

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 26th November 2025 at 6.00pm.

PRESENT: Councillor P. Corbett (Chair).

Councillors: L. Corbett, I. Hodge, M. Lewis-Jones, E.B. Palmer, and M. Sprake.

APOLOGIES FOR ABSENCE were received from Cllr P. Cooper.

Cllr C. Blackwell was absent without apology.

IN ATTENDANCE: J. Baker (Clerk).

R9. **DECLARATIONS OF INTEREST**

None were received.

R10. **BANK RECONCILIATION QUARTER 2 – 30th SEPTEMBER 2025**

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

RESOLVED:

That the Council's banking position be noted.

R11. **MANAGEMENT ACCOUNTS QUARTER 2 – 30th SEPTEMBER 2025**

Members received the accounts, and the Clerk explained the projections, and highlighted the key variances. The Council had needed to fund unforeseen commitments this year from its reserve balances; therefore, the year-end bank balance would show a reduction from the previous year.

RESOLVED:

That the Council's accounting position be noted.

R12. **BANK BALANCES & RESERVES REVIEW**

Members reviewed a position statement on the banking 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.

RESOLVED:

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

R13. DRINKS MACHINE

The Clerk had circulated a report with the agenda that confirmed the current arrangements and options available to the Council on the lease of the drinks machine, which serviced the members area and council chamber. An early termination charge would apply should members decide to terminate the lease before its end date.

RESOLVED:

That the lease runs its course through to its termination date of 3rd November 2027. The lease would then not be renewed, and the Council would make other arrangements for refreshments at meetings.

R14. COUNTY FORUM

The Clerk read out correspondence received from Mold Town Council that had been sent to the Chief Executive, Flintshire County Council, which called for the reestablishment of the County Forum. The forum was used previously for collaboration, consultation, and partnership working between Town and Community Councils and the County Council. Mold Town Council were seeking the support of other local Councils in Flintshire to lobby the County Council for its reinstatement.

RESOLVED:

That the Council note this correspondence as received.

R15. EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

That the public and press be excluded for the following minute R16, 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.

R16. STAFFING

Members considered recruitment to the vacant Support Officer post and reviewed the job description. The post had been covered on a temporary basis by Mr Simon Bonfield since the beginning of June.

RESOLVED:

That the position of Support Officer be offered to Mr Simon Bonfield with effect from Tuesday 6th January 2026 based on the approved job description and subject to satisfactory references, and including the following core terms:

- the appointment is based on 22.5 hours per week.
- a probation period of not less than 26 weeks.
- the starting salary was to be reviewed, and the appointment was subject to the final agreement of the full Council.

R17. CLOSE OF MEETING

The Chair closed the meeting at 7.30pm.

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Chair