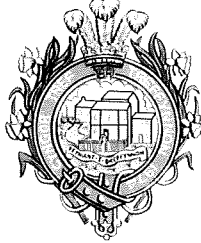


Cyngor Tref Treffynnon Holywell Town Council

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e-bost/e-mail: town.clerk@holywell.wales
Gwefan/Website: www.holywell.wales

NOTE: The following meeting will be held remotely. If members of the public wish to observe they should email the Clerk town.clerk@holywell.wales for further guidance.

24th June 2021

To: Members of the Resources Committee

Mayor (ex-officio) and Councillors S. Delaney, I. Hodge, P.A. Johnson, M. Lewis-Jones, B. Scragg, and A. Trumper.

Dear Councillors,

Notice is given that a meeting of the **RESOURCES COMMITTEE** will be held **REMOTELY** on **WEDNESDAY 30th JUNE 2021** at **2.00pm** to transact the business specified in the agenda set out below.

Yours faithfully

J. Baker
Town Clerk & Financial Officer

AGENDA

1. ELECTION OF CHAIR – 2021/22 MUNICIPAL YEAR
2. ELECTION OF VICE CHAIR – 2021/22 MUNICIPAL YEAR
3. APOLOGIES FOR ABSENCE
4. DECLARATIONS OF INTEREST

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

5. COUNCIL OFFICES DEVELOPMENT

5.1. Council Chamber

Members to receive a report from the Clerk on the potential development of the Council Chamber, to facilitate hybrid Council meetings allowing in person and virtual attendance using remote meeting software.

5.2. External Utility Provision

Members to consider the installation of an external power supply and water tap, if required.

6. BANK RECONCILIATION 2021/22 – MAY 2021

To receive and note the attached bank reconciliation statements for the period to 31st May 2021. Clerk to report.

7. REVIEW OF ONE OFF PROJECT COMMITMENTS

Members to receive a report from the Clerk and make a determination on any expenditure items. This item will require full council approval before any works are commissioned.

8. REVIEW OF INTERIM INTERNAL AUDIT REPORT – 2020/21

An interim internal audit was completed in March 2021 and is attached. Members to consider any issues arising and audit recommendations. Clerk to report.

9. REVIEW OF CO-OPTION APPOINTMENT PROCESS

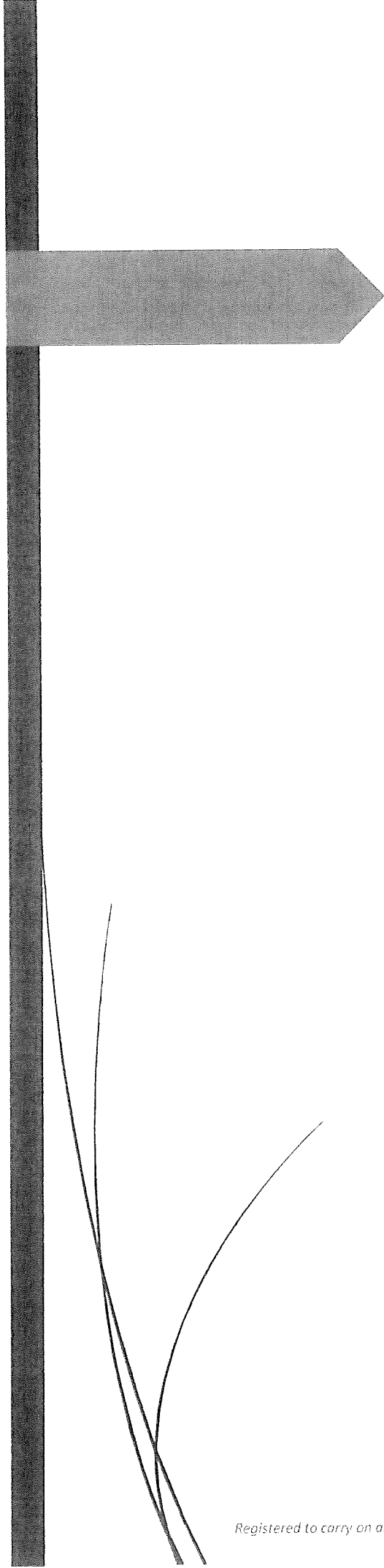
Clerk to report.

10. INTERNAL WORKING ARRANGEMENTS

This item was delegated from the Full Council meeting held on Tuesday 15th June 2021. Cllr P.A. York has requested that the Clerk refers to the attached Local Resolution Procedure as part of this agenda item.

11. STAFF WELFARE & WELLBEING

Item from the Mayor. Members to consider the provision of a suitable health plan for Council employees.



Holywell Town Council

Internal Audit
2020/21

Interim Report

JDH BUSINESS SERVICES LTD

Registered to carry on audit work by the Institute of Chartered Accountants in England and Wales

The internal audit of Holywell Town Council is carried out by undertaking the following tests as specified in the Annual Return for Local Councils:

- Checking that books of account have been properly kept throughout the year
- Checking a sample of payments to ensure that the Council's financial regulations have been met, payments are supported by invoices, expenditure is approved, and VAT is correctly accounted for
- Reviewing the Council's risk assessment and ensuring that adequate arrangements are in place to manage all identified risks
- Verifying that the annual precept request is the result of a proper budgetary process; that budget progress has been regularly monitored and that the council's reserves are appropriate
- Checking income records to ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for
- Reviewing petty cash records to ensure payments are supported by receipts, expenditure is approved and VAT is correctly accounted for
- Checking that salaries to employees have been paid in accordance with Council approvals and that PAYE and NI requirements have been properly applied
- Checking the accuracy of the asset and investments registers
- Testing the accuracy and timeliness of periodic and year-end bank account reconciliation(s)
- Year-end testing on the accuracy and completeness of the financial statements

The interim internal audit provides evidence to support the annual internal audit conclusion on the Annual Return for local councils.

Conclusion

On the basis of the internal audit work carried out, which was limited to the tests indicated above, in our view the council's system of internal controls is in place, adequate for the purpose intended and effective, subject to the recommendations overleaf. As part of the internal audit work for the next financial year we will follow up all recommendations included in the action plan.

JDH Business Services Ltd

ACTION PLAN

	ISSUE	RECOMMENDATION	FOLLOW UP
1	The council Financial Regulations require the following with respect to medium term financial planning : <i>'s3.2. The Council shall consider annual budget proposals in relation to the Council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.'</i> However, there is currently no three year rolling financial plan in place.	<i>A rolling three year financial plan for revenue and capital should be developed as required by the Financial Regulations.</i>	
2	There was no cybersecurity policy in place at the time of the interim internal audit. A draft policy has now been developed for adoption by council.	<i>After adoption, the cybersecurity policy should be reviewed annually to ensure the latest cybersecurity risks and measures are incorporated into the policy.</i>	
3	The council is party to a number of contracts with varying lengths and conditions.	<i>The council should establish a contracts register which should be regularly reviewed to identify those contracts where the upcoming end date signifies that a tender or quotation process is required, or whether a decision is needed regarding an extension which is provided for in the contract terms.</i>	

	ISSUE	RECOMMENDATION	FOLLOW UP
4	The VAT number of suppliers for material contracts are not verified before entering into the contract.	A VAT fraud prevention check should involve verification of the VAT number and address details of a new major supplier before entering into a material contract.	
2019/20 year end internal audit			
1	The council currently approves and accepts the recommendations of the Finance and Resources committee, including the annual risk assessment. Therefore, the council minutes do not actually state that the risk assessment is approved, although this is implied by the acceptance of the F&R committee resolutions.	The full council minutes should state the annual risk assessment is approved.	To be followed up at year end internal audit
2	The adequacy of the level of earmarked reserves has not recently been formally reviewed by council as part of the annual budget setting process.	The council should review earmarked reserves as part of the next budget setting process.	To be followed up at year end internal audit
2019/20 interim internal audit			
1	The Council Office and Communications sub-committee authorised the clerk to procure a contract, that was eventually delivered by NWPS Construction Ltd,	Where a duly delegated committee has authorised expenditure that will be subject to quotations, the committee should be presented with the quotations in order to	Implemented – no further issues identified in 2020/21 expenditure testing



HOLYWELL TOWN COUNCIL

LOCAL RESOLUTION PROCEDURE

HOLYWELL TOWN COUNCIL
LOCAL RESOLUTION PROCEDURE

1. THE HOLYWELL STANDARD

This document explains the standard of conduct expected from Holywell Town Councillors and co-opted members in dealing with each other and with officers. It should be read in conjunction with the Members Code of Conduct and the Protocol on Member-Officer Relations. It adds to those documents and does not detract from them.

This standard applies to Councillors whilst they are acting in their official capacity, as defined within the Code of Conduct, including when they are online or using social media in an official capacity.

In each case behaviour under the Holywell Standards will be judged objectively. That is to say, it will be judged based on what a reasonable person knowing all the facts would conclude from observing the behaviour.

Freedom of speech, particularly political expression is important within a democratic society. In exercising the right to free speech and when acting on Council business, the following standards are expected of Holywell Town Council members:

Behaviour towards others:

- Show respect to each other and officers.
- Do not make personal or abusive comments about each other or officers.
- Do not accuse each other or officers of lying or falsifying facts or documents.
- Do not make malicious allegations against each other or officers.
- Do not publish or spread any false information about each other or officers.
- Show respect to diversity and equality.
- Do not accuse or imply that officers are acting from political motives.
- Behave with dignity in meetings.
- Show respect to and obey decisions of the Chair.
- Make points based on the issue under discussion not personal remarks about others.
- Allow others to speak without interruption or heckling.
- Not to use indecent language nor make discriminatory remarks or remarks which prejudice any section of society.
- Exclude officers from the scope of political remarks.

Confidentiality:

- Keep the confidentiality of exempt papers and any other documents which are not public.
- Not to release confidential information to the press or the public.
- Return or securely destroy confidential papers.
- Not to use confidential information for purposes other than intended.

Local members

- Work with any joint ward member and/or members of adjoining wards for the benefit of the locality.

- If dealing with any matter relating to another ward to explain to anyone seeking assistance that he/she is not the local member and to inform the local member unless it would lead to a breach of confidentiality.
- Ensure that officers are treated with respect at public meetings within their ward. Where several Councillors are at the same public meeting all share this obligation equally.

2. Local Resolution Procedure For Complaints About Behaviour

INTRODUCTION

The Holywell Standard and the Protocol for Member-Officer Relations are important in promoting good co-operation between members and between members and officers within the Council, thereby allowing the council to fulfil its duties effectively and professionally. It is therefore important that any allegations against a member that he/she has breached the standard and/or protocol can be dealt with quickly and effectively. The purpose of this procedure is to introduce a simple and easy way to understand the method of dealing with such allegations.

It is important that poor behaviour is quickly addressed, and matters are handled whilst recollections are fresh. This procedure will therefore only apply to incidents or behaviour occurring in the 90 days prior to a complaint being made in writing to the County Council's Monitoring Officer.

STAGE 1 OF THE PROCEDURE

1. Any member or officer who wishes to submit an allegation under this procedure should send the complaint to the Clerk. Officers wishing to make a complaint should first consult with the Clerk.
2. In the first place the allegation will be referred either to the County Council's Monitoring Officer (or another officer nominated by the Monitoring Officer) who will advise whether the allegation falls within this procedure or whether it should be referred to the Ombudsman as an allegation of breach of the Members Code of Conduct.

N.B. The complainant has the statutory right to complain to the Public Service Ombudsman for Wales ("PSOW"). Should the complainant exercise that right then this procedure will not be used, and any efforts to resolve a complaint using this procedure will be stopped. The process will only resume if the matter is referred back for local resolution.

This procedure is only suitable for allegations made by officers or members of Holywell Town Council that a member has breached the Holywell Standard or the Protocol on Member/Officer relations. It is not suitable for complaints:

- made by members of the public.
- which in the opinion of the County Council's Monitoring Officer allege a serious breach of the code of conduct; or
- alleging repeated breaches of the code of conduct, or breaches where are similar to complaints that have been handled at Stage 3 of this procedure.

If the complaint is suitable for this procedure then the County Council's Monitoring Officer will give advice about how to possibly resolve the complaint. If the complaint is not suitable for this procedure then the County Council's Monitoring Officer will give advice about what (if anything) can be done.

3. If following the first stage the complainant wishes to proceed with the allegation under this procedure the matter may be referred either:

- to a conciliation meeting under Stage 2; or
- to a hearing by the Finance & Resources Committee under Stage 3.

STAGE 2 OF THE PROCEDURE

4. At Stage 2 a meeting will be held between:

- the complainant.
- the member against whom the complaint is made.
- the Clerk.

If the complainant is an officer, then it will be possible for the complainant to have a colleague with him/her. A non-aligned (ungrouped) member may bring another Councillor with him/her.

It is also possible for the matter to be dealt with in the complainant's absence in exceptional cases.

The purpose of this meeting will be to try to resolve the matter by conciliation. If deemed necessary the Clerk can call on the County Council's Monitoring Officer for advice and assistance.

STAGE 3 OF THE PROCEDURE

5. The third Stage is a hearing before the Finance & Resources Committee. The complainant will be asked to submit the substance of the complaint in writing and the member concerned will be asked for a written response. These papers, together with any additional written evidence that is submitted by either side will be distributed to the members of the Finance & Resources Committee.

6. Both the complainant and the member have the right to appear before the Finance & Resources Committee and to submit evidence from witnesses. Both will have the right to representation or to have a colleague present. The Council will not meet the costs of representation.

7. If either side wishes not to be present or fails to attend the hearing may be held in their absence.

8. After the evidence has been heard, both sides and their representatives will be asked to leave the chamber and the Finance & Resources Committee will come to a conclusion on the allegation. The County Council's Monitoring Officer will be available to advise the Committee.

9. The Committee can come to one of three conclusions, namely:

- That there is no basis to the complaint.
- That there is a basis to the complaint but that no further action is required.
- That there is a basis to the complaint and that the member should be censured.

In addition the Committee can make recommendations to the Council regarding changing any procedures or taking any further action.

SUPPLEMENTARY MATTERS

10. The papers for the hearing will be exempt and it will be recommended that the hearing will take place with the press and public excluded. Publicity will not be given to the names of either the member or the complainant unless it is decided TO UPHOLD the complaint and that the member should be censured.

11. Stages 2 and 3 do not have to be followed sequentially. Although it is possible for a complainant who remains dissatisfied after the conciliation meeting to ask for the matter to be referred to a hearing before the Finance & Resources Committee, it is also possible for a matter to proceed directly to the Finance & Resources Committee without going first to a conciliation meeting.

12. The aim of this procedure is to try and resolve complaints regarding members quickly and effectively. Nothing in this procedure prevents a complainant from submitting a complaint to the Public Services Ombudsman for Wales that a member has breached the Members Code of Conduct.

All Holywell Town Council Policies are approved by full council and subject to an annual review.

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Town Mayor & Chairman of the Council