



5 April 2025

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 10 April 2025 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

### Agenda

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. Updates on the minutes of the PPF meeting held on 13 March 2025 and any PPF Committee-related items discussed and/ or decisions made by Full Council at its meeting on 20 March 2025
4. Review of Income and Expenditure and Budget Comparison to 31 March 2025
5. Consider funding applications received:
  - 1) Yarn Bombers (Town Improvements budget)
  - 2) International Eisteddfod – Llangollen (2025) and to note 2026 venue (Pembrokeshire)
6. Consider and review of matters in preparation of 2024-25 financial year end:
  - 1) Review and treatment of aged debtors and bad debt policy
  - 2) Asset Register
  - 3) Internal controls and Risk Management
  - 4) Financial Regulations
  - 5) Audit Wales Full Audit and timetable
7. Review of policies and procedures relating to:
  - 1) Press and social media
  - 2) Training (Council members and Staff), including professional membership and event attendance
8. Review of:
  - 1) Insurance Renewal 2025-26 (received from insurer on Friday 4 April 2025)
  - 2) Trade Waste Renewal 2025-26 (to note submission made on 28 March 2025)
9. Staffing Matters
10. Item(s) for next agenda. Date of next scheduled meeting – Thursday 12 June 2025 at 6pm