

HOLYWELL TOWN COUNCIL

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Minutes of the meeting of the Audit Sub-Committee held in the Ground Floor Meeting Room, Bank Place Offices, Holywell on Wednesday, 23 March 2016 at 10am.

PRESENT: Councillor B. Scragg (Vice-Chairman) presiding.
Councillors: P.J. McGarry (Mayor), E.B. Palmer and P.A. York.

APOLOGIES FOR ABSENCE were received from Councillors J. Griffiths and J.M. Johnson.

IN ATTENDANCE: D.C. Pierce (Clerk).

A26. DECLARATIONS OF INTEREST – MEMBERS’ CODE OF CONDUCT

None.

A27. INTERNAL AUDIT – HOLYWELL 2015/16

The internal audit plan and guidance notes on carrying out an assessment of the effectiveness of internal audit, from JDH Business Services Ltd of Pantymwyn, Flintshire were received and considered.

Members were reminded that Councils were required to carry out an annual review of the effectiveness of internal audit. Reference was made to the earlier appointment by the Authority of JDH Business Services Ltd as internal auditor in respect of the Council’s accounts for 2015/16. Members were of the view that the internal audit arrangements by JDH Business Services Ltd were reasonable and effective.

RESOLVED:

That the Audit Plan for Holywell Town Council as submitted by JDH Business Services Ltd be approved.

A28. WORKPLACE PENSIONS – AUTOMATIC ENROLMENT – UPDATE

The Clerk reported on reminder correspondence from The Pensions Regulator in respect of choosing a pension scheme and starting the declaration of compliance (by 1 July 2016).

The Council’s staging date was set as 1 October 2016.

The Government had set up the National Employment Savings Trust (NEST) and it was the Council’s intention to join it.

RESOLVED:

That the position be noted.

A29. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 –
EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

That the public and press be excluded for the following minutes, A30. and A31, 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 terms and conditions of service of employees.

A30. COMMUNITY ASSET TRANSFER – APPOINTMENT OF TRUSTEE(S)

Members had before them a copy of the Draft Constitution for Holywell Leisure Centre – A Charitable Incorporated Organisation (CIO) Foundation Structure, together with a suggestion from the Chair of the Leisure Centre Working Group that Martin Fearnley, the Council's Community Engagement Officer, be one of the ten listed Trustees for the CIO, in a personal capacity.

Members wished to avoid any potential conflict of interest that could impact on his work generally for the Town Council.

The Clerk reported his understanding that the County Council/FLVC were looking at the status of the CIO as well as any implications for the Trustees who may also be employees of local authorities with an interest in the asset that was the subject of a proposed transfer.

RESOLVED:

That the principle of Martin Fearnley serving as a Trustee of the Holywell Leisure Centre – CIO, in a personal capacity, be supported on the basis that his employee obligations to the Town Council take priority (including a requirement to declare an interest at meetings in appropriate cases) and provided that there are no issues raised by the County Council/FLVC that prevent his appointment.

A31. RECRUITMENT OF SUPPORT STAFF AT BANK PLACE OFFICES,
HOLYWELL

As requested by and with the authority of the Council at its meeting held on 15 March 2016, consideration was given to arrangements in respect of

the above appointment. The Clerk circulated a draft job description, person specification and job advertisement.

Members suggested some changes to the circulated draft papers including its preference for the job title of 'Support Officer'.

RESOLVED:

That the post of Holywell Town Council Support Officer be advertised in accordance with the draft job description, person specification and job advertisement as amended by the Sub-Committee.

A32. CLOSE OF MEETING

The Vice-Chairman, presiding, closed the meeting at 11.15am.

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Vice-Chairman