

## HOLYWELL TOWN COUNCIL

## CYNGOR TREF TREFFYNNON

Minutes of the **Meeting of the Audit Sub-Committee** held in the Council Chamber, Bank Place Offices, Holywell on Wednesday 1 November 2017 at 10.30am.

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PRESENT: Councillor E.B. Palmer (Chairman).  
Councillors: P.A. Johnson, K. Roberts, B. Scragg.

APOLOGIES FOR ABSENCE were received from J.M. Johnson (Mayor) and Councillor P.J. McGarry.

IN ATTENDANCE: J. Baker (Clerk).

A13. DECLARATIONS OF INTEREST – MEMBERS’ CODE OF CONDUCT

None.

A14. EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

That the public and press be excluded for the following minutes, A16-A19, on grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted relating to financial and personnel information.

A15. INTERIM INTERNAL AUDIT

The Clerk outlined the arrangements to members of the forthcoming interim internal audit taking place on 7<sup>th</sup> November 2017. The Clerk stated it was seen as best practice to undertake interim audits to keep abreast of any changes in legislation, advice or guidance from Wales Audit Office, Welsh Government and other organisations. Members noted that a formal policy was now required on financial reserves. The Clerk advised Members of advice received by the SLCC Regional Advisor for Wales stating that reserves should be set at 20-25% of precept level, or 3-6 months of gross expenditure.

RESOLVED:

That following advice from the auditor the Clerk will produce a draft policy on financial reserves for approval by members.

A16. ICT UPDATE

Members considered an action plan put forward by the Clerk which related to ICT development work. All of the actions were considered essential to continued service delivery and the effectiveness of the Council's back office systems. The Clerk referred to software licence updates, corporate email, a data backup facility, optimisation of laptops and forward planning for replacement laptops. Members noted the financial impact to the base budget of implementing the action plan.

RESOLVED:

- 1) That the Clerk proceeds with the action plan subject to ratification by full council, and commissions the current ICT service supplier to provide support where necessary.
- 2) That the Clerk arranges a meeting with the ICT service supplier and Councillor P.A. Johnson to discuss the finer detail of both the corporate email and data backup proposals.

A17. BANK UPDATE

A17.1. Bank Reconciliation

The Clerk referred to the bank reconciliation statement circulated with the agenda. Members noted the position of the Council's main bank accounts for the period ending 30 September 2017.

A17.2. Banking Developments

The Clerk provided an update to members on development work including debit card usage, online payments and also outlined the restrictions currently in place which related to the use of two bank accounts, one for income and one for expenditure.

RESOLVED:

That the Clerk makes the necessary arrangements with the Council's bankers to cancel the income feeder account and retain just the one main bank account going forwards.

A18. MANAGEMENT ACCOUNTS

The Clerk presented the management accounts to members detailing the Council's financial position for the period ending 30 September 2017. The detail of this account was reviewed and discussed by members, who noted the position reported. Expenditure remained broadly on target to the budget set for the current year, with a favourable variance of circa £9k anticipated. Member noted however that if the projections carry through to the year end there will still be a call on the Council's reserves in order to balance out the budget and current year's expenditure.

RESOLVED:

That the financial position as at 30 September 2017 be noted and accepted as a true record.

A19. STAFFING REVIEW

Members considered a report on staff working hours produced by the Clerk. The report reviewed service delivery for the last 6 months which included development work such as the business plan and management accounts, and evaluated the working hours necessary to complete this work. The report also considered the financial constraints the Council is working under. Members noted the report recommendation to increase the working hours of both the Clerk and Support Officer to 30 and 22 hours respectively.

RESOLVED:

That the findings in the report are noted and the recommendations supported, subject to final ratification by full council.

A20. CLOSE OF MEETING

The Chairman closed the meeting at 11.30am.

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Chairman