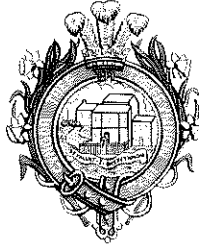


Cyngor Tref Treffynnon Holywell Town Council

Swyddfeydd Bank Place,
Treffynnon,
Sir y Fflint, CH8 7TJ

Tel/Ffacs: (01352) 711757



Bank Place Offices,
Holywell,
Flintshire, CH8 7TJ

Tel/Fax: (01352) 711757

e-bost/e-mail: town.clerk@holywell.wales
Gwefan/Website: www.holywell-town.gov.uk

To: Members of the Finance Committee
(All Members of the Council)

17th January 2019

Dear Councillors,

Notice is given that a meeting of the **FINANCE COMMITTEE** will be held in the **COUNCIL CHAMBER, BANK PLACE OFFICES, HOLYWELL** on **Tuesday, 22nd January 2019 at 6.00pm** to transact the business specified in the Agenda set out below.

Yours faithfully

J. Baker
Town Clerk & Financial Officer

AGENDA

1. APOLOGIES FOR ABSENCE
2. DECLARATIONS OF INTEREST

Members are reminded that they must declare the existence and nature of their declared personal interests.

3. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF PUBLIC AND PRESS

To consider passing a resolution to exclude the public and press for Agenda item 4, on grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted arising from the reporting of the financial and other information provided with the applications.

4. TO CONSIDER APPLICATIONS FOR FINANCIAL ASSISTANCE

Schedule A	Donations granted 1/4/15 –31/3/18
Schedule B	Budget Provision 2018/19 & Donations Paid To Date
Schedule C	Town Council Policy & Financial Assistance Applications

5. BANK RECONCILIATION – QUARTER 3 2018/19

To receive and note the attached Bank Reconciliation Statements for the Council's HSBC Current and Moneymarket Bond Accounts.

6. ANNUAL ESTIMATES OF INCOME AND EXPENDITURE – 2019/20

- a) Clerk to deliver a presentation to members outlining the key factors relevant to this year's budget setting process.
- b) To consider probable expenditure for 2018/19 and estimated expenditure under the budget heads for 2019/20 – **Statement A**.
- c) To consider the Clerk's supporting notes and financial detail for 2019/20 budget growth, savings options & one off/variable recurring items – **Statement A Supporting Notes**.
- d) To consider income and probable expenditure for 2018/19 relative to working balances and reserves - **Statement B**.
- e) To determine the Local Taxation Precept for 2019/20 – **Statement C**.
- f) Included in the budget pack as additional information is a table showing the current 2018/19 precept level, tax base and total income generated for all Flintshire Town and Community Councils.

7. AUDIT OF ACCOUNTS AND ANNUAL RETURN – YEAR ENDING 31 MARCH 2019

To note/approve the following appointments in respect of the financial year 2018/19, subject to any changes that may be notified by the Wales Audit Office:

- External (Statutory) Auditor – BDO LLP (Southampton) on behalf of the Auditor General for Wales.
- Internal Auditor – JDH Business Services Ltd of Pantymwyn, Flintshire.

SCHEDULE A**FINANCE COMMITTEE – 22 JANUARY 2019****General Donations to Various Organisations 01/04/15 – 31/03/18**

Ref	Organisation	2015/16 £	2016/17 £	2017/18 £
1	CAHA Women's Aid	500	200	-
2	Holywell Autumn Club	300	300	300
3	Holywell AC Christmas Activities	300	300	300
4	Tenovus Cancer Care	200	-	-
5	Holywell Debonairs Morris Dancers	300	-	-
6	Holywell Juniors F.C.	500	500	-
7	Holywell High School Memorial	121	-	140
8	Relate Cymru	-	300	-
9	St. Kentigern Hospice	-	200	-
10	Carmel & District Cricket Club	300	-	-
11	Carmel Bowling Club	200	200	200
12	The Holywell & District Society	300	200	100
13	Flintshire Optec Japanese YE Trust	-	200	200
14	Shelter Cymru	-	200	-
15	Thomas Pennant Society	-	-	100
16	Holywell Band	500	500	-
17	Urdd Gobaith Cymru	1,000	-	-
18	Clwyd Alyn Housing Assoc. 999 Day	-	100	-
19	Flintshire Citizen's Advice Refurb.	-	500	-
20	North Wales Police PACT	-	250	-
21	Gŵyl Cadi Ha Holywell *	-	500	-
22	Holywell & Halkyn Walking Festival	-	1,000	1,000
23	The Samhain (Welsh Medieval Soc) **	-	1,000	-
24	Toe to Toe	-	-	500
25	Transition Holywell & District	-	-	200
26	B-Fest	-	-	500
27	Greenfield Bowling Club	-	-	250
28	Greenfield FC Youth	-	-	185
29	RWF Comrades Association	-	-	400
30	Ysgol Gwenffrwd PTA ***	-	-	171
31	Ysgol Treffynnon ***	-	-	59
	TOTAL	4,521	6,450	4,605

* Payment made from the town centre projects budget

** Payment made from separate budget provision

*** Payment made from the Mayor's Allowance Donations Account

SCHEDULE B**FINANCE COMMITTEE - 22 JANUARY 2019****Budget Provision 2018/19**

Ref	Organisation	2018/19 £
	General Donations (Unearmarked Provision)	5,000
	<i>Earmarked Provision</i>	
1	Fron Park Bowling Club – Waterhouse Cup Competition	250
2	Greenfield Football Club	500
3	Holywell Town Football Club	500
4	Flintshire Citizens Advice Bureaux	1,000
5	Estuary Voluntary Car Scheme	600
6	Holywell & Halkyn Walking Festival	1,000
	SUB-TOTAL EARMARKED PROVISION	3,850
	GRAND TOTAL – ALL DONATIONS	8,850

Donations Paid to Date 2018/19

Ref	Organisation	2018/19 £ <i>General</i>	2018/19 £ <i>Earmarked</i>
1	Fron Park Bowling Club – Waterhouse Cup		250
2	Greenfield Football Club		500
3	Holywell Town Football Club		500
4	Flintshire Citizens Advice Bureaux		1,000
5	Estuary Voluntary Car Scheme		600
6	The Cariad Project	200	
7	Holywell Autumn Club	300	
8	The Holywell & District Society	200	
9	Delyn Recreational Gymnastics Club	500	
10	Merched Y Wawr Treffynnon	100	
11	St Kentigern Hospice	200	
	TOTAL	1,500	2,850

Balance of Budget Remaining 2018/19:

General Donations = £3,500

Earmarked Donations = £1,000

SCHEDULE C

FINANCE COMMITTEE - 22 JANUARY 2019

Town Council Policy

Subject to the availability of resources in each financial year:

- (a) Financial support is confined to local organisations etc. as a general policy.
- (b) Financial support to outside organisations and events etc. be considered when residents of the Council's area are participating or there is direct benefit to the community.
- (c) All applications received are considered.
- (d) Applications from schools will only be considered for specific projects.

Applications for Financial Support as at 22/01/19

Ref	Organisation	Amount Requested £	Previously Supported (Last 3 Years)
1	Holywell Autumn Club	300	✓
2	Carmel Bowling Club	200	✓
3	Holywell Town FC Girls Team	500	
4	Greenfield FC Youth	250	✓
5	Thomas Pennant Society	200	✓
6	Bobath Children's Therapy Centre Wales	337	
7	Citizens Advice Flintshire	3,000	✓
8	Talking Books Wales	3,000	
	TOTAL	7,787	

Total Earmarked = £Nil

Total General = £7,787

Holywell Town Council 2018/2019

Bank - Cash and Investment Reconciliation as at 31 December 2018

Confirmed Bank & Investment Balances

Bank Statement Balances

30/11/2017	Moneymaster A/c 81096516	0.00
31/12/2018	Current Bank A/c 11008722	128,175.39
30/04/2016	Moneymaster A/c	0.00
30/12/2018	Moneymarket Bond	21,068.32

149,243.71

Unpresented Payments

180.00

149,063.71

Receipts not on Bank Statement

0.00

Closing Balance

149,063.71

All Cash & Bank Accounts

Current Bank A/C 11008722	127,995.39
Moneymarket Bond A/C 00710997	21,068.32
Moneymaster A/C 81096516	0.00
Other Cash & Bank Balances	0.00
Total Cash & Bank Balances	149,063.71

**Bank Reconciliation Statement as at 31/12/2018
for Cashbook 1 - Current Bank A/c 11008722**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Bank A/c 11008722	31/12/2018		128,175.39
Moneymaster A/c 81096516	30/11/2017		0.00
			<u>128,175.39</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
20/11/2018 105752 RBL Poppy Appeal		60.00	
28/11/2018 105755 St John's Ambulance		120.00	
			<u>180.00</u>
			127,995.39
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			127,995.39
		Balance per Cash Book is :-	127,995.39
		Difference Excluding Adjustments is :-	0.00
<u>Adjustments to Reconciliation</u>			
06/04/2018 VIS Label bar balance		-35.00	
06/04/2018 VIS Label Bar		35.00	
			<u>0.00</u>
		Unreconciled Difference is :-	<u>0.00</u>

**Bank Reconciliation Statement as at 31/12/2018
for Cashbook 3 - Moneymarket Bond 00710997**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Moneymarket Bond	30/12/2018	198	21,068.32
			<u>21,068.32</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			21,068.32
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			21,068.32
		Balance per Cash Book is :-	21,068.32
		Difference is :-	0.00

FINANCE COMMITTEE – 22 JANUARY 2019ANNUAL ESTIMATES OF INCOME AND EXPENDITURE 2019/20

	Estimate 2018/19 £	Probable 2018/19 £	Estimate 2019/20 £	% Of Budget
<u>INCOME</u>				
Precept	233,500	233,500	243,000	
Wales in Bloom	0	302	0	
Council Offices	0	192	0	
Events	0	1,115	0	
Grants	0	4,911	0	
Miscellaneous	0	9,990	0	
<u>TOTAL INCOME</u>	233,500	250,010	243,000	
<u>EXPENDITURE</u>				
Employee Salaries	60,000	62,501	74,000	30%
Establishment	14,450	12,738	12,950	5%
Elections	5,000	0	2,500	1%
Public Works Loans Board	5,220	5,216	6,667	3%
Council Offices	25,260	22,770	24,473	10%
Community	1,550	733	3,750	2%
Civic	3,400	4,722	4,520	2%
Grants / Donations	8,850	8,850	7,850	3%
Members	2,290	347	1,000	0%
Litter Bins	2,000	0	1,000	0%
Events	9,050	20,955	8,590	4%
Well Inn Music Festival	10,000	9,308	10,000	4%
Play Areas/Play Schemes	18,080	28,987	18,080	7%
Wales In Bloom	6,000	6,743	6,140	3%
Christmas Lights	20,780	20,000	20,000	8%
Woodland	1,270	800	1,605	1%
CCTV	19,800	18,790	19,355	8%
Community Asset Transfer	500	0	520	0%
Contribution - Holywell Leisure Centre	20,000	20,000	20,000	8%
<u>TOTAL EXPENDITURE</u>	233,500	243,460	243,000	100%
<u>NET POSITION</u>	0	-6,550	-0	

Statement A - Supporting Budget Notes

- 1 The primary objective in drafting this budget was to ensure income matched up with expenditure.
- 2 Where applicable inflation has been applied at the rate of 2.3%, in line with the current level of the Consumer Price Index.
- 3 Staff salary budgets have been adjusted to take account of revised working hours, pending pay awards, incremental progression and uplifts to pension contributions.
- 4 There is currently no budget provision built in for project development costs.
- 5 It has been necessary to adjust some budgets up or down based on current operational requirements and spending patterns; those budget heads where this has been necessary + / - £500 are summarised below in Table A.
- 6 In order to increase the precept broadly in line with inflation several one off or variable recurring commitments are proposed to be paid out of balances for the year 2019/20. These are summarised in Table B below.

TABLE A (Item 5)			
Budget Head	Increase £	Decrease £	
Staff Salaries	14,000		
Printing & Stationery		1,500	
Office Equipment		1,420	
Election Costs		2,500	
Public Works Loan Board	1,447		
Insurance		1,519	
Operating Leases	722		
Newsletter	2,150		
Mayors/DM Allowance	560		
Remembrance Sunday	500		
General Grants		1,000	
Subsistence Costs		1,040	
Financial Loss		500	
Litter Bins		1,000	
Twinning Costs		500	
Lighting		780	
Total	19,379	11,759	
Net Budget Movement	7,620		

TABLE B (Item 6)			
Budget Head	One Off £	Recurring £	
Honours Board	1,500		
Website	4,200		
Public Works Loan Board	2,608		
Members Allowances		2,750	
Total	8,308	2,750	
Net Total From Balances	11,058		

FINANCE COMMITTEE – 22 JANUARY 2019ANNUAL ESTIMATES OF INCOME AND EXPENDITURE 2019/20

	£	£
ACTUAL BALANCES AT 1 APRIL 2018		
Working Balance	66,638	
Earmarked Reserve - Community Asset Transfer	5,000	
		71,638
ESTIMATED INCOME 2018/19 (excludes VAT refund of £9,501.79)		
Sundry Income	16,510	
Precept	233,500	
		250,010
TOTAL BALANCE + ESTIMATED INCOME		321,648
PROBABLE NET EXPENDITURE 2018/19 (as per STATEMENT A)		243,460
PROJECTED BALANCE 31 MARCH 2019		78,188
Proposed <u>Minimum</u> Working Balance ($\geq 20\%$ of Precept) *	48,600	
Proposed Additional Working Balance	24,588	
Proposed Earmarked Reserves - Community Asset Transfer	5,000	
		78,188

* Refer to Financial Reserves policy

FINANCE COMMITTEE – 22 JANUARY 2019ANNUAL ESTIMATES OF INCOME AND EXPENDITURE 2019/20**PRECEPT SETTING 2019/20**

	2014/15	2015/16	2016/17	2017/18	2018/19	Proposed 2019/20
	£	£	£	£	£	£
Current Year Precept	151,500.00	161,500.00	176,870.00	210,870.00	233,500.00	243,000.00
3 x Instalments (April, August & December)	50,500.00	53,833.33	58,956.67	70,290.00	77,833.33	81,000.00
Council Tax Base Band D (No. of Households)	3,243.19	3,254.79	3,269.78	3,265.40	3,324.14	3,371.72
Current Band D Charge	46.71	49.62	54.09	64.58	70.24	72.07
% Uplift	3.50%	6.22%	9.01%	19.38%	8.78%	2.60%
Band D Weekly Household Equivalent	0.90	0.95	1.04	1.24	1.35	1.39
Increase Per Household Per Week		0.05	0.09	0.20	0.11	0.04

Notes

1. The Holywell Town Council Precept for 2018/19 was set at £233,500.
2. That was an increase of £22,630 on the previous financial year 2017/18, this year's increase is proposed to be £9,500.
3. The Town Council Tax is currently £70.24 per Band D property, the proposed new charge would be £72.07.
4. The proposed 2.6% increase is broadly in line with inflation, and would equate to an increase of £0.04p per household per week.
5. See attached current Precepts and Charges List for the County of Flintshire, for comparisons with other local Councils.

		2017/18 £		2018/19 £		COMMUNITY COUNCIL CYNGOR CYMUNED	Tax Base 18/19 Treth Sylfaenol 18/19	Flintshire County Council Cyngor Sir y Fflint	Police & Crime Commissioner North Wales Comisynydd Heddlu a Throsedd Gogledd Cymru	Community Council Cynghorau Cymuned	Council Tax at Band D Treth Y Cyngor yn o Band D	Property in Annedd yn	You Pay Byddwch yn Talu
		2017/18 £	2018/19 £	Properties Anheddau	£								
		68,706	71,865	Argoed	2,467.27	1,177.60	258.12	29.13	1,464.85	BAND A	6/9ths of the Band D Charge in your community	BAND A	You Pay Byddwch yn Talu
		41,111	42,278	Bagillt	1,477.33	1,177.60	258.12	28.62	1,464.34		6/9fed o daliad Band D yn eich cymuned		
		105,000	107,100	Broughton & Bretton - Brychdyn a Bretton	2,701.35	1,177.60	258.12	39.65	1,475.37	BAND B	7/9ths of the Band D Charge in your community	BAND B	7/9ths of the Band D Charge in your community
		16,650	17,524	Brynford - Brynffordd	477.97	1,177.60	258.12	36.66	1,472.38		7/9fed o daliad Band D yn eich cymuned		
		301,443	316,515	Buckley - Bwcle	6,645.29	1,177.60	258.12	47.63	1,483.35	BAND C	8/9ths of the Band D Charge in your community	BAND C	8/9ths of the Band D Charge in your community
		29,500	32,000	Caerwys	621.14	1,177.60	258.12	51.52	1,487.24		8/9fed o daliad Band D yn eich cymuned		
		27,710	28,126	Cilcain	732.97	1,177.60	258.12	38.37	1,474.09	BAND D	The charge for your community in the table	BAND D	The charge for your community in the table
		303,411	309,336	Connah's Quay - Cei Connah	6,157.86	1,177.60	258.12	50.23	1,485.95		Y taliad yn eich cymuned a ddangosir yn y tabl		Y taliad yn eich cymuned a ddangosir yn y tabl
		193,381	204,750	Flint - Y Fflint	4,598.48	1,177.60	258.12	44.53	1,480.25	BAND E	11/9ths of the Band D Charge in your community	BAND E	11/9ths of the Band D Charge in your community
		32,000	32,500	Gwernaffield - Y Waun	1,033.75	1,177.60	258.12	31.44	1,467.16		11/9fed o daliad Band D yn eich cymuned		11/9fed o daliad Band D yn eich cymuned
		15,000	15,500	Gwernymynydd	563.23	1,177.60	258.12	27.52	1,463.24	BAND F	13/9ths of the Band D Charge in your community	BAND F	13/9ths of the Band D Charge in your community
		49,000	49,000	Halkyn - Helygain	1,356.10	1,177.60	258.12	36.13	1,471.85		13/9fed o daliad Band D yn eich cymuned		13/9fed o daliad Band D yn eich cymuned
		235,145	244,551	Hawarden - Penarlâg	6,320.80	1,177.60	258.12	38.69	1,474.41	BAND G	15/9ths of the Band D Charge in your community	BAND G	15/9ths of the Band D Charge in your community
		27,000	28,000	Higher Kinnerton	843.04	1,177.60	258.12	33.21	1,468.93		15/9fed o daliad Band D yn eich cymuned		15/9fed o daliad Band D yn eich cymuned
		210,870	233,500	Holywell - Treffynnon	3,324.14	1,177.60	258.12	70.24	1,505.96	BAND H	Twice the Band D Charge in your community	BAND H	Twice the Band D Charge in your community
		71,139	85,000	Hope - Yr Hôb	1,843.47	1,177.60	258.12	46.11	1,481.83		Dwywaith cyfanswm taliad Band D yn eich cymuned		Dwywaith cyfanswm taliad Band D yn eich cymuned
		47,500	56,000	Leeswood - Coed-llai	850.13	1,177.60	258.12	65.87	1,501.59	BAND I	21/9ths of the Band D Charge in your community	BAND I	21/9ths of the Band D Charge in your community
		61,000	61,000	Llanasa	1,961.51	1,177.60	258.12	31.10	1,466.82		21/9fed o daliad Band D yn eich cymuned		21/9fed o daliad Band D yn eich cymuned
		31,000	32,000	Llanfynydd	884.18	1,177.60	258.12	36.19	1,471.91				
		258,082	259,897	Mold - Yr Wyddgrug	4,329.86	1,177.60	258.12	60.02	1,495.74				
		30,000	32,000	Mostyn	711.12	1,177.60	258.12	45.00	1,480.72				
		10,876	11,482	Nannerch	273.38	1,177.60	258.12	42.00	1,477.72				
		16,500	17,000	Nerwys	308.50	1,177.60	258.12	55.11	1,490.83				
		30,680	34,194	Northop - Llanaurgain	1,554.25	1,177.60	258.12	22.00	1,457.72				
		27,970	28,809	Northop Hall	820.63	1,177.60	258.12	35.11	1,470.83				
		69,700	88,227	Pen-y-ffordd	2,021.94	1,177.60	258.12	43.63	1,479.35				
		40,000	40,000	Queensferry	695.08	1,177.60	258.12	57.55	1,493.27				
		80,228	80,416	Saltney	1,871.46	1,177.60	258.12	42.97	1,478.69				
		57,000	57,000	Sealand	1,176.40	1,177.60	258.12	48.45	1,484.17				
		99,112	103,695	Shotton	2,201.95	1,177.60	258.12	47.09	1,482.81				
		20,650	21,650	Trelawnyd & Gwaenysgor	413.79	1,177.60	258.12	52.32	1,488.04				
		34,500	35,000	Treuddyn	758.80	1,177.60	258.12	46.13	1,481.85				
		45,035	46,000	Whitford - Chwittfordd	1,158.01	1,177.60	258.12	39.72	1,475.44				
		23,646	25,140	Ysceifiog	679.82	1,177.60	258.12	36.98	1,472.70				
		2,710,545	2,847,055	TOTAL/CYFANSWM	63,835.00								
				AVERAGE/CYFARLEDD		1,177.60	258.12	44.60	1,480.32				
				Charge on Collection Fund / I'w Godi o'r Gronfa Gasglu		75,172,096	16,477,090	2,847,055	94,496,241				
The table above is for Band D properties only. If your property falls within another property band, use the table to find out how much you pay. The Tax Base is the estimated income that will be received for each £1 of Council Tax. It is expressed as a "Band D equivalent" and takes into account the number of properties within each band, in each community area. Ar gyfer anheddau ym Mland D yn unig y mae'r tabl uchod. Os yw eich annedd chi mewn band arall, defnyddiwch y tabl i ganfod belh fydd eich bil treth. Amcangyfrif o'r incwm a dderbynnir am bob £1 o Dreth y Cyngor yw'r Dreth Sylfaenol. Mynegir hyn fel "cyfwrth â Band D", gan gymryd i ystyriaeth nifer yr anheddau o fewn pob band, ym mhob ardal gymunedol.													