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 Tuesday 29th November 2022 at 5.00pm.

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PRESENT: Councillor M. Lewis-Jones (Chair).
Councillors: L.A. Carter, J. Jones, E.B. Palmer, and B. Scragg.

APOLOGIES FOR ABSENCE were received from Councillor P. Corbett, and I. Hodge.

IN ATTENDANCE: J. Baker (Clerk).

R29. DECLARATIONS OF INTEREST – MEMBERS' CODE OF CONDUCT

None declared.

R30. BANK RECONCILIATION QUARTER 2 – 30th SEPTEMBER 2022

Members received the bank statement and reconciliation related to the second quarter from the Clerk, who explained the current balances and financial position.

RESOLVED:

That members note and endorse the bank position as stated.

R31. MANAGEMENT ACCOUNTS – QUARTER 2 – 30th SEPTEMBER 2022

Projections had now been added at the half year point, and balances in hand estimated for the year end. It was still anticipated all grant income balances would be committed and spent this year. The Clerk reported on all significant variances to the budget heads and cost centres. The Council had agreed a standstill budget for the last two years with reserves subsidising the agreed budget. An increase would be required to the precept for next year, to enable the Council to move back towards a break even position.

RESOLVED:

That members note and endorse the accounts position as stated.

R32. COUNCIL POLICIES

The Clerk reported that both the Code of Conduct and Biodiversity policy were due for review. The Council followed the County Council's Code of Conduct, and this had not been amended. A draft Biodiversity policy would be brought to members for consideration at the December meeting of the full Council, to comply with the three year review cycle set out in the legislation.

RESOLVED:

That the Clerk circulates the draft Biodiversity policy to the committee, ahead of its consideration by the full council.

R33. ITEM FROM COUNCILLOR J. JONES

Cllr J. Jones explained the background to this item, that related in the main to the period just after the elections held in May. Council meeting information had been shared in the public domain before official minutes had been completed by the Clerk and approved by the Council. The Clerk explained this had been checked with the Monitoring Officer and if the meeting was a public one, this was permissible. The official record of the meeting was always the approved minutes of the Council and members should remind residents of this should they receive any enquiries.

RESOLVED:

That the position concerning meeting information and circulation be noted.

R34. ITEMS FROM COMMITTEE CHAIR COUNCILLOR M. LEWIS-JONES – OFFICE SECURITY & COMMITTEE MEETING DATES

Members considered the internal office security and safeguarding arrangements. An internal camera could be located in the ground floor entrance area, there was already adequate camera coverage just outside the main entrance.

RESOLVED:

That the Clerk research an appropriate camera with the existing service provider and arrange installation subject to budget level.

Members considered the pre-scheduling of committee dates, for forthcoming meetings. This could be for a full civic year or just for the next meeting. Members determined this should be a matter for each committee to decide.

RESOLVED:

That the Clerk includes a 'Date of Next Meeting' on future committee meeting agendas, to allow each committee to consider their future arrangements.

R35. ITEM FROM COUNCILLOR L.A. CARTER – WARM HUBS

Cllr Carter explained the background to this item, which was to ensure there was a functioning warm hub facility operational in the Holywell and Greenfield area. There was a recently opened warm hub facility that operated from the community library inside Holywell Leisure Centre, and there were also plans for the museum to explore warm hub facilities. Members did consider whether the offices would be a suitable location, subject to the availability of volunteers and consideration of staff work patterns.

R36. EXPIRED EV CHARGE CONTRACT

The Clerk advised the Committee of the expiry of the above contract. New software was required to ensure the car charge unit remained operational. The service provider had supplied a quotation for the work, that also involved a 3 year maintenance contract to ensure ongoing compatibility and management of any issues.

Members noted the car charge unit was also in need of some external refurbishment work.

RESOLVED:

That the Clerk be given approval to sign the Council up to the maintenance contract which would also deal with the new software requirement. That the Clerk seeks quotations for the refurbishment work required.

R37. OFFICE EQUIPMENT

The staff had requested cooking facilities, as part of a review into staff welfare at the office.

RESOLVED:

That the Clerk be given approval to purchase a microwave oven, for use at the offices at lunchtimes and as required.

R38. CLOSE OF MEETING

The Chair closed the meeting at 6.00pm.

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Chair