

HOLYWELL TOWN COUNCIL

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Minutes of the Meeting of the **Resources Committee** held in the Council Chamber, Bank Place Offices, Holywell on Tuesday 21st February 2023 at 5.30pm.

PRESENT: Councillor P. Corbett (Acting Chair).
Councillors: I. Hodge, J. Jones, E.B. Palmer, and B. Scragg.

APOLOGIES FOR ABSENCE were received from Councillor L.A. Corbett, and M. Lewis-Jones.

IN ATTENDANCE: J. Baker (Clerk).

R39. **DECLARATIONS OF INTEREST – MEMBERS’ CODE OF CONDUCT**

None declared.

R40. **BANK RECONCILIATION QUARTER 3 – 31st DECEMBER 2022**

Members received the bank statement and reconciliation related to the third quarter from the Clerk, who explained the current balances and financial position.

Members discussed the financial position and balances in the Council’s Money Market Account and considered an increase of £10,000 as a transfer from the Council’s current account.

RESOLVED:

That members note and endorse the bank position as stated. That an increase of £10,000 for the Money Market Account be recommended to Full Council at its next meeting.

R41. **MANAGEMENT ACCOUNTS – QUARTER 3 – 31st DECEMBER 2022**

The Clerk reported on all significant variances to the budget heads and cost centres. Members noted that the trends established through the year had continued into the third quarter’s projections.

RESOLVED:

That members note and endorse the accounts position as stated.

R42. COUNCIL POLICIES

The Clerk reported that the Financial Reserves, Document Retention, and Equality & Diversity, were due for review. The Clerk confirmed the minor changes to the existing policies. A draft Dignity at Work/Bullying & Harassment Policy was considered by members. This policy was required as part of the Council's obligations to the Civility and Respect Campaign.

RESOLVED:

That the updated policies be approved with minor amendments. That the Dignity at Work policy be recommended for approval by the Full Council at its next meeting.

R43. INTERNAL AUDIT REPORT – DRAFT SERVICE LEVEL AGREEMENT (SLA)

Following the advice received from the Council's Internal Auditor members considered a draft SLA prepared by the Clerk, for a general maintenance service provided by Holywell Garden Centre.

RESOLVED:

That the SLA be approved and signed by both parties, to be effective from 1st April 2023 for an initial 12 month period.

R44. COUNCIL INSURANCE POLICY – LONG TERM AGREEMENT

Members considered the position with the Council's insurance policy with its current insurers. A new three year long term agreement (LTA) would yield a financial saving and enable better budget forecasting. Members queried whether a five year LTA would yield a greater cost saving and the Clerk would check on this point.

RESOLVED:

That the Clerk be authorised to sign a new three year LTA to cover the Council's insurance requirements, with effect from 1st April 2023.

R45. OFFICE MAINTENANCE & RESOURCES

Members considered the following office maintenance and resourcing matters raised by the Clerk:

Flooring – Ladies WC, First Floor of Council Offices. This needed replacement.

Town Centre Noticeboard Refurbishment. Both the boards by Tesco and Home Bargains required a re-paint.

Clerk Publications. The Clerk suggested the purchase of both the Arnold Baker on Local Council Administration (13th Edition) and the 2023 edition of the Clerk's Manual.

RESOLVED:

That the Clerk seeks quotations for the flooring and noticeboard works and be given approval to commission this work. That the two publications be ordered as soon as practical.

R46. CLOSE OF MEETING

The Chair closed the meeting at 6.50pm. The next meeting would be called mid-April 2023.

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Chair