

Cyngor Tref Treffynnon Holywell Town Council

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

Tel: (01352) 711757



Bank Place Offices,
Holywell,
Flintshire, CH8 7TJ

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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 for further guidance.

21st September 2023

To: Members of the Resources Committee

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

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 26th SEPTEMBER 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 1 – 30th JUNE 2023

To receive and note the attached bank reconciliation statements for the period to 30th June 2023. Clerk to report.

4. MANAGEMENT ACCOUNTS QUARTER 1 – 30th JUNE 2023

To receive and note the attached accounting statement for the period to 30th June 2023. Clerk to report.

5. FINANCIAL REVIEW

Members to consider the council's financial position and balances, taking account of existing and new commitments.

6. INVESTMENT ACCOUNT REVIEW

Clerk to report.

7. COUNCIL POLICY REVIEWS

Members to consider the following policies for adoption by the Council.

- Updated Model Standing Orders (Attached)
- Special Leave (Attached) – New Policy

In addition to the above the Committee has been asked to consider the current Events Grant Policy, including use of the parasols. The relevant current policy documents are attached.

8. KNITTED TRIBUTES

Cllr L.A. Carter to report.

9. DATE OF NEXT MEETING

Members to consider the next meeting date, or a schedule of meetings, if appropriate.

Holywell Town Council 2023/2024

Bank - Cash and Investment Reconciliation as at 30 June 2023

Confirmed Bank & Investment Balances

Bank Statement Balances

31/08/2023	Current Bank A/c 11008722	158,284.80	
30/06/2023	Moneymarket Bond 30887161	10,076.12	
30/06/2023	Moneymarket Bond	42,241.98	
			210,602.90

Receipts not on Bank Statement

0.00

Closing Balance

210,602.90

All Cash & Bank Accounts

1	Current Bank A/C 11008722	158,284.80
2	Moneymrket Bond A/C 30887161	10,076.12
3	Moneymarket Bond A/C 00710997	42,241.98
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	210,602.90

Holywell Town Council 2023/24

Income & Expenditure Account to 30th June 2023 (Period 3)

	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	-395	-395		0		
3	Income - Miscellaneous	0	0	-100	-100		0		
4	Income - Car Charge Point	0	0	-37	-37		0		
5	Income - Events	0	0	-850	-850		0		FCC contributions to Easter & Coronation events
6	Income - Grants	0	0	-14,961	-14,961		0		Heritage grant, event grant, blue plaques, PACT
7	Income - Local Tax Precept	-275,000	-91,667	-91,667	-0		275,000		
8									
9	Income	-275,000	-91,667	-108,010	-16,344	0	275,000		
10	EXPENDITURE								
11	Establishment								
12	Staff Salaries - Basic Pay	89,400	22,350	21,292	-1,058		-89,400		
13	Staff Salaries - Employers NI	8,600	2,150	1,997	-153		-8,600		
14	Staff Salaries - Employers Pension	19,900	4,975	0	-4,975		-19,900		Pension credit applied
15	Training - Staff	500	125	35	-90		-500		
16	Subscriptions	500	125	253	128		-500		
17	Printing & Stationery	1,100	275	255	-20		-1,100		
18	Audit Fees	1,000	250	-750	-1,000		-1,000		
19	Postage	200	50	0	-50		-200		
20	Travelling Expenses - Staff	250	63	35	-28		-250		
21	Office Equipment	2,000	500	474	-26		-2,000		
22	Website	950	238	316	79		-950		
23	Legal & Professional Fees	1,300	325	0	-325		-1,300		
24	Refreshments	500	125	110	-15		-500		
25	Photocopying Charges	600	150	95	-55		-600		
26	Conference & Seminars	250	63	44	-19		-250		
27	Translation Fees	250	63	21	-42		-250		
28	FCC Loan Repayments	14,000	0	0	0		-14,000		
29	ICT Support Costs	2,800	700	329	-371		-2,800		
30	Bank Charges	0	0	36	36		0		
31									
32	Establishment	144,100	32,525	24,542	-7,983	0	-144,100		
33	Council Offices								
34	Insurance	2,100	2,100	2,384	284		-2,100		
35	Photocopier/Drinks Machine Lease	1,000	250	349	99		-1,000		
36	Room Hire	500	125	30	-95		-500		
37	Licence Fees	400	100	217	117		-400		
38	Office Consumables	100	25	220	195		-100		
39	Grounds & Building Maintenance	3,000	750	977	227		-3,000		
40	Offices - Alarm & Security	1,000	250	365	115		-1,000		
41	Offices - Fire Safety Costs	300	75	254	179		-300		
42	Offices - Business Rates	7,500	3,750	3,631	-119		-7,500		
43	Offices - Water	500	125	-12	-137		-500		
44	Offices - Electricity	1,920	480	225	-255		-1,920		
45	Offices - Gas	3,600	900	383	-517		-3,600		
46	Offices - Trade Waste	400	100	108	8		-400		
47	Offices - Telephones/ICT	700	175	158	-17		-700		
48	Offices - Cleaning Costs	1,300	325	12	-313		-1,300		
49									
50	Council Offices	24,320	9,530	9,301	-229	0	-24,320		
51	Community								
52	Drinking Fountain - Water	0	0	4	4		0		
53	Community Endeavour Awards	500	0	50	50		-500		
54									
55	Community	500	0	54	54	0	-500		
56	Civic								
57	Annual Meeting	600	600	555	-45		-600		
58	Civic Service	600	0	0	0		-600		
59	Mayors & Deputy Mayors Allowance	1,500	1,500	1,000	-500		-1,500		
60	Mayoral Donations	500	125	50	-75		-500		
61	Remembrance Sunday	500	0	0	0		-500		
62	Civic Regalia	500	125	0	-125		-500		
63	Mayoral Engagements (Civic Budget)	500	125	0	-125		-500		
64									
65	Civic	4,700	2,475	1,605	-870	0	-4,700		
66	Grants/Donations								
67	General Grants	6,000	1,500	1,500	0		-6,000		
68									
69	Grants/Donations	6,000	1,500	1,500	0	0	-6,000		
70	Members								
71	Training - Members	1,000	250	103	-147		-1,000		
72	Travelling Expenses - Members	250	63	0	-63		-250		
73	Members - Subsistence Costs	250	63	0	-63		-250		
74	Members - Allowances	2,300	2,300	3,120	820		-2,300		Budget pressure due to change in IRPW allowances
75									
76	Members	3,800	2,675	3,223	548	0	-3,800		
77	Environment								
78	Maintenance (Bandshell, Parasols, Drinking Fountain)	1,250	313	0	-313		-1,250		
79									
80	Environment	1,250	313	0	-313	0	-1,250		
81	Events								
82	Town Centre Projects	1750	438	0	-438		-1,750		
83	Well Inn Music Festival	7000	0	0	0		-7,000		
84	Other Events	8000	4,000	4,247	247		-8,000		
85	Community Projects	750	563	5,059	4,497		-750		Heritage grant spend
86									
87	Events	17,500	5,000	9,306	4,306	0	-17,500		
88	Play Areas								
89	Playscheme Programme	12,800	0	0	0		-12,800		
90	Play Area Upgrade	10,000	0	0	0		-10,000		
91									
92	Play Areas	22,800	0	0	0	0	-22,800		
93	Wales in Bloom								
94	Wales in Bloom	7,200	3,600	3,884	284		-7,200		
95									
96	Wales in Bloom	7,200	3,600	3,884	284	0	-7,200		
97	Christmas Lights								

Holywell Town Council 2023/24

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98	Christmas Lights Contract	18,000	2,000	1,970	-30		-18,000		
99	Christmas Lights Entertainment	3,300	0	0	0		-3,300		
100									
101	Christmas Lights	21,300	2,000	1,970	-30	0	-21,300		
102	Woodland								
103	Grounds & Building Maintenance	950	238	0	-238		-950		
104									
105	Woodland	950	238	0	-238	0	-950		
106	CCTV								
107	CCTV Maintenance	15,000	3,750	4,265	515		-15,000		
108									
109	CCTV	15,000	3,750	4,265	515	0	-15,000		
110	Community Asset Transfer (CAT)								
111	Contribution Holywell Leisure Centre	10,000	2,500	2,500	0		-10,000		
112									
113	Community Asset Transfer (CAT)	10,000	2,500	2,500	0	0	-10,000		
114	Events Hub								New Budget Cost Centre
115	Grounds & Building Maintenance	1,000	250	0	-250		-1,000		
116	Offices - Business Rates	2,100	1,050	0	-1,050		-2,100		
117	Offices - Water	0	0	10	10		0		
118	Offices - Electricity	0	0	72	72		0		
119									
120	Events	3,100	1,300	82	-1,218	0	-3,100		
121									
122	Total Income	-275,000	-91,667	-108,010	-16,344	0	275,000		
123	Total Expenditure	282,520	67,405	62,232	-5,173	0	-282,520		
124	Net Income over Expenditure	7,520	-24,262	-45,778	-21,517	0	-7,520		
	Projected Movement to/(from) General Reserve		0		Summary Notes				
	Bank Balance 1/04/2023		131,887		The grant allocations will distort the budget until fully expended				
	Projected Bank Balance 31/3/2024				The Greenfield Ward By Election wil cost around £4k				
	Minimum Reserve Balance (3/12 Gross Expenditure)		70,630		The Council agreed to set a deficit budget, with the shortfall of £7.5k to come from balances				