HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Minutes of the Meeting of the **Resources Committee** held in the Council Chamber, Bank Place Offices, Holywell on Tuesday 29th October 2024 at 5.30pm.

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PRESENT: Councillor P. Corbett (Chair).
Councillors: M. Lewis-Jones, and E.B. Palmer.

APOLOGIES FOR ABSENCE were received from Cllrs P. Cooper, L. Corbett, B. Scragg, and M. Sprake. Cllr J. Jones was absent without apology.

IN ATTENDANCE: J. Baker (Clerk).

R10. DECLARATIONS OF INTEREST – MEMBERS' CODE OF CONDUCT

None were declared.

R11. BANK RECONCILIATION QUARTER 2 – 30th SEPTEMBER 2024

Members received the bank statement and reconciliation from the Clerk, who explained the current position at the half way point of the year. There was scope to make a further transfer of funds from the Council's current account to its investment account.

RESOLVED:

That the Council's banking position be noted. That the Clerk transfers the sum of £10,000 from the Council's current account to the investment account at the next repayment date.

R12. MANAGEMENT ACCOUNTS QUARTER 2 – 30th SEPTEMBER 2024

Members received the accounts from the Clerk. The main budget variances were explained and noted. There was a favourable variance overall based on projections at this point of the year.

RESOLVED:

That the Council's accounting position be noted.

R13. FINANCIAL REVIEW OF RESERVE BALANCES

The Clerk provided an update of the statement template, and explained the balances, projections and assumptions made. The balances would continue to be carefully monitored.

RESOLVED:

That the position on the Council's reserves be noted.

R14. BUDGET BRIEFING SESSION/FINANCE TRAINING SESSION

Members considered holding an Autumn budget review, that would give early consideration to any growth and efficiency areas. Members also considered an in house finance training session to increase financial awareness ahead of the budget setting period.

RESOLVED:

1) That a budget review is completed by the Council to inform next year's budget setting process. Clerk to arrange. All members would be invited to attend.

2) That a finance training session be arranged by the Clerk. All members would be invited to attend.

R15. WATER INSPECTION – COUNCIL BUILDINGS

Members considered a report from the Clerk about completing a legionella risk assessment on the Council's buildings, for its water connections. This was a legislative requirement.

RESOLVED:

That the Clerk be given approval to proceed with the risk assessment, through an appropriate qualified assessor.

R16. COUNCIL IPADS

Members received a report from the Clerk. The iPads were introduced in 2018 and would not get supported for updates and security after June 2025. Members discussed the available options to retain the use of business devices, that included replacement iPads, or Chromebooks/laptops, or a combination of different solutions.

RESOLVED:

That the Clerk researches the business device options and costs for further consideration at the next full council meeting.

R17. COUNCIL WEBSITE REVIEW

The Clerk provided an update to members on the website review, that involved updating some of the page information and menu options. A Council Calendar for Full Council and Committee Meetings was now used, and a What's On Calendar was in development. A volunteer had approached the Council with photography skills, who could assist with updating photo images on the website.

RESOLVED:

That the progress on the website development be noted. That the photographer be approached to assist the Council with replacing website photo images.

R18. CCTV CHARGES

Cllr E.B. Palmer reported that some towns in Flintshire were no longer making a financial contribution to the central CCTV maintenance unit managed by the County Council. This could impact on the apportionment of the recharged costs.

RESOLVED:

That the Clerk follows up with an enquiry and confirms the position.

R19. EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

That the public and press be excluded for the following minute R20, 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.

R20. STAFFING REVIEW

Members considered the existing staff structure, and the current roles and responsibilities.

RESOLVED:

1) That the Clerk draft an ICT policy to cover the use of ICT hardware.
2) That staff be advised access to business emails should be exclusively through the business laptops, as the approved ICT hardware devices.
3) That a working group be formed to consider further the role of the Deputy Clerk, and the associated work activity.
4) That a training course programme be approved for the Deputy Clerk to study sector specific qualifications as directed by the Clerk. The timeline for commencement of this programme was set at six months (end of April 2025).

R21. DATE OF NEXT MEETING

The Chair closed the meeting at 7.30pm. Clerk to advise members on the next meeting date following consultation with the Chair at the proper time.

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Chair