

HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Minutes of the Meeting of the Finance Committee held in the Main Hall, St. Peter's Church, Rosehill, Holywell on Thursday, 28 January 2016 at 6.30pm.

PRESENT: Councillor J.M. Johnson (Chairman).
Councillors: P.J. Curtis, Mrs. R. Dolphin, E.B. Palmer, H.G. Roberts,
B. Scragg and L. Thorley.

APOLOGIES FOR ABSENCE were received from Councillors Mrs. M. Auty, Mrs. K. Davies, J. Griffiths, D.W. Jones, P.J. McGarry (Mayor), K. Roberts, Mrs. S.E. Wallbanks, E. Watkinson and P.A. York.

IN ATTENDANCE: D.C. Pierce (Clerk).

F6. DECLARATIONS OF INTEREST – MEMBERS' CODE OF CONDUCT

Minute No.	Name of Councillor	Personal	Prejudicial	Nature of Interest
F8.	P.J. Curtis	√	√*	Trustee CAHA Women's Aid (Holywell)
F8.	Mrs. R. Dolphin	√	-	Member of Carmel Bowling Club

*Member left the meeting for the discussion and voting.

F7. PUBLIC BODIES (ADMISION TO MEETINGS) ACT 1960 – EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

That the public and press be excluded for the following minute F8., 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 supporting financial and other information provided with the applications.

F8. APPLICATIONS FOR FINANCIAL ASSISTANCE – 2015/16

Members considered requests received for financial assistance from various organisations together with a schedule of the organisations and events supported by the Council in 2012/13, 2013/14 and 2014/15. The Clerk read

out supporting background and financial information provided by each organisation.

A statement of donations made to date in the current (2015/16) financial year was also provided with details of budget provision (£5,000), balance (£3,179.37) and the Council's policy on donations.

Members also reviewed the earmarked provisions to charitable and other organisations in the Council's Budget.

RESOLVED:

(1) That the following donations be made:-

	£
CAHA Women's Aid (Holywell)	500
Carmel Bowling Club	200
(with an additional £50 to be donated to the Club from the general sum, towards the hosting of the next Annual Challenge match Whitford CC v Holywell TC)	
Holywell Band	500
Tenovus Cancer Care	200
Eisteddfod Genedlaethol yr Urdd - Sir y Fflint 2016	
Pwyllgor Apêl Treffynnon a'r 5 Pentref/Holywell+	
5 Villages Appeal Committee	500
(ie.Balance of Council's contribution/commitment)	
	<u>1900</u>

(2) That, having regard to the Council's policy, the requests from the following organisations be received without a grant being made on this occasion.

Llangollen International Musical
Eisteddfod
Welsh Air Ambulance (Airbase Appeal)

(3) That donations of £1000 and £250 from the current earmarked budget provision be made to the Flintshire Citizens Advice Bureaux and the Fron Park Bowling Club (Waterhouse Cup Competition 2015) respectively.

(4) That, with the exception of deleting the Clwyd Community Chest from the list of earmarked provisions (organisation disbanded), the list be kept in its present form.

F9. BANK RECONCILIATION

Bank Reconciliation Statements for the year 1 April 2014 to 31 March 2015 and for the quarterly periods 1 April to 30 June; 30 September and 31 December 2015 were circulated. The Clerk summarised the background to the entries. There were no questions raised by Members.

RESOLVED:

That the Bank Reconciliation Statements, as presented, be received and noted.

F10. ANNUAL ESTIMATES OF INCOME AND EXPENDITURE

Members considered lists detailing the estimates, probable income and expenditure for 2015/16 and estimated figures for 2016/17 together with the Clerk's accompanying report. The Clerk identified and explained certain items for Members' information and also answered questions.

The Clerk also referred to potential future expenditure items (some brought forward from last year) to be kept in mind. These included the future of the CCTV arrangements (which was still under review) and other issues arising from the County Council's 'Save Our Services' campaign, as the Authority continued to look at ways to deal with the significant expenditure cuts facing it in the coming years.

The ongoing conversion works to establish a Council Chamber on the ground floor at 14 Bank Place with associated improvements would also provide the long-awaited opportunity to review and utilise some of the available accommodation through the appointment of support staff.

The subject of Community Asset Transfer was featuring more and more in the Council's business. Four 'Expressions of Interest' in local assets had been agreed. If not in the 2016/17 financial year, there would be a requirement for appropriate provision to be included in the Council's budget if agreement was reached with the County Council for transfer of asset(s) to the Town Council.

The draft budget for 2016/17 had been prepared to take account of changes in expenditure levels since April of last year and using available funds in other budget heads, where possible to emphasise the Council's continued support to date to develop its 'events base'. Match funding schemes had so far been continued by the County Council. This had enabled upgrading works to be earmarked for another play area (Pen y Maes Gardens) with an increased contribution of £2681.36 from the Town Council. With the ongoing budget pressures and the possibility of increased 'take-up' of local assets generally under Community Asset Transfer, there was however no guarantee that the County would be able to carry on with 50/50 match funding arrangements.

By reference to the Clerk's written report and supporting correspondence copied with the agenda/circulated at the meeting, Members' attention was drawn to the following matters requiring confirmation or consideration and decision.

- Restoring Historic Honours Boards
- Weathervane: Old Town Hall
- Match Funding Play Area Upgrade
- Choral Festival
- Community Transport Funding: WBCT
- One Voice Wales: Annual Membership
- Financial Management Software
- 'Twinning' Gift: St Gregoire delegation
- Civic Christmas Cards
- Christmas Tree /Festival Lighting:
Additional work/lighting upgrade
Electrical connection to tree
- Henry V 600th Anniversary
- Community Asset Transfer Scheme
Public Conveniences x 2
School Lane Garden, Greenfield
Park Hall Road Playing Field, Greenfield
- Support Staff: Bank Place Offices
P/t, up to 20 hrs per week
- Pensions Act 2008: Workplace Pensions - Automatic enrolment
- Proposal(s) put forward by Members

The Committee also had before it, as a general guide, the effect on the Holywell Community's Band D properties Council Tax of increasing the precept in various increments over and above its precept sum for 2015/16 (£161,500), together with precepts and charges in the individual communities across the County in the current financial year. As a general guide, every £1,000 increase in precept above £161,500 would roughly mean an additional 31p in Council Tax per Band D charge.

RESOLVED:

(A) BUDGET 2016/17

- (1) That the Annual Estimates of Income and Expenditure, as presented, be approved subject to the following:-
- (2) That a sum of £1,100 be allocated towards restoring the two wooden Historic Honours Boards to be displayed in 14 Bank Place.
- (3) That, as it has not been possible to date to move forward with the Weathervane proposal

(incorporating the Council crest) on the roof of Flintshire Connects (Old Town Hall), High Street, Holywell, the project be deferred.

- (4) That £10,000 be allocated to a Leisure Services fund towards a contribution in respect of play area improvements within the Holywell community.
- (5) That the proposal to stage a Choral Festival in the Holywell town centre be not progressed.
- (6) That, in view of its financial support to the Estuary Voluntary Car Scheme, the Council does not make a contribution to Welsh Border Community Transport (2016/17).
- (7) That the Council does not take up membership of One Voice Wales in 2016/17.
- (8) That £700 be earmarked for Financial Management Software to address issues raised by the Clerk with particular reference to improving arrangements for the reporting of budget monitoring.
- (9) That a sum of £200 be allocated towards a 'Twinning' gift for the St. Gregoire Summer 2016 delegation to Holywell.
- (10) That £75 be allocated towards Civic Christmas Cards.
- (11) That the following amounts be added to the Christmas lighting budget:

Christmas Tree /Additional work (Tower Gardens) and Festive Lighting generally
Metallic fence enclosure (with gate) around the site of the tree at Tower Gardens £2000
Electrical connection to tree £1500
Supply/install 100m of IP68 rated 24v MaxiLED festoon with 200no. 0.6 watt multi-coloured lamps protected with 64mm diameter clear polycarbonate globes with weather-proof driver £2511
Supply 10 sets of 10m long 23v inter-connectable cool white LED mini bulbs etc, with weatherproof driver, to repair failures on the LED fairy lights and to connect up on to the new Christmas tree. £600*

*already included in the existing draft budget.

- (12) That a sum of £1000 be allocated towards supporting the Henry V 600th anniversary events programme primarily in the Holywell community subject to consideration and approval of funding applications from the organiser(s) up to this sum.
- (13) That the Council endorses the recruitment of support staff at its Bank Place Offices following the completion of the contract of works at No. 14 Bank Place, within an allocated budget sum of £10,896 initially (p/t, up to 20 hrs per week) and that the Clerk report to the Audit Sub-Committee with recommendations.
- (14) That the Workplace Pensions Auto Enrolment date of 1 October 2016 for the Council be noted and that a sum of £500 be initially approved to cover the employer's minimum contributions for Holywell Town Council employees wishing to join the scheme.
- (15) That the following change be confirmed in respect of the £5000 earmarked reserve to be carried forward to 2016/17 -
From: "Arquest" football pitch
To: Community Asset Transfer Scheme
- (16) That the additional information on the proposal together with the estimated financial implications submitted by Councillor Mrs. M. Auty under the heading of 'Generating business in the town' (brought forward from last year's precept-setting meeting) be not supported.

(B) PRECEPT 2016/17

That a precept of £176,870 be issued on Flintshire County Council for the financial year 2016/17 (an increase of 8.6p per week on 2015/16).

F11. FINANCIAL REGULATIONS

Consideration was given to reviewing/approving the Council's Financial Regulations.

RESOLVED:

That the Financial Regulations, as presented, be approved without change.

F12. AUDIT OF ACCOUNTS AND ANNUAL RETURN – YEAR ENDING 31 MARCH 2016

RESOLVED:

That the following appointments in respect of the financial year 2015/16 be noted/approved, subject to any changes that may be notified by the Wales Audit Office:

External (Statutory Auditor) – BDO LLP
(Southampton) on behalf of the Auditor General for Wales.

Internal Auditors – JDH Business Services Ltd,
Pantymwyn, Flintshire

F13. COUNCIL MEETING – TUESDAY, 16 FEBRUARY 2016

Members noted that the Council remained at St. Peter's Church, Rosehill, Holywell for its next meeting – 6pm start agreed, to receive a further report from Damian Hughes, Senior Manager, School Planning and Provision, on the traffic impact assessment in relation to the new Holywell High School in particular, in response to the Council's earlier request.

F14. CLOSE OF MEETING

The Chairman closed the meeting at 8.15pm.

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Chairman