

MOLD TOWN COUNCIL

Minutes of the Meeting of Finance Committee held on the 9th December 2025 in the Town Council Offices, Unit 10, Daniel Owen Precinct, Mold and via Zoom.

PRESENT: Councillors Paul Beacher (Mayor), Joanne Edwards (Deputy Chair), Chris Bithell and Geoff Collett

VIA ZOOM: Councillors Robin Guest (Chair), Teresa Carberry and Tina Claydon.

Officers: Jo Lane, Town Clerk and Finance Officer

20. APOLOGIES

Apologies were received from Councillor Suzanne Thomas.

21. DECLARATIONS OF INTEREST

None

22. MINUTES

It was **resolved** that the minutes from the previous meeting held on 11th September were approved.

It is noted that the times recorded for when Cllr Edwards left the meeting and when the meeting closed in the minutes of 11th September 2025 were transposed. As the minutes have already been agreed at the Full Town Council meeting, they cannot be amended. This note is therefore recorded for accuracy.

23. REQUEST FOR FINANCIAL SUPPORT FROM BRITISH FINAL OF ONE ACT PLAYS

Councillors Guest and Collett declared an interest in this item.

Following discussion it was **resolved** to defer this request to the next Finance Committee Meeting taking place in March 2026.

24. FINANCE REPORT AND 2025/2026 BUDGET

The Clerk provided a verbal run through of the Finance Report.

It was **resolved** to accept the Finance Report and 2025/2026 Budget.

25. VAT RETURN MONTHS (01.08.25-31.10.25)

The submitted VAT return report was **noted**.

26. DRAFT BUDGET AND REPORT FOR 2026/2027

The Clerk provided a verbal run-through of the proposed budget for 2026/27 and the accompanying budget report. Members considered the information in detail, asking a number of questions which were duly answered.

It was **resolved** to accept the draft budget of £467,697 and to recommend it to Full Council for approval.

27. PRECEPT 2026/2027

Following discussion it was **resolved** to recommend a Precept increase of 5% to Full Council with £38,643 of General Reserves funds to be used to meet the full budget requirements.

28. EAR MARKED RESERVES

Committee Members reviewed the current Ear-Marked Reserves (EMRs), seeking clarification on some of the funds held.

A discussion took place regarding EMR 316 – MTC Future Purchase/Rent, considering whether the current sum is still required following the relocation of the Council Offices, and whether the EMR could be reduced with the remaining balance placed in General Reserves to help fund the 2026/2027 budget.

It was requested that the Clerk write to Flintshire County Council to obtain written confirmation that there are no outstanding matters regarding the Town Hall.

It was **resolved** to recommend to Full Council that EMR 316 – MTC Future Purchase/Rent be reduced to £35,000, with £32,130.74 being transferred to General Reserves to support the 2026/2027 budget.

29. 6th JANUARY 2026 – PROVISIONAL MEETING DATE

It was **resolved** that the provisional meeting for the 6th January 2026 would not be required.

Meeting ended at 19.10pm

**SUMMARY OF DECLARATIONS MADE BY MEMBERS
IN ACCORDANCE WITH MOLD TOWN COUNCIL'S
CODE OF CONDUCT**

FINANCE COMMITTEE	DATE: 09.12.25
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MEMBER	ITEM	MINUTE NO. REFERS
Councillor Robin Guest and Geoff Collett	4.	23.

Chairman's signature: Date:

Report for Mold Town Council Finance Committee

Date of Meeting: 9th December 2025

Accounts 2025/2026 - Finance Review by the Town Clerk and Financial Officer

Finance Committee Members are asked to consider this report in compliance with good financial management and practice expected within the Town and Community Council public sector. I have put together the current financial position resulting from the Town Council's operational outcomes so far this year and a commentary of facts, figures, explanations and current financial considerations that Members are undertaking.

Purpose of Report

1. To consider the Town Council's income and expenditure position as at the end of October 2025. At the time of preparing this report for the Finance Committee meeting, the reconciliation of the November accounts had not yet been completed; therefore, this report is based on accurate figures up to the end of October 2025.

Background

2. This year's estimates for income and expenditure were approved in January 2025 when the precept for the year was also agreed.

3. The Internal Auditor recommends the regular review of income and expenditure and the attached schedules are intended to satisfy that recommendation.

4. The figures shown in the Detailed Balance Sheet up until the end of Month 7 (October 2025) gives a clear overview of the council's current Financial situation (Appendix 1). A detailed income and expenditure report by budget heading are also attached (appendix 2).

5. The estimate budget agreed for the year is £429,095 (in January 2025) and the Council's expenditure up to 31st October 2025 is £257,150.

Comments on the Accounts

6. Overview of Cost Centre – 101 Admin

All cost codes showing as overspent within Cost Centre Admin 1010 have already been discussed and noted at the last Finance Committee Meeting. The apparent overspend in 4118 – Office Equipment and 4148 – IT/Software relates to expenditure for the office move and the purchase of new equipment for the new offices. The majority of this expenditure has been taken from Ear Marked Reserves, as previously agreed by Council.

7. Overview of Cost Centre S137

4119 – Contribution to Local Groups – To date, £2,045 of the £3,3501 budget has been awarded to local groups and organisations in the form of grants, leaving £1,305 available for distribution in the current financial year. There is one remaining grant round, scheduled for March 2026, which will take place for consideration at the next Finance Committee Meeting.

8. Overview of Cost Centre 103 - Town Council Offices

4010 – Cleaning - A separate cost code has been established for cleaning at 103 Town Council Offices and 110 Bailey Hill to track contractor cleaning expenses throughout the year, while the caretaker/cleaner is on long-term sick leave. As the decision to use contractors was made after the 2025/26 budget was set, no budget has currently been allocated to cover these additional costs.

4102 – Service Maintenance Charge – The invoice for the previous years' service maintenance charge had not been received before the year end, so the 2024/25 budget allocation of £13,394.00 was carried forward the current financial year to cover the costs. When the invoice was eventually received, the charge was significantly lower at £8,058.68. This reduction was due to over payments on electricity, resulting in a rebate issued to Flintshire County Council and distributed among all tenants. This has left a credit of £5,875.32 within this cost code, in addition to the new-year budget allocation of £3,850 for service/maintenance charges for the new office. As a result, there will be an underspend in this financial year, which will offset and more the overspend in the 4010 – Cleaning cost code.

8. Overview of Cost Centre 104 Cemetery

All budgets for the current financial year are on track and monitored by the Cemetery Committee.

9. Overview of Cost Centre 105 Events

Currently all income and expenditure for events is paid directly from 324 EMR Events, this will continue in the new financial year therefore a budget each individual event is not required.

10. Overview of Cost Centre 107 Grants

4155 – Fit, Fed, Read - When preparing the 2025/26 budget, it was agreed that no budget would be allocated for Fit, Fed and Read, as the Council was uncertain whether the activity would continue following the restructure of Aura to Gwella. Since then, Gwella has formally requested financial support of £1,000, which was subsequently approved at a Town Council meeting.

4169 – Other Costs – An annual budget of £200 was allocated to cover the historic donation to the local Royal British Legion. However, Mold Alex Football Club submitted an urgent request for financial support during the year and the Council agreed to provide £4,000. As a result, this budget code will show an overspend of £4,000 by the end of the financial year.

11. Overview of Cost Centre 110 Bailey Hill

All cost codes for the current financial year are on track, with the exception of the additional cleaning costs arising from staff long-term sickness. This has already been discussed and noted at the previous Finance Committee Meeting and is being monitored by the CDR Committee.

Recommendation: That the Financial Report and accounts and budget be received and noted.

Report for Mold Town Council Finance Committee

Date of Meeting: 9th December 2025

DRAFT Budget 2026-27

The Finance Committee is asked to consider this report alongside the draft budget for 2026/27. Based on current contracts and expenditure agreed by the Town Council, the attached draft budget has been prepared to support the Council's existing services and objectives.

Please note: this draft budget does not include any financial considerations regarding the potential transfer of the Bus Station Toilets to Mold Town Council. Limited information has been provided by Flintshire County Council regarding the annual running costs of the Bus Station Toilets and the details received are not sufficient to assess the financial implications for inclusion in the 2026/27 draft budget.

101 Admin Cost Centre Overview

The Admin cost centre reflects the operational running costs of the Town Council, including staffing, office administration, subscriptions and other key overheads.

Salaries, National Insurance and Pension: Salaries for 2026/27 are recommended at £111,882, reflecting a 3% pay increase. National insurance and employer pension contributions have been updated in line with legislative changes and current rates.

Staff-related costs: Training, expenses, advertising remain largely consistent with current requirements.

Operational Costs: Postage, telephone/ internet, photocopier and stationery remain consistent with prior years.

Subscriptions and Memberships: Subscriptions (£4,000) cover SLCC, One Voice Wales, Flintshire Tourism, Events and Cittaslow based on current engagement. Members' expenses and training/ conference costs remain consistent with Council Policy. *Please note: Cittaslow membership is scheduled to be reviewed and discussed at the February 2026 meeting.*

Audit, Insurance, HR & HS: Audit fees reflect a full audit cycle including year end shut down, internal and external audits. Insurance reflects year 2 of a 3-year agreement with a 3% increase. HR & H&S reflects the final year of the Worknest Programme, also with a 3% increase.

Civic Fund, Election Costs, Translation Fees: Civic Fund has been increased to accommodate potential Civic Service costs. Election costs and translation fees remain consistent.

Office and IT-related costs: Office equipment, IT/ software and GDPR/DPA costs reflect ongoing requirements and potential additional spend linked to software upgrades and packages.

Uniform Storage: A new budget line is proposed for 2026/27 – however a formal discussion and agreement is required at Town Council to discuss next years storage costs for the Uniform project.

Bank Charges: Remain consistent at £850.

The recommended budget for 2026/27 is £192,292, ensuring coverage for current service, statutory obligations and office operational needs which accommodating planned increases and the final year of multi-year agreements.

102 – S137

The S137 budget supports contributions to local groups, CDR Committee projects, websites and promotion as well as tourist information panels.

Contribution to Local Groups: remains consistent with a budget of £3,350.

CDR Projects: includes planned initiatives such as defibrillator cabinet, pads and batteries.

Website and Promotion: are projected at £1,500, reflecting an increase to cover all three websites and additional promotional materials.

Tourist Information points: have a small allocation of £500, primarily for updating event information as required.

Overall, the total S137 budget for 2025/26 is £10,350, with projected expenditure currently at £6,723 aligning with planned allocations and ongoing projects.

103 – Town Council Offices

The recommended budget for 2026/27 is £45,637, reflecting operational requirements, staff adjustments and anticipated increases in property-related costs: key considerations include:

Staffing Costs: The current underspend reflects the long-term sickness of the Caretaker/Cleaner. This staff member has now retired, with their final pay due in December, which will include a payment for accrued holiday entitlement. The 2026/27 budget includes costings for a new Facilities Officer and incorporates a modest allocation for workwear and PPE.

Cleaning and Maintenance: Temporary cleaning costs due to staff sickness/ annual leave has been budgeted at £500, with routine cleaning materials at £400. Repairs and maintenance are projected at £1,000, covering routine building upkeep and minor works. Waste collection has been reduced to £1,000 based on current contract.

Utilities and Safety Compliance: Water and electricity costs are project at £300 and £4,000 respectively. Health and safety and maintenance requirements, including intruder/ fire alarm monitoring, service, PAT Testing, Fire Extinguishers and legionella compliance are budgeted at £2,000, reflecting anticipated increases.

Overall the recommended 2026/27 budget ensures that the Town Council Offices is properly maintained and compliant with health and safety obligations while accounting for operational changes and anticipated cost increases.

104 – Cemetery Budget

The 2026/27 Cemetery budget has been reviewed and agreed by the Cemetery Committee, with a total recommended budget of £11,660, reflecting anticipated operational costs and adjustments for inflation and pay increases. Key points include:

Staffing costs: Salaries include 3% pay increase, with projected costs of £58,706. Employer National Insurance and pension contributions are also included, with a note that the pension figure assumes both employees are enrolled in the scheme.

Operational Costs: General maintenance, utilities, telephone and internet are included. Notable allocations include an increase to rent to cover the full rent costs for Gas Lane and an increase to Membership fees to cover the cost to apply for Green Flag status.

Repairs and Health & Safety: Two new cost codes have been added for 2026/27 – General Maintenance (£2,000) and Health & Safety (£1,000) to cover additional maintenance costs for the site and overall health and safety requirements.

Other Costs: Waste collection, grass cutting, equipment hire and additional operational requirements are included to ensure the cemetery is maintained to a high standard throughout the year.

The total recommended budget of £111,660 ensure the cemetery is fully resourced, compliant with health and safety requirements and able to accommodate both routine and unexpected maintenance needs for 2026/27.

105 – Events Budget

All income and expenditure for events are managed through the Events Earmarked Reserve (EMR) to ensure ongoing support for the continuation of community events.

For 2026/27, no new event expenditure is budgeted, with the exception of storage costs (£1,860), as agreed at the November 2025 Town Council meeting. This approach ensures that all event-related finances are contained within the EMR, providing transparency and sustainability for future events.

106 – Open Spaces

The recommended Open Spaces Budget for 2026/27 is £13,000, reflecting ongoing maintenance and enhancements across the town.

Key allocations include:

Repairs and Maintenance (£1,000) – routine upkeep of public open spaces.

Hanging Baskets (£10,000) – continued support for floral displays throughout the town.

Gateway Signs (£1,000) – maintenance or replacement of town entrance signage.

Salt Bins (£1,000) – provision and maintenance to support winter safety.

Recommendation for 2026/27 is that the existing Repairs and Maintenance budget be split into separate headings to ensure that expenditure for each areas is tracked more transparently. This approach will improve financial oversight.

107 – Grants

The recommended Grant budget for 2026/27 is £18,400, supporting a range of community events and organisations in Mold.

Key allocations include:

Fit, Fed and Read (£1,000) – consideration needed as to whether the Council will be providing financial support to this scheme again in 2026/27.

Flintshire Foodbank (£1,000) – ongoing contribution to local food provision.

Daniel Owen Centre Association (£10,000) – as agreed at October Town Council Meeting. Annual financial support to DOCA will increase from £5,000 to £10,000. The additional £5,000 is solely for the upkeep and maintenance of the toilets for public use.

Other Contributions (£200) – budgeted or annual donation to Royal British Legion.

Additional allocations cover the Town Band, Fire Service Bonfire, Eisteddfod Grants, Daniel Owen Festival, and Mold Food & Drink Festival.

This budget ensures continued financial support for key community initiative.

108 – Capital Spending

The recommended Capital budget for 2026/27 is £10,000, allocated as annual match funding to Flintshire County Council/ Gwella to support the improvements of local play facilities.

109 – Service/ Property Provision

The recommended Service Provision budget for 2026/27 is £37,000, supporting key community services and activities.

Summer Playscheme (£5,100) – contract to meet the three-year agreement with Flintshire County Council.

Christmas Lighting (£25,00) – contract due to go out to tender in 2026; the budget has been increased to accommodate anticipated costs. Also covers Christmas tree provision which is part of a 3 year contract, with 2026/27 being year 2 of 3.

CCTV Maintenance (£6,000) – covers MTC owned CCTV and SLA to support costs of Mold CCTV cameras provided by Flintshire.

Youth Council (£1,000) – funds to support youth engagement.

110 – Bailey Hill

The recommended Bailey Hill Centre budget for 2026/27 is £29,258, reflecting operational costs, staff adjustments, and increased service and maintenance requirements.

- **Staffing Cost** - Salaries, National Insurance, and pension contributions include 50% of Facilities Officer role and 25% of Admin Support Officer.
- **Service and Maintenance Charges** (£7,000) – the CDR Committee agreed to increase this from £2,000 to cover both the Bailey Hill Centre and the Lodge (Flat), ensuring adequate funding for routine maintenance and unexpected maintenance costs.

- Utilities and Operational Costs - Cleaning, electricity, water, and telephone/internet costs are included to maintain smooth centre operations. Fire alarm, intruder alarm, and fire extinguisher maintenance are also budgeted.
- Other Items: Cleaning materials, stationery and waste collection. Previous one-off costs, such as the Men's Shed project and estate agent management fees, are funded separately via EMR or rent income.

This budget ensures that Bailey Hill Centre and the Lodge remain safe, fully operational, and well-maintained, with service and maintenance costs adjusted to meet current needs.

Conclusion

The 2026/27 budget ensures continuity of services, community support, and operational management, while addressing notable changes from 2025/26. Key adjustments include increased service and maintenance costs for Bailey Hill Centre and Lodge, the introduction of new budget headings for Open Spaces to improve transparency, and allocations for new roles such as the Facilities Officer. Seasonal and contracted services, including Christmas lighting, tree provision, and summer playschemes, have been updated in line with multi-year agreements and anticipated contract renewals. Overall, the budget balances operational needs, community investment, and sustainable financial management for Mold.

