

# Cyngor Tref Treffynnon Holywell Town Council

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**NOTE: The following meeting will be a hybrid meeting. Members of the public and press can attend in person. If members of the public or press wish to attend remotely, they should email the Clerk [town.clerk@holywell.wales](mailto:town.clerk@holywell.wales) for further guidance.**

16<sup>th</sup> February 2023

To: Members of the Resources Committee

Mayor (ex-officio) and Councillors L.A. Carter, P. Corbett, J. Jones, M. Lewis-Jones, E.B. Palmer, and B. Scragg.

Dear Councillors,

Notice is given that a hybrid meeting of the **RESOURCES COMMITTEE** will be held in the **Council Chamber, Bank Place Offices, Holywell** on **TUESDAY 21<sup>st</sup> FEBRUARY 2023** at **5.30pm** 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. BANK RECONCILIATION QUARTER 3 – 31<sup>st</sup> DECEMBER 2022

To receive and note the attached bank reconciliation statements for the period to 31<sup>st</sup> December 2022. Clerk to report.

4. MANAGEMENT ACCOUNTS QUARTER 3 – 31<sup>st</sup> DECEMBER 2022

To review and note the attached accounts for the period to 31<sup>st</sup> December 2022. Clerk to report.

5. COUNCIL POLICIES

Based on the agreed review programme the following policies (attached with agenda email) were due for review in February 2023. Clerk will provide an update on any proposed changes at the meeting.

- Financial Reserves
- Document Retention
- Equality & Diversity

Members are asked to consider a new Dignity at Work/Bullying & Harassment Policy (attached with agenda email) as part of the Council's ongoing obligations to the Civility & Respect Campaign. Clerk to report.

6. INTERNAL AUDIT REPORT – DRAFT SERVICE LEVEL AGREEMENT (SLA)

Members to consider a draft SLA with Holywell Garden Centre (attached with agenda email), to provide general maintenance services to the Council. Clerk to report.

7. COUNCIL INSURANCE POLICY – LONG TERM AGREEMENT

Members to consider an extension of the existing agreement. Clerk to report on the details.

8. OFFICE MAINTENANCE & RESOURCES

Members to consider the following requests. Clerk to report on details.

- Flooring – Ladies WC
- Town Centre Noticeboard Refurbishment
- Clerk Publications

9. DATE OF NEXT MEETING

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Holywell Town Council 2022/2023

Bank - Cash and Investment Reconciliation as at 31 December 2022

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Confirmed Bank & Investment Balances

Bank Statement Balances

|            |                           |            |            |
|------------|---------------------------|------------|------------|
| 31/12/2022 | Current Bank A/c 11008722 | 165,822.83 |            |
| 31/12/2022 | Moneymarket Bond          | 41,658.87  |            |
|            |                           |            | 207,481.70 |

Receipts not on Bank Statement

0.00

**Closing Balance**

**207,481.70**

All Cash & Bank Accounts

|   |                                       |                   |
|---|---------------------------------------|-------------------|
| 1 | Current Bank A/C 11008722             | 165,822.83        |
| 2 | Moneymaster CLOSED                    | 0.00              |
| 3 | Moneymarket Bond A/C 00710997         | 41,658.87         |
|   | Other Cash & Bank Balances            | 0.00              |
|   | <b>Total Cash &amp; Bank Balances</b> | <b>207,481.70</b> |

| Holywell Town Council 2022/23                                 |               |            |                     |              |                      |                       |                       |                                                                     |
|---------------------------------------------------------------|---------------|------------|---------------------|--------------|----------------------|-----------------------|-----------------------|---------------------------------------------------------------------|
| Income & Expenditure Account to 31st December 2022 (Period 9) |               |            |                     |              |                      |                       |                       |                                                                     |
| A                                                             | B             | C          | D                   | E (D-C)      | F                    | G (F-B)               | H                     | I                                                                   |
| Account / Cost Centre Detail                                  | Annual Budget | YTD Budget | Actual Year To Date | YTD Variance | Projected YE Outturn | Projected YE Variance | £500 Variance Trigger | Narrative                                                           |
| 1 INCOME                                                      |               |            |                     |              |                      |                       |                       |                                                                     |
| 2 Income - Bank Interest                                      | 0             | 0          | -365                | -365         | -300                 | -300                  |                       |                                                                     |
| 3 Income - Miscellaneous                                      | 0             | 0          | -200                | -200         | -200                 | -200                  |                       |                                                                     |
| 4 Income - Car Charge Point                                   | 0             | 0          | -41                 | -41          | -30                  | -30                   |                       |                                                                     |
| 5 Income - Events                                             | -1,000        | -1,000     | -500                | 500          | -500                 | 500                   | ✓                     | No well inn leaflet this year, income was for Christmas Market      |
| 6 Income - Grants                                             | 0             | 0          | -28,123             | -28,123      | -28,123              | -28,123               | ✓                     | Heritage grant, event grant, both ring fenced, blue plaques, etc    |
| 7 Income - Local Tax Precept                                  | -254,850      | -254,850   | -254,850            | 0            | -254,850             | 0                     |                       |                                                                     |
| 8                                                             |               |            |                     |              |                      |                       |                       |                                                                     |
| 9 Income                                                      | -255,850      | -255,850   | -284,079            | -28,229      | -284,003             | -28,153               |                       |                                                                     |
| 10 EXPENDITURE                                                |               |            |                     |              |                      |                       |                       |                                                                     |
| 11 Establishment                                              |               |            |                     |              |                      |                       |                       |                                                                     |
| 12 Staff Salaries - Basic Pay                                 | 80,700        | 60,525     | 61,972              | 1,447        | 83,182               | 2,482                 | ✓                     | Impact of staff pay award and backpay                               |
| 13 Staff Salaries - Employers NI                              | 7,500         | 5,625      | 6,250               | 625          | 8,236                | 736                   |                       |                                                                     |
| 14 Staff Salaries - Employers Pension                         | 16,200        | 12,150     | 12,456              | 306          | 16,719               | 519                   |                       |                                                                     |
| 15 Training - Members                                         | 0             | 0          | 245                 | 245          | 400                  | 400                   |                       |                                                                     |
| 16 Training - Staff                                           | 500           | 375        | 270                 | -105         | 400                  | -100                  |                       |                                                                     |
| 17 Subscriptions                                              | 500           | 375        | 675                 | 300          | 675                  | 175                   |                       |                                                                     |
| 18 Printing & Stationery                                      | 1,000         | 750        | 906                 | 156          | 1,000                | 0                     |                       |                                                                     |
| 19 Audit Fees                                                 | 900           | 675        | -371                | -1,046       | 900                  | 0                     |                       |                                                                     |
| 20 Postage                                                    | 200           | 150        | 117                 | -33          | 150                  | -50                   |                       |                                                                     |
| 21 Travelling Expenses - Staff                                | 250           | 188        | 44                  | -144         | 100                  | -150                  |                       |                                                                     |
| 22 Office Equipment                                           | 2,300         | 1,725      | 1,557               | -168         | 2,000                | -300                  |                       |                                                                     |
| 23 Publications/Newspapers                                    | 0             | 0          | 1,605               | 1,605        | 1,605                | 1,605                 | ✓                     | Adverts for Support Officer post                                    |
| 24 Website                                                    | 950           | 713        | 842                 | 130          | 1,150                | 200                   |                       |                                                                     |
| 25 Legal & Professional Fees                                  | 1,100         | 825        | 1,625               | 800          | 1,625                | 525                   | ✓                     | Toilet Block Legal Fees                                             |
| 26 Refreshments                                               | 400           | 300        | 483                 | 183          | 500                  | 100                   |                       |                                                                     |
| 27 Photocopying Charges                                       | 500           | 375        | 279                 | -96          | 400                  | -100                  |                       |                                                                     |
| 28 Election Costs                                             | 0             | 0          | 11,724              | 11,724       | 11,724               | 11,724                | ✓                     | May elections paid from balances (earmarked reserve fund)           |
| 29 Conference & Seminars                                      | 250           | 188        | 80                  | -108         | 100                  | -150                  |                       |                                                                     |
| 30 Translation Fees                                           | 500           | 375        | 27                  | -348         | 100                  | -400                  |                       |                                                                     |
| 31 FCC Loan Repayments                                        | 15,000        | 11,250     | 0                   | -11,250      | 14,000               | -1,000                | ✓                     | Saving from adjusted loan payment                                   |
| 32 ICT Support Costs                                          | 2,500         | 1,875      | 1,483               | -392         | 2,250                | -250                  |                       |                                                                     |
| 33 Bank Charges                                               | 0             | 0          | 84                  | 84           | 120                  | 120                   |                       |                                                                     |
| 34                                                            |               |            |                     |              |                      |                       |                       |                                                                     |
| 35 Establishment                                              | 131,250       | 98,438     | 102,353             | 3,916        | 147,336              | 16,086                |                       | £16k pressure mainly from elections plus staff salaries             |
| 36 Council Offices                                            |               |            |                     |              |                      |                       |                       |                                                                     |
| 37 Insurance                                                  | 1,900         | 1,900      | 2,092               | 192          | 2,092                | 192                   |                       |                                                                     |
| 38 Photocopier/Drinks Machine Lease                           | 1,000         | 750        | 829                 | 79           | 1,100                | 100                   |                       |                                                                     |
| 39 Room Hire                                                  | 400           | 300        | 0                   | -300         | 200                  | -200                  |                       |                                                                     |
| 40 Licence Fees                                               | 300           | 225        | 269                 | 44           | 300                  | 0                     |                       |                                                                     |
| 41 Office Consumables                                         | 100           | 75         | 21                  | -54          | 50                   | -50                   |                       |                                                                     |
| 42 Grounds & Building Maintenance                             | 2,700         | 2,025      | 1,574               | -451         | 2,700                | 0                     |                       | Remaining provision needed for pending works                        |
| 43 Offices - Alarm & Security                                 | 900           | 675        | 1,217               | 542          | 1,217                | 317                   |                       |                                                                     |
| 44 Offices - Fire Safety Costs                                | 250           | 188        | 226                 | 39           | 226                  | -24                   |                       |                                                                     |
| 45 Offices - Business Rates                                   | 7,000         | 7,000      | 6,688               | -312         | 6,688                | -312                  |                       |                                                                     |
| 46 Offices - Water                                            | 400           | 300        | 129                 | -171         | 300                  | -100                  |                       |                                                                     |
| 47 Offices - Electricity                                      | 1,400         | 1,050      | 751                 | -299         | 1,200                | -200                  |                       |                                                                     |
| 48 Offices - Gas                                              | 1,900         | 1,425      | 787                 | -638         | 3,000                | 1,100                 | ✓                     | Impact of energy costs through winter period                        |
| 49 Offices - Trade Waste                                      | 400           | 300        | 133                 | -167         | 300                  | -100                  |                       |                                                                     |
| 50 Offices - Telephones/ICT                                   | 700           | 525        | 465                 | -60          | 700                  | 0                     |                       |                                                                     |
| 51 Offices - Garage Rent                                      | 700           | 525        | 532                 | 7            | 532                  | -168                  |                       |                                                                     |
| 52 Offices - Cleaning Costs                                   | 1,100         | 825        | 24                  | -801         | 1,100                | 0                     |                       |                                                                     |
| 53                                                            |               |            |                     |              |                      |                       |                       |                                                                     |
| 54 Council Offices                                            | 21,150        | 18,088     | 15,737              | -2,351       | 21,705               | 555                   |                       | £600 pressure for gas costs                                         |
| 55 Community                                                  |               |            |                     |              |                      |                       |                       |                                                                     |
| 56 Newsletter                                                 | 3,000         | 2,250      | 0                   | -2,250       | 0                    | -3,000                | ✓                     | Newsletters now moving to digital publishing                        |
| 57 Community Endeavour Awards                                 | 400           | 400        | 540                 | 140          | 550                  | 150                   |                       |                                                                     |
| 58                                                            |               |            |                     |              |                      |                       |                       |                                                                     |
| 59 Community                                                  | 3,400         | 2,650      | 540                 | -2,110       | 550                  | -2,850                |                       | £3k saving for newsletter                                           |
| 60 Civic                                                      |               |            |                     |              |                      |                       |                       |                                                                     |
| 61 Annual Meeting                                             | 500           | 500        | 502                 | 2            | 502                  | 2                     |                       |                                                                     |
| 62 Civic Service                                              | 500           | 500        | 736                 | 236          | 736                  | 236                   |                       |                                                                     |
| 63 Mayors & Deputy Mayors Allowance                           | 1,250         | 1,250      | 1,500               | 250          | 1,500                | 250                   |                       |                                                                     |
| 64 Mayoral Donations                                          | 500           | 375        | 355                 | -20          | 500                  | 0                     |                       |                                                                     |
| 65 Remembrance Sunday                                         | 500           | 500        | 785                 | 285          | 785                  | 285                   |                       |                                                                     |
| 66 Civic Regalia                                              | 500           | 375        | 0                   | -375         | 0                    | -500                  | ✓                     | In year saving                                                      |
| 67 Mayoral Engagements (Civic Budget)                         | 750           | 563        | 25                  | -538         | 200                  | -550                  | ✓                     | In year saving                                                      |
| 68 Mayoral Charities Holding Account                          | 0             | 0          | -120                | -120         | 0                    | 0                     |                       |                                                                     |
| 69                                                            |               |            |                     |              |                      |                       |                       |                                                                     |
| 70 Civic                                                      | 4,500         | 4,063      | 3,783               | -280         | 4,223                | -277                  |                       |                                                                     |
| 71 Grants/Donations                                           |               |            |                     |              |                      |                       |                       |                                                                     |
| 72 General Grants                                             | 7,000         | 5,250      | 3,200               | -2,050       | 4,600                | -2,400                | ✓                     | Potential saving - next review jan23                                |
| 73                                                            |               |            |                     |              |                      |                       |                       |                                                                     |
| 74 Grants/Donations                                           | 7,000         | 5,250      | 3,200               | -2,050       | 4,600                | -2,400                |                       |                                                                     |
| 75 Members                                                    |               |            |                     |              |                      |                       |                       |                                                                     |
| 76 Travelling Expenses - Members                              | 250           | 188        | 110                 | -78          | 150                  | -100                  |                       |                                                                     |
| 77 Members - Subsistence Costs                                | 250           | 188        | 22                  | -166         | 50                   | -200                  |                       |                                                                     |
| 78 Members - Allowances                                       | 2,000         | 2,000      | 1,800               | -200         | 1,800                | -200                  |                       |                                                                     |
| 79                                                            |               |            |                     |              |                      |                       |                       |                                                                     |
| 80 Members                                                    | 2,500         | 2,375      | 1,932               | -443         | 2,000                | -500                  |                       |                                                                     |
| 81 Environment                                                |               |            |                     |              |                      |                       |                       |                                                                     |
| 82 Litter Bins                                                | 500           | 375        | 0                   | -375         | 0                    | -500                  | ✓                     | Potential saving - next review jan23                                |
| 83 Asset Maintenance                                          | 1,250         | 938        | 907                 | -31          | 1,000                | -250                  |                       |                                                                     |
| 84                                                            |               |            |                     |              |                      |                       |                       |                                                                     |
| 85 Environment                                                | 1,750         | 1,313      | 907                 | -406         | 1,000                | -750                  |                       |                                                                     |
| 86 Events                                                     |               |            |                     |              |                      |                       |                       |                                                                     |
| 87 Event Prizes                                               | 0             | 0          | 146                 | 146          | 146                  | 146                   |                       |                                                                     |
| 88 Town Centre Projects                                       | 1,750         | 1,313      | 14,346              | 13,034       | 21,346               | 19,596                | ✓                     | Toilet Block (Balances) / £10k enhancement grant / Parasol Railings |
| 89 Line Dance Festival                                        | 1,800         | 1,800      | 0                   | -1,800       | 0                    | -1,800                | ✓                     | Saving - next review jan23                                          |
| 90 Well Inn Music Festival                                    | 10,000        | 10,000     | 6,961               | -3,039       | 6,961                | -3,039                | ✓                     | Saving in event cost                                                |
| 91 Other Events                                               | 3,200         | 2,400      | 8,731               | 6,331        | 8,731                | 5,531                 | ✓                     | jubilee event out of balances                                       |
| 92 Community Projects                                         | 450           | 338        | 6,183               | 5,846        | 11,700               | 11,250                | ✓                     | Tourism leaflet (grant) / heritage grant spend (grant)              |
| 93                                                            |               |            |                     |              |                      |                       |                       |                                                                     |
| 94 Events                                                     | 17,200        | 15,850     | 36,367              | 20,517       | 48,884               | 31,684                |                       | £32k pressure but £18k is Grant Spend                               |
| 95 Play Areas                                                 |               |            |                     |              |                      |                       |                       |                                                                     |
| 96 Playscheme Programme                                       | 12,200        | 12,200     | 12,320              | 120          | 12,320               | 120                   |                       |                                                                     |
| 97 Play Area Upgrade                                          | 10,000        | 0          | 0                   | 0            | 10,000               | 0                     |                       |                                                                     |
| 98                                                            |               |            |                     |              |                      |                       |                       |                                                                     |
| 99 Play Areas                                                 | 22,200        | 12,200     | 12,320              | 120          | 22,320               | 120                   |                       |                                                                     |
| 100 Wales in Bloom                                            |               |            |                     |              |                      |                       |                       |                                                                     |
| 101 Wales in Bloom                                            | 6,500         | 6,500      | 8,087               | 1,587        | 8,087                | 1,587                 | ✓                     | Emerging budget pressure - WIB is growth area                       |
| 102                                                           |               |            |                     |              |                      |                       |                       |                                                                     |

**Holywell Town Council 2022/23**

**Income & Expenditure Account to 31st December 2022 (Period 9)**

|     | A                                                | B             | C          | D                   | E (D-C)                                                            | F                    | G (F-B)               | H                     | I                                                          |
|-----|--------------------------------------------------|---------------|------------|---------------------|--------------------------------------------------------------------|----------------------|-----------------------|-----------------------|------------------------------------------------------------|
|     | Account / Cost Centre Detail                     | Annual Budget | YTD Budget | Actual Year To Date | YTD Variance                                                       | Projected YE Outturn | Projected YE Variance | £500 Variance Trigger | Narrative                                                  |
| 103 | Wales in Bloom                                   | 6,500         | 6,500      | 8,087               | 1,587                                                              | 8,087                | 1,587                 |                       |                                                            |
| 104 | Christmas Lights                                 |               |            |                     |                                                                    |                      |                       |                       |                                                            |
| 105 | Christmas Lights Contract                        | 22,000        | 22,000     | 15,127              | -6,873                                                             | 17,225               | -4,775                | ✓                     | Cost saving to take forward to budget setting 23/24        |
| 106 | Christmas Lights Entertainment                   | 3,000         | 3,000      | 3,158               | 158                                                                | 3,320                | 320                   |                       |                                                            |
| 107 |                                                  |               |            |                     |                                                                    |                      |                       |                       |                                                            |
| 108 | Christmas Lights                                 | 25,000        | 25,000     | 18,285              | -6,715                                                             | 20,545               | -4,455                |                       |                                                            |
| 109 | Woodland                                         |               |            |                     |                                                                    |                      |                       |                       |                                                            |
| 110 | Grounds & Building Maintenance                   | 1,000         | 750        | 60                  | -690                                                               | 300                  | -700                  | ✓                     | In year saving                                             |
| 111 |                                                  |               |            |                     |                                                                    |                      |                       |                       |                                                            |
| 112 | Woodland                                         | 1,000         | 750        | 60                  | -690                                                               | 300                  | -700                  |                       |                                                            |
| 113 | CCTV                                             |               |            |                     |                                                                    |                      |                       |                       |                                                            |
| 114 | CCTV Maintenance                                 | 18,000        | 13,500     | 9,226               | -4,274                                                             | 13,000               | -5,000                | ✓                     | Savings identified to take forward to budget setting 23/24 |
| 115 |                                                  |               |            |                     |                                                                    |                      |                       |                       |                                                            |
| 116 | CCTV                                             | 18,000        | 13,500     | 9,226               | -4,274                                                             | 13,000               | -5,000                |                       |                                                            |
| 117 | Community Asset Transfer (CAT)                   |               |            |                     |                                                                    |                      |                       |                       |                                                            |
| 118 | Contribution Holywell Leisure Centre             | 10,000        | 7,500      | 5,000               | -2,500                                                             | 10,000               | 0                     |                       |                                                            |
| 119 |                                                  |               |            |                     |                                                                    |                      |                       |                       |                                                            |
| 120 | Community Asset Transfer (CAT)                   | 10,000        | 7,500      | 5,000               | -2,500                                                             | 10,000               | 0                     |                       |                                                            |
| 121 |                                                  |               |            |                     |                                                                    |                      |                       |                       |                                                            |
| 122 | Total Income                                     | -255,850      | -255,850   | -284,079            | -28,229                                                            | -284,003             | -28,153               |                       |                                                            |
| 123 | Total Expenditure                                | 271,450       | 213,475    | 217,797             | 4,322                                                              | 304,550              | 33,100                |                       |                                                            |
| 124 | Net Income over Expenditure                      | 15,600        | -42,375    | -66,282             | -23,907                                                            | 20,547               | 4,947                 |                       |                                                            |
| 125 |                                                  |               |            |                     |                                                                    |                      |                       |                       |                                                            |
| 126 | Projected Movement to/(from) General Reserve     |               | 20,547     |                     | Summary Notes                                                      |                      |                       |                       |                                                            |
| 127 | Bank Balance 1/04/2022                           |               | -169,342   |                     | The grant allocations will distort the budget until fully expended |                      |                       |                       |                                                            |
| 128 | Projected Bank Balance 31/3/2023                 |               | -148,795   |                     |                                                                    |                      |                       |                       |                                                            |
| 129 | Minimum Reserve Balance (3/12 Gross Expenditure) |               | 67,863     |                     |                                                                    |                      |                       |                       |                                                            |