

MOLD TOWN COUNCIL

Minutes of the Meeting of Finance Committee held on the 11th March 2025 in the Council Chambers, Town Hall, Earl Road and via Zoom.

PRESENT: Councillors Brian Lloyd (Mayor) and Paul Beacher (Deputy Mayor),

VIA ZOOM: Councillors Robin Guest (Chair), Chris Bithell and Teresa Carberry

Officers: Jo Lane, Town Clerk and Finance Officer

26. APOLOGIES

Apologies were **noted** from Councillors Haydn Jones and Tina Claydon.

27. DECLARATIONS OF INTEREST

Councillor Brian Lloyd declared an interest in item 4 (b).

28. MINUTES

It was **resolved** that the minutes from the previous meeting held on 10th December 2024 were approved.

29. COMMUNITY GRANT APPLICATIONS

The Community Grant budget available was: £458.00

A total of six Community Grant applications were considered and it was **resolved** that:

- (a) Outside Lives – Unsuccessful
- (b) Community Clubhouse and Garden Ltd – Application withdrawn.
- (c) Mold Alexandra FC – Unsuccessful
- (d) Alun School - £200
- (e) Ysgol Bryn Gwalia - £258
- (f) The Cottage Nursing Home - Unsuccessful

30. REQUEST RECEIVED FOR FINANCIAL SUPPORT

The request for financial support from SSAFA – the Armed Forces Charity was considered by the committee. While the committee acknowledges and greatly respects the vital work carried out by the charity, it was noted that, as a national charity, SSAFA has access to other funding opportunities. Therefore, it was **resolved** that the request for financial support would not be approved.

31. FINANCE REPORT

The Town Clerk highlighted items in the Financial report. The committee discussed the upcoming cost for the by-elections and the budget currently available to cover these costs including Ear Marked Reserves.

It was **resolved** to recommend to the Town Council that £8,000 from the unspent budget for 101 Salaries should be transferred to EMR 313-Election Provision at the end of the financial year in preparation for the 2027 Elections.

The committee requested that the Town Clerk request an estimated cost for the full election from Flintshire County Council.

The Town Clerk advised that an unexpected invoice had been received with regards to Christmas Lighting for £2,202.00. This invoice is currently being discussed with the provider. Once finalised the Town Clerk recommended that 315 EMR-Xmas Lights should be used to cover this cost once the invoice amount had been agreed. The committee **resolved** to recommend this to the Town Council.

It was **resolved** to accept the Financial Report submitted by the Town Clerk and Finance Officer. (Appendix a).

32. 2024/25 BUDGET

The budget was **noted** by the Finance Committee.

33. EAR MARKED RESERVES

The current Ear Marked Reserves were **noted**.

34. VAT RETURN MONTHS 8-10

The submitted VAT return report for Months 8-10 was **noted**.

35. NEW OFFICES COSTING

The Finance Committee **noted** the current expenditure with regards to the new Town Council offices and relocation costs.

Meeting ended at 18.51pm

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

FINANCE COMMITTEE	DATE: 11.03.25
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MEMBER	ITEM	MINUTE NO. REFERS
Councillor Brian Lloyd	4(b)	29 (b)

Chairman's signature: Date:

Appendix a.

Report for Mold Town Council Finance Committee

Date of Meeting: 11th March 2025

Accounts 2024/2025 - 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 position relating to the income and expenditure of the Town Council as at 28th February 2025.

Background

2. This year's estimates for income and expenditure were approved in January 2024 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 11 (February 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 £409,351 (in January 2024) and the Council's expenditure up to 28th February is £350,473.

Comments on the Accounts

6. Overview of Cost Centre – 101 Admin

1091 VAT Interest – I have set up a new cost code for VAT Interest received. This is a new addition to the budget. This is a new development that HMRC have started to give interest on VAT funds held. Following our last VAT return (Month 7 to 9) our VAT reclaim amount was £2,129.88, however, the amount received was £2,130.32 – 44p difference. Although not a huge amount, I felt it was best to set up a separate code to record should this information need to be accessed in the future.

4000 Salaries – The cost for salaries budgeted for this financial year included a third full time staff member. After consideration from the Town Council, two part-time members of staff were employed and joined the Council on the 11th November 2024.

This accounts for the underspend in this budget code. However, the 4009 Temporary staff expenditure of £5,557 does need to be transferred into the salary cost code.

4001 National Insurance – Similar to salaries there is a significant underspend in the budget code due to original budget created was to accommodate a third full time member of staff.

There is a significant rise in the draft budget for the next financial year to cover the increase of National Insurance Contributions for Employers which will raise from 13.8% to 15% and incorporates the reduction in the National Insurance Threshold from £9,100.00 to £5,000.

4002 Pension – Employer – The Town Council started the financial year in credit with the Clwyd Pension Scheme to the sum of £14,300. The surplus has accrued since Mold Town Council initially joined the scheme at 100% funding. Pension fund contributions are based on a combination of assets and liabilities, which fluctuate over time.

- Assets refer to the employer's individual share of all investments held within the Clwyd Pension Fund.
- Liabilities represent the specific costs associated with retirement and death benefits payable to employees.

These elements are dynamic and do not remain static. Since joining the fund, Mold Town Council's funding level has increased, leading to the generation of a surplus. The extent of these fluctuations varies between employers, influenced by factors such as employee ages and length of service.

At the last financial report in December 2024 the Council was £499.60 in credit. This credit has now been used.

4006 Staff Advertising – While advertising for the two new Support Officers, I made use of a variety of free ways to advertise the job advert. Therefore, no funds were used for this purpose. This budget is likely to remain unspent by the end of the Financial Year.

4101 National Non-Domestic Rates – This cost is already accounted for under Cost Centre 103 – Town Hall. Therefore £1500 will remain unspent at the end of the financial year.

4105 Telephone and Internet – In my last Financial report I highlighted that due to entering a short-term contract and the increase of active new email addresses for members of staff, there is to be an overspend in this budget line. The overspend is currently £1,917. This cost code covers the costs for telephone and internet as well as the cost of Citrix and email addresses/ inboxes. The overspend in this cost code is likely to be £2,400.

4107 Stationery – There is an overspend in this cost code of £259, the increase in costs is due to new members of staff (more items needed) and filing and preparing for the move to new premises.

4108 Subscriptions – As reported previously there is an overspend of £493. In the draft budget for 2025-26 this budget has been increased to £4,000 to cover the costs of all expected subscriptions, which include SLCC, One Voice Wales, Flintshire Tourism, Events and Cittaslow.

4111 Audit Fees – We are still awaiting invoices from Audit Wales to cover two years' Audits. This cost code for costs associated with our internal auditor and end of year closed down by Rialtas. If invoiced by Audit Wales before the end of the Financial year – this will likely mean this cost code will go over budget.

4116 Election Costs – The estimated cost of the by-election is £9,000. As the election is scheduled for April, this expense will likely be incurred in the 2025/26 financial year.

For 2024/25, £2,000 has been budgeted for election costs and will be transferred to EMR 313 – Election Provision at the year's end, bringing the total available in reserves to £8,000. An additional £2,000 has been allocated in next year's budget.

However, the by-election will significantly deplete the Town Council's election reserves, leaving little to cover future election costs.

4121 Community Awards – The Town Council has hosted two Community Awards Ceremonies within one financial year—last year's event took place in April, and this year's event was held in February. As a result, there will be an overspend in this budget line.

The cost of last year's ceremony was £1,175.49, with a total budget allocation of £1,500. Based on last year's expenses, I estimate an overspend of approximately £850 for this financial year.

4169 Other Costs – This budget code has been used regularly over previous years for items/ services that do not fit within other budget codes. However, a budget is never set. This year the budget code has been used for room hire for Town Council Meetings and Storage costs as there is not a specific budget code for either expenditure. A recommend budget of £1500 has been included for 2025/26 to incorporate a request from the Youth and Children's Committee of a small budget of £100 to cover the cost of refreshments for meetings.

So far, this Financial Year the following spend has taken place for this budget line:

- Room Hire for Town Council Meetings - £352.00 (additional £120 will be spent prior to year-end).
- Doc Storage - £1,320 (additional £330 expected before year end).
- Mayors Book - £56.06
- Gas Lane Storage - £1,170
- Mayors Consort Chain adjustment - £5.00
- Cost relating to office move - £955 (although displayed in this cost code, funds are paid from 316 EMR-MTC Future purchase Rent).

7. Overview of Cost Centre 102 S137

4122 CDR Project costs – There is an overspend of £221 in this budget line. These costs include:

- Flowers for Roundtable - £185.05
- Replacement Pads for Defibs - £180.00

- Replacement Pads and batteries -£1,005.00
- 2 Benches for Kendrick's Field - £3850.48

8. Overview of Cost Centre 103 Town Hall

4102 Service Maintenance Charge – Flintshire County Council usually invoice for the Service Maintenance of the Town Hall after the end of the financial year.

4124 Repairs and Maintenance - £1,500 is still available within the budget should any work need completing before moving from the Town Hall.

9. Overview of Cost Centre 104 Cemetery

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

10. 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.

11. Overview of Cost Centre 106 Open Spaces

4124 Repairs and Maintenance – Spend to date includes:

- Hanging basket refills - £2,544.00
- Plants for Gateways Signs – 107.88
- Hanging Baskets watering - £6,000
- Rock salt for bins - £53.50

Anticipated underspend is £5,285

12. Overview of Cost Centre 107 Grants

4169 Other costs - At the start of the financial year, £200 was budgeted to provide a donation to the British Legion. However, the Town Council received a request from Parkfields for financial support of £7,000, which was approved. As a result, there is an overspend of £7,000 in this budget line.

13. Over view of Cost Centre 108 Capital Spending

4902 Play Area Improvements – the overall spend for the improvement of Lon Cae Del play area was £16,000. Therefore, Mold Town Council 50% match funding was £8,000. This will leave an underspend of £2,000.

14. Overview of Cost Centre 109 Service/ Property Provision

4136 Xmas Lighting & Tree – Estimated spend for this financial year is:
Christmas Lights - £15,250
Christmas Tree - £1,795

An extra invoice has been received for Christmas Lighting for £2,202.00 which I was not expecting. I am currently speaking with the company with regards to this.

Recommendation: Overspend to be taken from EMR.

15. Overview of Cost Centre 110 Bailey Hill

All budgets for the current financial year are on track

HSBC Bank Accounts

16. With support from Councillors Pete Dando and Paul Beacher, I am still trying to remove a previous clerk from the Bank Account and become the Primary User of the account. 5 attempts in total have now been made. On Friday 28th February Cllrs Dando, Beacher and I went to the bank to ask for help. Our ID's have been checked and signatures updated. They are unable to except hard copy of the completed mandate so a sixth attempt to complete on line has been done. We are currently awaiting the response.

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