# Cyngor Tref Treffynnon Holywell Town Council

Swyddfeydd Bank Place,
Treffynnon,
Sir y Fflint, CH8 7TJ

Tel: (01352) 711757

Bank Place Offices,
Holywell,
Flintshire, CH8 7TJ

Tel: (01352) 711757

e-bost/e-mail: town.clerk@holywell.wales
Gwefan/Website: holywell.wales

**NOTE: The following meeting will be a hybrid meeting. Members of the public and press can attend in person. If members of the public or press wish to attend remotely, they should email the Clerk town.clerk@holywell.wales for further guidance.**

20th February 2026

To: Members of the Resources Committee
Mayor (ex-officio) and Councillors C. Blackwell, P. Cooper, L. Corbett, P. Corbett, I. Hodge, M. Lewis-Jones, and E.B. Palmer.

Dear Councillors,

Notice is given that a hybrid meeting of the **RESOURCES COMMITTEE** will be held in the **Council Chamber, Bank Place Offices, Holywell** on **WEDNESDAY 25th FEBRUARY 2026** at **6.00pm** to transact the business specified in the agenda set out below.

Yours faithfully

J. Baker
Town Clerk & Financial Officer

## AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

   Members are reminded that they must declare the existence and nature of their declared personal interests.

3. BANK RECONCILIATION QUARTER 3 – 30 DECEMBER 2025

   To receive and note the attached bank reconciliation statements for the period to 30 December 2025. Clerk to report.

4. MANAGEMENT ACCOUNTS QUARTER 3 – 30 DECEMBER 2025

To receive and note the accounting position for the period to 30 December 2025. The accounts were circulated with the agenda email.

5. BANK BALANCES & RESERVES REVIEW

Members to review the current position. The Clerk will present information at the meeting.

6. POLICY REVIEWS

The Council's retained HR Providers have reviewed all relevant policy documents. The Council's Internal Auditors have also recommended the Council adopt two new policies. The following policies have been amended or created and require formal approval. All policies were circulated with the agenda email.

- Gifts & Hospitality (Internal Audit Recommendation)
- Expenses (Internal Audit Recommendation)
- Sexual Harassment (HR Recommendation – Legislative)
- Special Leave (HR Reviewed)
- Grievance (HR Reviewed)
- Equality & Diversity (HR Reviewed)
- Dignity at Work (HR Reviewed)

7. BUILDING CLEANING

The circumstances and contractual situation relating to the cleaning of the Council Offices have changed. Clerk will provide further information at the meeting.

8. INTERNAL CONTROLS & INVESTMENT POLICY

Members to undertake an annual review of the Council's internal control procedures and investment policy. See attached documents.

9. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF PUBLIC AND PRESS

To consider passing a resolution to exclude the public and press for agenda item 10, 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 information presented.

10. <u>STAFFING</u>

Members to consider the following matters. Clerk will provide further information at meeting.

- Staff work patterns and homeworking.
- Use of remote meeting facilities.
- Member/staff political protocols.
- New assets and services and impact on job roles.

Date:21/01/2026 | Holywell Town Council 2025/2026 | Page 1
Time: 16:53 | | User: JB

**Bank Reconciliation Statement as at 31/12/2025**
**for Cashbook 1 - Current Bank A/c 11008722**

| Bank Statement Account Name (s) | Statement Date | Page No | Balances |
|---|---|---|---|
| Current Bank A/c 11008722 | 31/12/2025 | | 128,457.91 |
| | | | 128,457.91 |
| **Unpresented Payments (Minus)** | | **Amount** | |
| | | 0.00 | |
| | | | 0.00 |
| | | | 128,457.91 |
| **Unpresented Receipts (Plus)** | | | |
| | | 0.00 | |
| | | | 0.00 |
| | | | 128,457.91 |
| | | **Balance per Cash Book is :-** | **128,457.91** |
| | | **Difference is :-** | **0.00** |

Date:21/01/2026 | Holywell Town Council 2025/2026 | Page 1
Time: 16:55 | | User: JB

**Bank Reconciliation Statement as at 31/12/2025**
**for Cashbook 3 - Moneymarket Bond 00710997**

| Bank Statement Account Name (s) | Statement Date | Page No | Balances |
|---|---|---|---|
| Moneymarket Bond | 31/12/2025 | | 46,320.77 |
| | | | 46,320.77 |
| **Unpresented Payments (Minus)** | | **Amount** | |
| | | 0.00 | |
| | | | 0.00 |
| | | | 46,320.77 |
| **Unpresented Receipts (Plus)** | | | |
| | | 0.00 | |
| | | | 0.00 |
| | | | 46,320.77 |
| | | **Balance per Cash Book is :-** | **46,320.77** |
| | | **Difference is :-** | **0.00** |

Date:21/01/2026 | Holywell Town Council 2025/2026 | Page 1
Time: 16:56 | | User: JB

**Bank Reconciliation Statement as at 31/12/2025**
**for Cashbook 2 - Moneymarket Bond 30887161**

| Bank Statement Account Name (s) | Statement Date | Page No | Balances |
|---|---|---|---|
| Moneymarket Bond 30887161 | 31/12/2025 | | 21,364.38 |
| | | | 21,364.38 |
| **Unpresented Payments (Minus)** | | **Amount** | |
| | | 0.00 | |
| | | | 0.00 |
| | | | 21,364.38 |
| **Unpresented Receipts (Plus)** | | | |
| | | 0.00 | |
| | | | 0.00 |
| | | | 21,364.38 |
| | | **Balance per Cash Book is :-** | **21,364.38** |
| | | **Difference is :-** | **0.00** |

**Holywell Town Council**

**Review of Internal Controls**

## What has to be done?

- Identify the controls
- Record them
- Review them annually
- Minute the review

## What do controls include?

- Multiple payment signatories
- Monthly bank reconciliations
- Monthly review of accounting records
- Recording in minutes of powers for payments
- Minutes accurately recorded, numbered and approved
- Adequate insurance
- Testing of measures preventing fraud
- Risk Management

## HOLYWELL TOWN COUNCIL / CYNGOR TREF TREFFYNNON
## Annual Investment Strategy

The Annual Investment Strategy is prepared in accordance with the statutory guidance on Local Government Investments issued by the Welsh Government.

All cash, bank balances, financial assets, borrowings, and credit arrangements * are defined as a part of the Council's treasury management activities. This Annual Investment Strategy will concentrate on the Council's financial reserves (or other financial assets it holds) and the investments it undertakes of these resources.

The Council undertakes to ensure that for all its investments, priority will be given to security and liquidity rather than to yield. In this Annual Investment Strategy the Council has made appropriate arrangements for:

- Identification, management and control of risks in the investments/treasury management activities it undertakes
- Budgeting, accounting and audit arrangements
- Its cash and cash flow management requirements
- Segregation of responsibilities, organisational arrangements, adequate documentation and the identification of a responsible officer for investment/treasury management activities.
- Corporate governance
- Procedures to ensure it is alert to the possibility it may become subject to an attempt to involve it in a transaction involving the laundering of money.
- All investments undertaken by this Council will be made & repaid in sterling.

### Listing of Investments to be Undertaken

All funds to be deposited in the HSBC Current Account, save for a maximum of £75,000 which shall be invested in a HSBC Money Market fixed term deposit investment account or similar, such arrangement to be kept under review by the Resources Committee.

Clerk authorised to transfer funds between the HSBC Money Market fixed term deposit investment account and the HSBC Current Account, subject to the investment holding not exceeding £75,000.

### New Investments – Reporting Requirements

If any new investment interests are proposed during a financial year, before such an investment is undertaken it will need the prior approval of the Council.

** this covers all forms of borrowing or credit transactions that the Council may undertake.*

**Dated 26th January 2026, subject to review by the Resources Committee.**