

Report from Events and Community Engagement Officer

Mold Community Awards – revision of categories

1. Background information

Mold Community Awards were launched in 2021 and has 6 award categories:-

2. **Volunteering award** - For individuals or groups under the age of 25 who have made a difference to their community through their volunteering.
3. **Volunteering award** - For individuals or groups aged 25 and over who have made a difference to their community through volunteering.
4. **Business of the Year** - A business, be it retailer, market trader or service provider which has shown commitment to the community it serves, through charity work, or the exceptional service it provides.
5. **Sporting Achievement Award** - Award to be given to an individual or group that has achieved outstanding performance, shown outstanding ability or encouraged others to participate in a sporting activity. As individuals they may have provided coaching, training or admin support to a sports club or group.
6. **Community Project/Event of the Year Award** - This is for a project/event that has triumphed in the community. Supporting local people whether one-to-one or as a group – maybe a third sector organisation with projects that have had long-lasting impact on the community, maybe a community event, charity fund raising event or environmental project where the community has benefitted through learning new skills etc.
7. **Mayors Choice award** - awarded to a group or individual who the Mayor considers has made an extra ordinary contribution to the Mold community or has provided aspiration to others.

Over the last 5 years, nominations received has increased significantly and the reasons for nominations vary so much that some of the categories now need to be reviewed and amended.

The awards will be held on 25th February 2027 and nominations will go in November.

2. Proposal of revised categories

The number of nominees has increased each year, with over 300 nominations for over 100 individuals / groups received in 2026. The reasons for nominations vary, with fundraising being a primary factor throughout the nominations, that we should now include this as a category on its own.

In addition, the number of business nominations have increased over the years, in 2026 we had a total of 28 business nominations, including small 'one person' businesses to larger businesses on a National scale. It makes judging very difficult when trying to compare them.

I would therefore propose the following; new category Fundraising and amendment to the Business category as follows

1. Fundraiser of the year - Recognising an individual, business or group that has demonstrated outstanding dedication, creativity and commitment to raising funds for charities, community organisations or good causes, making a positive difference to the lives of people in Mold.

2. Small Business of the Year (1–4 Employees / sole trader)

Recognising an outstanding small business operating in Mold with fewer than five employees or a sole trader, that demonstrates exceptional customer service, innovation, community involvement and a positive contribution to the local economy.

3. Business of the Year (5+ Employees)

Recognising an outstanding business operating in Mold with five or more employees that demonstrates excellence in its sector, commitment to its employees and customers, and a positive contribution to the local community and economy.

This would increase the number of award categories' from 7 to 9

I would also propose that from all the nominees, that we shortlist and aim to invite a maximum of 5 (plus guest) from each category (total of 10 per attendees per category) total of 90 persons.

- 3. Additional cost** – we would require additional two trophies at approx. cost of £70-£90 per trophy and additional cost for logo design approx. £250 (for 5 years logos)
- 4. Decision required** - members are asked to approve the proposals to introduce a fundraising category and amend the business category into two business sizes.

Report from Events and Community Engagement Officer

Mold Community Awards – Review of Award Categories

1. Background Information

The Mold Community Awards were launched in 2021 to recognise and celebrate the outstanding achievements and contributions of individuals, businesses and community groups who make a positive difference to the Mold community.

The awards currently comprise six categories:

1. **Volunteering Award (Under 25)** – Recognising individuals or groups under the age of 25 who have made a positive difference to their community through volunteering.
2. **Volunteering Award (25 and Over)** – Recognising individuals or groups aged 25 and over who have made a positive difference to their community through volunteering.
3. **Business of the Year** – Recognising a business, whether a retailer, market trader or service provider, that has demonstrated commitment to the community it serves through charitable activities, community involvement or exceptional service.
4. **Sporting Achievement Award** – Recognising individuals or groups who have achieved outstanding sporting performance, demonstrated exceptional ability or encouraged others to participate in sporting activities, including through coaching, training or administrative support.
5. **Community Project/Event of the Year** – Recognising a community project or event that has made a significant positive impact on Mold, including initiatives supporting local residents, charitable activities, environmental projects or projects providing lasting community benefits.
6. **Mayor's Choice Award** – Awarded to an individual or group whom the Mayor considers to have made an extraordinary contribution to the Mold community or inspired others through their achievements or actions.

Over the past five years, the number of nominations received has increased significantly. The nature and reasons for nominations have also become increasingly varied, highlighting the need to review the existing categories to ensure they remain relevant, inclusive and fair.

The next Mold Community Awards ceremony will take place on Thursday 25 February 2027, with nominations opening in November 2026.

2. Proposal to Revise Award Categories

The popularity of the Mold Community Awards continues to grow, with over 300 nominations received in 2026, recognising more than 100 individuals and groups.

The increasing number and diversity of nominations have highlighted two areas where amendments to the existing categories would be beneficial.

2.1 Introduction of Fundraiser of the Year

Fundraising has become a prominent reason for nominations across several existing award categories. Introducing a dedicated Fundraiser of the Year award would provide an opportunity to recognise the exceptional fundraising efforts of individuals, businesses and community groups.

It is proposed that the following category be introduced:

Fundraiser of the Year

Recognising an individual, business or group that has demonstrated outstanding dedication, creativity and commitment to raising funds for charities, community organisations or good causes, making a positive difference to the lives of people in Mold.

2.2 Amendment to Business of the Year

Business nominations have also increased over recent years, with 28 business nominations received in 2026.

These nominations range from sole traders and small independent businesses to larger businesses operating on a national scale. The significant differences in business size, resources and operational capacity can make it difficult to assess nominations fairly within a single category.

It is therefore proposed that the existing Business of the Year award be divided into two separate categories:

Small Business of the Year (Sole Traders and 1–4 Employees)

Recognising an outstanding small business operating in Mold with fewer than five employees, including sole traders, that demonstrates exceptional customer service, innovation, community involvement and a positive contribution to the local economy.

Business of the Year (5+ Employees)

Recognising an outstanding business operating in Mold with five or more employees that demonstrates excellence in its sector, commitment to its employees and customers and a positive contribution to the local community and economy.

This amendment would provide a fairer and more balanced approach to judging business nominations, ensuring that smaller independent businesses are recognised alongside larger organisations.

2.3 Total Number of Awards

The proposed amendments would increase the number of award categories from **six to eight**, providing greater opportunities to recognise the diverse contributions made to the Mold community.

3. Shortlisting and Attendance

In view of the increasing number of nominations, it is proposed that a shortlisting process be introduced to manage attendance at the awards ceremony.

A maximum of six nominees per category would be shortlisted and invited to attend the ceremony, with each nominee permitted to bring one guest.

Based on seven award categories, plus the Mayor's Choice Award, this would result in a maximum of 86 attendees. This would allow some flexibility to accommodate additional guests where necessary, such as larger nominated groups requesting more than two places or younger nominees requiring a parent or guardian to accompany them.

The shortlisting process would also help ensure that the ceremony remains manageable while maintaining the prestige and significance of the awards.

4. Financial Implications

The proposed additional award categories would require two additional trophies and revised award category branding.

Estimated additional expenditure:

Item	Estimated Cost
Two additional award trophies	£140–£180
Additional logo design work (covering five years)	£250
Total additional estimated cost	£390–£430

These costs are indicative and subject to final quotations.

5. Decision Required

Members are asked to consider and approve the following proposals:

1. The introduction of a new Fundraiser of the Year award category.
2. The division of the existing Business of the Year award into two categories: Small Business of the Year (Sole Traders and 1–4 Employees) and Business of the Year (5+ Employees).
3. The introduction of a shortlisting process, with a maximum of five nominees per category, each permitted to bring one guest.
4. The additional expenditure of approximately £390–£430 to accommodate the two additional awards and associated branding.

Subject to approval, the revised award categories would be introduced for the Mold Community Awards on 25 February 2027, with nominations opening in November 2026.

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Public Conveniences Working Group – Update Report**Mold Bus Station Public Toilets – Potential Community Asset Transfer (CAT)****1. Purpose of the Report**

To provide Members with an update on progress regarding the potential Community Asset Transfer (CAT) of Mold Bus Station Public Toilets, including information received to date from Flintshire County Council (FCC), matters remaining outstanding, progress with the preparation of the Business Plan and recommendations from the Public Conveniences Working Group for Full Council's consideration.

2. Background and Current Position

Mold Town Council continues to work with FCC to explore the potential Community Asset Transfer of Mold Bus Station Public Toilets.

FCC has identified approximately £34,000 of Pride in Place funding for improvement works to the facility prior to any potential transfer.

The Town Council's involvement remains exploratory, and no decision has been made to accept responsibility for the facility.

Any decision will be subject to satisfactory due diligence, a sustainable financial and operational model, public consultation and formal consideration by Full Council.

3. Information Received to Date

Since the previous update, further information has been received from FCC and other relevant parties to assist with the Council's due diligence.

This includes:

- Building Fabric and Mechanical & Electrical Condition Survey.
- CCTV Drainage Survey.
- Electrical Installation Condition Report (EICR).
- Pre-refurbishment Asbestos Survey.
- Details of current running costs, including cleaning, utilities and consumables.
- Existing cleaning, opening and closing service specification.
- Historic repairs and maintenance information.
- Further details of the approximately £60,000 refurbishment undertaken in 2020/21.
- Proposed Pride in Place improvement works.
- Confirmation of the accumulated Mold Town Council Car Parking Income Reserve.

The surveys and supporting documentation have identified matters requiring clarification or remedial attention. FCC is progressing the relevant actions, and the Town Council will continue to seek confirmation that outstanding issues have been satisfactorily addressed.

Previous Refurbishment and Proposed Improvement Works

Following discussions with the contractor and FCC Streetscene Officer who oversaw the approximately £60,000 refurbishment undertaken in 2020/21, further information has been received regarding the scope of those works.

A comparison with the proposed Pride in Place improvements has identified several areas of potential overlap, including sanitaryware, tiling, rooflights, guttering and external timberwork.

Clarification will be sought from FCC regarding the justification for the proposed works, particularly where elements were replaced or refurbished relatively recently, to ensure value for money and minimise future maintenance liabilities.

Current Running Costs

FCC has advised that the overall annual operating cost of the facility is approximately £34,819.25, of which the existing cleaning service represents the largest proportion. These figures provide an initial indication of expenditure but do not necessarily reflect the costs that would be incurred by Mold Town Council under alternative operating arrangements.

Car parking income Reserve

FCC has confirmed that funds have accumulated within the Mold Town Council Car Parking Income Reserve over the past four to five years, resulting in a lump sum currently being held. The Town Council is exploring whether these accumulated funds, together with potential future annual allocations, could be utilised towards the ongoing operating costs of the public toilets, reducing the financial burden upon Mold residents.

Further clarification is awaited from FCC regarding the availability and permitted use of these funds.

4. Information and Decisions Outstanding

Although considerable information has now been received, several matters require clarification before a full financial and operational assessment can be completed.

These include:

- Formal confirmation of any TUPE implications and associated staffing liabilities.
- Further details of the existing cleaning contract and potential alternative operating arrangements.
- Final specification, costs and programme for the Pride in Place improvement works.
- Confirmation that outstanding matters identified through the building and associated surveys have been addressed.
- Insurance costs and future property maintenance responsibilities.
- Confirmation of whether the adjoining café/commercial premises could be included within the proposed transfer.
- Clarification regarding access to the Car Parking Income Reserve and potential future annual contributions.
- FCC's intentions regarding continued operation of the facility while discussions remain ongoing.

These matters will continue to be pursued with FCC..

5. Community Asset Transfer – Business Plan

The Town Clerk has prepared an initial draft of the Business Plan required as part of the Community Asset Transfer process.

The draft sets out the proposed operational arrangements, financial considerations and potential future management of the facility.

However, several sections remain incomplete pending receipt of further information, particularly regarding staffing, operating costs, property liabilities and potential income.

The Business Plan will continue to be developed as the outstanding information is received and will be presented to Full Council for consideration before any decision is made regarding the proposed transfer.

6. Public Conveniences Working Group Recommendations

The Working Group has considered the next steps and recommends the following:

6.1 Correspondence with Bus Operators (Attached)

The Working Group recommends that letters be sent to bus companies operating services through Mold Bus Station to explore whether they would be willing to make a financial contribution towards the continued provision of public toilet facilities.

Contributions from operators could assist with future operating costs and reduce the financial burden upon Mold residents.

6.2 Public Consultation

The Working Group recommends that the Town Council proceeds with public consultation to establish residents' views on the future of Mold Bus Station Public Toilets, including the potential Community Asset Transfer and associated financial implications.

A draft consultation questionnaire has been prepared for Members' consideration (Attached).

Hard Copies of Consultation

The earliest opportunity to distribute the public consultation through Connections Magazine would be December 2026.

The approximate cost of printing and delivering the consultation to 4,560 households would be £678 excluding VAT. This does not include translation costs.

Physical copies of the consultation would also be available from the Town Council Offices for residents who prefer to complete a paper questionnaire.

Online Consultation

In addition to the proposed distribution through Connections Magazine, the Town Clerk is currently exploring free online consultation platforms that could be used to make the questionnaire available digitally.

This would enable residents and other users of the facilities to complete the consultation online, with access potentially provided through the Town Council's website, social media and a QR code included within Connections Magazine.

Consideration is being given to platforms that can accommodate the anticipated number of responses without incurring additional subscription costs.

Working Group Recommendation

The Working Group recommends that Full Council approves the proposed correspondence to bus operators and the draft public consultation questionnaire, together with the associated costs of printing and distribution.

The consultation findings and responses from bus operators will inform the ongoing development of the Business Plan and be reported back to Full Council for further consideration.

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DATE

Potential Community Asset Transfer – Mold Bus Station Public Toilets

Dear Sir/ Madam,

Mold Town Council is currently exploring with Flintshire County Council the potential Community Asset Transfer of the public toilet facilities located at Mold Bus Station.

No decision has yet been made by the Town Council to accept the transfer. However, the Council is actively exploring whether a financially sustainable operating model can be developed which would enable this important facility to remain available for residents, visitors, public transport passengers and those working within and travelling through Mold.

The toilets are also regularly used by bus drivers and other transport staff as part of their working day, providing an important welfare facility for employees of the bus operators serving Mold.

The Town Council understands that the longer-term future of the public toilets is uncertain should a sustainable arrangement for their continued operation not be established. The potential Community Asset Transfer therefore provides an opportunity for MTC to explore whether the facility can be retained rather than potentially being closed and lost to all those who currently rely upon it, including bus company staff.

Should Mold Town Council ultimately agree to take responsibility for the facility, this would represent a significant ongoing financial commitment. It is important to the Council that the full cost does not fall solely upon Mold residents through the Town Council precept, particularly as the facility serves a much wider population and organisations operating within the Bus Station.

As part of developing its business model, one of the options currently being explored is the introduction of a pay-to-use system for the public toilets. No decision has been made regarding charging and this would be subject to further consideration and consultation.

If a pay-to-use system were introduced, users of the facility, including bus drivers and other transport employees, could potentially be required to pay to access the toilets unless alternative arrangements were established.



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townclerk@moldtowncouncil.org.uk

The Town Council is therefore contacting bus operators using Mold Bus Station to establish whether they would be willing, in principle, to make an annual financial contribution towards the operation, cleaning and maintenance of the facility should the Community Asset Transfer proceed.

A contribution from bus operators could help support the continued provision of the toilets and could also enable the Town Council to explore arrangements whereby participating operators' drivers and staff could continue to access the welfare facilities without having to pay individually each time they use them, should a charging system ultimately be introduced.

At this stage, the Town Council is not seeking a binding commitment or specifying a particular contribution. We would welcome an indication of:

- whether your organisation would be willing, in principle, to contribute financially towards maintaining the facility;
- whether your organisation currently has arrangements or budgets available to support staff welfare facilities at bus stations or interchange locations;
- what level or form of annual contribution your organisation may be prepared to consider; and
- approximately how frequently your services use Mold Bus Station and the importance of access to the toilet facilities for your drivers and other staff.

Any indication of potential support would assist the Town Council considerably in assessing whether a sustainable financial model can be developed. Any response at this stage would not constitute a binding commitment by either your organisation or Mold Town Council.

The Town Council recognises the importance of maintaining appropriate facilities at a busy public transport interchange and would much prefer to develop a partnership approach involving those organisations whose passengers and employees benefit from the provision.

The Council is therefore keen to understand whether bus operators would be prepared to contribute towards retaining this facility for the future, rather than the cost of maintaining it falling entirely upon Mold residents or the facility potentially being lost.

I would be grateful if you could provide an initial response by **[DATE]**, or alternatively provide the contact details of the appropriate person within your organisation with whom we could discuss this further.

Thank you for your consideration. I look forward to hearing from you.

Yours faithfully,

Jo Lane
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Mold Bus Station Public Toilets – Have Your Say

Mold Town Council is currently exploring the possibility of taking over responsibility for the public toilets at Mold Bus Station from Flintshire County Council through a Community Asset Transfer.#

No decision has been made.

Before deciding whether the Town Council should take on the facility, we want to hear from Mold residents and those who use the toilets.

Flintshire County Council has advised that the facility currently costs approximately £34,000 per year to operate.

Mold Town Council is carrying out its own detailed financial assessment to establish what it would cost the Town Council to operate the facility. Until this work is complete, the £34,000 figure provided by Flintshire County Council is being used for consultation purposes.

If the whole £34,000 had to be funded through Mold Town Council precept, based on the current year's figures, this would equate approximately:

Council Tax Band	Current Precept	Illustrative additional cost	Indicative if additional £34,000 were required
A	£52.13	£4.91	£57.04
B	£60.81	£5.73	£66.54
C	£69.50	£6.55	£76.05
D	£78.19	£7.37	£85.56
E	£95.57	£9.01	£104.58
F	£112.94	£10.65	£123.59
G	£130.32	£12.28	£142.60
H	£156.38	£14.74	£171.12
I	£182.44	£17.20	£199.64

This is an illustrative example only. It does not mean that the Town Council has decided to increase the precept by this amount.

The actual cost to MTC could be different and the Council is actively investigating ways of reducing the amount that would need to be met by Mold residents.

This includes exploring:

- Whether a pay-to-use system could contribute towards operating costs;
- Potential contributions from bus companies whose drivers use the toilets as a staff welfare facility;
- Other possible sources of income and external funding; and
- Whether other elements of the Bus Station building could form part of the transfer and potentially generate income.

The Bus Station serves people from a much wider area than Mold. The Town Council therefore recognises that, if it takes responsibility for the toilets, consideration needs to be given to how the cost can be shared rather than automatically falling solely upon Mold residents through the precept.

Consultation Questions

1. Do you think Mold Town Council should consider taking responsibility for Mold Bus Station Public Toilets if this would help secure their future?

☐ Yes

☐ No

2. How important is it to you that public toilets continue to be available at Mold Bus Station?

- ☐ Very important
- ☐ Important
- ☐ Neither important nor unimportant
- ☐ Not very important
- ☐ Not important at all

3. How often do you or members of your household use the Bus Station public toilets?

- ☐ Daily
- ☐ Several times a week
- ☐ About once a week
- ☐ Several times a month
- ☐ Occasionally
- ☐ Never

4. If taking responsibility for the toilets resulted in an additional cost to Mold Town Council, would you support some of that cost being funded through the Town Council precept?

- ☐ Yes
- ☐ No
- ☐ Unsure

5. For illustration, if the full current estimated operating cost of £34,000 were funded through the precept, this would currently equate to approximately an additional £7.37 per year (around 14p per week) for a Band D property. Would you consider this an acceptable additional cost to help retain the public toilets?

- ☐ Yes
- ☐ No
- ☐ Unsure

This is an illustrative figure only. MTC is carrying out its own cost analysis and exploring other sources of income which could reduce the amount required from the precept.

6. Do you think people using the Bus Station toilets should make a small payment towards their use if this helped meet the cost of keeping them open?

- ☐ Yes
- ☐ No – they should remain free to use
- ☐ Unsure

7. If a pay-to-use system were introduced, what do you think would be a reasonable charge per visit?

- ☐ 20p
- ☐ 30p
- ☐ 50p
- ☐ £1.00
- ☐ I do not think there should be a charge
- ☐ Other: £_____

8. If a charge were introduced, are there any users you think should be able to access the facilities free of charge?

- ☐ No – the same charge should apply to everyone
- ☐ People with disabilities / RADAR key users
- ☐ Children

- ☐ Bus drivers/transport staff, where their employer contributes towards the facility
- ☐ Other: _____

9. Mold Bus Station is used by bus services travelling to and from communities outside Mold, and bus drivers also use the toilets as a welfare facility. Do you support MTC approaching bus operators to seek a financial contribution towards the cost of keeping the toilets open?

- ☐ Yes
- ☐ No
- ☐ Unsure

10. How important is it to you that MTC seeks contributions and other income sources so that the cost does not fall solely on Mold residents through the precept?

- ☐ Very important
- ☐ Important
- ☐ Neither important nor unimportant
- ☐ Not very important
- ☐ Not important at all

11. If MTC were able to reduce the amount required from the precept through charges, contributions from bus operators or other income, would this make you more likely to support the Town Council taking responsibility for the toilets?

- ☐ Yes
- ☐ No
- ☐ It would make no difference
- ☐ Unsure

12. Which of the following would you prefer MTC to explore to help fund the toilets?

Please tick all that apply.

- ☐ An increase in the Mold Town Council precept
- ☐ A small pay-to-use charge for people using the toilets
- ☐ Financial contributions from bus companies whose drivers use the facility
- ☐ Reducing expenditure on other services currently provided by Mold Town Council
- ☐ A combination of the above
- ☐ Other: _____

13. If additional income was not sufficient to cover the cost of operating the toilets, which approach would you prefer the Town Council to consider?

- ☐ Increase the Town Council precept to help meet the remaining cost
- ☐ Introduce/increase a charge for using the toilets
- ☐ Reduce spending on other Town Council services and activities
- ☐ A combination of increased precept, charging and reductions elsewhere
- ☐ MTC should not take responsibility for the toilets in these circumstances
- ☐ Unsure

14. If reducing expenditure elsewhere became necessary, which areas would you be prepared for the Town Council to consider reducing?

Please tick all that you would be prepared for the Council to consider. This does not mean that any of these services will be reduced.

- ☐ Management/operation of Bailey Hill Centre
- ☐ Community events and activities
- ☐ Town-centre initiatives and projects
- ☐ Community grants and financial support
- ☐ Other discretionary Town Council projects/services
- ☐ I would not support reducing existing services to fund the toilets
- ☐ Unsure
- ☐ Other: _____

15. Overall, based on the information currently available, which statement most closely reflects your view?

- ☐ I would support MTC taking responsibility for the toilets, even if this resulted in a reasonable increase in the Town Council precept
- ☐ I would support MTC taking responsibility, but only if charges or other contributions substantially reduced the amount falling on Mold residents
- ☐ I would support MTC taking responsibility if this could be achieved partly by reducing expenditure on other Town Council services
- ☐ I do not think MTC should take responsibility if it requires additional funding from the precept or reductions to existing services
- ☐ I do not think MTC should take responsibility for the toilets

16. Is there anything else you think Mold Town Council should consider before deciding whether to take responsibility for the Bus Station public toilets?



Mold Town Council

Records Management and Document Retention Policy

Effective from:

Review Date:

1. Purpose

Mold Town Council recognises that effective records management is essential to good governance, accountability, transparency, legal compliance and the protection of personal information.

This policy establishes how Council records are created, stored, retained, reviewed, archived and securely disposed of. The retention schedule at Appendix A sets standard retention periods for the principal categories of records held by the Council.

2. Scope

This policy applies to all records created, received or held by Mold Town Council in connection with its functions and activities, regardless of format or location.

- Paper records and original signed documents.
- Electronic documents, spreadsheets and databases.
- Emails and other electronic communications which form part of the Council record.
- Financial and accounting systems.
- Photographs, audio and video records.
- CCTV records.
- Records held in cloud-based systems or by service providers on the Council's behalf.
- Records relating to staff, councillors, contractors, volunteers, residents and service users.

The same retention principles apply to electronic and paper records. A record must not be retained for longer simply because it is stored electronically.

3. Legal and Good Practice Framework

This policy has regard to the legal and regulatory framework applicable to community and town councils in Wales, including:

- UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018.
- Freedom of Information Act 2000 and Environmental Information Regulations 2004.
- Local Government Act 1972.
- Value Added Tax Act 1994 and HMRC record-keeping requirements.
- Limitation Act 1980.
- Local Authorities' Cemeteries Order 1977.
- Employers' Liability (Compulsory Insurance) Act 1969 and associated Regulations, as amended.
- Health and safety legislation and relevant statutory record-keeping requirements.



- One Voice Wales guidance on document retention, data protection and management of council information.

Where a statutory or regulatory requirement prescribes a longer retention period than this policy, the longer period will apply.

4. Core Principles

The Council will:

- Keep records for as long as they are required for legal, regulatory, financial, audit, operational, accountability or historical purposes.
- Not retain personal data indefinitely 'just in case'.
- Apply standard retention periods wherever practicable and review records when those periods expire.
- Keep records accurate, accessible and appropriately secure.
- Retain records needed to evidence Council decisions and the exercise of public functions.
- Preserve records of permanent historical or evidential value.
- Dispose of records securely and in a manner appropriate to their sensitivity.
- Suspend routine destruction where records are relevant to litigation, an insurance claim, audit, investigation, complaint, safeguarding matter, information request or other active process.

5. Responsibilities

5.1 Town Clerk

The Town Clerk has overall responsibility for implementation of this policy and for ensuring that appropriate records-management arrangements are maintained.

5.2 Employees

Employees are responsible for managing records created or received in the course of their work, using approved Council systems and following the retention schedule.

5.3 Councillors

Councillors should ensure that Council records in their possession are handled securely. Records which form part of formal Council business should be passed to the Town Clerk where necessary to ensure that the Council holds the official record.

5.4 Contractors and Service Providers

Where a contractor or service provider processes or stores Council records, contractual and data-protection arrangements should ensure appropriate security, retention, return and deletion of the information.

6. Electronic Records, Email and Backups

Electronic records should be stored within approved Council systems using meaningful file names and, where appropriate, an agreed folder structure. Records should not be retained solely in individual email inboxes where they form part of an official Council record.



Important emails which evidence a decision, instruction, transaction, complaint, contract, project or other Council business should be saved to the appropriate Council record or case file.

Backups are maintained for business continuity and disaster recovery. A backup is not a substitute for records management and should not be used as a permanent archive. Operational details of backup systems may be maintained separately from this policy.

7. Data protection and Storage Limitation

Personal data must be kept in identifiable form for no longer than is necessary for the purpose for which it is held, unless a longer period is justified by law, legal claims, public-interest archiving or another lawful purpose.

At the end of a retention period, records containing personal data should be securely destroyed, anonymised, or retained for a clearly documented reason.

Where records are retained permanently for historical or public-interest archiving purposes, access and security arrangements should remain proportionate to the nature of the information.

8. Freedom of Information, Environmental information and Subject Access

Records must not be destroyed because a request for information is anticipated or has been received. Where a record is relevant to a Freedom of Information request, Environmental Information request, Subject Access Request, complaint, investigation or appeal, routine destruction must be suspended until the matter and any relevant review or appeal period has concluded.

The existence of a statutory right of access does not itself require the Council to retain records indefinitely. Normal retention periods apply unless another reason requires continued retention.

9. Legal Hold/ Suspension of Destruction

The Town Clerk may place a legal or administrative hold on records where they may be relevant to:

- Actual or anticipated legal proceedings.
- An insurance claim or potential claim.
- Internal or external audit.
- Police, regulatory or statutory investigation.
- A formal complaint, grievance or disciplinary process.
- A safeguarding concern or allegation.
- An information-rights request or appeal.
- Any other matter where destruction could prejudice the Council or another person.

Records subject to a hold must not be destroyed until the Town Clerk confirms that normal retention arrangements may resume.

10. Archiving and Permanent Records

Records of enduring legal, evidential, governance or historical value should be identified for permanent preservation. This includes signed Council minutes, key constitutional and property records, significant historical records and statutory cemetery registers.



Where appropriate, permanent records may be deposited with the relevant archive or records office in accordance with agreed archive arrangements. The Council should maintain sufficient information to identify what has been transferred and where it is held.

11. Secure Disposal

Confidential and personal records must be disposed of securely. Paper records should be shredded or placed in an approved confidential-waste process. Electronic records should be securely deleted from active systems in accordance with the Council's IT and data-protection arrangements.

A destruction record should be maintained where appropriate for significant classes of records, bulk disposal exercises, or records of particular sensitivity. The destruction record should identify the category of record, date range where practicable, disposal date, method and authorising officer. It should not reproduce unnecessary personal data from the records destroyed.

12. Review of Records

Records should be reviewed at the end of the retention period shown in Appendix A. Disposal is not necessarily automatic: where there is a documented legal, operational, historical or evidential reason for longer retention, the record may be retained and the reason recorded.

Conversely, where personal data is no longer required and there is no legal or operational justification for retaining it to the end of a maximum period, earlier secure disposal should be considered.

13. Review of Policy

This policy and retention schedule will be reviewed at least every three years, or sooner following significant legislative, regulatory, operational or guidance changes.

14. Links to Other Council Policies

- Data Protection Policy and Privacy Notices
- Freedom of Information / Publication Scheme arrangements
- CCTV Policy
- Information Security / IT arrangements
- Safeguarding Children and Adults at Risk Policy
- Financial Regulations
- Health and Safety Policy
- Complaints Policy
- Staff disciplinary and grievance procedures

Approved by Mold Town Council

Date:

Minute Reference:



Resources used in drafting and updating this policy

This updated policy retains relevant categories from Mold Town Council's July 2024 Document Retention Policy but replaces outdated or unclear provisions and adds records-management controls for electronic records, data protection, information rights, safeguarding and legal holds.

One Voice Wales - Digital Advice Repository - Current One Voice Wales repository for community and town councils in Wales. It includes Document Retention Considerations, Data Protection and Management of Council Information guidance.

Information Commissioner's Office - UK GDPR storage limitation - Confirms that personal data must not be kept longer than necessary, that organisations should document standard retention periods where possible, review records and erase or anonymise information no longer required.

HMRC / GOV.UK - Keeping VAT records - Confirms the records that must be retained for VAT purposes, including general business records such as bank statements and paying-in records, and the general six-year VAT retention period.

Value Added Tax Act 1994 - Schedule 11 - Statutory basis for VAT record-keeping requirements.

Employers' Liability (Compulsory Insurance) (Amendment) Regulations 2008 - The 2008 amendments removed the former statutory requirement for employers to retain employers' liability insurance certificates for 40 years. The Council nevertheless retains historic policy details indefinitely as prudent risk-management practice.

Employers' Liability Insurance - GOV.UK - Current overview of employers' liability insurance requirements, including certificate display/access requirements.

Local Authorities' Cemeteries Order 1977 - Statutory framework for local-authority cemetery records, supporting permanent preservation of the core burial and cemetery registers.

Limitation Act 1980 - Relevant to retention periods for contracts, deeds, negligence and other potential legal claims.

Freedom of Information Act 2000 - Relevant to the Council's information-management and disclosure responsibilities.

Data Protection Act 2018 - UK data-protection legislation supporting the Council's records-management, security and retention arrangements.

Note on SLCC guidance - The Council has used the SLCC 2026 Model Document Retention and Disposal Policy as a key sector reference. SLCC states that its model is an example which councils should consider carefully and adapt to their individual circumstances. Accordingly, this policy follows the SLCC model where appropriate, including five years for agendas, 20 years for accident/incident reports, 12 years for payroll, 21 years for play area equipment inspection reports and indefinite retention of the listed burial-ground records. Where current legislation or regulator guidance supports a different approach, the Council's schedule records that adapted position.

Appendix A – Records Retention Schedule

The periods below are minimum or standard retention periods unless stated otherwise. Where more than one requirement applies, the longest relevant period should be used. A legal hold under section 9 overrides routine disposal.

A1. Governance and Democratic Records

Record	Retention Period	Reason/ basis	Disposal/ action
Signed minutes of Council and Committees	Permanent	Formal record or Council decisions/ archive	Archive; preserve permanently
Agendas and supporting public reports	5 years; retain significant records permanently where appropriate	SLCC 2026 model; accountability, decision-making and historical record	Review; archive significant material or securely dispose
Standing Orders, Financial Regulations and key governance policies	Current versions plus 6 years; retain historically significant superseded versions where appropriate	Governance and audit trail	Review/ archive
Councillor declarations/ registers and published governance records	6 years after ceasing to have effect, unless legislation or monitoring arrangements require longer	Governance, accountability and limitation	Secure disposal where personal data applies
Annual reports, statutory plans and major strategy documents	Permanent final versions	Corporate and historical record	Archive
Routine circulars and information from other bodies	While current/ useful	Reference only	Dispose

A2. Finance, Audit and Tax

Record	Retention Period	Reason/ basis	Disposal/ action
Annual accounts/ accounting statements and final audited records	Permanent final accounts	Audit and historical financial record	Archive
VAT records, VAT account, invoices, receipts and supporting VAT records	At least 6 years unless a specific VAT rule requires longer	HMRC/ VAT requirements	Secure disposal
Bank statements, paying-in records; cash books, cheque	6 years	VAT, audit and financial accountability	Secure disposal

records and equivalent electronic records			
Paid invoices/ purchase records/ sales records	6 years	VAT, audit and limitation	Secure disposal
Petty cash and expense records	6 years	CAT, tax and audit	Secure disposal
Payroll and PAYE records	12 years	SLCC 2026 model (wages, books, payroll); tax, superannuation/ pension, audit and claims	Secure disposal
Budget working papers and routine financial monitoring	6 years	Audit and accountability	Secure disposal
Asset register	Current plus 6 years; retain evidence of significant disposals/ acquisitions as needed	Audit and asset management	Review/ archive

A3. Procurement, Contracts and Property

Record	Retention Period	Reason/ basis	Disposal/ action
Quotations and tenders – unsuccessful/ routine procurement	6 years from completion of procurement/ contract where relevant	Limitation, audit and procurement accountability	Secure disposal
Executed contracts under hand and supporting contract records	6 years after expiry/ termination	Limitation Act/ contract management	Secure disposal
Contracts executed as deeds	12 years after expiry/ termination	Limitation Act	Secure disposal
Title deeds, conveyances, easements, leases and property ownership records	Permanent while relevant; core title records permanent	Property rights and legal evidence	Secure archive
Leases and significant property agreements	12 years after expiry where executed as deed; retain title/evidential documents longer	Limitation/ property management	Review/ archive
Major capital project files	12 years after completion or longer	Claims, warranties, audit and historical evidence	Review/ archive

	where property/ title issues require		
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A4. Employment and Personnel

Record	Retention Period	Reason/ basis	Disposal/ action
Personnel file – core employment record	6 years after employment ends, subject to pension/ claim requirements	Employment administration and limitation	Confidential destruction
Recruitment records – unsuccessful applicants	Normally 6 months after recruitment process; longer only where justified and documented	Employment claims/ data minimisation	Confidential destruction
Payroll/ pension contribution	12 years in line with the Council's payroll retention period. Pension records required for the ongoing administration of an individual's LGPS benefits should be retained for as long as required by the Clwyd Pension Fund or applicable pension requirements.	Tax, payroll, LGPS pension administration and SLCC guidance	Confidential destruction
Disciplinary and grievance records	Normally 6 years after employment ends, subject to outcome, policy and legal hold	Employment claims and accountability	Confidential destruction
Training records	Employment plus 6 years where relevant to competence/ H&S; routine training records may be reviewed earlier	Evidence of competence and claims	Confidential destruction
Sickness/ absence records	Review in accordance with employment and data protection need; normally no longer than 6 years after employment ends unless required for a claim	Employment administration/ special category data minimisation	Confidential destruction

A5. Health, Safety, Insurance and Incidents

Record	Retention Period	Reason/ basis	Disposal/ action
Accident/ incident records	20 years, or longer where an active claim, safeguarding matter or legal hold requires	SLCC 2026 model; potential claims	Confidential destruction
Risk assessments	Current version plus 6 years after superseded where evidence may be required	Health and Safety/ claims	Secure disposal
Inspection and maintenance records for Council facilities/ equipment	6 years generally	Safety, maintenance claims	Secure disposal
Insurance policies and schedules	Expiry plus 6 years; liability cover details retained longer where claims may arise	Claims and limitations	Secure disposal/ archive
Employers' liability insurance certificates and historic policy details	Permanent/ indefinite as Council risk-management practice	Long-tail employment liability claims. The former statutory 40-year certificate-retention requirements was revoked in 2008.	Archive
Insurance claims files	6 years after settlement/ closure, or longer where insurer/ legal advice requires	Claims and limitations	Confidential destruction

A6. Information Rights, Complaints and Data Protection

Record	Retention Period	Reason/ basis	Disposal/ action
FOI/ EIR requests and responses	3 years after closure; significant/ precedent cases may be retained longer	Accountability and review/ appeal history	Secure disposal
Subject Access Requests and responses	3 years after closure unless dispute/ claim requires longer	Evidence of compliance/ claims	Confidential destruction
Data protection complaints/ ICO correspondence	6 years after closure, or longer if required by active proceedings	Compliance and limitations	Confidential destruction
General complaints	6 years after closure; longer where legal, safeguarding or recurring governance issues justify	Accountability and limitation	Confidential destruction

A7. Safeguarding

Record	Retention Period	Reason/ basis	Disposal/ action
Safeguarding concerns, referrals and related records	Retain in accordance with the nature of the case, statutory agency advice, legal claims and safeguarding requirements; do not apply routine destruction while a matter remains active	Safeguarding, legal claims and accountability	Restricted access; confidential destruction only when authorised
DBS Information/ certificate details	Record only what is necessary; do not routinely retain certificate copies longer than permitted/ needed	Data minimization and DBS requirements	Confidential destruction
Safeguarding training records	Employment/ role plus 6 years or longer where relevant to an allegation or claim	Evidence of competence and safeguarding arrangements	Confidential destruction

A8. Cemetery and Burial Records

Record	Retention Period	Reason/ basis	Disposal/ action
Register of fees collected; register of burials; register of purchased graves; register/ plan of grave spaces; register of memorials	Permanent/ Indefinite	SLCC 2026 model; Local Authorities' Cemeteries Order 1977; archive/ evidential record	Archive/ preserve permanently
Applications for interment; applications for right to erect memorials; disposal certificates; copies of grants of Exclusive Right of Burials	Permanent/ Indefinite	SLCC 2026 model; cemetery administration and evidential record	Archive
Other cemetery supporting records not included above	Retain for as long as operationally/ evidentially required; apply relevant financial, property or legal retention period where applicable	Cemetery administration/ Council records management	Archive

Cemetery financial transactions	6 years unless incorporated into permanent statutory record	VAT/ audit	Secure disposal
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A9. Community Facilities, Events and Grants

Record	Retention Period	Reason/ basis	Disposal/ action
Bailey Hill/ facility hire applications, invoices and financial records	6 years	VAT, control and audit	Secure disposal
Facility letting diaries/ booking records	6 years where supporting financial/ contract records; otherwise review when no longer required	Management, VAT and claims	Secure disposal
Event risk assessments and event monitoring records	6 years after event; longer if incident/ claim	Claims, health and safety and accountability	Secure disposal
Event participation	Delete when no longer required for the stated purpose unless consent/lawful basis supports continued use	UK GDPR storage limitation	Secure disposal
Grant applications and awards	6 years after final payment/ closure; significant community records may be archived separately	Audit, accountability and limitation.	Secure disposal/ archive selected records

A10. Planning, Environment and Projects

Record	Retention Period	Reason/ basis	Disposal/ action
Routine planning consultation papers	1 year after decision unless significant or needed for ongoing matter	Operational reference	Dispose
Planning appeals/ significant development records	6 years after conclusion; significant town-development records may be archived permanently	Accountability/ historical value	Review/ archive
Local Development Plan documents	While in force; retain final significant consultation/	Reference and historical context	Review

	response records as appropriate		
Town/ place/ neighbourhood plans – adopted final versions	Permanent	Historical and Strategic record	Archive
Major project files	6 or 12 years depending on contract/ property basis; significant final records may be permanent	Contracts, claims, audit and historical records	Review/ archive

A11. CCTV, Images and Communications

Record	Retention Period	Reason/ basis	Disposal/ action
CCTV footage	Normally 31 days unless required for an incident, investigation, insurance claim, legal proceedings or other identified lawful purpose	Data protection/ CCTV purpose limitation	Secure deletion
Extracted CCTV evidence	Until the incident/ investigation/ claim is concluded and any relevant retention period has expired	Evidence and claims	Secure deletion
Routine photographs containing identifiable individuals	Retention only for the purpose for which taken and in accordance with the relevant privacy information/ consent where applicable	UK GDPR storage limitation	Secure deletion
Council publicity photographs of enduring civic/ historical value	Permanent where selected for archive and lawful to retain	Public interest/ historical archive	Archive
Routine social media working files	Delete when no longer operationally required unless forming part of a significant Council record	Records management/ storage limitation	Delete



A12. Correspondence and General Administration

Record	Retention Period	Reason/ basis	Disposal/ action
Routine general correspondence	Normally 3 years after matter closes unless another schedule category applies	Operational accountability and data minimisation	Secure disposal
Significant correspondence evidencing a Council decision, contract, property matter, complaint or project	Retain with the substantive record for that record's retention period	Evidential record	Dispose/ archive with parent file
Visitor/ sign in records	Normally 12 months unless required for an incident, safeguarding or security matter	Security/ data minimisation	Confidential destruction
Routine work rotas	Normally 1 year unless required for payroll, incident or claim	Management/ data minimisation	Confidential destruction
Publications, magazines and journals received from others	While useful/ current	Reference	Dispose

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MOLD TOWN COUNCIL**MODEL STANDING ORDERS 2026 (WALES)**

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Draft for review – October 2026. Yellow highlighting identifies MTC specific working retained local provisions, new 2016 model wording of particular significance, or proposed amendments/ additions for Member consideration.

Red text is for information or explanation and will be deleted once agreed.

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INTRODUCTION

How to use model standing orders

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. These model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of One Voice Wales (OVW).

Drafting notes

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is OVW's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights. A model standing order that includes brackets like this '()' requires information to be inserted by a council. A model standing order that includes brackets like this '[]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.

1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the

mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since they last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q A point of order shall be decided by the chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Excluding motions moved under standing order 1(s), the contributions or

speeches by councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chair of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

- Full Council meetings •
- Committee meetings •
- Sub-committee meetings •

- a Notices of meetings
 - i. The notice (including how the meeting may be accessed virtually, if applicable) must be published electronically and in a conspicuous place in the community at least three clear days before the meeting, or if the meeting is convened at shorter notice, at the time it is convened.
 - ii. If a member wants to receive the summons in writing rather than electronically to the address allocated to them or notified as their address to the clerk, they must give notice in writing to the clerk and specify the postal address to which the summons should be sent.
 - iii. The notice must provide details about how to access the meeting remotely, and the time and place of the meeting. The place may be omitted if the meeting is held by remote means

- only.
- iv. In exceptional circumstances, a meeting of a committee or sub-committee of the council may be called at shorter notice. In which case, notices should be published with at least 24 hours' notice.

These notice requirements also apply where a formal meeting is taking place which is not open to the public.

b Multi-location meetings

- i. All community councils must make and publish arrangements for its meetings to enable people who are not in the same place to meet. Under the arrangements, councils will need to take reasonable steps to allow meetings to be held from multiple locations. If the arrangements are revised or replaced the new arrangements must also be published.
- ii. The minimum requirement is that members are able to hear and be heard by others.
- iii. Where a councillor participating remotely loses the ability to hear and be heard, they shall be treated as having temporarily left the meeting for the purposes of quorum and voting until the connection is restored. A vote purportedly cast while the councillor is unable to satisfy the participation requirements shall not be counted.

Meetings Generally – Other.

- a **The minimum three clear days for notice of a meeting does not include the day on which the notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- b **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice OR** [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].
- c **Meetings shall be open to the public unless their presence is**

- **prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public and the press's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public and the press to be excluded.**
- d The person presiding over the meeting must give members of the public in attendance a reasonable opportunity to make representations about any business to be discussed at the meeting, unless doing so is likely to prejudice the effective conduct of the meeting. This does not mean that members of the public can take part in debate, but they must be given a reasonable opportunity to make representations about business to be discussed.
- e The period of time designated for public participation at a meeting in accordance with standing order 3(d) shall not exceed 15 minutes unless directed otherwise by the chair of the meeting.
- f Subject to standing order 3(e), a member of the public shall not speak for more than 5 minutes.
- g At the discretion of the Chair, a member of the public may raise a matter which is not included on the agenda, for a period not exceeding 5 minutes. No decision shall be made on such a matter at that meeting unless the matter otherwise lawfully falls within an item of business included on the published agenda. The Chair may direct that matter be referred to the Proper Officer, an appropriate committee or a future meeting of the Council.
- h In accordance with standing order 3(d), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- i [A person shall stand when requesting to speak other than in the case of a person attending from another location and when speaking (except when a person has a disability or is likely to suffer discomfort)]
OR [A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chair of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct their comments to the chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of

speaking.

- **l** **Photography, audio recording, filming, broadcasting and reporting of the proceedings of a public Council or Committee meeting shall be permitted in accordance with the Council's Policy on Audio Recording, Filming, Photography and Reporting of the Proceedings of Council and Committee Meetings. Such activity must not disrupt the proceedings of the meeting. Recording, filming or photography shall not be permitted during any part of a meeting from which the press and public have been lawfully excluded. Reasonable advance notice should be given to the Town Clerk where extensive recording or filming equipment is proposed, to enable appropriate practical arrangements to be made.**
- **m** **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- **n** **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- **o** **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one), if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- **p** **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- **q** **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

- **r** **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether**

each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

s The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- t **A councillor or a non-councillor with voting rights who has a personal or prejudicial interest in a matter being considered at a meeting which limits or restricts their right to participate in a discussion or vote on that matter is subject to obligations in the code of conduct adopted by the Council.**

- u **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4(d)(viii) for the quorum of a committee or sub-committee meeting.

- v **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

w A meeting shall not exceed a period of 3 hours.

4. COMMITTEES AND SUB-COMMITTEES

a **Unless the Council determines otherwise, a committee may appoint**

a sub-committee whose terms of reference and members shall be determined by the committee.

- b The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:**
 - i. shall determine their terms of reference;**
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;**
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;**
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;**
 - v. may, subject to Standing Orders 4(b) and (c), appoint and determine the terms of office of substitute members of a committee, whose role shall be to replace an ordinary member at a meeting of that committee where the ordinary member has notified the Proper Officer, at least 3 days before the meeting, that they are unable to attend; shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;**
 - vi. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;**
 - vii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;**
 - viii. shall determine if the public may participate at a meeting of a committee;**
 - ix. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;**

- x. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xi. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.
- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.
- c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.
- d In addition to the annual meeting of the Council, any number of other ordinary meetings may be held in each year on such dates and times as the Council decides.
- e The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.
- f The Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.
- g The Vice-Chair of the Council if there is one, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.
- h In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.
- i In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new

Chair of the Council and shall give a casting vote in the case of an equality of votes.

- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
- i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of the eligibility criteria for the use of the general power of competence
 - xi. Review and adoption of the council's annual report
 - xii. Review and adoption of the council's training plan
 - xiii. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses;
 - xiv. Review of representation on or work with external bodies and arrangements for reporting back;
 - xv. Review of inventory of land and other assets including buildings and office equipment;
 - xvi. Confirmation of arrangements for insurance cover in respect of all

insurable risks;

- xvii. Review of the Council's and/or staff subscriptions to other bodies;
- xviii. Review of the Council's complaints procedure;
- xix. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xx. Review of the Council's policy for dealing with the press/media;
- xxi. Review of the Council's employment policies and procedures;
- xxii. Review of councillor attendance at meetings during the preceding 12 months, including consideration of any statutory attendance requirements where applicable.
- xxiii. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972
- xxiv. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the chair of a committee or a sub-committee does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee or the sub-committee, any 2 members of the committee or the sub-committee may convene an extraordinary meeting of the committee or the sub-committee.

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least **6** councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRES WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and, in any event, shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least **10** clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda, received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion re-submits it, so that it can be understood, in writing, to the Proper Officer at least **10** clear days

before the meeting.

- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;

- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data. Such data will include recordings of meetings held by the Council.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper, recorded and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g., the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

- a **If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.**

- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."
- e Subject to standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.
- f) **no later than seven working days following a council meeting, the council must publish electronically a note setting out:**
 - The names of the members who attended the meeting, and any apologies for absence;
 - Any declarations of interest; and
 - Any decisions taken at the meeting, including the outcomes of any votes.

The requirements regarding the note to be published after a council meeting do not apply for private business or where disclosure would be detrimental to acting on those decisions.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(s).

- a **Councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.**
- b All councillors and non-councillors with voting rights shall undertake

training in the code of conduct within six months of the delivery of their acceptance of office form.

- c **Dispensation requests shall be in writing and submitted to the standards committee of the County Council]** as soon as possible before the meeting that the dispensation is required for.

14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the Public Services Ombudsman for Wales that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order **13**, report this to the Council.
- b Where the notification in standing order **14(a)** relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined.
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
 - iii. indemnify the councillor or non-councillor with voting rights in respect of their related legal costs and any such indemnity is subject to approval by a meeting of the Council.

15. PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
 - i. The Proper Officer shall **at least three clear days before a meeting of the council, a committee or a sub-committee:**
 - a) Arrange for the serving of the notice (including how the meeting may be accessed virtually, (if applicable) which must be published electronically and in a conspicuous place in the community at least three clear days before the meeting, or if the meeting is convened

at shorter notice, at the time it is convened.

b) If a member wants to receive the summons in writing rather than electronically, they must give notice in writing to the clerk and specify the postal address to which the summons should be sent.

c) The notice must provide details about how to access the meeting remotely, and the time and place of the meeting. The place may be omitted if the meeting is held by remote means only.

d) The notice must be available in a conspicuous place giving notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them) and published electronically with notice of the time and place and, as far as reasonably practicable, any documents relating to the business to be transacted at the meeting unless they relate to business which is likely to be considered in private or if their disclosure would be contrary to any enactment.

See standing order 3 (a) and (b) (Meetings Generally – Other) for the meaning of clear days for a meeting of a full council and for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 5 days before the meeting confirming their withdrawal of it;
- iii. **convene a meeting of Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests where the Council has resolved to require councillors to declare interests upfront;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);

- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of freedom of information and data protection legislation and other legitimate requirements (e.g., the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;

See also standing order 23;

- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book or file for such purpose;
- xv. refer a planning application received by the Council to the Chair or, in their absence, the Vice-Chair (if there is one) of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning Committee;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.

See also standing order 23.

16. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in Standing Orders refer to the most recent version of *Governance and Accountability for Local Councils in Wales – A Practitioners' Guide*.
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's Financial Regulations.
- c The Responsible Financial Officer shall provide the Finance Committee at each of its quarterly meetings with a Finance Report detailing the Council's financial position for the relevant period and the financial year to date, for consideration and review.
- d The Finance Committee's consideration of the Finance Report, including any recommendations arising from its review, shall be reported to the next appropriate meeting of the Council.
- e As soon as practicable after the financial year end at 31 March, the Responsible Financial Officer shall provide to the Council the year-end accounting statements, in the form of Section 2 of the Annual Governance and Accountability Return, as required by proper practices, for consideration and approval.

The year-end accounting statements shall be prepared in accordance with proper practices and in the form of accounts determined by the Council (receipts and payments or income and expenditure) for the year ending 31 March.

- f A completed draft Annual Governance and Accountability Return shall be provided to all councillors sufficiently in advance of the meeting at which it is to be considered, to enable proper consideration prior to approval by the Council.

The Annual Governance and Accountability Return, including the Annual Governance Statement and accounting statements, shall be presented to the **Council for consideration and formal approval within the timescales required by legislation and proper practices.**

18. FINANCIAL CONTROLS AND PROCUREMENT

- a The Council shall consider and adopt financial regulations which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the

Council;

- iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c Subject to any additional requirements contained in the Council's Financial Regulations and applicable procurement legislation, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as appropriate::
- i. a specification for the goods, materials, services or the execution of works;
 - ii. appropriate procurement documentation setting out the Council's requirements, the procedure to be followed, the deadline and method for submission of tenders, and the criteria by which tenders will be evaluated;
 - iii. advertisement of the procurement opportunity in accordance with the Council's Financial Regulations, applicable procurement legislation and any applicable Welsh Government requirements, including publication through Sell2Wales where required or considered appropriate;
 - iv. provision for tenders to be submitted electronically, including through Sell2Wales or another secure electronic tendering system, provided appropriate controls are in place to preserve confidentiality and prevent access to tenders before the submission deadline;
 - v. where tenders are submitted by another permitted method, appropriate arrangements shall be made to ensure their security and confidentiality until the submission deadline has passed;;
 - vi. tenders shall not be accessed or opened before the submission deadline and shall thereafter be accessed, recorded and evaluated in accordance with the Council's Financial Regulations and the requirements of the procurement process; and
 - vii. tenders shall be reported to and considered by the Council, or by a committee or sub-committee with delegated responsibility, in

accordance with the Council's Scheme of Delegation and Financial Regulations..

REVIEW NOTE (not part of the adopted Standing Order): This replaces the previous references tot the Public Contracts Regulations 2015 and fixed procurement thresholds. It is intentionally future-proofed by referring to current procurement legislation and Welsh Government threshold.

- d Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

Where the value of a contract is likely to exceed the threshold specified by the Welsh Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. Guidance from the Welsh Government on procurement contains detailed guidance and has been circulated to all member councils.

19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of the Personnel Committee is subject to standing order 11.
- b The Town Clerk is the Council's most senior employee and shall manage other employees in accordance with the Council's staffing structure, employment policies, Scheme of Delegation and any authority delegated by the Council. The Personnel Committee shall deal with matters relating to the Town Clerk and such other staffing matters as are referred to it under its Terms of Reference.
- c Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Chair of the Personnel Committee or, if they are unavailable, another member of the Personnel Committee, of absence occasioned by illness or other reason. The absence shall be reported to the Personnel Committee at its next meeting.
- d The Chair of the Personnel Committee or, in their absence, another member of the Personnel Committee appointed by the Committee shall, upon a resolution, conduct a review of the performance and annual appraisal of the Town Clerk. The review and appraisal shall be reported in writing and shall be subject to approval by resolution of the Personnel Committee.

- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Town Clerk relates to the Chair of the Personnel Committee, this shall be communicated to another member of the Personnel Committee. The matter shall be reported to and progressed by resolution of the Personnel Committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(a)(xii) and 15(a)(xvii)

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), any two councillors may sign on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

24. COMMUNICATING WITH COUNTY BOROUGH OR COUNTY COUNCILLORS

- a Where a Flintshire County Councillor representing the area of the Council is also a member of Mold Town Council, their receipt of the summons and agenda as a Town Councillor shall satisfy this provision. Where a Flintshire County Councillor representing the area is not a member of Mold Town Council, an invitation to attend the meeting shall be sent to them together with the agenda.
- b Unless the Council determines otherwise, a copy of relevant correspondence sent to Flintshire County Council shall be sent to the County Councillor(s) representing the area of the Council, unless the relevant County Councillor is also a member of Mold Town Council and has already been provided with, or otherwise has access to, the correspondence.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions to any employee of the Council;
 - iii. incur expenditure or enter into any financial or contractual commitment on behalf of the Council; or
 - iv. otherwise exercise a function or make a commitment on behalf of the Council.
- b. For the purposes of this Standing Order, a councillor shall only be regarded as duly authorised where the authority arises from statute, these Standing Orders, the Council's Financial Regulations, the Council's Scheme of Delegation or a resolution of the Council.

26. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to, vary or revoke one or more of the Council's Standing

Orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 6 councillors to be given to the Proper Officer in accordance with Standing Order 9.

- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.



MOLD TOWN COUNCIL FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting held on:

26th February 2025

1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Section 39 of the Public Audit (Wales) Act 2004, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* the Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**
 - **setting the final budget or the precept (council tax requirement);**

- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors.**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £5,000.

2. Risk management and internal control

- 2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Clerk shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. **The accounting control systems determined by the RFO must include measures to:**
 - **ensure that risk is appropriately managed;**
 - **ensure the prompt, accurate recording of financial transactions;**
 - **prevent and detect inaccuracy or fraud; and**
 - **allow the reconstitution of any lost records;**
 - **identify the duties of officers dealing with transactions and**
 - **ensure division of responsibilities.**
- 2.6. At least once in each quarter, and at each financial year end, a member other than the Chair, shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council Finance Committee.
- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall

put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
 - **day-to-day entries of all sums of money received and expended by the council (documented in the cash book) and the matters to which they relate;**
 - **a record of the assets and liabilities of the council.**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council or a committee of the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
 - is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the management or control of the council.

3.9. The Internal Auditor may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by Accounts and Audit (Wales) Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its budget requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the Finance Committee at least annually for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Finance Committee. The RFO will inform committees of any salary implications before they consider their draft budgets.

4.3. No later than December each year, the RFO shall prepare a draft budget with detailed estimates of all receipts and payments/income and expenditure for the following financial year taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward by placing them in an earmarked reserve with the formal approval of the full council.

4.5. In appropriate cases, each committee shall review its draft budget and submit any proposed amendments to the council Finance Committee not later than the end of November each year.

4.6. The draft budget with any committee proposals and [three-year] forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the Finance Committee and a recommendation made to the council.

- 4.7. Having considered the proposed budget and [three-year] forecast, the council shall determine its budget requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council or relevant committee.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the Council OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1 and Standing Order 18.

- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.8. For contracts greater than £3,000 excluding VAT the Clerk shall seek at least 3 fixed-price quotes.
- 5.9. Where the value is between £500 and £3,000 excluding VAT, the Clerk shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the clerk shall seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or relevant committee. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Clerk, under delegated authority, for any items below £500 excluding VAT.
 - the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £2,000 excluding VAT.
 - a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £5,000 excluding VAT.
 - in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
 - the council for all items over £5,000;

¹ The Clerk/RFO shall ensure that the current requirements of applicable procurement legislation and Welsh Government guidance, including requirements relating to Sell2Wales and the publication of procurement notices, are checked and complied with at the commencement of each relevant procurement exercise.

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

- 5.16. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the council or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.
- 5.18. In cases of emergency, including serious risk to the delivery of Council services, public or staff safety, security of Council premises or assets, or where immediate action is necessary to prevent or limit further loss or damage:
- (a) the Clerk may authorise expenditure up to £2,000 excluding VAT, whether or not there is sufficient budgetary provision for the expenditure; and
 - (b) expenditure exceeding £2,000 and up to £5,000 excluding VAT may be authorised by the Clerk, in consultation and agreement with the Chair of the Council.

Where the Chair of the Council is unavailable or has a conflict of interest, the Vice-Chair of the Council may act in their place.

Any expenditure authorised under this regulation shall be limited to expenditure which is reasonably necessary to address the immediate emergency. The Clerk shall seek to obtain value for money so far as is reasonably practicable having regard to the nature and urgency of the circumstances.

The Clerk shall maintain an auditable record of the circumstances of the emergency, the decision taken, the authorisation obtained and the expenditure incurred. Any action taken under this regulation shall be reported to the next appropriate meeting of the Council.

- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Welsh Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services above £250 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be

delegated to a committee. The council has resolved to bank with HSBC. The arrangements shall be reviewed annually for security and efficiency.

- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking/cheque, in accordance with a resolution of the council or duly delegated committee or a delegated decision by an officer, unless the council resolves to use a different payment method.
- 6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council or a duly delegated committee may authorise in advance for the year.
- 6.7. The Clerk and RFO shall have delegated authority to authorise payments in the following circumstances:
 - i. any payments of up to £500 excluding VAT, within an agreed budget.
 - ii. payments of up to £5,000 excluding VAT in respect of emergency expenditure properly authorised in accordance with Regulation 5.18;
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee.
 - iv. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- 6.8. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of

all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify 6 councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.* (This is not currently an option with the account used by the Town Council. It is a priority to rectify this as soon as possible).
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The RFO shall prepare all items due for payment and ensure that the relevant invoices or supporting documentation are made available to the authorised signatories for approval in accordance with these Regulations.
- 7.5. The Council shall maintain appropriate contingency arrangements for the processing of essential payments during any prolonged absence of the RFO, having regard to the banking facilities and authorities available at the time.
- 7.6. Until such time as the Council's banking arrangements provide for dual electronic authorisation of payments, two councillors who are authorised signatories shall check the payment details against the relevant invoice or supporting documentation and sign the invoice or supporting documentation as evidence of their approval before the payment is made by the RFO.
- 7.7. The Council shall work towards implementing dual electronic authorisation when an appropriate banking facility is available. Once implemented, two authorised councillor signatories shall independently check the payment details against the relevant invoice or supporting documentation and approve the payment through the Council's online banking system.
- 7.8. Where expenditure has been authorised under Regulation 5.18, the Council's normal payment authorisation procedures, including prior approval by two authorised councillor signatories, shall continue to apply so far as reasonably practicable. Where the urgency of the circumstances means that obtaining such approval would cause an unreasonable delay in addressing the emergency, the Clerk/RFO may make the payment following the authorisation required under Regulation 5.18. The payment and supporting documentation shall subsequently be presented through the Council's normal payment reporting and verification arrangements.

- 7.9. Evidence shall be retained showing the authorisation of each payment in accordance with Regulations 7.6 to 7.8. Evidence that the payment has been made shall be retained with, or be identifiable from, the relevant invoice or supporting documentation for audit purposes.
- 7.10. A full list of all payments made in a month shall be provided to the next council meeting
- 7.11. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.12. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved by two members and evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.13. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.14. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk and a member. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.15. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.16. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Cheque payments

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

- 8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council or committee meeting. Any signatures obtained away from council meetings shall be reported to the council or Finance Committee at the next convenient meeting.

9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.
- 9.2. A pre-paid credit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and Events and Community Engagement Officer and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £250 including VAT, incurred in accordance with council policy.

10. Petty Cash

- 10.1. The RFO shall maintain a petty cash of up to £250 and may provide petty cash to officers for the purpose of defraying operational and other expenses.
- a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
 - b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.

11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Guidance issued by the Independent Remuneration Panel for Wales in relation to the taxation of councillor allowances must be fully adhered to.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council or relevant committee.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the finance committee to ensure that the correct payments have been made.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

- 12.1. Any application for Welsh Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Welsh Government (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.

- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.
- 13.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.
- 13.8. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council to meet expenditure already incurred by the authority will be given by the Managing Trustees of the charity meeting separately from any council meeting.

14. Payments under contracts for building or other construction works

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

- 15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

16. Assets, properties and estates

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit (Wales) Regulations.

16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

17. Insurance

17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

17.2. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers.

17.3. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

18. Charities

18.1. Where the council is sole managing trustee of a charitable body the Clerk shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

19. Suspension and revision of Financial Regulations

19.1. The council shall review these Financial Regulations annually and following any change of clerk/ RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.**
- 2) The invitation to tender shall state the Council's requirements, the method and deadline for submission of tenders, the evaluation criteria and any other information necessary to enable suppliers to submit a compliant tender.**
- 3) Procurement opportunities shall be advertised and any required notices published in accordance with applicable procurement legislation, Welsh Government requirements, the Council's Standing Orders and these Financial Regulations. Sell2Wales shall be used where required and may also be used where considered appropriate.**
- 4) Tenders may be submitted electronically through Sell2Wales or another secure electronic tendering system. Appropriate controls shall be in place to ensure that tenders remain confidential and cannot be accessed by those involved in the procurement before the submission deadline.**
- 5) Where another method of submission is permitted, appropriate arrangements shall be made to preserve the security and confidentiality of tenders until the submission deadline has passed.**
- 6) Tenders shall not be accessed or opened before the submission deadline. Following the deadline, an appropriate record shall be maintained of the tenders received.**
- 7) Tenders shall be evaluated fairly and consistently against the evaluation criteria and methodology stated in the procurement documentation. Clarification of information contained within a tender may be sought where appropriate, provided that suppliers are treated fairly and the clarification does not improperly alter the tender submitted.**
- 8) An appropriate audit trail shall be maintained, including the procurement documentation, tenders received, any clarifications, evaluation records and the decision to award the contract.**
- 9) The award of a contract shall be authorised by the Council, or by a committee or officer acting within expressly delegated authority, in accordance with the Council's Standing Orders, Financial Regulations and Scheme of Delegation.**
- 10) The Council shall not be obliged to accept the lowest or any tender. Any contract award shall be determined in accordance with the evaluation criteria stated in the procurement documentation.**
- 11) Any invitation to tender shall have regard to the requirements of the Bribery Act 2010 and any other applicable legal requirements.**

By signing below, you confirm that you have read and understood the Mold Town Council Financial Regulations Document.

Name (Printed)	Signature	Role within the Council

By signing below, you confirm that you have read and understood the Mold Town Council Financial Regulations Document.

Name (Printed)	Signature	Role within the Council



Mold Town Council

Safeguarding Children and Adults at Risk Policy

Effective from:

Review Date:

1. Purpose

Mold Town Council is committed to safeguarding and promoting the welfare of children and adults at risk who come into contact with the Council, its services, activities, facilities, events and representatives.

This policy sets out how the Council will:

- Create a safe environment for children and adults at risk.
- Recognise and respond appropriately to safeguarding concerns.
- Ensure concerns are reported promptly to the appropriate statutory agency.
- Provide clear responsibilities and expected standards of conduct for councillors, employees, volunteers, contractors and others acting on behalf of the Council.
- Apply safe recruitment, risk assessment, information-sharing and record-keeping arrangements proportionate to the Council's activities.

Safeguarding is everyone's responsibility. The Council is not a statutory safeguarding authority and will not investigate suspected abuse itself. Where a safeguarding concern arises, the Council will take immediate protective action where necessary and refer the matter to Flintshire County Council Social Services and/or North Wales Police as appropriate.

2. Scope

This policy applies to safeguarding matters arising through Council business and activities involving:

- All councillors and employees.
- Volunteers, work placements and persons acting on behalf of the Council.
- Contractors and organisations delivering Council-funded or Council-commissioned activities where safeguarding responsibilities form part of the arrangement.
- Children, young people, adults at risk, residents, visitors and service users who participate in or come into contact with Council activities.

It applies to Council-run or Council-organised activities including, where relevant, youth engagement, community projects, events, use of Council premises and facilities and activities delivered in partnership with other organisations.

3. Definitions

3.1 Child

For safeguarding purposes, a child is a person who has not yet reached their 18th birthday.



3.2 Child at risk

Under the Social Services and Well-being (Wales) Act 2014, a child at risk is a child who is experiencing, or is at risk of, abuse, neglect or other kinds of harm and has needs for care and support, whether or not those needs are being met.

3.3 Adult at risk

Under the Social Services and Well-being (Wales) Act 2014, an adult at risk is an adult who is experiencing, or is at risk of, abuse or neglect; has needs for care and support, whether or not those needs are being met; and, as a result of those needs, is unable to protect themselves against the abuse or neglect or the risk of it.

The term “adult at risk” is used throughout this policy rather than “vulnerable adult”, reflecting current Welsh safeguarding legislation and guidance.

4. Legal and Guidance Framework

This policy has been prepared with reference to the safeguarding framework applicable in Wales, including:

- Social Services and Well-being (Wales) Act 2014, particularly Part 7 (Safeguarding).
- Welsh Government, Working Together to Safeguard People statutory guidance, including Volume 1, Volume 5 (children at risk) and Volume 6 (adults at risk).
- Welsh Government, Working Together to Safeguard People: Code of Safeguarding Practice for individuals, groups and organisations offering activities or services to children and adults in Wales.
- Wales Safeguarding Procedures, including Section 5 procedures for allegations or concerns about practitioners and persons in positions of trust.
- Children Act 1989 and Children Act 2004, where applicable.
- Safeguarding Vulnerable Groups Act 2006 and Protection of Freedoms Act 2012 in relation to regulated activity and Disclosure and Barring Service arrangements.
- Data Protection Act 2018 and UK GDPR in relation to appropriate and lawful information sharing and record keeping.
- Equality Act 2010 and Human Rights Act 1998.

The Council will have regard to current national and regional safeguarding guidance and will update this policy where legislation, statutory guidance or the Wales Safeguarding Procedures change.

5. Types and Indicators of Abuse, Neglect and Harm

Abuse, neglect or harm may occur in person or online and may be a single incident or a pattern of behaviour. It may include, but is not limited to:

- Physical abuse.
- Sexual abuse and sexual exploitation.
- Emotional or psychological abuse.
- Neglect.
- Financial or material abuse.
- Domestic abuse.
- Discriminatory abuse.



- Organisational or institutional abuse.
- Modern slavery, trafficking and exploitation.
- Online abuse, grooming or exploitation.
- Radicalisation and extremism.
- Self-neglect, where this gives rise to an adult safeguarding concern.

Staff, councillors and volunteers are not expected to diagnose abuse. Any concern about a person's safety or welfare should be taken seriously and reported in accordance with this policy.

6. Responsibilities

6.1 The Council

Mold Town Council will:

- Maintain appropriate safeguarding arrangements and review them regularly.
- Ensure activities involving children or adults at risk are appropriately risk assessed.
- Provide safeguarding information, instruction and training appropriate to roles.
- Use safe recruitment and selection practices and obtain DBS checks only where the role is legally eligible for the relevant level of check.
- Ensure safeguarding requirements are considered when commissioning or working in partnership with other organisations.
- Respond promptly to concerns and cooperate with statutory safeguarding agencies.

6.2 Town Clerk / Designated Safeguarding Lead

The Town Clerk will act as the Council's Designated Safeguarding Lead (DSL), unless the Council appoints another officer to that role. The DSL will:

- Act as the main point of contact for safeguarding concerns.
- Ensure concerns are recorded and referred without delay where appropriate.
- Seek advice from Flintshire County Council Social Services or the relevant safeguarding service where the appropriate action is unclear.
- Ensure safeguarding records are stored securely and separately from general personnel or activity records.
- Coordinate safeguarding training and review of this policy.
- Ensure allegations concerning people working with children or adults at risk are considered under the Wales Safeguarding Procedures, including Section 5 where applicable.

6.3 Councillors, Employees, Volunteers and Contractors

Everyone covered by this policy must:

- Be alert to signs that a child or adult may be at risk.
- Treat all concerns and disclosures seriously.
- Report concerns promptly and follow this policy.
- Never promise secrecy or absolute confidentiality.
- Avoid investigating, asking leading questions or confronting an alleged perpetrator.
- Maintain appropriate professional boundaries.
- Cooperate with safeguarding referrals and any subsequent statutory process



7. Safe Working Practices

When Council activities involve children or adults at risk, the following principles will apply as appropriate to the activity and level of risk:

- Activities will be planned and risk assessed, with appropriate staffing, supervision, emergency arrangements and accessibility considerations.
- Where reasonably practicable, one-to-one situations with a child will be avoided. Where they are necessary, they should take place in an observable or otherwise appropriately managed setting.
- Physical contact must be appropriate, necessary and proportionate to the activity or immediate safety needs.
- Council representatives must not engage in sexualised, intimidating, humiliating, discriminatory or otherwise inappropriate behaviour.
- Personal contact details and private social-media accounts should not normally be used to communicate individually with children in connection with Council activities. Council-approved communication routes should be used.
- Photography, video and publicity involving children or adults at risk will be managed in accordance with the Council's privacy arrangements and any consent requirements.
- Transport of children or adults at risk by Council representatives should only take place where it has been specifically authorised and appropriately risk assessed.
- No person should place themselves in a position where their conduct could reasonably be misunderstood or where the safety or dignity of a child or adult at risk is compromised.

8. Responding to a Safeguarding Concern or Disclosure

8.1 Immediate Danger

If a child or adult is in immediate danger, requires urgent medical attention, or a serious crime is taking place, call 999. Do not delay emergency action in order to contact the Designated Safeguarding Lead first.

8.2 If Someone Makes a Disclosure

The person receiving the information should:

- Listen calmly and take the person seriously.
- Allow them to speak in their own words.
- Ask only questions necessary to clarify what is being said; do not ask leading or investigative questions.
- Explain that the information may need to be shared with people who can help keep them or others safe.
- Reassure them that they have done the right thing by speaking up.
- Make a factual written record as soon as possible, using the person's own words where relevant.
- Report the concern immediately to the Designated Safeguarding Lead, unless doing so would create an immediate conflict or risk.



8.3 Reporting and Referral

Concerns should be reported to the Town Clerk / Designated Safeguarding Lead as soon as possible. If the concern involves the Town Clerk, it should be reported to the Mayor/Chair of the Council and directly to the appropriate statutory safeguarding service where required.

A safeguarding referral must not be delayed because the Designated Safeguarding Lead is unavailable. Any person may contact Social Services or the Police directly if they believe this is necessary to protect a child or adult at risk.

The Council will not conduct its own safeguarding investigation before making a referral. Its role is to record the concern, preserve relevant information, take any immediate protective steps and pass the concern to the appropriate agency.

9. Flintshire safeguarding Contacts

Current contact details should be checked at the point of use, as external services may change their arrangements.

- Children's Social Services (office hours): 01352 701000.
- Child Protection referrals/queries: ChildProtectionReferral@flintshire.gov.uk (monitored during weekday office hours).
- Adult Social Services – Single Point of Access (office hours): 01352 702000; SSDUTY@flintshire.gov.uk.
- Emergency Duty Social Worker (out of hours, children and adults): 0345 053 3116.
- North Wales Police: 999 in an emergency; 101 for non-emergency police matters.

10. Allegations or Concerns About a Councillor, Employee, Volunteer or Contractor

Any allegation that a person working or volunteering with children or adults at risk has harmed, may have harmed, may have committed an offence against, or may pose a risk of harm to a child or adult at risk must be treated as a safeguarding matter and considered in accordance with the Wales Safeguarding Procedures.

The matter must be reported promptly to the Town Clerk / Designated Safeguarding Lead. Where the allegation concerns the Town Clerk, it must be reported to the Mayor/Chair and to the appropriate statutory safeguarding service. The Council will seek advice before commencing any internal disciplinary, conduct or complaints investigation where this could interfere with a safeguarding or police process.

The Council may take proportionate interim measures to manage risk while enquiries are ongoing. Such measures are neutral safeguarding steps and do not determine whether an allegation is substantiated.

Where required, the Council will cooperate with Flintshire County Council's Designated Officer for Safeguarding / relevant safeguarding arrangements and will make referrals to the Disclosure and Barring Service or other professional/regulatory bodies where a legal duty to do so arises.



11. Recruitment, DBS Checks and Training

The Council will assess each role according to the activities actually undertaken. DBS checks will be requested only at the level for which the role is legally eligible. A DBS check is one part of safer recruitment and does not replace references, role clarity, supervision, risk assessment or appropriate conduct standards.

Employees, councillors and volunteers will receive safeguarding awareness or role-specific training where their duties make this appropriate. The Designated Safeguarding Lead should receive sufficient training to understand referral routes, recording, information sharing and allegations management.

12. Partner Organisations, Hirers and Contractors

Where another organisation is responsible for delivering an activity involving children or adults at risk, the Council will make clear which organisation has operational safeguarding responsibility. Depending on the nature of the arrangement, the Council may require evidence of appropriate safeguarding arrangements, insurance, risk assessments, safer recruitment and DBS arrangements where relevant.

Use or hire of Council premises does not transfer statutory safeguarding responsibilities to the Council. However, any safeguarding concern observed or disclosed to a Council representative will still be acted upon in accordance with this policy.

13. Information Sharing, Confidentiality and Records

Safeguarding information will be handled sensitively and shared only with those who need it for safeguarding, legal or employment purposes. Confidentiality must never be used as a reason not to share information where doing so is necessary and lawful to protect a child or adult at risk.

Records should be factual, dated and signed or otherwise attributable to the person making the record. They should include the nature of the concern, what was seen, heard or disclosed, action taken, advice received and details of any referral. Safeguarding records will be retained securely in accordance with the Council's data protection and retention arrangements and any applicable statutory requirements.

14. Whistleblowing and Raising Concerns

Anyone who believes that a safeguarding concern has not been acted upon appropriately should raise the matter with the Town Clerk, Mayor/Chair, Social Services or Police as appropriate. Employees may also use the Council's Whistleblowing Policy where relevant. No person should suffer retaliation for raising a genuine safeguarding concern in good faith.

15. Monitoring and Review

This policy will be reviewed at least every three years, or sooner where there is a change in legislation, statutory guidance, Wales Safeguarding Procedures, local referral arrangements or the nature of Council activities. Contact details should be checked periodically and before publication of any public-facing safeguarding information.



16. Links to Other Council Policies and Procedures

- Code of Conduct for Councillors.
- Code of Conduct for Staff.
- Equality and Diversity Policy.
- Health and Safety Policy and relevant activity risk assessments.
- Data Protection Policy and Privacy Notices.
- Whistleblowing Policy.
- Complaints Policy and Procedure.
- Disciplinary and Grievance Procedures.
- Social Media / Communications arrangements, where applicable.
- Recruitment and Selection procedures.

Approved by Mold Town Council

Date:

Minute Reference:

Resources used in drafting the Safeguarding and Children and Adults at Risk Policy

This policy has been informed by legislation, statutory guidance and recognised safeguarding procedures applicable in Wales. The links below should be checked when the policy is reviewed, as guidance and local contact arrangements may be updated.

Welsh Government – Working Together to Safeguard People: Code of Safeguarding Practice – Guidance for individuals, groups and organisations offering activities or services to children and adults in Wales.

Welsh Government – Social Services and Well-being (Wales) Act 2014: safeguarding guidance – Links to statutory guidance issued under Part 7, including Working Together to Safeguard People.

Welsh Government – Safeguarding people: an introduction – Working Together to Safeguard People Volume 1: Introduction and Overview.

Welsh Government – Safeguarding adults at risk of abuse or neglect – Working Together to Safeguard People Volume 6 and related guidance.

Wales Safeguarding Procedures – National procedures for safeguarding children and adults at risk of abuse and neglect.

Wales Safeguarding Procedures – Section 5 – Procedures for safeguarding allegations/concerns about practitioners and persons in positions of trust.

Flintshire County Council – Safeguarding – Local reporting routes for concerns about children and adults.



Flintshire County Council – Child Protection – Local child protection contact and referral information.

Flintshire County Council – Social Services Contact Us – Current Children's and Adult Social Services contact details.

Disclosure and Barring Service – DBS eligibility guidance – Current guidance for deciding whether a role is eligible for a Basic, Standard or Enhanced DBS check.

Legislation.gov.uk – Social Services and Well-being (Wales) Act 2014 – Primary legislation, including Part 7 safeguarding provisions.

Legislation.gov.uk – Safeguarding Vulnerable Groups Act 2006 – Primary legislation relevant to regulated activity and barring arrangements.

ICO – Data sharing: a code of practice – Guidance on lawful and proportionate sharing of personal information, including where safeguarding is relevant.