



6 June 2026

Dear Member

You are summoned to attend a hybrid meeting of the **Personnel, Policy, and Finance (PPF) Committee** to be held at the Old Wool Market on **Thursday 11 June 2026 at 6.00pm** for the transaction of the business set out in the agenda. Members will be sent a link if they wish to attend remotely. Members of the public may request attendance at the meeting via email at which time a link to join the meeting remotely, should they wish, will be sent to them.

Yours faithfully

Vanessa Lewis Camacho
Town Clerk and Financial Officer

1. Apologies for absence
2. Declarations of Interest
To receive any declarations as they arise. Members are requested to identify the nature of the interest and indicate whether it is personal or prejudicial
3. Confirm appointments of PPF Committee Chairman and Vice-Chairman
4. Approval and updates on the minutes of the PPF meeting held on 9 April 2026 and any PPF Committee-related items discussed, and decisions made by Full Council at meetings held on 14 May 2026
5. **Finance**
 - 5.1 Review Bank Reconciliation, Income and Expenditure and YTD Budget Comparison to 31 May 2026
 - 5.2 Consider update on income relating to Picton Centre and SPF Funding allocation for Community Event
 - 5.3 Consider and review matters in relation to 2025-26 fiscal year end:
 - 1) Notice of Completion of Audit Wales 2024-25 Full Audit (noting unqualified opinion)
 - 2) Internal controls and risk assessment
 - 3) Internal Auditor's Report and agreed terms of reference
 - 4) Draft 2025-26 Annual Return including Governance Statement and supporting schedules
 - 5) Supporting governance documents requested by Audit Wales
 - i) Explanation of budget setting (including reserves) and how Income & Expenditure is monitored against that budget
 - ii) Internal Audit Terms of Reference (per 5.2.3 above) and provision of detailed internal auditor report, if applicable
 - 6) Timetable for final review of Annual Return by PPF Committee, if appropriate, and approval by Full Council
 - 5.4 Draft Annual Report 2026
 - 5.5 Consider grant funding applications received
6. **Policy**
 - 6.1 Review and recommend proposed amendment to Councillor's Allowances and Expenses policy to include provision of Reimbursable amount of up to £1,000 (receipt expense subject to Council approval) within Civic Allowance for the role of Sheriff and to confirm the payment of 2026-27 allowances
 - 6.2 Approval of attendance by Officers at One Voice Wales Annual Conference and Awards Ceremony on 1 July 2026

7. **Personnel**
- 7.1 Note meeting of Staffing Sub-Committee held to review recommended Employee Handbook and Employment Policies and Procedures and receive update on impact on staff contracts resulting from Employment Rights Bill phased implementation (supported by WorkNest)
- 7.2 Note proposed timetable to conduct staff appraisals
- 7.3 Schedule follow up meeting of Staffing Sub-Committee to review and complete above matters
8. Item(s) submitted to Clerk for next agenda.
9. Date of next scheduled meeting – Thursday 9 July 2026 at 6pm, Old Wool Market