



## **PORTHCAWL TOWN COUNCIL**

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16<sup>th</sup> November 2021

To all Members of Council

Dear Councillor

You are summoned to attend a SPECIAL MEETING OF THE TOWN COUNCIL to be held (electronically) on **Monday 22<sup>nd</sup> November 2021 at 7.00pm. (Platform used will be Zoom).**

Yours sincerely

**Cllr B Jones, Cllr S Maitland-Thomas, Cllr L Desmond-Williams**

# **AGENDA**

1. To receive apologies for absence.
2. To receive Members' Declarations of Interest in respect of the business to be transacted.
3. To consider motion – To review the effectiveness of Internal Audit 2020/2021 to include both the findings and recommendations included therein for accuracy and potential learning as part of the considerations of the system of internal control. In accordance with One Voice Wales Proper Governance & Accountability Guide Part 2 Proper Governance Practices para 2.
4. To consider item – Subject to the motion detailed at item 3 being approved, that Council: -
  - 4.1.a Council carries out a review of the effectiveness of the Internal Audit 2020/2021 as required and in accordance with One Voice Wales Proper Governance & Accountability Guide Part 2 Proper Governance Practices para 2.

4.1.b Considers any documentary evidence in relation to any areas of material inaccuracy in relation to findings and conclusions contained within the report.

4.1.c Considers areas of learning and/or future training for Council/Councillors/Staff

4.2 Produce an action plan to firstly show, what action is being taken to avoid repeat non conformance and secondly, the implementation of the table of recommendations with timescales and for the report to be monitored through Finance & Governance Committee.

4.3 Copies of the review, items 1 and 2 to be sent to Audit Wales and the Internal Auditor

#### **Supporting Documents for Item 4**

1. Items to be reviewed
2. Governance & Accountability for Local Councils in Wales A Practitioners Guide 2019. Relevant pages 13 – 14 and 55-63
3. General Manager/Town Clerk Job Description
4. Financial Regulations
5. Standing Orders
6. Declarations of Interest 2020/2021