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 23rd July 2024 at 5.30pm.

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

APOLOGIES FOR ABSENCE none were received. Cllrs P. Cooper, J. Jones, and E.B. Palmer were absent without apology.

IN ATTENDANCE: J. Baker (Clerk).

R1. ELECTION OF CHAIR – MUNICIPAL YEAR 2024/25

RESOLVED:

That Cllr P. Corbett be appointed Chair for the municipal year 2024/25.

R2. ELECTION OF VICE CHAIR – MUNICIPAL YEAR 2024/25

RESOLVED:

That Cllr M. Lewis-Jones be appointed Vice Chair for the municipal year 2024/25.

R3. DECLARATIONS OF INTEREST – MEMBERS' CODE OF CONDUCT

None were declared.

R4. BANK RECONCILIATION QUARTER 1 – 30th June 2024

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.

R5. FINANCIAL REVIEW OF RESERVE BALANCES

The Clerk explained that the statement template required updating for the new financial year.

RESOLVED:

That the Clerk reviews the position balances and sends on the update statement to all committee members.

R6. REVIEW OF INTERNAL CONTROLS AND INVESTMENT POLICY

Members reviewed both documents that had been updated by the Clerk and were included with the agenda papers.

RESOLVED:

That the Internal Controls and Investment Policy be approved.

R7. POLICY FOR PRO RATA MEMBERS ALLOWANCES

Members considered an appropriate policy for pro rata allowances. The IRPW required Councils to set a pro rata allowance policy, with the policy detail at the discretion of Councils to determine. Members agreed that the annual allowance should continue to be paid in full at the start of each civic year, to each serving Councillor that does not elect to decline the payment.

RESOLVED:

That the policy be determined as follows, subject to the agreement of the full Council (The pro rata calculations to be based on a Civic Year i.e. May to April):

1) Starting Councillors to receive a pro rate annual allowance based on their start date rounded up to the nearest month.
2) Leaving Councillors would be asked to pay back their annual allowance on a pro rata basis based on their finishing date rounded up to the nearest month. Leaving Councillors would be asked to pay within thirty days of the invoice date. This policy would be clearly identified in the Councillor's welcome letter.

R8. STAFFING MATTERS

The Clerk requested a mobile phone for business use by the Support Officer, to better manage the Council's social media operations. This was a growth area in terms of workload and development, and the phone would enable live updates at events and other functions.

Cllr E.B. Palmer had requested a review of the Deputy Clerk's monthly report to Full Council. The Clerk summarised the main discussion points, which were the report being a duplication of committee minutes, and other officers not being required to submit reports. Members confirmed that the reports were useful as information updates and would welcome contributions from other staff members. Other methods of communication were also used such as emails.

RESOLVED:

1) That the Clerk arrange for a business mobile smart phone to support the Council's social media operations.
2) That the monthly report to full Council continues, but in a revised format that allows all members of staff to contribute updates. The report would be for information only and be included with the Clerk's monthly agenda summons email, but not included on the main agenda. This resolution was subject to the agreement of the full Council.

R9. OTHER MATTERS & DATE OF NEXT MEETING

The Clerk updated members on the response rates from emails that required action from members. All members should engage in this process to ensure council resolutions were being completed in a timely manner. Clerk would send a reminder to all members.

The Clerk referred to the outstanding invoice due for the Greenfield by-election. The County Elections office had agreed to reduce the fees for the poll cards by 50%. Members confirmed that with this reduction applied payment could now be made. Clerk was to arrange payment.

The Chair closed the meeting at 6.25pm. Clerk to advise members on the next meeting date at the proper time.

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Chair