

MOLD TOWN COUNCIL

Minutes of the meeting of Policy and Audit Committee held at Mold Town Council Offices and via Video Conferencing on Tuesday 8th July, 2025.

PRESENT:

Councillors: Cllrs Paul Beacher (Mayor), Teresa Carberry, Sarah Taylor (Chair) and Tina Claydon

Officers: Jo Lane, Town Clerk and Finance Officer

1. APPOINTMENT OF CHAIR

It was **resolved** that Councillor Sarah Taylor be elected as Policy and Audit Committee Chair for the Municipal year 2025/26.

Councillor Sarah Taylor welcomed everyone to the meeting and thanked the Clerk for her efforts in preparing the numerous policies and procedures to be discussed this evening.

2. APOLOGIES

Apologies were received from Councillor Pete Dando.

3. DECLARATIONS OF INTEREST

None.

4. MINUTES

It was **resolved** that the minutes of the Policy and Audit Committee Meeting held on the 18th March 2025 are approved as a correct record.

5. POLICIES FOR REVIEW

(a) Code of Conduct – Members

The Committee reviewed the Members' Code of Conduct. The Town Clerk confirmed that the current version reflects the Model Policy recommended by One Voice Wales and the SLCC.

The Committee **resolved** to **recommend** to Full Council that the Policy continues to be fit for purpose without any changes.

(b) Training Policy and Plan

The Clerk advised that the figures on page 4 require updating to reflect the actual spend for 2024/25 and the budget amendment for 2025/26 which was agreed in January 2025.

The Committee **resolved** to **recommend** to Full Council that the Policy continues to be fit for purpose with minor changes as discussed.

6. TO CONSIDER THE BELOW DRAFT POLICIES

- (a) Employee Code of Conduct
- (b) Adoption and Paternity Leave

The Committee discussed the current policy and noted that it does not cover leave for miscarriage or foster parents. It was clarified that the policy specifically addresses Adoption and Paternity leave which are statutory requirements. The Clerk was requested to take note of these points and incorporate them in the Special Leave Policy when drafting.

- (c) Alcohol, Drugs and Substance Misuse Policy
- (d) Use of Personal Electrical Appliances Policy
- (e) Use of Oil Filled and Electrical Portable Heaters Policy
- (f) Social Media Policy
- (g) Bailey Hill Volunteer – Code of Conduct

It was **resolved** to recommend to Full Council the acceptance of all the above Policies.

7. TO CONSIDER THE BELOW DRAFT PROTOCOLS/ GUIDANCES/ PROCEDURES

- (a) Model Protocol on Member/ Officer Relations

The Committee discussed the draft protocol and noted that it does not address personal relationships between Members and Officers. The Clerk will draft and include a section on this matter and circulate to Committee Members for review.

- (b) Guidance for Hybrid Meetings
- (c) Fire Evacuation Procedure

The Committee discussed the procedure and queried who the designated Fire Marshalls are for the Town Council. The Clerk advised that all staff members hold the role of Fire Marshall. It was **agreed** that this information should be clearly stated in the procedure to ensure clarity. The Clerk will update the procedure to reflect this.

It was **resolved** to **recommend** to Full Council the adoption of the above Protocols, Guidance documents and procedures subject to the

8. END OF YEAR INTERNAL AUDIT 2024/25

The Committee **noted** the end of year Internal Audit report for 2024/25.

9. APPOINTMENT OF INTERNAL AUDITOR

The Committee **resolved** to recommend to Full Council the re-appointment of JDH Business Services Ltd as the Internal Auditor for the 2025/26 accounts.

The meeting closed at 18.31pm

SUMMARY OF DECLARATIONS MADE BY MEMBERS IN ACCORDANCE WITH MOLD TOWN COUNCIL'S CODE OF CONDUCT

POLICY & AUDIT COMMITTEE	DATE: 08.07.25
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MEMBER	ITEM	MINUTE NO. REFERS
None		

WORD/MINUTES/COMMITTEE/POLICYAUDIT/JL

Chairman's signature: Date: