

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

Tel: (01352) 711757

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Gwefan/Website: holywell.wales

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 July 2022

To: Members of the Resources Committee

Mayor (ex-officio) and Councillors L.A. Carter, P. Corbett, J. Jones, M. Lewis-Jones, E.B. Palmer, 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 26th JULY 2022** at **6.00pm** to transact the business specified in the agenda set out below.

Yours faithfully

J. Baker
Town Clerk & Financial Officer

AGENDA

1. ELECTION OF CHAIR – MUNICIPAL YEAR 2022/23
2. ELECTION OF VICE CHAIR – MUNICIPAL YEAR 2022/23
3. APOLOGIES FOR ABSENCE
4. DECLARATIONS OF INTEREST

Members are reminded that they must declare the existence and nature of their declared personal interests.

5. BANK RECONCILIATION QUARTER 1 – 30th JUNE 2022

To receive and note the attached bank reconciliation statements for the period to 30th June 2022. Clerk to report.

6. MANAGEMENT ACCOUNTS QUARTER 1 – 30th JUNE 2022

To review and note the attached accounts for the period to 30th June 2022. Clerk to report.

7. COUNCIL POLICIES

a) Clerk to introduce the policy framework. Members to consider how best to manage the review process.

b) Members to consider a draft Health & Safety Policy. See attached.

8. TRAINING PLAN

The Council are required to produce a training plan and publish it by November 2022. Members to receive a report from the Clerk and consider the next steps.

9. SOCIAL MEDIA

Clerk to provide an update and members to consider any policy changes.

10. ITEM FROM COUNCILLOR J. JONES

Conduct/Policy for sharing information. Councillor J. Jones to report.

11. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF PUBLIC AND PRESS

To consider passing a resolution to exclude the public and press for Agenda item 12, 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 sensitivity of the staffing resource considerations.

12. RECRUITMENT TO SUPPORT OFFICER POSITION

Clerk will provide a report to the meeting, together with any relevant documentation.

Holywell Town Council 2022/2023

Bank - Cash and Investment Reconciliation as at 30 June 2022

Confirmed Bank & Investment Balances

Bank Statement Balances

30/06/2022	Current Bank A/c 11008722	154,166.83	
30/06/2022	Moneymarket Bond	41,335.66	
			195,502.49

Receipts not on Bank Statement

0.00

Closing Balance

195,502.49

All Cash & Bank Accounts

1	Current Bank A/C 11008722	154,166.83
2	Moneymaster CLOSED	0.00
3	Moneymarket Bond A/C 00710997	41,335.66
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	195,502.49

Bank Reconciliation Statement as at 30/06/2022
for Cashbook 1 - Current Bank A/c 11008722

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Bank A/c 11008722	30/06/2022		154,166.83
			<u>154,166.83</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			154,166.83
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			154,166.83
		Balance per Cash Book is :-	154,166.83
		Difference is :-	0.00

Date: 19/07/2022

Holywell Town Council 2022/2023

Page 1

Time: 14:13

Bank Reconciliation Statement as at 30/06/2022
for Cashbook 3 - Moneymarket Bond 00710997

User: JB

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Moneymarket Bond	30/06/2022		41,335.66
			<u>41,335.66</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			41,335.66
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			41,335.66
		Balance per Cash Book is :-	41,335.66
		Difference is :-	0.00

Holywell Town Council 2022/23

Income & Expenditure Account to 30th June 2022

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	-42	-42		0		
3 Income - Miscellaneous	0	0	-100	-100		0		
4 Income - Car Charge Point	0	0	-15	-15		0		
5 Income - Events	-1,000	0	0	0		1,000		
6 Income - Grants	0	0	-28,123	-28,123		0	✓	heritage grant, event grant, both ring fenced, blue plaques, etc
7 Income - Local Tax Precept	-254,850	-84,950	-84,950	0		254,850		
8								
9 Income	-255,850	-84,950	-113,230	-28,280	0	255,850		
10 EXPENDITURE								
11 Establishment								
12 Staff Salaries - Basic Pay	80,700	20,175	20,255	80		-80,700		
13 Staff Salaries - Employers NI	7,500	1,875	2,022	147		-7,500		
14 Staff Salaries - Employers Pension	16,200	4,050	4,071	21		-16,200		
15 Training - Staff	500	125	90	-35		-500		
16 Subscriptions	500	125	263	138		-1,000		
17 Printing & Stationery	1,000	250	148	-102		-900	✓	Uncleared accrual for external audit fee
18 Audit Fees	900	225	-371	-596		-200		
19 Postage	200	50	21	-29		-250		
20 Travelling Expenses - Staff	250	63	14	-49		-2,300		
21 Office Equipment	2,300	575	824	249		-950		
22 Website	950	238	158	-80		-1,100		
23 Legal & Professional Fees	1,100	275	25	-250		-400		
24 Refreshments	400	100	81	-19		-500		
25 Photocopying Charges	500	125	111	-14		-250		
26 Conference & Seminars	250	63	80	18		-500		
27 Translation Fees	500	125	18	-107		-15,000		
28 FCC Loan Repayments	15,000	0	0	0		-2,500		
29 ICT Support Costs	2,500	625	406	-219		0		
30 Bank Charges	0	0	30	30				
31								
32 Establishment	131,250	29,063	28,246	-817	0	-131,250		
33 Council Offices								
34 Insurance	1,900	1,900	2,035	135		-1,900		
35 Photocopier/Drinks Machine Lease	1,000	250	350	100		-400		
36 Room Hire	400	100	0	-100		-300		
37 Licence Fees	300	75	20	-55		-100		
38 Office Consumables	100	25	14	-11		-2,700		
39 Grounds & Building Maintenance	2,700	675	1,115	440		-900		
40 Offices - Alarm & Security	900	225	340	115		-250		
41 Offices - Fire Safety Costs	250	63	226	164		-7,000		
42 Offices - Business Rates	7,000	3,500	3,344	-156		-400		
43 Offices - Water	400	100	11	-89		-1,400		
44 Offices - Electricity	1,400	350	258	-92		-1,900		
45 Offices - Gas	1,900	475	340	-135		-400		
46 Offices - Trade Waste	400	100	0	-100		-700		
47 Offices - Telephones/ICT	700	175	155	-20		-700		
48 Offices - Garage Rent	700	175	532	357		-1,100		
49 Offices - Cleaning Costs	1,100	275	12	-263				
50								
51 Council Offices	21,150	8,463	8,752	290	0	-21,150		
52 Community								
53 Newsletter	3,000	750	0	-750		-3,000	✓	newsletter due imminently potential saving?
54 Community Endeavour Awards	400	100	0	-100		-400		
55								
56 Community	3,400	850	0	-850	0	-3,400		
57 Civic								
58 Annual Meeting	500	125	502	377		-500		
59 Civic Service	500	125	0	-125		-1,250		
60 Mayors & Deputy Mayors Allowance	1,250	1,250	1,300	50		-500		
61 Mayoral Donations	500	125	178	53		-500		
62 Remembrance Sunday	500	125	0	-125		-500		
63 Civic Regalia	500	125	0	-125		-750		
64 Mayoral Engagements (Civic Budget)	750	188	0	-188				
65								
66 Civic	4,500	2,063	1,980	-83	0	-4,500		
67 Grants/Donations								
68 General Grants	7,000	1,750	2,100	350		-7,000		
69								
70 Grants/Donations	7,000	1,750	2,100	350	0	-7,000		
71 Members								
72 Travelling Expenses - Members	250	63	0	-63		-250		
73 Members - Subsistence Costs	250	63	0	-63		-250	✓	budget was estimated this is a saving
74 Members - Allowances	2,000	2,000	1,500	-500		-2,000		
75								
76 Members	2,500	2,125	1,500	-625	0	-2,500		
77 Environment								
78 Litter Bins	500	125	0	-125		-500		
79 Asset Maintenance	1,250	313	60	-253		-1,250		
80								
81 Environment	1,750	438	60	-378	0	-1,750		
82 Events								
83 Event Prizes	0	0	146	146		0	✓	Doors for Toilet Block (Balances)
84 Town Centre Projects	1,750	438	3082	2,645		-1,800		
85 Line Dance Festival	1,800	450	0	-450		-10,000		
86 Well Inn Music Festival	10,000	0	0	0		-3,200	✓	jubilee event out of balances
87 Other Events	3,200	800	6621	5,821		-450	✓	Tourism leaflet (grant) / heritage grant spend (grant)
88 Community Projects	450	113	3828	3,716				
89								
90 Events	17,200	1,800	13,677	11,877	0	-17,200		
91 Play Areas								
92 Playscheme Programme	12,200	0	0	0		-12,200		
93 Play Area Upgrade	10,000	0	0	0		-10,000		
94								
95 Play Areas	22,200	0	0	0	0	-22,200		
96 Wales in Bloom								
97 Wales in Bloom	6,500	1,625	4,733	3,108		-6,500	✓	Spend incurred over summer
98								
99 Wales in Bloom	6,500	1,625	4,733	3,108	0	-6,500		
100 Christmas Lights								
101 Christmas Lights Contract	22,000	0	0	0		-22,000		
102 Christmas Lights Entertainment	3,000	0	0	0		-3,000		
103								
104 Christmas Lights	25,000	0	0	0	0	-25,000		
105 Woodland								

Holywell Town Council 2022/23

Income & Expenditure Account to 30th June 2022

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	Account / Cost Centre Detail	Annual Budget	YTD Budget	Actual Year To Date	YTD Variance	Projected YE Outturn	Projected YE Variance	£500 Variance Trigger	Narrative
106	Grounds & Building Maintenance	1,000	250	0	-250		-1,000		
107									
108	Woodland	1,000	250	0	-250	0	-1,000		
109	CCTV								
110	CCTV Maintenance	18,000	4,500	3,075	-1,425		-18,000	✓	Savings potentially identified
111									
112	CCTV	18,000	4,500	3,075	-1,425	0	-18,000		
113	Community Asset Transfer (CAT)								
114	Contribution Holywell Leisure Centre	10,000	2,500	2,500	0		-10,000		
115									
116	Community Asset Transfer (CAT)	10,000	2,500	2,500	0	0	-10,000		
117									
118	Total Income	-255,850	-84,950	-113,230	-28,280	0	255,850		
119	Total Expenditure	271,450	55,425	66,623	11,198	0	-271,450		
120	Net Income over Expenditure	15,600	-29,525	-46,607	-17,082	0	-15,600		
121									
122	Projected Movement to/(from) General Reserve		-15,600						
123	Bank Balance 1/04/2022		-169,342						Summary Notes
124	Projected Bank Balance 31/3/2023		-184,942						£5k further estimated to be paid from balances for the toilet block
125	Minimum Reserve Balance (3/12 Gross Expenditure)		67,863						£8.6k to be paid from balances for the elections
									Tender due for Christmas Lights Contract - costs unknown
									Well Inn budget will reflect a saving of approx. £2.5k
									The grant allocations will distort the budget until fully expended
									Further review at half year point when projections will be added



HOLYWELL TOWN COUNCIL

HEALTH & SAFETY POLICY

Holywell Town Council

HEALTH AND SAFETY POLICY

This is the Health and Safety Policy Statement of Holywell Town Council:

Holywell Town Council recognises and accepts its responsibility for providing a safe and healthy environment for its members, staff, volunteers, visitors, and for anyone affected by its activities. The Council maintains this policy for the management of health and safety as a top priority and will do all that is reasonably practicable to ensure effective organisation and planning are established and maintained. The Council will also ensure that appropriate and effective audit and review mechanisms are used to inform the work of the Council, which undertakes to commit appropriate resources to manage health and safety.

Our statement of general policy, below, is based upon that required by the Health and Safety at Work Act 1974. The principles of the Act and its underpinning Regulations as later published are taken by the Council as a minimum requirement for the safe and effective management of the Council and its activities.

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our activities.
- To consult with our staff on matters affecting their health and safety.
- To provide and maintain safe equipment.
- To provide sufficient information, instruction, and supervision of staff, volunteers and visitors as far as is reasonably practicable.
- To ensure all staff and volunteers are competent in their Council-related activities, and to provide adequate training as far as is reasonably practicable.
- To prevent accidents and activity-related ill health as far as is reasonably practicable.
- To maintain safe and healthy conditions for conducting the Council's business and the public facilities it provides.

The Town Clerk and the Council's Resources Committee have operational responsibility for day to day health and safety matters in the workplace, although overall responsibility is with the Council.

All Holywell Town Council Policies are approved by full Council and subject to an annual review.

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Town Mayor & Chair of the Council