

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 Wednesday 22nd July 2026 at 6.00pm.

PRESENT: Councillor M. Lewis-Jones (Chair – see minute R1).
Councillors: P. Corbett, L. Corbett, I. Hodge, M. Sprake, and D. Thomas.

APOLOGIES FOR ABSENCE none were received. Cllrs P. Cooper and E.B. Palmer were absent without apology.

IN ATTENDANCE: J. Baker (Clerk).

R1. **ELECTION OF CHAIR – MUNICIPAL YEAR 2026/27**

RESOLVED:

That Cllr M. Lewis-Jones be appointed as Chair for the municipal year 2026/27.

R2. **ELECTION OF VICE CHAIR – MUNICIPAL YEAR 2026/27**

RESOLVED:

That Cllr M. Sprake be appointed as Vice Chair for the municipal year 2026/27.

R3. **DECLARATIONS OF INTEREST**

None were received.

R4. **EXCLUSION OF PUBLIC & PRESS**

RESOLVED:

That the public and press be excluded for the following minute R5, 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 staffing considerations.

R5. STAFFING

Members discussed some staffing matters.

RESOLVED:

That the Clerk completes the action points required.

R6. BANK RECONCILIATION QUARTER 1 – 30th JUNE 2026

Members received the banking statement and reconciliation from the Clerk, who explained the current position.

RESOLVED:

That the Council's banking position be noted.

R7. MANAGEMENT ACCOUNTS QUARTER 1 – 30th JUNE 2026

Members received the accounts, and the Clerk explained the figures, and highlighted the key variances. The accounts reflected a saving due to a delay in the asset transfer of the public toilets from Flintshire County Council. Members queried the building electric costs.

RESOLVED:

That the Council's accounting position be noted.

R8. BANK BALANCES & RESERVES REVIEW

Members reviewed the position and noted both short term and potential longer term commitments. The Council needed to keep within best practice guidelines for its retained balances, which included the minimum level of 3/12 of annual turnover. The Council would need to take remedial action should its balances drop below the recommended level.

RESOLVED:

That the Council's bank balances and potential future commitments be noted.

R9. EARMARKED BUDGET CONTRIBUTIONS

Members considered any additional earmarked budget contributions, over and above the financial assistance awarded twice per year in January and June. These would primarily be for sport and recreational club purposes.

RESOLVED:

That the current policy remains as it is with no changes required.

R10. MEMBERS ITEMS

Councillor D. Thomas raised the following staff/office matters of concern:

- Lone Working – a risk assessment was requested.
- Solar Panels on the Council Offices – there could be conservation issues with their installation. The period of time before the Council would gain financially after installation costs would be difficult to quantify.
- Spare Sign Bracket on Office Frontage – could be used for marketing or other purposes.

RESOLVED:

The following actions were agreed:

- 1) Cllr I. Hodge would work with the Clerk to complete an office lone working risk assessment.
- 2) The request for solar panels was noted as received with no further action being required at the present time.
- 3) The Clerk would arrange removal of the spare sign bracket.

R11. CLOSE OF MEETING

The Chair closed the meeting at 7.30pm.

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Chair