- c) Standing Orders

It was **resolved** to recommend to Full Council that after review no changes are required to the above documents.

20. TO CONSIDER THE BELOW DRAFT POLICIES

The Committee considered the following documents and noted the following:

(a) Communication Policy - The Committee agreed that the Communications Policy should be updated to include a clear procedure for dealing with any breaches by both Staff and Councillors. It was noted that a separate Dispute Resolution Procedure is required and should be referenced within the Communications Policy. The Town Clerk was requested to update the Communications Policy accordingly and to draft a Dispute Resolution Procedure for consideration at the next Policy and Audit Committee meeting.

- (b) Dignity at Work Policy – no changes required.
- (c) Equality and Diversity Policy – no changes required.
- (d) Recruitment, Selection and Retention Policy – no changes required.
- (e) Stress Management Policy – no changes required.
- (f) Stress Risk Assessment Register - Members noted that the document is well-structured and considered it to be a valuable tool for monitoring staff workload and identifying potential stress-related activities.

It was **resolved** to recommend to Full Town Council adoption of all above policies.

21. AUDIT 2024/2025

The Auditor Generals report and audit opinion for 2024/25 was **noted** and the Town Clerk was thanked for all her hard work.

22. INTERNAL AUDIT 2025/26

The Town Clerk advised that the internal audit checklist has been received from JDH for completion. This needs to be completed by the end of February 2026.

The committee **noted** that 2025/26 will be a Full Audit for Mold Town Council.

The meeting closed at 18.32pm

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

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|-------------------------------------|-----------------------|
| POLICY & AUDIT COMMITTEE | DATE: 20.01.26 |
|-------------------------------------|-----------------------|

| MEMBER | ITEM | MINUTE NO. REFERS |
|---------------|-------------|--------------------------|
| None | | |

WORD/MINUTES/COMMITTEE/POLICYAUDIT/JL

Chairman's signature: Date: