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 12th March 2024 at 5.30pm.

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

APOLOGIES FOR ABSENCE were received from Cllrs L.A. Carter and B. Scragg. Cllrs P. Cooper and J. Jones were absent without apology.

IN ATTENDANCE: J. Baker (Clerk).

R34. DECLARATIONS OF INTEREST – MEMBERS' CODE OF CONDUCT

None were declared.

R35. BANK RECONCILIATION QUARTER 3 – 31st DECEMBER 2023

Members received the bank statement and reconciliation from the Clerk, who explained the current position at this point of the year.

RESOLVED:

That the Council's banking position be noted.

R36. MANAGEMENT ACCOUNTS QUARTER 3– 31st DECEMBER 2023

Members received the management accounts from the Clerk. Significant budget variances were reported by the Clerk. A pension credit had a favourable effect on the accounts. A break even position was expected at the year end.

RESOLVED:

That the Council's accounting position be noted.

R37. FINANCIAL REVIEW OF RESERVE BALANCES

The Clerk explained the Council's current unbudgeted commitments and the impact these, and other longer term potential commitments, may have on the Council's financial reserves.

RESOLVED:

That the current position on the Council's reserve balances be noted.

R38. EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

That the public and press be excluded for the following minute R39, 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 contractual considerations.

R39. HOLYWELL GARDEN CENTRE

i. Service Level Agreement

Members considered the proposed SLA for the forthcoming financial year April 2024 to March 2025. The Clerk reported satisfactory performance and no operational issues that related to the current year's arrangements. Two options were proposed a straight 6% increase (option 1) or an uplift to the watering rate (to £600 per month), with all other components on the schedule of rates remaining at the same cost (option 2).

RESOLVED:

That the SLA be approved for the 2024/25 year, and that option 2 be confirmed with the contractor as the selected charging mechanism. Clerk to arrange sign off with the contractor.

ii. Supplementary Maintenance Proposal

The contractors had submitted a proposal to the Council, for an enhanced maintenance service completed over 6 hours per week. A number of defined activities were discussed that could be included in the work programme, which could be for the town centre and the estates across the four wards. The proposed rate per hour was

£30.00. The proposal would need to be funded initially from the Council's reserves.

RESOLVED:

That a 3 month pilot period be approved, for 3 hours per week, and subject to the ratification of the Full Council, to assess the business case for an ongoing enhanced maintenance service. The pilot period would run from 1 April to 30th June 2024 and then be reviewed by the Committee.

R40. HOLYWELL LEISURE CENTRE

Members received an update from the Clerk, from the PACT group meeting, and the management team at Holywell Leisure Centre, on how the Centre can support the Council and PACT group by arranging selected sport activities. This work related to the Council's annual financial contribution to the Centre.

RESOLVED:

That the Clerk relays the suggestions of the PACT group to the Centre's management team for further consideration.

R41. ASBESTOS MANAGEMENT

Item deferred from the Full Council. The Council had received a letter from the Welsh Government reminding town councils of their responsibilities on asbestos management in the workplace.

RESOLVED:

That the Clerk arranges for an asbestos survey to be completed on all Council buildings.

R42. STAFFING MATTERS

The Clerk provided the background to this item. The staffing team had requested the Community Endeavour awards be moved to a different time of year, to relieve pressure on workload in the lead up to the Christmas period. Anytime over the early summer period was suggested as being suitable.

RESOLVED:

That the awards be moved to May and held at the Annual Meeting of the Council, with the next award round being held in May 2025. This item was subject to the ratification of the Full Council.

R43. DATE OF NEXT MEETING

The Chair closed the meeting at 6.45pm. Clerk to advise members on the next meeting date at the proper time.

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Chair