

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 6 November 2018 at 5.30pm.

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

Councillors: P.A. Johnson and B. Scragg.

APOLOGIES FOR ABSENCE were received from Councillors L.A. Carter and J.M. Johnson.

IN ATTENDANCE: J. Baker (Clerk).

A10. DECLARATIONS OF INTEREST – MEMBERS’ CODE OF CONDUCT

None.

A11. BANK RECONCILIATION 2018/19 – QUARTER 2

Members considered the Reconciliation Statement for the period ending 30 September 2018. The Clerk explained the background to the entries, and highlighted the closing bank balance, the investment bond and the value of unrepresented payments.

RESOLVED:

That the Statement together with the Clerk’s report be received and noted.

A12. MANAGEMENT ACCOUNTS 2018/19 – QUARTER 2

Members considered the Income and Expenditure Statement for the period ending 30 September 2018. Members noted expenditure was broadly in line with the budget for the period reported, which would result in balances being maintained at the end of the financial year.

RESOLVED:

That the Statement together with the Clerk’s report be received and noted.

A13. INTERIM AUDIT OF THE COUNCIL'S ACCOUNTS 2018/19

The Clerk confirmed the arrangements for the forthcoming internal audit, due to take place on Thursday 22nd November 2018. Members noted that the issues arising from the external audit report would be addressed at the interim audit, which would include a review of all outstanding internal audit recommendations to ensure they are recorded as closed out.

A14. COUNCIL POLICY REVIEWS

Members considered draft documents for the next phase of policy reviews and updates as follows:

- Welsh Language Scheme
- Document Retention Policy
- Grievance Policy
- Social Media Policy

RESOLVED:

That all the above policies are approved and published subject to ratification by full council. Clerk to amend footnote to confirm approval by full council and subject to annual review, and also allow for the signature of the Mayor/Chair of the Council.

A15. FUNDING OPTIONS

Members considered funding options for larger projects contained in the current business plan. Members confirmed the tower gardens events area was to be assigned a greater priority. The Clerk provided some sample figures for loan repayment costs which did not have a significant impact on the budget.

RESOLVED:

That the tower gardens project is progressed through the detailed design, consultation and planning stages ahead of securing the required funds, subject to ratification by full council.

A16. EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

That the public and press be excluded for the following minutes, A17, 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 personnel information.

A17. STAFFING ISSUES

The Clerk provided members with a report on current staffing issues; there were two matters requiring attention:

- i. Staff Working Hours – Further information was provided on staff working hours, both for the Clerk’s current workload and the development of the other staff members. There was an ongoing challenge in keeping to contracted hours and a requirement for further research time to be dedicated to grant funding applications aligned to the Council’s business plan.
- ii. Projects and Development Officer – The postholder had offered the provision of a subcontracted service at council managed events for children’s entertainment such as bouncy castles, etc. This was an existing established business run solely by the postholder.

RESOLVED:

- 1) That the Clerk’s hours be increased from 30 to 35 hours per week, to align to the existing workload requirements of the role, subject to ratification by full council.
- 2) That the Projects & Development Officer and Support Officer’s hours be increased from 22 to 25 hours per week, to enable further development of the roles and subject to ratification by full council. In the case of the PDO, a greater emphasis will be placed on researching grant funding opportunities and the extra hours will be through a home working arrangement.
- 3) That the Projects & Development Officer be approved to undertake subcontractor work at events under the following conditions:

- i. The commissioning of this work should not be directly by the postholder.
- ii. At least one other quotation should be sought for the work to demonstrate value for money.
- iii. The postholder cannot act as employee and subcontractor simultaneously. Therefore, the remuneration is either (but not both) of a subcontractor invoice or salary/time off in lieu depending on the role undertaken at the event.

A18. CLOSE OF MEETING

The Chairman closed the meeting at 6.30pm.

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Chairman