

# Cyngor Tref Treffynnon Holywell Town Council

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11 April 2019

To: Members of the Audit Sub-Committee

Mayor (ex-officio) and Councillors L.A. Carter, J.M. Johnson, P.A. Johnson,  
E.B. Palmer and B. Scragg.

Dear Councillors,

Notice is given that a meeting of the **AUDIT SUB-COMMITTEE** will be held in the **COUNCIL CHAMBER, COUNCIL OFFICES, BANK PLACE, HOLYWELL** on **Wednesday 17<sup>th</sup> April 2019** at **2.00pm** 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 2018/19 – QUARTER 4

To receive and note the attached bank reconciliation statement for the period to 31st March 2019.

4. FINAL ACCOUNTS CLOSEDOWN PROGRAMME 2018/19

Members to endorse the arrangements in hand for the closure of the Council's accounts. Clerk to provide an update and confirm the closedown, internal audit and external audit arrangements.

5. COUNCIL POLICY REVIEWS

a. Members to approve the attached new Council policies:

- Equality & Diversity Policy
- Grant Awarding Policy

b. Members to undertake the annual review of all existing policies and agree any necessary revisions. All existing policies can be viewed on the council's website. Clerk to report.

6. STAFF PENSION SCHEME

Members are requested to review the existing arrangements at the request of the staffing team. Clerk to provide further background and information at the meeting.

7. HIGH STREET CAPITAL WORKS SCHEME FUNDING CONTRIBUTION

Following the Council's decision to increase their contribution towards the above scheme, the Audit Sub-Committee were requested by the Council to produce a financial action plan covering the following matters:

- The funding mechanism for financing the contribution.
- The preferred repayment terms.
- A budget review to determine the financial impact on existing budget heads and/or the local taxation precept.

Clerk to report on the options available and provide further information at the meeting.

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Holywell Town Council 2018/2019

Bank - Cash and Investment Reconciliation as at 31 March 2019

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**Confirmed Bank & Investment Balances**

Bank Statement Balances

30/11/2017	Moneymaster A/c 81096516	0.00
31/03/2019	Current Bank A/c 11008722	66,510.04
30/04/2016	Moneymaster A/c	0.00
31/03/2019	Moneymarket Bond	21,109.88

**87,619.92**

Unpresented Payments

**150.00**

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**87,469.92**

Receipts not on Bank Statement

**0.00**

**Closing Balance**

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**87,469.92**

All Cash & Bank Accounts

1	Current Bank A/C 11008722	66,360.04
2	Moneymaster A/C 81096516	0.00
3	Moneymarket Bond A/C 00710997	21,109.88
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<b>87,469.92</b>

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**Bank Reconciliation Statement as at 31/03/2019  
for Cashbook 1 - Current Bank A/c 11008722**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Bank A/c 11008722	31/03/2019		66,510.04
Moneymaster A/c 81096516	30/11/2017		0.00
			<u>66,510.04</u>
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
18/03/2019 105769 L.A.Carter		150.00	
			<u>150.00</u>
			66,360.04
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
		0.00	
			<u>0.00</u>
			66,360.04
		<b>Balance per Cash Book is :-</b>	<b>66,360.04</b>
		<b>Difference Excluding Adjustments is :-</b>	<b>0.00</b>
<b><u>Adjustments to Reconciliation</u></b>			
06/04/2018 VIS Label bar balance		-35.00	
06/04/2018 VIS Label Bar		35.00	
			<u>0.00</u>
		<b>Unreconciled Difference is :-</b>	<b><u>0.00</u></b>

**Bank Reconciliation Statement as at 31/03/2019  
for Cashbook 3 - Moneymarket Bond 00710997**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Moneymarket Bond	31/03/2019	198	21,109.88
			<u>21,109.88</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			21,109.88
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			21,109.88
		<b>Balance per Cash Book is :-</b>	<b>21,109.88</b>
		<b>Difference is :-</b>	<b>0.00</b>



# HOLYWELL TOWN COUNCIL

## EQUALITY AND DIVERSITY POLICY

# HOLYWELL TOWN COUNCIL

## EQUALITY AND DIVERSITY POLICY

### 1. PURPOSE

The aim of this policy is to communicate the commitment of Holywell Town Council, its Members and Officer(s) to meeting the Public Sector Equality Duty, which came into force on 5 April 2011. The Equality Duty applies to public bodies and others carrying out public functions. It supports good decision-making by ensuring public bodies consider how different people will be affected by their activities, helping them to deliver policies, representation and services which are efficient and effective and accessible to all, and which meet different people's needs.

It is our policy to provide representation, information, facilities, services and employment to all irrespective of:

- gender, including gender reassignment
- marital or civil partnership status
- having just had a baby or being pregnant
- having or not having dependants
- religious belief or political opinion
- race (including colour, nationality, ethnic or national origins)
- disability
- sexual orientation
- age

### 2. SCOPE

Holywell Town Council:

- Is opposed to all forms of unlawful and unfair discrimination. All people and employees will be treated fairly and will not be discriminated against on any of the above grounds. All decisions will be made objectively and without unlawful discrimination.
- Recognises that supporting equality is of primary importance. This policy will help all those who are Council Members or work for the Council to develop sound and effective policies that impact on the town, wider community and surrounding areas.
- Aims to create a culture that respects and values each other's differences, that promotes dignity, equality and diversity.
- Aims to remove barriers, bias or discrimination that prevents individuals or groups from realising their potential and contributing fully to the community to develop a culture that positively values diversity.
- Will challenge discrimination.
- Aims to provide equality and fairness to all in the community and expects all Members and Officers to be aware and understand the Equality Act 2010.

### 3. EQUALITY COMMITMENTS

- Promoting equality of opportunity for all persons.
- Promoting a good and harmonious environment in which all persons are treated with respect.
- Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation.
- Fulfilling our legal obligations under equality legislation and associated codes of practice.
- Complying with our own equal opportunities policy and associated policies.
- Taking lawful affirmative and positive action where appropriate.

### 4. MONITORING AND REVIEW

The Audit Sub-Committee has specific responsibility for the effective implementation of this policy. In order to implement this policy, they shall:

- Communicate the policy to Members, the Clerk and members of the public.
- Incorporate equal opportunities into general practices.
- Ensure that other persons or organisations will comply with the policy in their dealings with the Council.

The Town Council will establish appropriate information and monitoring systems to assist the effective implementation this policy. In addition to our own internal procedures, any person has the right to pursue complaints of discrimination under the Equality Act 2010.

*All Holywell Town Council Policies are approved by full council and subject to an annual review.*

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*Town Mayor & Chairman of the Council*





# HOLYWELL TOWN COUNCIL

## GRANT AWARDING POLICY

# HOLYWELL TOWN COUNCIL

## GRANT AWARDING POLICY

### 1. Introduction

- 1.1. Holywell Town Council budgets a sum of money every year for grants to voluntary and not for profit organisations.
- 1.2. Holywell Town Council aims to promote health, well-being and an inclusive community by providing financial support to community groups working for the benefit of its local residents.
- 1.3. These grants are limited and are made available to organisations that address a demonstrable need for financial assistance.
- 1.4. The Council considers such grants twice per year in January and June, at its Finance Committee meetings.

### 2. Grants To Local Organisations

- 2.1. Holywell Town Council grants are made for the benefit of people and projects local to the Holywell community. Applications will be considered for financial assistance towards a specific project or activity from community organisations, cultural, educational, sporting, health and charitable organisations, which are non-commercial and whose membership and field of activity is centred in the area covered by the Council.
- 2.2. Grants are normally awarded on an annual basis to each applicant.
- 2.3. Grants awarded can be for one-off projects and events, or to support ongoing regular activities, equipment purchase or in exceptional cases to support operating costs.

### 3. Policy Aims and Objectives

- To enable local people to participate in voluntary groups and activities.
- To help the voluntary groups improve their effectiveness and reach.
- To ensure the provision of services desired by local residents.
- To support organisations which meet the needs of people experiencing social and economic difficulties.
- To support organisations which meet the needs of young people and senior citizens.
- To support organisations which seek to make a positive impact upon the environment.
- To ensure that there is equality of accessibility and opportunity for all local residents.

#### 4. Grant Criteria

- Grants are awarded only to organisations meeting the needs of residents of the Holywell community, and only to non-profit making organisations or projects.
- Applicants must provide copies of their annual accounts, a recent bank statement (last 6 months) and the group's constitution to support their application. **No application should be submitted without these supporting documents.**
- Balances held by the organisation will be taken into consideration when deciding levels of grant aid.
- The maximum grant award is capped at £1,000 per applicant per year.
- Financial support is confined to local organisations as a general policy.
- Financial support to outside organisations and events is only considered when residents of the Council's area are participating or there is direct benefit to the community.
- Applicants should describe how they intend to reflect the bilingual nature of the community and their audience in the activities for which they require financial support.
- All applications received are considered.
- Applications from schools will only be considered for specific projects.
- Private individuals cannot be considered for financial assistance of any kind. Payments will only be made to a properly constituted group, club or society.
- Applicants agree to acknowledge the contribution that has been made by the Council in publicity or promotional material.

#### 5. How To Apply

- 5.1. Applications must be submitted via the Holywell Town Council Application for Financial Assistance Form. Completed applications should be sent to the Clerk along with the relevant documentation.
- 5.2. Applications can be submitted at any time and will be put to the next appropriate meeting of the Council's Finance Committee.
- 5.3. Applicants will be notified by letter of the outcome and if successful will be required to return a slip to confirm receipt of the grant awarded.
- 5.4. Approved grants will be valid until the end of the financial year following their approval. If the grant is not taken by 31<sup>st</sup> March you may need to reapply, unless a deadline change has been agreed with the Clerk.

#### 6. Evaluation and Review

- 6.1. Successful applicants are encouraged to provide feedback to the Council and submit a written report outlining how the money awarded was spent. This report should be provided to the Council within **6 months** of the grant being awarded.
- 6.2. This policy will be reviewed on an annual basis to ensure its continued suitability and effectiveness.

*All Holywell Town Council Policies are approved by full council and subject to an annual review.*

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*Town Mayor & Chairman of the Council*