

# Cyngor Tref Treffynnon Holywell Town Council

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26 October 2017

To: Members of the Audit Sub-Committee

Mayor (ex-officio) and Councillors P.A. Johnson, P.J. McGarry, E.B. Palmer,  
K. Roberts, B. Scragg.

Dear Sir/Madam,

Notice is given that a meeting of the **AUDIT SUB-COMMITTEE** will be held in the **COUNCIL CHAMBER, COUNCIL OFFICES, BANK PLACE, HOLYWELL** on **Wednesday 1st November 2017 at 10.30am** to transact the business specified in the Agenda set out below.

Yours faithfully

J.Baker  
Town Clerk & Financial Officer

## AGENDA

1. APOLOGIES FOR ABSENCE
2. DECLARATIONS OF INTEREST

Members are reminded that they must declare the existence and nature of their declared personal interests.

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

To consider passing a resolution to exclude the public and press for Agenda items 5, 6, 7 & 8, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted arising from the supporting financial and personnel information to be reported.

4. INTERIM INTERNAL AUDIT

To advise members of the arrangements and scope for the interim internal audit taking place on 7<sup>th</sup> November 2017. Clerk to report.

5. ICT UPDATE

Members to consider approving the recommendations in the attached report, which provides an action plan for ICT development work.

6. BANK UPDATE

6.1. Bank Reconciliation

Clerk to report on the Council's bank position for the period ending 30<sup>th</sup> September 2017. See attached bank reconciliation statement.

6.2. Banking Developments

Clerk to provide an update on development work including debit card usage, online payments and future use of bank accounts.

7. MANAGEMENT ACCOUNTS

Clerk to report on the Council's financial position for the period ending 30th September 2017. See attached income and expenditure account.

8. STAFFING REVIEW

Members to consider approving the recommendations in the attached report, which provides a review of staff working hours.