

HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Minutes of the Meeting of the **Resources Committee** held in the Council Chamber, Bank Place Offices, Holywell on Tuesday 5th August 2025 at 5.30pm.

PRESENT: Councillor P. Corbett (Chair – see minute R1).

Councillors: L. Corbett, I. Hodge, M. Lewis-Jones, E.B. Palmer, and M. Sprake.

APOLOGIES FOR ABSENCE none were received. Cllrs C. Blackwell and P. Cooper were absent without apology.

IN ATTENDANCE: J. Baker (Clerk).

R1. **ELECTION OF CHAIR – MUNICIPAL YEAR 2025/26**

RESOLVED:

That Cllr P. Corbett be appointed Chair for the municipal year 2025/26.

R2. **ELECTION OF VICE CHAIR – MUNICIPAL YEAR 2025/26**

RESOLVED:

That Cllr M. Lewis-Jones be appointed Vice Chair for the municipal year 2025/26.

R3. **DECLARATIONS OF INTEREST**

None were received.

R4. **BANK RECONCILIATION QUARTER 1 – 30th JUNE 2025**

Members received the bank statement and reconciliation from the Clerk, who explained the current position. An update on the Council's accounts would follow at the next committee meeting.

RESOLVED:

That the Council's banking position be noted.

R5. BAD DEBTS

The Clerk updated members on a bad debt in the accounts related to a charge that affected the 2024/25 financial year. The account remained unpaid and had been carried forward to the current year. The Clerk suggested that this account be written off as uneconomical to pursue based on the debt value and circumstances.

RESOLVED:

That the Clerk be authorised to write off the debt in the accounts.

R6. MEMBER COMMUNICATIONS

The Clerk had received a query about the communication procedure. This was related to the email transmissions to members and whether any priority assignment was required. Members discussed the procedure which was challenging to change due to the potential for variation between members on the importance of a wide range of issues.

RESOLVED:

That the existing procedure for email transmissions continues unchanged. The member WhatsApp group provides informal advice and updates, and all members were encouraged to join.

R7. OFFICE MATTERS

i. Commemorative Floodlights

Members reviewed the quotations received by the Clerk for this work from the contractor. This work was required to light up the office courtyard to commemorate different significant events and dates. Members queried the use of colour filter options which were to be confirmed. The two parcels of work were for cabling and lighting.

RESOLVED:

That the Clerk proceeds with the commissioning of this work.

ii. Civic Regalia

The Clerk confirmed he had contacted the supplier to obtain quotations for Past Mayor's medals. Members reviewed the costs and different options available.

RESOLVED:

That the Clerk proceeds with the ordering of 5 no. silver gilt medals.

iii. Committee Meetings

Members referred to the dates and times of all committee meetings and the need for a review and rationalisation.

RESOLVED:

That a review be undertaken at the next meeting of the Full Council in September.

R8. CLOSE OF MEETING

The Chair closed the meeting at 6.15pm.

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Chair