

HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Minutes of the **Meeting of the Audit Sub-Committee** held in the Ground Floor Meeting Room, Bank Place Offices, Holywell on Tuesday 24 April 2018 at 5.00pm.

PRESENT: Councillor E.B. Palmer (Chairman).

Councillors: J.M. Johnson (Mayor), P.A. Johnson, B. Scragg.

APOLOGIES FOR ABSENCE were received from Councillors P.J. McGarry and K. Roberts.

IN ATTENDANCE: J. Baker (Clerk).

A33. DECLARATIONS OF INTEREST – MEMBERS’ CODE OF CONDUCT

None.

A34. BANK RECONCILIATION

Members received a report from the Clerk which detailed the Council’s bank balances and the position as at 31st March 2018. Members noted the overall bank balance in hand of £72,338 and the Clerk provided supporting information and explanations.

RESOLVED:

That the Council’s year end bank balance be noted and endorsed.

A35. FINAL ACCOUNTS ARRANGEMENTS

Members received an update from the Clerk on the final accounts closedown arrangements for the 2017/18 year. Steve Durrands of Rialtas Business Systems would be in attendance on Friday 4th May 2018 to support the Clerk in undertaking the closure of the accounts. Members noted that once the accounts were finalised work could commence on completion of the statutory annual return.

RESOLVED:

That the final accounts closedown procedure for 2017/18 be noted and endorsed.

A36. AUDIT ARRANGEMENTS AND CORRESPONDENCE

The Clerk confirmed the following audit arrangements:

i. Internal Audit – JDH Business Systems would be undertaking the internal audit of the accounts on Thursday 7th June 2018, following their appointment at the Finance Committee meeting held in January 2018. Members reviewed the scope of the audit and the checklist.

ii. External Audit – This was to be undertaken by correspondence with BDO. Members noted the Annual Return would require approval by full Council in June before sending to the auditors by 9th July 2018.

RESOLVED:

That this year's audit arrangements be noted and endorsed.

A37. COUNCIL POLICY REVIEWS

Members reviewed the latest policy revisions/updates related to standing orders and the publication scheme.

RESOLVED:

That the policy updates relating to standing orders and the publication scheme be approved, subject to ratification by full Council.

A38. ASSET DISPOSALS

The Clerk provided an update to members on progress with the ICT development work. Older obsolete items would be disposed of and the asset register updated by the Clerk. Members noted data would be removed from any old PC's/laptops in need of replacement.

Members discussed a request from a member of staff to acquire surplus ICT equipment.

RESOLVED:

- 1) That the Clerk be authorised to dispose of any obsolete items under £250 and make any necessary updates to the asset register.

- 2) That, if staff declare an interest in surplus equipment, the Clerk should display a notice on the office noticeboard inviting bids in a sealed envelope. A bill of sale would then be issued to the winning bidder.

A39. BUSINESS & FINANCIAL PLANNING

Members considered a framework for effective review and monitoring of the Council's Business Plan. Members also discussed the reviewing of Council resolutions to ensure that they were followed through to a satisfactory conclusion.

RESOLVED:

- 1) That the business plan be subject to annual review and quarterly monitoring, and that this task be delegated to the Holywell and Greenfield Development and Transport Sub-Committee.
- 2) That, as part of the review of sub-committees generally at the forthcoming AGM, consideration be given to the formation of a Chairman's Group, where Council resolutions could be reviewed.

A40. EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

That the public and press be excluded for the following minutes, A41, 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.

A41. COUNCIL STAFFING REVIEW

The Clerk provided members with a report on the current staffing arrangements; there were three matters requiring attention as follows:

- i. Clerk's Working Hours - Despite the increase in hours agreed by members back in December 2017 the Clerk was still finding it a challenge to remain within the contracted hours of the role.
- ii. Community Engagement Officer Work Content - The CEO post had evolved over the last 12 months and its work duties were now more project based and aligned to the Council's business plan. This shift had allowed the Council to progress its business plan and move forward with some of the key

projects. Because of this shift in work duties a portion of the work previously undertaken by this post, primarily related to community engagement and event related work, had been devolved to the Support Officer role. The CEO required clarity on the duties required for the forthcoming 12 months, and it was suggested a review of the business plan would aid in providing this direction.

iii. Development of Support Officer Role - The Support Officer role continued to develop and provided effective support to the Mayor, Clerk and CEO. However, this role had a greater autonomy and accountability than first envisaged and had also as outlined above absorbed some duties previously undertaken by the CEO.

RESOLVED:

- 1) That the Clerk manages his hours through a time banking system for the time being, allowing for a further assessment of workload in 12 months' time. Any accrued hours can be banked and taken later subject to operational commitments and member approval.
- 2) That the Community Engagement Officer role is re-titled Projects and Development Officer, which would better reflect the current job duties and align the role more closely with the Council's business plan.
- 3) That a job evaluation exercise is undertaken by a small panel of members to re-evaluate the Support Officer role and confirm the pay grade remains commensurate with the duties undertaken. Any regrading of this post would then be subject to ratification by full Council.

A42. CLOSE OF MEETING

The Chairman closed the meeting at 6.00pm.

.....

Chairman