

11.

NOTICE OF MOTION

Proposed by: Cllr Sarah Taylor

Subject: Withdrawal from the Tripartite Agreement – Bailey Hill Centre

Motion:

That this Council agrees to begin the process of withdrawing from the tripartite agreement regarding the management of Bailey Hill Centre, giving the required six months' notice under the current memorandum of understanding.

Background & Reasons:

1. **Lack of lease engagement:** Flintshire County Council (FCC) has not produced a new lease for the Centre and expects the Town Council to fund its compilation. No active lease exists.
2. **Tenant security:** Withdrawal would allow FCC to decide whether to retain the current tenant in Bailey Hill Lodge.
3. **Harmful communications:** One partner in the agreement has engaged in communications adversely affecting Council employees.
4. **Ongoing maintenance and operational burden:** The Centre and Lodge require significant attention, including:
 - **Lodge front door:** Fitted with incorrect hardware; months of chasing to resolve.
 - **Heating issues:** Rooms remain cold; high energy costs reported.
 - **Lighting issues:** Flickering LED downlights needing replacement.
 - **Damp:** Cracked chimney stack in Lodge, repairs estimated ~£4,000.
 - **Water ingress:** Back door at Centre affecting intruder alarm, remedied at Council expense.
 - **Megaflo hot water system:** Installed incorrectly, had to be shut down and corrected.
 - **Recent leak:** Bathroom in Lodge leaking into Centre kitchen, increasing staff workload. Currently, one employee spends one day per week managing the Centre.
5. **Public access:** Withdrawal will not reduce access to the site itself; only access to the building would be lost unless FCC or another body assumes management. Usage of the Centre is low.
6. **Resource prioritisation:** Council workshops have identified that resources should focus on higher priorities, e.g., operation of public toilets.
7. **Budget alignment:** Withdrawal by September allows for budget realignment for the next financial year.

Recent Engagement:

- **5th December 2025 meeting:** Council representatives met FCC to discuss operational and maintenance concerns, including heating, lighting, damp, water ingress, and hot water system issues.
- **FCC response:** Agreed to review the redevelopment contract, materials used, and conduct a retrofit Energy Assessment for the Lodge (completed 27th January 2026; report awaited).

Recommendation:

Members are requested to give due consideration to the disproportionate staff time and financial resources currently allocated to the Centre and to approve the initiation of the withdrawal process from the tripartite agreement.



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MOLD TOWN COUNCIL FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting held on 26th March 2025.

1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Section 39 of the Public Audit (Wales) Act 2004, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* the Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**
 - **setting the final budget or the precept (council tax requirement);**

- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors.**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of [£5,000].

2. Risk management and internal control

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least once in each quarter, and at each financial year end, a member other than the Chair, shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council Finance Committee.

2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall

put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
 - **day-to-day entries of all sums of money received and expended by the council (documented in the cash book) and the matters to which they relate;**
 - **a record of the assets and liabilities of the council.**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council or a committee of the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
 - is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the management or control of the council.

3.9. Internal may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by Accounts and Audit (Wales) Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. Before setting a precept, the council must calculate its budget requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the Finance Committee at least annually for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Finance Committee. The RFO will inform committees of any salary implications before they consider their draft budgets.

4.3. No later than December each year, the RFO shall prepare a draft budget with detailed estimates of all receipts and payments/income and expenditure for the following financial year taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. {Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.}

4.5. In appropriate cases, each committee shall review its draft budget and submit any proposed amendments to the council Finance Committee not later than the end of November each year.

4.6. The draft budget with any committee proposals and [three-year] forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the Finance Committee and a recommendation made to the council.

- 4.7. Having considered the proposed budget and [three-year] forecast, the council shall determine its budget requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. *No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').*
- 4.12. *The RFO shall provide quarterly the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £100 or 15% of the budget.*
- 4.13. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council or relevant committee.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**

- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall {seek formal tenders from at least three suppliers agreed by the council OR {advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation}. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.8. For contracts greater than £3,000 excluding VAT the Clerk/ RFO shall seek at least 3 fixed-price quotes.
- 5.9. Where the value is between 500]and £3,000 excluding VAT, the Clerk/RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the clerk shall seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
 - i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or relevant committee. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
 - the Clerk, under delegated authority, for any items below £500 excluding VAT.
 - the Clerk, in consultation with the Chair of the Council {or Chair of the appropriate committee}, for any items below £2,000 excluding VAT.

¹ The Regulations require councils to use the Sell2 Wales website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

- a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £5,000 excluding VAT.
- in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
- the council for all items over £5,000;

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

- 5.16. No individual member, or informal group of members may issue an official order {unless instructed to do so in advance by a resolution of the council} or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Welsh Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services {above £250 excluding VAT} unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with HSBC. The arrangements shall be reviewed annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.

- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking/cheque, in accordance with a resolution of the council or duly delegated committee or a delegated decision by an officer, unless the council resolves to use a different payment method.
- 6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council or a duly delegated committee may authorise in advance for the year.
- 6.7. The Clerk and RFO shall have delegated authority to authorise payments in the following circumstances:
 - i. any payments of up to [£500] excluding VAT, within an agreed budget.
 - ii. payments of up to [£2,000] excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk and RFO]certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee.
 - iv. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- 6.8. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify 8 councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process

- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to two authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.
- 7.8. A full list of all payments made in a month shall be provided to the next council meeting
- 7.9. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved by two members and evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk and a member. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Cheque payments

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council or committee meeting. Any signatures obtained away from council meetings shall be reported to the council or Finance Committee at the next convenient meeting.

9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and the Senior Officers and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.
- 9.2. A pre-paid credit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and Events and Community Engagement Officer and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £250 including VAT, incurred in accordance with council policy.

10. Petty Cash

- 10.1. The RFO shall maintain a petty cash of up to £250 and may provide petty cash to officers for the purpose of defraying operational and other expenses.
 - a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
 - b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.

11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**

- 11.2. Guidance issued by the Independent Remuneration Panel for Wales in relation to the taxation of councillor allowances must be fully adhered to.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council or relevant committee.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the finance committee to ensure that the correct payments have been made.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

- 12.1. Any application for Welsh Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Welsh Government (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.
- 13.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.
- 13.8. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council to meet expenditure already incurred by the authority will be given by the Managing Trustees of the charity meeting separately from any council meeting.

14. Payments under contracts for building or other construction works

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

- 15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

16. Assets, properties and estates

16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit (Wales) Regulations.

16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

17. Insurance

17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

17.2. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers.

17.3. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

18. Charities

18.1. Where the council is sole managing trustee of a charitable body the Clerk shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The

Clerk shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

19. Suspension and revision of Financial Regulations

- 19.1. The council shall review these Financial Regulations annually and following any change of clerk/ RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

Mold Town Council
RISK MANAGEMENT STRATEGY
Updated March 2026

1. Introduction

1.1 This document forms Mold Town Council's Risk Management Strategy, it sets out:

- What risk management is;
- Why the Mold Town Council needs a risk management strategy;
- The Mold Town Council's philosophy on risk management;
- The risk management process;
- Roles and responsibilities;
- Future monitoring.

1.2 The objectives of this strategy are to:

- Further develop risk management and raise its profile across Mold Town Council;
- Integrate risk management into the culture of the organisation;
- Embed risk management through the ownership and management of risk as part of all decision making processes; and
- Manage risk in accordance with best practice.

2. What Risk Management is

2.1 *'Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process of which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.'*

Audit Commission, *Worth the Risk: Improving Risk Management in Local Government*, (2001:5)

2.2 Risk management is vital across all aspects of Council activity, not only health and safety but also operational, financial, reputational, environmental and technological areas.

2.3 Risk categories include:

Strategic, Compliance, Financial, Operational, Legal, Environmental, Human Resources, Reputational, Technological, Partnership and Contractual.

2.4 Risks may also involve missed opportunities. Proactive risk management helps the Council respond positively as well as defensively.

3. Why Mold Town Council needs a Risk Management Strategy

- 3.1 Strengthens the Council's ability to achieve objectives and enhances service value.
- 3.2 Ensures all committee service areas understand risk, with a uniform approach to identifying, prioritising and managing risks.
- 3.3 Strategic risk management demonstrates continuous service improvement.
- 3.4 Required under the Accounts and Audit Regulations 2015 to maintain systematic risk management process.

4. Risk Management Policy Statement

Mold Town Council is committed to effectively managing risks to safeguard, resources, protect the environment, maintain public trust and ensure continuity of services.

To achieve this:

- A comprehensive risk management framework is in place.
- The Town Clerk, Councillors and staff share responsibility for managing risks.
- Risk are identified, assessed and mitigated, including operational, financial, strategic, reputational and technological risks.
- Regular reviews, staff and councillor training and updates ensure responsiveness to emerging risks.
- Cybersecurity risks are covered by specific insurance, in addition to technical and procedural safeguards.

5. Implementing the Strategy

5.1 Risk Control Options:

- Elimination, Reduction, Transfer, Sharing, Insuring, Acceptance.

5.2 Risk Registers:

- Operational Risk Register and Financial Risk Register are maintained and updated.

5.3 Risk Monitoring

- Risk control measures are continuously monitored for effectiveness.
- Annual review by Town Clerk and Policy & Audit Committee.

5.4 Risk Management System

- Identification, Analysis, Prioritisation: Risks scored by impact and likelihood (1-4).
- Risk scoring 12+ require detailed contingency/ action plans.

		Impact			
		Negligible (1)	Low (2)	Medium (3)	High (4)
Likelihood	High (4)				
	Medium (3)				
	Low (2)				
	Negligible (1)				

The scores for impact and likelihood are scored as above. Risks scoring 12 and above will be subject to detailed consideration and preparation of a contingency/ action plan to appropriately control the risk.

6. Roles and Responsibilities

6.1 It is important that risk management becomes embedded into the everyday culture and performance management process of Mold Town Council. The roles and responsibilities set out below, are designed to ensure that risk is managed effectively right across the Council and its operations, and responsibility for risk is located in the right place. The process must be driven from the top but must also involve staff throughout the organisation.

6.2 **Councillors** – Risk management is seen as a key part of Councillors' stewardship role and there is an expectation that Councillors will lead and monitor the approach adopted, including:

- i. Approval of the Risk Management Strategy;
- ii. Analysis of key risks in reports on major projects, ensuring that all future projects and services undertaken are adequately risk managed;
- iii. Consideration, and if appropriate, endorsement of the Annual Governance Statement; and
- iv. Assessment of risks whilst setting the budget, including any bids for resources to tackle specific issues.

6.3 **Employees** – will undertake their job within risk management guidelines ensuring that their skills, experience and knowledge are used effectively. All employees will maintain awareness of the impact and costs of risks and how to feed information into the formal process. They will work to control risks or threats within their roles, monitor progress and report on task related risks to their line manager or to the Town Clerk.

6.4 **Town Clerk** – will act as the lead officer on risk management, assisted by the Policy and Audit Committee, and be responsible for overseeing the implementation of the Risk Management Strategy. The Town Clerk will:

- i. Provide advice as to the legality of policy and service delivery options;
- ii. Provide advice on the implications for service areas of the Town Council's strategic aims and objectives;
- iii. Update the Town Council on the implications of new or revised legislation;
- iv. Assist in handling any litigation claims;
- v. In consultation with the Town Council's external advisors as necessary, provide advice on any human resource issues relating to strategic policy options or the risks associated with operational decisions and assist in handling cases of work related to illness or injury;
- vi. In consultation with the Town Council's external advisors as necessary, advise on any health and safety implications of the chosen or proposed arrangements for delivery;
- vii. Assess and implement the Town Council's insurance requirements;
- viii. Assess the financial implications of strategic policy options;
- ix. Provide advice on budgetary planning and control;
- x. Ensure that the financial information systems and processes allow effective budgetary control;
- xi. Ensure the Town Council's Risk Register is maintained;
- xii. Effectively manage the Town Council's investment and loan portfolio.

6.5 Role of Internal Audit – Internal Audit provides an important scrutiny role by carrying out audits to provide independent assurance to the Town Council that the necessary risk management systems are in place and all significant business risks are being managed effectively.

Internal Audit assists the Town Council in identifying both its financial and operation risks and seeks to assist the Town Council in developing and implementing proper arrangements to manage them, including adequate and effective systems of internal control to reduce or eliminate the likelihood of errors and fraud.

Internal Audit reports, and any recommendations contained within, will help to shape the Annual Governance Statement.

6.6 Policy and Audit Committee – Review and future development of the Risk Management Policy and Strategy will be overseen by the Policy and Audit Committee.

6.7 Training – The aim will be to ensure that both Staff and Councillors have the skills necessary to identify, evaluate and control the risks associated with the services they provide. Risk Management training and development will be provided through a range of methods such as workshops, literature and in-house service familiarisation.

6.8 In addition to the roles and responsibilities set out above, the Town Council is keen to promote an environment within which individuals and groups are encouraged to report adverse incidents promptly and openly.

7. Future Monitoring

7.1 Review of Risk Management Strategy – This strategy will be reviewed annually by the Policy and Audit Committee.

8. Key updates in 2026

1. Operational Risk Assessment 2026 updated for all areas: Town Council operations, cemetery, events, Bailey Hill Centre and Bailey Hill Lodge.
2. Explicit inclusion of cybersecurity risks, with dedicated insurance cover.
3. Integration of digitalization of records and robust IT management processes.
4. EMRs introduced to cover staff shortages and operational continuity.
5. Risk scoring reviewed to ensure all high and very high risks are subject to appropriate controls and contingency planning.

8. Conclusion

The adoption of this updated Risk Management Strategy, alongside the revised Financial Risk Register and Operational Risk Register, ensures that Mold Town Council:

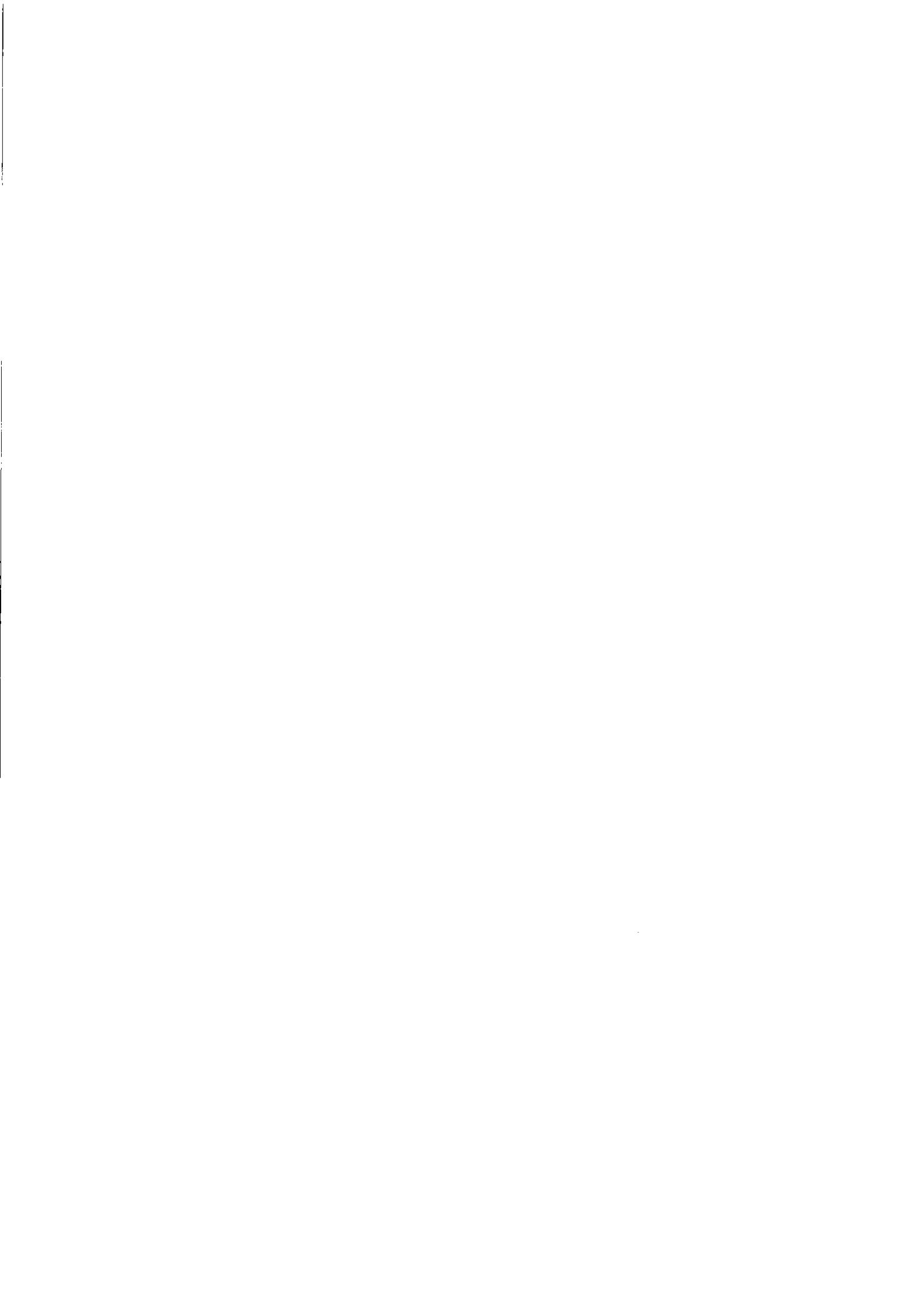
- Continues to demonstrate service improvement and operational resilience;
- Maintains effective governance and compliance with statutory requirements;
- Protects its assets, staff, residents and community services;
- Mitigates operational, financial, reputational, environmental and technological risks, including cybersecurity threats;
- Embeds a proactive risk management culture across all Council activities, events and facilities.

Regular review and monitoring ensure that risk management remains responsive to emerging challenges and aligned with best practice, providing assurance to Members, staff and the public.

Jo Lane – Town Clerk, Mold Town Council

March 2026

Review: March 2027



Updated - March 2026					
Risk Category	Identified Risks	Mitigation Strategies	Impact	Likelihood	Score
Governance & Legal	Non-compliance with statutory duties and regulations	Regular training, annual policy reviews, adherence to legislation; monitor new Welsh Government guidance	3	1	
	Inadequate policies and procedures	Implement clear policies, annual review, ensure alignment with Wellbeing for Future Generations Act	3	2	
	Conflicts of interest and ethical violations	Strict codes of conduct, annual declarations of interest, training for Councillors	3	1	
	Compliant and accessible website	Website currently being upgraded; once completed ongoing audits to take place to maintain accessibility and FOI compliance	2	2	
Financial	Budget shortfalls and funding cuts	Contingency funds, quarterly monitoring by Finance Committee, EMR for priority projects	2	2	
	Fraud, theft, or mismanagement of funds	Monthly review of payments at Town Council Meetings; fidelity guarantee, cyber controls for online payments	3	2	
	Poor financial planning and lack of reserves	Minimum of 3 months operation costs in General Reserves; EMRs for specific projects	3	1	
	Accidents involving staff or the public	Annual H&S training; risk assessments; external H&S consultant reviews	3	2	
Health & Safety	Fire hazards and inadequate emergency planning	Fire Alarms, emergency plans, annual drills, evacuation updates	3	2	
	Poor public perception	Public engagement, complaints policy, Zoom access to meetings, social media updates	2	2	
	Mishandling of sensitive issues	Staff sensitivity training, clear communication protocols	4	1	
Reputational	Community Grants	Information is available on the Town Council Website. The Council has a Community Grant Policy	3	1	
	Loss of Town Clerk/ Finance Officer	SLCC locum support, succession planning, EMR to cover temporary absence.	2	3	
	Staff shortages & sickness	Cross train staff, EMRs	3	2	
	Inefficient record-keeping systems	Digitalised backups, paper records archived with Flintshire Archive, ongoing scanning project	3	2	

		Mold Cemetery			
Risk Category	Identified Risks	Mitigation Strategies	Impact	Likelihood	Score
Operational	Equipment failure	Annual PAT Testing, external IT maintenance contracts, spares available	3	2	
	Inadequate IT infrastructure and cybersecurity threats	Managed IT services, staff training, regular updates and back ups. Insurance cover for cyber attacks.	4	1	
Environmental	Adverse weather impacting services	Remote working capability, contingency plans for events	3	1	
	Pollution or damage to natural areas	Waste management, greener supplies	2	1	
	Data loss or corruption	Daily backups, Microshade management, offsite storage	2	1	
Technological	Dependence on outdated systems	Regular updates, compatibility with modern software ensured	2	2	
Health & Safety	Staff injuries (grave diggers, maintenance)	PPE, training, supervision	3	2	
	Public Safety (Trips, Slips, Falls)	Pathways inspections, maintenance schedule	3	2	
Legal & Compliance	Unsafe Memorials	Routine checks and repair programme	3	1	
	Regulatory Non-Compliance	Procedures updated to meet new laws	3	1	
Environmental	Data Protection Issues	Staff training, policies, Microshade management	3	2	
	Flooding & Erosion	Drainage monitoring and embankment checks	4	1	
Financial	Cost Overruns	Budget is regularly reviewed in Cemetery Committee Meetings	3	1	
	Insufficient Revenue	Fee structure is reviewed on an annual basis	3	1	
	Fraud or Misappropriation	Budget is regularly reviewed in Cemetery Committee Meetings	3	1	
Operational	Staff Shortage & Sickness	Trained casual staff available	3	2	
	Record-Keeping Errors	Digitalisation project ongoing	3	2	
	Equipment Failure	Weekly checks and annual servicing	4	1	
Reputational	Security Risks (Vandalism, Theft)	Ring Door Bell installed to lodge. Trail cameras available if needed	3	2	
	Poor Service Quality	Complaints policy in place. Social Media and Website used to communicate with visitors/ residents	2	2	
Reputational	Cultural Sensitivities	Staff are aware of cultural and religious sensitivity	4	1	
	Data Loss	Currently in the process of digitalising burial records	3	2	

Technological		Computer systems and security maintained by Microshade		3	1	
Cybersecurity Threats						
EMRS and Events						
Risk Category	Identified Risks	Mitigation Strategies	Impact	Likelihood	Score	
Governance & Legal	Permits and licenses not obtained	Pre-event checks, licenses secured	3	1		
	Insufficient funding or poor budget management	EMR for events, accurate accounting	3	1		
Financial	Mishandling of financial resources	Event accounts are reconciled by Town Clerk after each event	3	1		
	Accidents, crowd control issues, or inadequate first aid provision	Risk assessments, insurance, emergency plans	4	1		
Health & Safety	Negative feedback due to inadequate event management	All complaints are addressed promptly in line with policy	3	1		
	Lack of awareness or respect for diverse community needs	Staff aware of cultural sensitivity and inclusive practices	3	1		
Reputational	Loss of Events Officer	Cross training, EMRS	4	2		
	Staff shortages or sickness	Maintain a pool of casual staff and ensure clear role delegation	3	2		
	Poor coordination between Council staff and volunteers.	Regular communication bulletins are sent to volunteers	3	1		
Operational	Adverse weather conditions	Contingency plans in place, including indoor alternatives where possible	3	2		
	Equipment failure	All equipment is tested before events and maintain technical support availability	3	2		
Technological	Data loss or cybersecurity threats	All data stored on Citrix and managed by Microshade	4	1		
Health & Safety						
Risk Category	Identified Risks	Mitigation Strategies	Impact	Likelihood	Score	
	Breach of health & safety, fire safety, or licensing regulations.	Regularly review compliance, conduct safety inspections, and keep licenses up to date	3	2		

Governance & Legal	Lack of clear hiring policies or poor contract management.	Booking Forms and terms of use are regularly monitored, regularly review policies	3	1	
	Underutilisation of the facility or cancellation of bookings.	Flexible booking system in place.	3	2	
Financial	Fraud or mismanagement of funds	Budget is regularly reviewed in CDR Committee Meetings	3	1	
	Public or staff injuries	Risk assessments in place as well as appropriate insurance coverage	3	2	
	Fire hazards	Fire alarms are maintained, conduct regular drills, and review evacuation plans annually	4	1	
Health & Safety	Poor user experience	Many communication channels available. Complaints procedure in place	3	2	
	Conflict between user groups	Clear booking procedures in place	2	1	
Reputational	Staff shortages or sickness	Key staff cross-trained, EMRs	3	2	
	Facility maintenance issues	Regular maintenance scheduled	3	1	
Operational	Energy inefficiency	All energy-saving measures feasible are in place	3	1	
	Adverse weather conditions	Regular inspections of premises take place	3	1	
Environmental	Loss of booking information or malfunction of the booking platform	Bailey Hill Centre Calendar in place - all staff have access	2	1	
		Bailey Hill Lodge			
Risk Category	Identified Risks	Mitigation Strategies	Impact	Likelihood	Score
Governance & Legal	Non-compliance with tenancy laws	Estate Agent contracted to support with all legalities	4	1	
	Poor communication with estate agent	Email used for communication purposes	3	2	
Financial	Loss of rental income	Rent is collected by estate agents and they implement effective tenant vetting. Regular communication with estate agents	3	1	
	Unexpected maintenance costs	EMR available for unexpected costs	2	1	
	Fire hazards	Fire safety items are all in place.	3	1	
Health & Safety	General property safety	Estate Agent conducts annual inspections and respond promptly to maintenance requests	3	1	
	Tenant dissatisfaction	Complaints are addressed promptly through the estate agent and maintain clear communication	3	1	

	Estate agent management failure	performance through regular reviews and establish alternative management options if needed	3	1	
Operational	Poor record-keeping	Documents kept on Citrix System	4	1	
Environmental	Property damage from weather	Property inspected by Estate Agents	3	1	
Technological	Data breaches	Data stored on Citrix and managed by Microshade	4	1	

		Impact			
		Negligible (1)	Low (2)	Medium (3)	High (4)
	High (4)				
	Medium (3)				
	Low (2)				
Likelihood	Negligible (1)				



12.3 (a).



Mold Town Council

Publication Scheme (Adopted under the Freedom of Information Act 2000)

Effective from:

Review Date:

1. Introduction

This Publication Scheme is adopted by Mold Town Council in accordance with Section 19 of the Freedom of Information Act 2000.

The purpose of this scheme is to make clear:

- What information the Council routinely publishes;
- How the information can be accessed;
- Whether any charge is made.

The Council is committed to openness and transparency and will make information available protectively wherever possible.

2. Availability of Information

Information covered by this Scheme will be:

- Published on the Council's website; and/or
- Available for inspection at the Council office during normal office hours; and/or
- Provided in hard copy upon request.

Where information is not already published, requests may be made under the Freedom of Information Act 2000.

3. Charges

Most information will be provided free of charge.

Where charges apply, they will be limited to:

- Photocopying costs
- Postage costs
- Any direct cost of providing large volumes of printed material.

Charges will be notified in advance.

4. Class of Information

The Council publishes information under the following classes, as required by the ICO Model Publication Scheme.

CLASS 1 – Who We Are and What We Do

CLASS 2 – What We Spend and How We Spend It

CLASS 3 – What Our Priorities Are and How We Are Doing

CLASS 4 – How we Make Decisions



CLASS 5 – Our Policies and Procedures

CLASS 6 – Lists and Registers

CLASS 7 – The Services We Offer

5. Exempt Information

The Council will not publish information that is exempt under the Freedom of Information Act 2000, including but not limited to:

- Personal data (subject to the Data Protection Act 2018)
- Commercially sensitive information.
- Legally privileged information.
- Confidential matters considered in exempt session.

6. Accessibility

Information will be provided in accessible formats where reasonably practicable, including:

- Large print
- Electronic format
- Alternative formats upon request

7. Review of Scheme

This Publication Scheme will be reviewed every two years or sooner if required by legislative change or guidance issued by the Information Commissioner's Office.

8. Contact Details

Requests for information should be directed to:

Clerk & Responsible Finance Officer
Mold Town Council
Unit 10
Daniel Owen Precinct
Mold
Flintshire
CH7 1AP
01352 751819
townclerk@moldtowncouncil.org.uk
moldtowncouncil.org.uk

Approved by Mold Town Council

Date:

Minute Reference:



Information to be published	How the information may be obtained	Cost to the person making the request
CLASS 1 – WHO WE ARE AND WHAT WE DO		
Council members, who they represent, on which committees they serve and any special responsibilities/ positions held	Council website Hard Copy, contact Town Clerk	Free Free **
Contact details for Council Members	Council Website Hard Copy, Contact Town Clerk	Free Free **
The Town Clerk and their contact details	Council Website Hard Copy, Contact Town Clerk	Free Free **
Location of the Council Office and accessibility details	Council Website Hard Copy, Contact Town Clerk	Free Free **
Staffing Structure	Hard Copy, Contact Town Clerk	Free **
CLASS 2 – WHAT WE SPEND AND HOW WE SPEND IT		
Annual return and report by auditor	Council website Hard Copy, Contact Town Clerk	Free Free**
Finalised budget	Hard Copy	10 per sheet **
Precept	Minutes January Meeting – Council Website Hard Copy, Contact Town Clerk	Free Free **
Borrowing approval Letter	Not applicable	
Grants given and received	Council Minutes, Website or contact Town Clerk	Free **
Financial Regulations	Council Website Hard Copy, Contact Town Clerk	Free 10p per sheet **
List of current contract awarded and value of contract	Hard Copy, Contact Town Clerk	Free **
Members' allowances and expenses	Council website, Hard Copy, Contact Town Clerk	Free Free **
CLASS 3 – WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING		
Town Plan	Council website Hard Copy, Contact Town Clerk	Free 10p per sheet **
Annual Report	Council website, Hard Copy, Contact Town Clerk	Free 10p per sheet **
CLASS 4 – HOW WE MAKE DECISIONS		
Timetable of meetings (Council and committees)	Council website, Hard Copy, Contact Town Clerk	Free Free **
Agenda of meetings (Council or committees)	Council website, Hard Copy, Contact Town Clerk	Free Free **
Minutes of meetings <i>NB: this will exclude information regarded as confidential/ Part 2.</i>	Council website, Hard Copy, Contact Town Clerk	Free Free **
Reports presented to Council meetings. <i>NB: this will exclude information regarded as confidential/ Part 2.</i>	Council website, Hard Copy, Contact Town Clerk	Free Free **



Responses to Consultations	Hard Copy – Contact Town Clerk	Free **
Responses to Planning applications	Planning Committee Minutes – website	Free
	Hard Copy – Contact Town Clerk	Free **
CLASS 5 – OUR POLICIES AND PROCEDURES		
Policies and procedures for the conduct of Council business Standing Orders Committees terms of reference Delegated Authority in respect of officers Code of Conduct	Council Website Hard Copy – Contact Town Clerk	Free 10p per sheet **
Policies and procedures for the provision of services and about the employment of staff Internal policies relating to the delivery of services Recruitment policy Policies and procedures for handling request for information Complaints procedure	Council Website Hard Copy – Contact Town Clerk	Free 10p per sheet **
Data Protection Policy	Council Website Hard Copy – Contact Town Clerk	Free 10p per sheet **
Schedule of charges	Hard Copy – Contact Town Clerk	Free **
CLASS 6 – LISTS AND REGISTERS		
Asset Register	Contact Town Clerk	Free **
Disclosure Log	Contact Town Clerk	Free **
Register of Members' interest	Contact Town Clerk	Free **
Register of Gifts and Hospitality	Contact Town Clerk	Free **
CLASS 7 – THE SERVICES WE OFFER		
Applications for community grants for local organisations	Contact Town Clerk	Free **
Mold Cemetery	Contact Town Clerk	Free **
Christmas Lighting	Contact Town Clerk	Free **
Community Awards	Contact Town Clerk	Free **
Notice Boards	Contact Town Clerk	Free **
Bailey Hill Centre	Contact Town Clerk	Free **
Websites (Mold Town Council and TotallyMold)	Contact Town Clerk	Free **
Hanging Baskets	Contact Town Clerk	Free **
Salt Bins	Contact Town Clerk	Free **

** Having regard to increasing costs, in any case where a person making a request requires the information to be posted to them, posted charges will be payable at cost, whether or not the document is free of charge.

12. 3.(b)



Mold Town Council

Local Resolution Protocol for Member Conduct Complaints

Effective from:

Review Date:

1. Purpose

1.1 This Protocol establishes a formal local resolution process for dealing with low-level complaints made by Members against members and by Officers against Members.

1.2 The purpose of the Protocol is:

- To resolve minor disputes swiftly and proportionately.
- To promote high standards of conduct.
- To preserve effective working relationships.
- To avoid unnecessary escalation to the Public Services Ombudsman for Wales (PSOW).

1.3 This Protocol does **not** replace or override the statutory powers of the PSOW or Standards Committees in respect of the Code of Conduct investigations.

2. Legal and Governance Framework

2.1 Investigations into alleged breaches of the Code of Conduct are a matter for the PSOW under the Local Government Act 2000.

2.2 Mold Town Council has **no legal authority** to:

- Conduct formal Code of Conduct investigations.
- Determine whether a breach has occurred.
- Impose sanctions.

2.3 This process is informal, facilitative and resolution focused only.

3. Scope

3.1 Complaints Suitable for Local Resolution

This process applies to local level complaints including:

- Minor disputes between Members
- Minor complaints by Officers (excluding the Clerk) about a Member.
- Allegations of discourtesy, lack of respect or inappropriate tone (verbal or written).
- Single incidents unlikely to amount to serious misconduct.

3.2 Complaints NOT suitable for Local Resolution

The following must be referred directly to the PSOW:

- Complaints made by a member of the public.
- Serious allegations (e.g. bullying, harassment, abuse of position, failure to declare interests, repeated breaches).
- Complaints made by the Clerk/ Proper Officer.



- Repetitive or escalating behaviour.
- Vexatious or malicious complaints.
- Matters already subject to formal investigation.

4. Initial Assessment (Stage 1 – Sift)

Step 1 – Written Complaint

- The complaint must be submitted in writing to the Clerk/ Proper Officer.
- It must specify:
 - The Member complained of.
 - The conduct alleged.
 - Date(s) and context.
 - Supporting evidence (if any).

Step 2 – Clerk’s Initial Review

The Clerk will:

- Acknowledge receipt within 5 working days.
- Assess whether the matter is:
 - Low Level and suitable for local resolution; or
 - More serious and requiring referral to PSOW.

If the complaint is unsuitable for local resolution, the complainant will be advised to refer to the PSOW.

5. Informal Early Resolution (Stage 2)

Before invoking the formal resolution meeting:

Step 3 – Informal Contact

The Clerk will:

- Share full details of the complaint with the Member concerned.
- Seek an informal resolution where appropriate.
- Remind both parties of expected standards of conduct.

If resolved at this stage, the matter is closed and briefly recorded.

If unresolved, the process moves to Stage 3.

6. Formal Local Resolution process (Stage 3)

This stage is facilitative, not investigative.

6.1 Determining Who Leads

Complaint Type	Facilitators
Member v Member (not chair)	Clerk and Chair
Member v Member (Chair involved)	Clerk and Vice Chair
Officer (not Clerk) v Member (not Chair)	Clerk and Chair
Officer (not Clerk) v Chair	Clerk and Vice Chair
Clerk v Member	Refer to PSOW



The Chair/ Vice Chair does not adjudicate. Their role is mediation only.

7. Resolution Meetings – Step by Step

Step 4 – Separate Preliminary Meetings

- Facilitators meet separately with:
 - The complainant
 - The Member Complained of.
- Each party may present their account.
- Clarification of expectations and desired outcomes.

Step 5 – Joint Meeting (if appropriate)

- Both parties attend.
- Focus on resolution, not blame.
- Discussion centred on restoring working relationships.

Step 6 – Agreement

Possible outcomes include:

- Verbal or written apology.
- Commitment to improve conduct.
- Agreement to undertake training.
- Agreement that no further action is required.
- Written behavioural undertaking.

Agreements must:

- Be clear and specific.
- Be confirmed in writing.
- Be signed where appropriate.

8. Failure to Resolve

If no agreement is reached:

- The complainant retains the right to refer the matter to the PSOW.
- The Council will take no further action under this protocol.

9. Recording and Confidentiality

9.1 A confidential record will be kept including:

- Complaint details
- Meeting dates
- Outcome
- Any written agreement

9.2 Meetings should be minuted at minimum.

9.3 Records will be retained securely in accordance with data protection legislation.



10. Non-Cooperation

If a Member refuses to engage:

- The Clerk will record the non-cooperation.
- The complainant may be advised to refer the matter to PSOW.
- The Council will not compel participation.

11. Timeframes

- Acknowledgement: within 5 working days
- Initial Assessment: within 10 working days
- Resolution meeting: normally within 20 working days of assessment.

Delays may occur due to availability but the process must proceed promptly.

12. Training

The Clerk, Chair and Vice Chair should undertake facilitation or mediation training where possible.

13. Review of Policy

The Protocol will be reviewed every two years or sooner if required by legislative change or PSOW guidance.

This Policy should be read in conjunction with the Council's Code of Conduct and any guidance issued by the Public Services Ombudsman for Wales from time to time. In the event of any conflict between this Policy and statutory provision, the statutory provisions shall prevail.

Approved by Mold Town Council

Date:

Minute Reference:

References and Source Documents

This Local Resolution Protocol has been developed having regard to the following legislation, statutory guidance and sector model documents:

1. One Voice Wales – Model Local Resolution Protocol for Community and Town Councils (sector guidance document).
2. Public Services Ombudsman for Wales – Guidance on the Code of Conduct for Members of Community and Town Councils in Wales. Public Interest Test and Threshold Guidance.
3. Local Government Act 2000
4. Local Government (Wales) measure 2011 – Provisions relating to standards of conduct and Standards Committee.
5. Mold Town Council Code of Conduct
6. Relevant Standards Committee guidance issued by Flintshire county Council (as the Principle Authority responsible for the Standards Committee concerning Mold Town Council).



Mold Town Council

Vexatious Complaints and Correspondence Policy

Effective from:

Review Date:

1. Purpose

Mold Town Council is committed to dealing with enquiries and complaints openly, fairly and consistently. However, on occasion, individuals may pursue complaints or correspondence in a way that is unreasonable, excessive, abusive or persistent and may impact the Council's ability to serve the broader community.

This policy sets out how the Council will identify, manage and respond to vexatious, unreasonable or persistent correspondence and complaints, ensuring that legitimate concerns continue to be addressed appropriately.

2. Scope

This policy applies to all written, electronic and verbal communications received by the Council, Councillors, staff, volunteers or representatives, including correspondence delivered to the office, by email, social media, or through intermediaries.

All correspondence must be signed or clearly identified by a named individual. Correspondence from anonymous sources or from groups or organisations without a named signatory, will not be considered valid. This ensures transparency, accountability and allows the Council to respond effectively.

3. Definitions

Vexatious or Unreasonable Behaviour

Correspondence may be considered vexatious when it is:

- Repeated, abusive, aggressive or threatening;
- Unreasonably persistent or demanding;
- Designed to cause disruption or irritation;
- Repetitive with no significant new information;
- Unnecessarily time consuming, placing disproportionate demands on resources;
- Lacking reasonable grounds or justification in light of prior communication.

A complaint or enquiry can still be legitimate but may become vexatious if pursued in a way that prevents the Council from operating effectively.

4. Principles

The Council will:

- Treat all complaints and correspondence with respect;
- Seek to resolve concerns early and informally where possible;
- Ensure Council business is not disrupted by persistent or abusive behaviour;



- Balance openness and accountability with protection of staff, Councillors, volunteers and the public;
- Require that all correspondence, whether from an individual or on behalf of a group/ organisation, is from a verifiable, named individual.

This policy supplements the Council's Complaints Policy, guiding responses where behaviour becomes unreasonable.

5. Indicators of Vexatious Correspondence

Examples of behaviour that may indicate vexatious correspondence include;

- Unreasonable frequency or volume of communications on the same issue;
- Demands for responses within reasonable timeframes;
- Refusal to accept explanations or engage constructively;
- Use of aggressive, insulting, or threatening language;
- Attempts to involve multiple Council departments repeatedly;
- Making repetitive requests for information already provided;
- Sending large volumes of unsolicited attachments or material;
- Failure to identify oneself clearly, or submitting correspondence on behalf of a group/ organisation without a named signatory, impeding the Council's ability to respond effectively.

6. Assessment and Decision-Making

6.1 Review

When correspondence is flagged as potentially vexatious, the Town Clerk, or in their absence, the Chair of the Council will:

1. Review relevant correspondence and records;
2. Assess whether behaviour meets the indicators of vexatious or unreasonable conduct;
3. Verify the identity of the correspondent. Correspondence from anonymous individuals or groups/ organisations without a named signatory may be refused, restricted or redirected until identity is confirmed;
4. Consult legal advice where necessary;
5. Decide on the appropriate course of action.

6.2 Recording and Communication

A record will be kept of all decisions relating to vexatious correspondence, including reasons and any actions taken. Complaints or organisations identified as vexatious will be formally notified, and advised of any restrictions applied.

7. Actions the Council May Take

Depending on circumstances, the Council may:

- Refuse to respond further on the same issue;
- Limit the method of contact to one verified email or postal address;
- Set a timeframe for response, after which further correspondence will not be acknowledged;



- Refer the matter to formal complaint procedures;
- Report threatening or abusive communication to relevant authorities;
- Record correspondence centrally to avoid duplication;
- Redirect complaints to appropriate channels, such as the Public Services Ombudsman for Wales or FOI review processes.

All restrictions will be reviewed periodically.

8. Communication Standards

The Council expects correspondents to:

- Treat staff, Councillors and volunteers with courtesy;
- Use non-threatening and non-abusive language;
- Make requests clearly and reasonably;
- Avoid unnecessary duplication or mass distribution;
- Identify themselves by name, whether writing individually or on behalf of a group/ organisation.

9. Support for Staff and Members

The Council will support Staff and Members by:

- Providing training on recognising and responding to vexatious correspondence;
- Ensuring confidentiality and safety, including escalation to insurers or legal advisors;
- Encouraging prompt reporting of incidents of concern.

10. Review of Policy

This policy will be reviewed annually by the Policy and Audit Committee or earlier if legislative or practical changes recommend it.

Approved by Mold Town Council

Date:

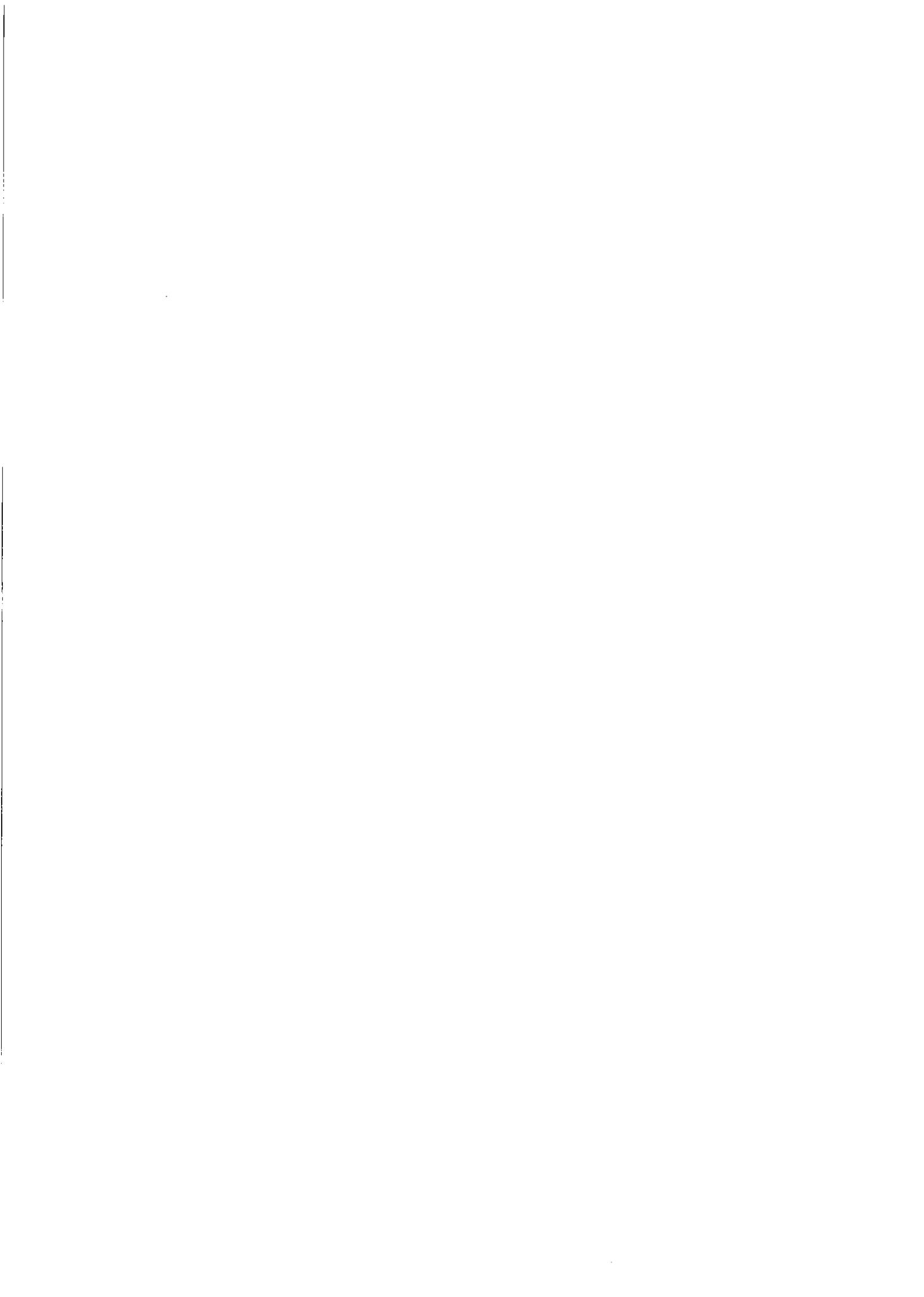
Minute Reference:

Legislative and Policy Framework

This policy has been developed using the following resources and legislative frameworks:

- Freedom of Information Act 2000 – including section 14(1) on vexatious requests;
- Data Protection Act 2018 & UK GDPR – ensuring personal data is handled appropriately;
- Public Service Ombudsman Act 2019 – guidance on complaints handling;
- SLVV Vexatious Correspondence Guidance – professional standards for local councils;
- One Voice Wales Model Policy for Unreasonable Complainant Behaviour;
- Mold Town Council Complaints Policy and related governance documents.

Legal advice from the Council's insurers and advisors is referenced where relevant.



12.3.(d).



Mold Town Council

Information Technology (IT) and Digital Communications Policy

Effective from:

Review Date:

1. Purpose of the Policy

This policy establishes the principles, governing the use, management and security of information technology systems used by Mold Town Council.

It ensures that:

- Council information is secure and protected;
- Staff and councillors use Council systems appropriately;
- Legal obligations, including those under the Freedom of Information Act 2000, Data Protection Act 2018 and UK General Data Protection Regulation, are met;
- Digital records are managed effectively and retained according to Council policy;
- The Council maintains transparency and accountability in communications.

This policy applies to all councillors, employees, contractors, volunteers and anyone authorised to use Council IT systems.

2. Scope

The policy applies to:

- Council laptops, computers, mobile devices and tablets
- Council email systems
- Remote access systems
- Cloud storage and document systems
- The Council website
- Social media accounts operated on behalf of the Council
- Any device used to access Council systems or information

3. IT Systems and Support

Mold Town Council's IT infrastructure is maintained by an external specialist provider to ensure security, system resilience and compliance with cybersecurity standards.

Systems include:

- Secure hosted desktop environments
- Cloud-based document storage
- Regular system backups
- Firewall protection and anti-virus software
- Multi-factor authentication where appropriate

Regular maintenance and monitoring are undertaken to minimise system failures and cyber threats.



4. Cyber Security

The Council recognises the growing risk posed by cyber threats and maintains appropriate safeguards, including:

- Managed firewall and antivirus protection
- Secure remote access systems
- Encrypted connections
- Multi-factor authentication where possible
- Regular security updates
- Staff awareness training

The Council also maintains cyber security insurance as part of its overall insurance provision.

Users must not:

- Install unauthorized software
- Disable security systems
- Access unsafe or suspicious websites
- Open suspicious email attachments or links.

Any suspected cyber incident must be reported immediately to the Town Clerk.

5. Councillor Email Use and Digital Communications

Current use of personal emails

Councillors currently use personal email addresses for Mold Town Council business.

Councillors must ensure that:

- Emails used for Council matters are exclusively for Council-related correspondence wherever possible;
- Council business is kept separate from personal communications to maintain transparency and assist with record keeping;
- Correspondence relating to Council business is forwarded to the Town Clerk and retained in accordance with the Council's document Retention Policy.
- Communications are written with the understanding that they may become public under the Freedom of Information Act 2000;
- Personal email accounts used for Council business are secure and password protected.
- Sensitive or confidential information is handled in accordance with the Data Protection Act 2018 and UK GDPR;
- Emails relating to formal Council matters, decisions or policies are copied to the Town Clerk where appropriate to ensure proper record keeping.

Future Development of Dedicated Council Email Accounts

Mold Town Council will explore provision of dedicated Council email addresses for all elected Members to:



- Improve management and retention of Council records;
- Support compliance with information legislation;
- Provide enhanced cybersecurity protection;
- Ensure clear separation between personal and Council communication

The Council will review the practical and financial implications of implementing dedicated Member email accounts as part of future IT system development.

6. Email Use and Conduct

Council email systems must be used responsibly and professionally. Users must:

- Use appropriate language in all communications
- Ensure information shared is accurate
- Respect confidentiality and data protection obligations
- Avoid sending inappropriate, offensive or defamatory material

Council email accounts must not be used for personal commercial activities or political campaigning unrelated to Council business.

All emails, including those copied from personal accounts, are subject to retention periods specified in the Council Document Retention Policy.

7. Freedom of Information Requests

Council correspondence may be subject to disclosure under the Freedom of Information Act 2000 or Environmental Information Regulations.

Therefore;

- Emails, documents and electronic records relating to Council business may be disclosable;
- Users should assume written communications may become public;
- All formal information requests must be directed to the Town Clerk, who coordinates responses;
- Staff and councillors must not respond independently to formal information requests unless authorised.

Retention and disposal of records must comply with the Council Document Retention Policy, including disposal logs and secure destruction where required.

8. Data Protection

All users must comply with the Data Protection Act 2018 and UK GDPR, including:

- Handling personal data responsibly
- Storing personal information securely
- Sharing data only where lawful
- Avoiding unnecessary duplication of personal data



- Retaining personal data only for as long as necessary and in accordance with the Council's Document Retention Policy.

9. Use of Personal Devices (BYOD)

Where personal devices are used to access Council systems;

- Devices must be secure and password protected.
- Council information must not be stored permanently on personal devices;
- Access should be through secure Council systems whenever possible;
- Users remain responsible for protecting Council data when accessing systems remotely.

All data on personal devices that relates to Council business must be transferred to Council systems for retention and disposal according to the Document Retention Policy.

10. Document Management and Storage

Council documents must be stored within the Council's approved digital systems. Users must not:

- Save official Council documents solely on personal devices
- Store Council records in private cloud services or personal storage platforms.

All records, including emails, scanned documents and digital files, are subject to retention and disposal requirements under the Council Document Retention Policy. Regular backups are maintained to prevent data loss.

11. Website and Digital Transparency

The Council website must contain:

- Agendas and Minutes
- Policies and governance documents
- Financial Information
- Councillor details and contact information
- Public notices

All contact must comply with accessibility standards, and records hosted on the website are retained in line with the Document Retention Policy.

12. Social Media

Official Council social media accounts may be used to:

- Promote events
- Share community information
- Communicate Council updates

Only authorised staff may manage official Council accounts.

Social media must not be used:



- To debate Council decisions
- To disclose confidential information
- To engage in political debate on behalf of the Council

Records of Council related posts must be retained according to the Document Retention policy.

13. Use of Instant Messaging and Private Messaging Apps

Councillors must not conduct Council business via private messaging apps (e.g. WhatsApp, Messenger) except:

- Messages are copied to Council systems for retention; or
- Used purely for logistical coordination (meeting times), with no substantive Council business.

Councillors must:

- Avoid discussing Council decisions, policies or sensitive information in private chat groups;
- Forward substantive messages to their Council email account or to the Town Clerk for retention;
- Report accidental sharing of sensitive information immediately.

Records from messaging apps that include Council business are considered Council records and are retained according to the Document Retention Policy.

14. Use of Private Social Media Accounts

Councillors representing Mold Town Council on private social media accounts must:

- Distinguish personal opinions from official Council positions
- Not post confidential Council information, internal discussions or decisions.
- Avoid engaging in debates that could be construed as Council business
- Forward any Council related content to the Town Clerk if it pertains to Council business

15. Incident Reporting

Report immediately to the Town Clerk;

- Suspected cyber attacks
- Loss or theft of equipment
- Data breaches
- Suspicious emails or phishing attempts
- Accidental disclosure of personal information.

Prompt reporting helps minimise damage and ensures retention and disposal procedures are correctly applied.

16. Training

The Council will ensure that:

- Staff and Councillors have access to IT and cybersecurity training.
- Councillors receive guidance on digital security and information governance



- Awareness is maintained regarding phishing, fraud and cyber threats.

17. Monitoring and Compliance

The Council reserves the right to monitor the use of its IT systems where necessary to ensure:

- Compliance with this policy
- Protection of Council data
- Security of Council systems

18. Review of Policy

This policy will be reviewed every two years or sooner if required due to:

- Legislative changes
- Cyber security developments
- Changes to Council systems

Approved by Mold Town Council

Date:

Minute Reference:

This policy has been developed in accordance with:

- Freedom of Information Act 2000
- Environmental Information Regulations 2004
- Data Protection Act 2018
- UK General Data Protection Regulations (UK GDPR)
- Local Government transparency and record management guidance
- Mold Town Council Document Retention Policy
- Mold Town Council governance framework and internal control procedures

Report for Mold Town Council Finance Committee

Date of Meeting: 17th March 2026

2025/26 Budget Summary – Suggested Virements and EMR Movements

Purpose of Report

This report provides a summary of the proposed virements and movements to Ear Marked Reserves (EMRs) for the 2025/26 financial year. The recommendations ensure that overspends are covered from available underspends within the budget and that surplus funds are allocated appropriately in accordance with good financial management practices.

1. Suggested Budget Virements

Cost Centre 101 – Administration

A significant underspend has been identified within 4002 – Pension Employer, currently estimated at approximately £9,000. This underspend is primarily due to the Council beginning the financial year with a credit within the Clwyd Pension Scheme.

It is recommended that the underspend is used to offset overspends within the Administration cost centre as follows:

- 4105 – Telephone/ Internet: overspend of £330 (estimated) due to overlap of providers during the office move.
- 4111 – Audit Fees: projected overspend is £1,352 due to the requirement for a full external audit this year.
- 4113 – HR and H&S: overspend £75 following a free increase from WorkNest
- 4115 – Civic Fund: overspend of £432 (estimated), mainly due to the reintroduction of a Civic Service this financial year.

Following these virements £6,811 will remain within the Pension Employer budget.

Cost Centre 103 – Town Council Offices

Underspends have been identified within staffing budgets:

- 4000 – Salaries: underspend of £2,548 (estimated)
- 4001 – National Insurance: underspend of £302 (estimated).
- 4002 – Pension Employer: underspend of £1,402 (estimated)

These underspends arise primarily from the Caretaker/ Cleaner leaving the organisation during the financial year.

It is recommended that a virement of £1,461 from 4000 salaries is made to cover expenditure within:

- 4010 – Cleaning, where no budget had originally been allocated.

Cost Centre 106 – Open Spaces

The 4124 – Repairs and Maintenance budget is projected to have an underspend of £5,602.

It is recommended that £4,000 of this underspend is vired to Cost Centre 107 – Grants (4169 Other Costs) to cover financial support provided to Mold Alex Football Club, which resulted in an overspend within that budget heading.

Cost Centre 109 – Service/ Property Provision

The 4136 – Christmas Lighting and Tree budget currently shows an underspend of £2,268.

It is recommended that £267 is vired from this budget to cover expenditure within 4140 – Youth Council, where no budget has been allocated but expenditure of £267 was incurred.

Following this virement, approximately £2,000 will remain within the Christmas Lighting and Tree budget.

2. Suggested EMR Movements

Election Provision Reserve (EMR 313)

The 4116 – Election Costs budget of £2,000 has not been utilised during the financial year.

It is recommended that:

- The £2,000 allocation is transferred to EMR 313 – Election provision.
- In addition, £6,800 from the underspend within 4002 – Pension Employer is also transferred to EMR 313 to strengthen the Council's provision for future election costs.

Christmas Lights Reserves (EMR 315)

Following the proposed virement to cover Youth Council expenditure, approximately £2,000 remains within the 4136 – Christmas Lighting and Tree budget.

It is recommended that this £2,000 underspend is transferred to EMR 315 – Christmas Lights to support future maintenance, expansion or replacement works.

3. Previously Agreed Reserves Transfers

Members are reminded of the following previously agreed reserves movements:

- £32,130 will be transferred from EMR 316 – MTC Future Purchase/ Rent to General Reserves, as agreed at the January 2026 Town Council meeting.

In addition:

- Any underspend within the Cemetery budget will be transferred to the various Cemetery EMRs.
- Any underspend within the Bailey Hill budget will be transferred to the various Bailey Hill EMRs.

Recommendation

Members of the Finance Committee are requested to:

- Approve the proposed budget virements between cost codes for the 2025/26 financial year, as outlined in this report, in order to offset overspends against available underspends within the Council's budget.
- Approve the proposed transfers to Ear Marked Reserves (EMRs), including transfers to:
 - EMR 313 – Election Provision
 - EMR 315 – Christmas Lights
- Delegate authority to the Town Clerk and Financial Officer with oversight from the Mayor to make minor adjustments to the figures detailed in this report, where necessary, once the final income and expenditure figures for the financial year are confirmed.

This delegation is requested as the figures within this report are currently estimated projections, and the final balances will not be confirmed until the accounts have been fully reconciled at the end of March 2026. Any adjustments made will only relate to minor variations required to accurately reflect the final financial position.

- Note the previously agreed transfer of £32,130 from EMR 316 – MTC Future Purchase/Rent to General Reserves, as agreed by the Town Council in January 2026.
- Note that any remaining underspend within the Cemetery and Bailey Hill budgets will be transferred to their respective Ear Marked Reserves at year end.



MOLD TOWN COUNCIL - Asset Register 2025-26

Description of Asset	Date Purchased	Location	Asset Register 2025-26	Additions	Disposals	Notes
Cemetery Lodge & Store. 3 bedroom house with to rear. Located within cemetery grounds.		Cemetery	5175,000			House value in line with valuation estimate
Cemetery Ground - 3.58 acres	Jul-96	Cemetery	51,000			
Gates and Fences - Various	2020/21	Cemetery	55,750			
			5,000,000			
4 Laptop Computers		Town Council Offices	5,200			
1 Premium Paper Trimmer		Town Council Offices	550			
2 Mobile Phone	Jun-20	Town Council Offices	5200			
2 Rexel Stapler		Town Council Offices	519			
1 Office Depot Stapler	2025	Town Council Offices	50	51		From FCC
1 Large Stapler		Town Council Offices	580			
6 way gang power outlet surge protected		Town Council Offices	518			
1 2 way gang extension lead		Town Council Offices	59,00			
6 4 way gang extension lead		Town Council Offices	580,00			restated
4 4 way gang extension reels		Town Council Offices	5,500,00			restated
1 24 hour timers		Town Council Offices	500			
1 Photocopier	Oct-20	Town Council Offices	50,000		52,500	Lease ended October 25
1 Laminator		Town Council Offices	5,000			
2 Portable Heater	Dec-18	Town Council Offices	5,000		5200	Donated to Parkfields
1 Projector Screen		Town Council Offices	5,000		5300	Contract Completed May 2025
4 Telephones (leased)	Oct-18	Town Council Offices	5000			
1 Challenge chrome tilting desk fans	Jul-18	Town Council Offices	500			
1 Fellowes Powered LX58 Cross Cut Shred	Jan-24	Town Council Offices	5,000			
1 REXEL 250 Shredder	Apr-25	Town Council Offices	50	51		From FCC
4 Keyboards	2 x Dec 24	Town Council Offices	500,00			
2 Dell Monitor 23inch		Town Council Offices	5,000,00			
1 Iiyama 27inch Monitor	Nov-24	Town Council Offices	5,000,00			
1 Iiyama 23inch Monitor	Nov-24	Town Council Offices	5,000,00			
1 Lamp	Mar-24	Town Council Offices	500			

11	Litepak defibrillator		Town Council Offices						
1	Passport Hardrive (Jane)		Town Council Offices						
1	Camera and Speaker (For Jane)	Jan-25	Town Council Offices						
1	Projector	Mar-19	Town Council Offices				£85		Donated to Parkfields
1	Lenovo Laptop 16GM RAM (Lella)	Sep-25	Town Council Offices			£445.00			
1	HP Laptop 15 16GB (Jane)	Oct-25	Town Council Offices			£445.00			
2	Daytek Routers	Jun-25	Town Council Offices			£402.20			
5	Yealink Desk Phones	Jun-25	Town Council Offices			£582.00			
2	Cable Mats	Jun-25	Town Council Offices			£96.00			
1	Webcam	Jun-25	Town Council Offices			£115.00			
1	Yealink Conference Phone	Jun-25	Town Council Offices			£295.00			
1	Samsung 65" TV	Jun-25	Town Council Offices			£450.00			
1	Refurb IMC3010 Ricoh photocopier	Oct-25	Town Council Offices			£2,800.00			Lease for 5 years
1	Lenovo Laptop - Hybrid Meeting	Jun-25	Town Council Offices			£475.00			
						£6,107.20	£3,085		
6	Cupboard 2400x1800mm		Town Council Offices						
1	Typist Chair with arms		Town Council Offices						
1	Book Shelf		Town Council Offices						
	Small Cupboard with 2 doors		Town Council Offices						
1	(Personal Files)		Town Council Offices						
3	Modern office chair with arms		Town Council Offices						
3	Modern desks with pedestal		Town Council Offices						
1	4 Drawer Cabinet (Cemetery)		Town Council Offices						
3	Chairs wooden with leatherette		Town Council Offices						
	Tables with folding legs (1200x600)		Town Council Offices						
	Tables with folding legs (660mm x 1350mm)		Town Council Offices						
1	Big Leaflet holder cupboards		Town Council Offices						
1	Digital Home Safe		Town Council Offices						
	Racking for storage - Heavy duty		Town Council Offices						
5	Industrial Shelving Unite 4 levels	Feb-25	Town Council Offices						
20	ADV Stacking Chair Seat/ Back Pad	Apr-25	Town Council Offices			£1,093			
1	Small Table Trolley	Apr-25	Town Council Offices			£321			
	Contour/25 Folding Tables		Town Council Offices						
7	1520x685mm	Apr-25	Town Council Offices			£1,022			
1	Tully 3 Drawer Pedestal Oak (Jo)	Apr-25	Town Council Offices			£118			
1	Left Ahnd L-Shape Desk (Jo)	Apr-25	Town Council Offices			£299			
1	De Rait Vega £4000 Key Lock Safe	May-25	Town Council Offices			£150			
1	Christmas Tree	Nov-25	Maes Gwern Storage			£90			
						£3,093	£0		
1	Henry Hoover	Mar-25	Town Council Offices						Donated by FCC

1	Mop		Town Council Offices	£4					
1	Bucket - Plastic		Town Council Offices	£3					
1	Room		Town Council Offices	£4					
1	Floor duster		Town Council Offices	£10					
1	Dustpan		Town Council Offices	£3					
				£27	£0	£0			
1	Mold Town Council Mayoral Boards		Town Council Offices	£103					
1	Mold UDC honours board		Town Council Offices	£103					
1	Mold UDC honours board		Town Council Offices	£103					
1	Mold Crest and Motto Plaque		Town Council Offices	£103					
	Framed photographs of old Mold		Town Council Offices	£203					
	Civic Regalia - Mayor's Chain of Office		With the Mayor	£2,633					
	Civic Regalia - Deputy Mayor Chain of Office		With the Deputy Mayor	£933					
	Civic Regalia - Mayors Consort Chain		With Mayors Consort	33	£307.00				
				£3,933	£0	£0			
	Forks (Rostrei)		Town Council Offices	£33					
	Knives (Rostrei)		Town Council Offices	£33					
	Dessert Spoons (Rostrei)		Town Council Offices	£33					
1	Corkscrew		Town Council Offices	£4					
1	Refrigerator		Town Council Offices	£33					
1	Toaster		Town Council Offices	£3					
1	Airpot Vacuum drinks dispenser		Town Council Offices	£23					
2	Large Aluminium Teapot		Town Council Offices	£24					
1	Small Aluminium Teapot		Town Council Offices	£3					
	Assorted Trays		Town Council Offices	£9					
	Table Spoons		Town Council Offices	£103					
	Assorted Utensils		Town Council Offices	£3					
1	Microwave	Jan-26	Town Council Offices	£3	£55.00				
1	Kettle	Jul-05	Town Council Offices	£3					
				£203	£55	£0			
45	Small litter Pickers		Town Council Offices	£17					
56	Large Little Pickers		Town Council Offices	£193					
15	Shovels		Community Gardens	£33					
4	Garden Forks		Community Gardens	£13					
2	Grass Rakes		Community Gardens	£13					
4	Yard Brushes		Community Gardens	£23					

2	Rubbish Bins		Community Gardens						
13	Loppers		Community Gardens						
11	Garden Trowels		Community Gardens						
7	Weeding forks (small)		Community Gardens						
8	Pruning Cutters		Community Gardens						
2	Wheelbarrows		Community Gardens						
2	Woodsaw- hand		Community Gardens						
162	High Vis various sizes		Town Council Offices						
2	Water cans		Community Gardens						
1	Large chest of bunting	Jun-17	Town Council Offices						
5	Gazebos 3x3 with sides and roof		Town Council Offices						
170	Gardening Gloves various sizes		Town Council Offices						
1	PA Portable		Town Council Offices						
1	Canopy Backdrop - DO Stage		Maes Gwern Storage						
1	Dais		Gas Lane Storage						
1	Portable Electrical Box		Bailey Hill Centre						
1	Metal Trolley	Mar-23	Town Council Offices						
1	3 in 1 hand Trolley	Apr-18	Town Council Offices						restated
	Portable Lights	Apr-24	Town Council Offices						
2	Gazebos 6x3m Frame and Walls	Apr-24	Town Council Offices						restated x 1
12	12KG Stacking Weights	Apr-24	Town Council Offices						
	Racking for Nfest - kegs and casks		Maes Gwern Storage						
	Sonik - E -Environmental Sound Level		Town Council Offices						
1	Meter		Town Council Offices						
1	Mascot - Springy (bespoke)		Town Council Offices						
1	Mascot - Bugs Bunny		Town Council Offices						
1	Fridge		Town Council Offices						
3	Fridges		Maes Gwern Storage			£1.00			From FCC
1	Fridge (Table Top)		Maes Gwern Storage			£1.00			From FCC
1	Square Payment Machine		Town Council Offices						
2	MTC Roller Banners	Oct-25	Town Council Offices			£125.44			
	Nfest blocks	Apr-13	Maes Gwern Storage						restated
	Nfest matting	Apr-18	Maes Gwern Storage						restated
	Nfest beer tokens	Oct-23	Maes Gwern Storage						restated
1	Nfest keg back board & machine	Oct-23	Maes Gwern Storage						not ours but we store for business
6	Christmas fences	Nov-23	Maes Gwern Storage						restated
	Union Jack flags, bunting & balloons	Apr-22	Maes Gwern Storage						restated
	Mains Electric Hook Up Lead - 3 way								
2	caravan extension		Town Council Offices						restated

Report from Events and Community Engagement Officer

Bins and waste collection at events

1. Background information

Flintshire County Council are charging to supply bins and carry out waste removal at Community events and also imposing penalty fees if bags contain mixed waste / not recycled correctly.

FCC have confirmed that they do not offer a supply only service (of waste bins), it is a supply and remove service only.

Costs quoted for 2025 Carnival:-

25 x bins for residual waste @ £10.15 per bin - £253.75

10 x bins for recycling waste @ £7.69 Per bin - £76.90

2x boxes of large bin liners @ £30 per box - £60

£390.65 for supply of bins and bags

We were also advised that there would additional cost per bag for mixed waste, charged at the residual waste rate of £10.15 per bag, this would be an additional £507.50 - £710.50 on top of the £390.95 invoice for the supply of bins (based on collection of 50-70 bags), so potential of £1000 for waste bins and removal.

At NovemberFest event 2024, a smaller event with approx. 600 attendees, we were fined £158.78 for contaminated/mixed waste due to cardboard chip trays being put in the cardboard recycling bins and other mixed waste.

To reduce the cost at 2025 Carnival, the Carnival committee organised a skip from Thorncliffes that removed the mixed waste, this was at a cost of £300 however on this occasion the cost was covered by a sponsor (at the time I wasn't aware FCC would not supply bin hire only).

At 2025 NFest & Light switch we 'hired' 8 bins from Hawarden CC for a donation of £100 which was spread over the two events. The bins were collected and returned by a volunteer. 8 is the maximum that volunteer van can accommodate. The bags of mixed waste were taken to Thorncliffes and cost of 'weigh in' was covered by volunteer/business sponsor (approx. £35 - £45 each event)

For events we have between 15-25 bins depending on the size of the event

2. Issues and concerns

At public events we cannot control what goes into the bins or enforce recycling on the public, although we put the relevant bins out and these are all labelled with what is to be put into the relevant bins, we will inevitably get mixed waste in all the bags.

The carnival is the only event that we can hire a skip due to its location. The other events that take place on the square (Live on Square, Christmas lights and others), NovemberFest (the Pod) and Easter Fun Day (Bailey Hill) due to the location, we are not able to get a skip so alternative waste management needs to be sourced or we continue with FCC fees and charges for mixed waste.

All waste bins in the town centre and play areas are currently not separated, they are all mixed waste bins, and the bins at the back of the town hall are all mixed waste.

3. Costs to purchase own bins for events

Supplier	£ (excl vat) per bin	Delivery	Qty 20
A	59.05	-	1,181.00
B	37.47	40.00	789.40
C	49.95	-	999.00
C	63.60	-	1,272.00

Waste removal - mixed waste weigh in at Thorncloffes - between £40- £120 depending on number of bags.

FCC costs based on quote for Carnival 2025 (1 event)

15 x bins for residual waste @ £10.15 per bin- £152.25

10 x bins for recycling waste @ £7.69 Per bin - £76.90

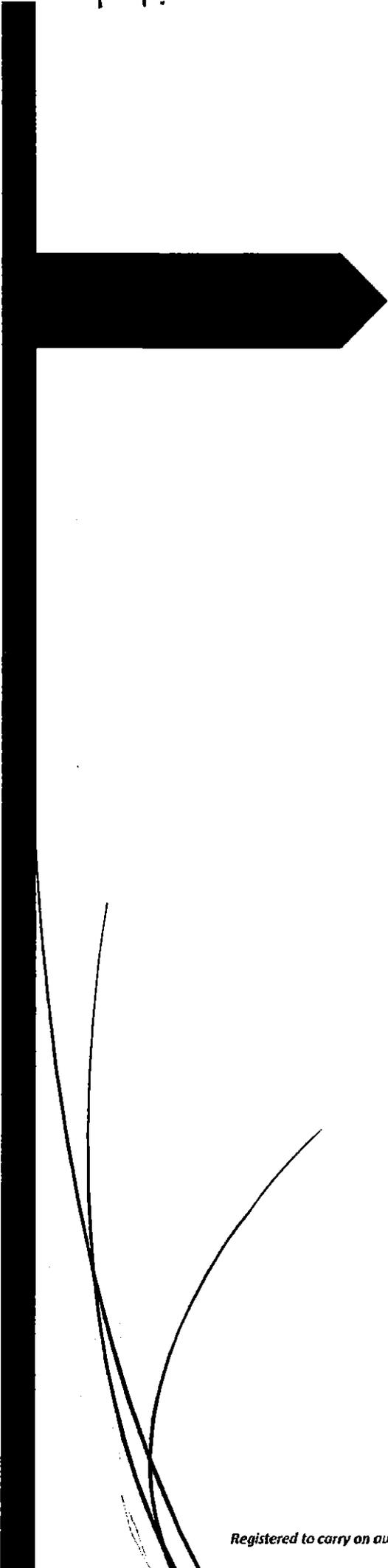
2x boxes of large bin liners @ £30 per box - £60

£289.15 for supply of 15 bins and bags for one event

Plus additional cost per bag for mixed waste, charged at the residual waste rate of £10.15 per bag (number of bags various per event)

4. Storage Cost – to be presented at meeting

5. Decision required



Mold Town Council

Internal Audit 2025/26

Year End Report

JDH BUSINESS SERVICES LTD

INTERNAL AUDIT REPORT – INTERIM AUDIT 2025/26 MOLD TOWN COUNCIL

The internal audit of Mold Town Council is carried out by undertaking the following tests as specified in the Annual Return for Local Councils in Wales:

- Checking that books of account have been properly kept throughout the year
- Checking a sample of payments to ensure that the Council's financial regulations have been met, payments are supported by invoices, expenditure is approved, and VAT is correctly accounted for
- Reviewing the Council's risk assessment and ensuring that adequate arrangements are in place to manage all identified risks
- Verifying that the annual precept request is the result of a proper budgetary process; that budget progress has been regularly monitored and that the council's reserves are appropriate
- Checking income records to ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for
- Reviewing petty cash records to ensure payments are supported by receipts, expenditure is approved and VAT is correctly accounted for
- Checking that salaries to employees have been paid in accordance with Council approvals and that PAYE and NI requirements have been properly applied
- Checking the accuracy of the asset and investments registers
- Testing the accuracy and timeliness of periodic and year-end bank account reconciliation(s)
- Year-end testing on the accuracy and completeness of the financial statements

The interim internal audit provides evidence to support the annual internal audit conclusion in the AGAR Annual Return for councils.

Conclusion

On the basis of internal audit work carried out, which was limited to the tests above, in our view the council's system of internal controls is in place, adequate for the purpose intended and effective, except for the recommendations reported in the action plan. As part of the internal audit work for the next financial year we will follow up all recommendations included in the action plan.

JDH Business Services Limited

**INTERNAL AUDIT REPORT – INTERIM AUDIT 2025/26
MOLD TOWN COUNCIL**

ISSUE	RECOMMENDATION	FOLLOW UP
2025/26 Interim internal audit		
1 The County Council have requested that the council consider taking on a public toilets and a car boot sale.	<p><i>The council needs to ensure that the following are undertaken before progression of any community asset/service transfer:</i></p> <ul style="list-style-type: none"> • <i>A comprehensive options appraisal with a comprehensive business plan for the preferred option including the identification of all potential costs to the town council</i> • <i>A comprehensive risk assessment of all governance, legal, financial and operational risks together with a clear risk mitigation plan</i> • <i>Secure appropriate professional/ legal support with key aspects of the asset/service transfer including any potential leases</i> 	

**INTERNAL AUDIT REPORT – INTERIM AUDIT 2025/26
MOLD TOWN COUNCIL**

2	<p>The following issues relating to the Council website were noted during the internal audit:</p> <ul style="list-style-type: none"> • The website does not display an accessibility statement • The website does not publish an up to date register of members interests. 	<p><i>The council website should display an accessibility statement as required by the Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018.</i></p> <p><i>The Council must ensure they display on the website information required by section 55 of the Local Government (Democracy) (Wales) Act 2013.</i></p>	<p>The clerk has informed us that a new website is currently under development that will address the issues raised.</p>
3	<p>We are pleased to note that there have been improvements to the burial accounting records as we have seen evidence that the RFO has been reconciling the burial accounting records during the year to the Rialtas accounting system.</p> <p>This should assist in the identification of any debtors in the year-end accounts as well as providing an audit trail from the burial records to the accounting system.</p>	<p><i>The overall reconciliation will be reviewed during the year-end audit.</i></p>	
2024/25 Year end internal audit			
1	<p>The fidelity cover of £500k does not cover the maximum projected cash balances calculated as approximately</p>	<p><i>The Council should review the level of their fidelity cover.</i></p>	<p>To be followed up at year-end</p>

**INTERNAL AUDIT REPORT – INTERIM AUDIT 2025/26
MOLD TOWN COUNCIL**

	£580k (calculated as year-end cash plus first precept installment).		
2	<p>A review of the year-end accounts identified the following:</p> <ul style="list-style-type: none"> An accrual has not been included in the accounts for audit fees relating to 24/25. 	<p><i>Accruals should be included in the accounts for audit fees as in previous years.</i></p>	<p>The accounts and annual return were adjusted to include an accrual for audit fees before the internal audit section of the annual return was signed.</p>
3	<p>A review of income records identified that a reconciliation had not taken place between the burial records and the nominal ledger. The burial records record burial income of £45,977 and the nominal ledger states this as £43,006.</p>	<p><i>A reconciliation of the burial receipts in the ledger to the burial accounts records should take place at the year-end in order to ensure all burial transactions have been entered in the ledger and the accounts accurately record burial income.</i></p>	<p>A reconciliation of the burial accounts records to the ledger took place and an adjustment was posted to the accounts before the internal audit section of the annual return was signed.</p>
2024/25 Interim internal audit			
1	<p>Budgetary Control:</p> <p>The draft Financial Regulations do not contain any controls over budget virements or budgetary control reporting as currently the new FRs state only the following:</p>	<p><i>The council should ensure that appropriate internal controls over virements and budgetary control reporting are incorporated into the adopted Financial Regulations.</i></p>	<p>Implemented</p>

**INTERNAL AUDIT REPORT – INTERIM AUDIT 2025/26
MOLD TOWN COUNCIL**

	<p><i>4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.</i></p> <p>The previous model Financial Regulations contained both detailed controls for virement authorisations and budgetary control reporting as follows:</p> <p><i>4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').</i></p> <p><i>4.8. The RFO shall provide quarterly the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each</i></p>		
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**INTERNAL AUDIT REPORT – INTERIM AUDIT 2025/26
MOLD TOWN COUNCIL**

	<p><i>financial quarter and shall show explanations of material variances. For this purpose “material” shall be in excess of £xxx or xx% of the budget.</i></p>		
2	<p>There is no formal adopted budget timetable in place evidencing the key milestones leading to the agreement of the precept request for the year and approval of the annual budget.</p>	<p><i>A comprehensive formal budget timetable should be established annually covering the main elements of the Council’s budget setting process together with key dates and responsibilities.</i></p>	<p>Implemented</p>

Your application search results

You can see below the application search results based on your search criteria.

6 of 55 results

Reference	Proposal	Location	Registration date	Decision	Decision date	Ward	Grid reference
NMA/000177/26	NMA to FUL/000756/22 - Repositioning of glazed frame roofing system	70, Glan Aber, Bryn Awelon, Mold, CH7 1LU	27 Feb 2026	A01 Approved	13 Mar 2026	Flintshire Ward Mold East	324393, 364569
NMA/000145/26	Non-material amendment following a grant of planning permission 061994	Land North of Gwernaffield Road, Mold, Flintshire, CH7 3DA	16 Feb 2026	A01 Approved	26 Feb 2026	Flintshire Ward Mold West, Flintshire Ward Gwernaffield and Gwernymynydd	322913, 364801
ADV/000046/26	Change of use from existing retail to Pharmacy, Also New External Signage, front	4A, DANIEL OWEN PRECINCT, Daniel Owen Precinct Pedestrianised Area, Mold, CH7 1AP	28 Jan 2026	A01 Approved	13 Mar 2026	Flintshire Ward Mold Broncoed	323720, 363864
FUL/000048/26	Removal and replacement of 6no. Antennas, the installation of 1no. Gps module	TELEPHONE EXCHANGE, Chester Street, Mold, CH7 1EG	22 Jan 2026	A01 Approved	13 Mar 2026	Flintshire Ward Mold East	323872.08, 363925.7
TPO/000043/26	Reduce the overall height of the tree by no more than 1.5 m Reduce the length of	6, KIMBERLY, The Firs, Mold, CH7 1JX	21 Jan 2026			Flintshire Ward Mold Broncoed	324209.66, 363017.84
DET/000298/25	Discharge of condition 19 Ref: 061994	Land North of Gwernaffield Road, Mold, Flintshire, CH7 3DA	04 Apr 2025	A01 Approved	26 Feb 2026	Flintshire Ward Mold West, Flintshire Ward Gwernaffield and Gwernymynydd	322913, 364801

[Contact Us \(https://www.flintshire.gov.uk/en/Resident/Contact-Us/Contact-Us.aspx\)](https://www.flintshire.gov.uk/en/Resident/Contact-Us/Contact-Us.aspx) | [Accessibility \(https://www.flintshire.gov.uk/en/Resident/About-Flintshire/Accessibility.aspx\)](https://www.flintshire.gov.uk/en/Resident/About-Flintshire/Accessibility.aspx) | [Privacy Notice \(https://www.flintshire.gov.uk/en/Resident/Contact-Us/Privacy-Notice.aspx\)](https://www.flintshire.gov.uk/en/Resident/Contact-Us/Privacy-Notice.aspx) | [Cookies Policy \(https://www.flintshire.gov.uk/en/Resident/Contact-Us/Cookies-Policy.aspx\)](https://www.flintshire.gov.uk/en/Resident/Contact-Us/Cookies-Policy.aspx) | [Comment on this Page \(https://www.flintshire.gov.uk/en/Resident/Council-Apps/Feedback/Feedback-on-proposed-new-look.aspx\)](https://www.flintshire.gov.uk/en/Resident/Council-Apps/Feedback/Feedback-on-proposed-new-look.aspx)

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19.

Date: 09/03/2026

Mold Town Council 2025-26

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Cashbook 1

User: JL

Community Bank Account

For Month No: 11

Receipts for Month 11

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	22,109.16					22,109.16	
	Banked: 03/02/2026	76.00						
	Wrexham County BC	76.00			530		76.00	Mayors Dinner x 2
	Banked: 03/02/2026	76.00						
	Connahs Quay TC	76.00			530		76.00	Mayors Dinner x 2
	Banked: 05/02/2026	1,470.00						
	CHQ	1,470.00			1000	104	1,470.00	Burial Fees
	Banked: 05/02/2026	120.00						
	Blackwells	120.00			1000	104	120.00	InV C2-2026 - Burial Fees
	Banked: 05/02/2026	30.00						
	KM Jones	30.00			1013	110	30.00	BHHire133
	Banked: 06/02/2026	90.00						
	L M Davies	90.00			1013	110	90.00	BHHire134
	Banked: 11/02/2026	500.00						
	Synthite LTD	500.00			530		500.00	Mayors Dinner Donation
	Banked: 12/02/2026	10,000.00						
TRF	Business Money Manager Account	10,000.00			201		10,000.00	Top up Community Account
	Banked: 12/02/2026	38.00						
	Hawarden CC	38.00			530		38.00	Mayors Dinner
	Banked: 12/02/2026	76.00						
	Broughton and Bretton CC	76.00			530		76.00	Mayors Dinner x 2
	Banked: 13/02/2026	76.00						
	EA Davies	76.00			530		76.00	Mayors Dinner x 2
	Banked: 16/02/2026	76.00						
	Flintshire CC	76.00			530		76.00	Mayors Dinner x 2
	Banked: 16/02/2026	682.00						
	Town and Country lettings	775.00			1011	110	775.00	16.02.26-15.03.26 - Rent
	Town and Country lettings	-93.00		-15.50	4911	110	-77.50	Estate Agent Fees
	Banked: 18/02/2026	4,822.00						
	JE Davies LTD	4,822.00			1000	104	4,822.00	Burial Fees
	Banked: 19/02/2026	600.00						
	Mega Electrical	600.00		100.00	530		500.00	Sponsorship Mayors Dinner
	Banked: 20/02/2026	112.50						
	Boys and Girls Club	112.50			1013	110	112.50	BHHire135
	Banked: 20/02/2026	114.00						
	Rhyl Town Council	114.00			530		114.00	Mayors Dinner x3
	Banked: 23/02/2026	76.00						
	J N Melliush	76.00			530		76.00	Mayors Dinner x2

Continued on Page 2

Date: 09/03/2026

Mold Town Council 2025-26

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Cashbook 1

User: JL

Community Bank Account

For Month No: 11

Receipts for Month 11

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Banked: 24/02/2026		380.00						
	Gerald Ellis	380.00			530		380.00	Mayors Dinner x10
Banked: 25/02/2026		10,000.00						
TRF	Business Money Manager Account	10,000.00			201		10,000.00	Top up Community Account
Banked: 27/02/2026		1,470.00						
	Peter Morris Funeral Directors	1,470.00			1000	104	1,470.00	Burial Fees
Total Receipts for Month		30,884.50	0.00	84.50			30,800.00	
Cashbook Totals		<u>52,993.66</u>	<u>0.00</u>	<u>84.50</u>			<u>52,909.16</u>	

Payments for Month 11

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
02/02/2026	Flintshire County Council	DD	710.00			4101	103	710.00	Business Rates - MTC Office
04/02/2026	Gaskells NorthWest Ltd	BACS	47.52		7.92	4153	103	39.60	Feb Invoice
04/02/2026	VISION ICT	BACS	106.27		17.71	4148	101	88.56	Webiste hosting Mar-May26
04/02/2026	Sian Jones Translation Ltd	BACS	62.20			4117	101	62.20	Jan Invoice
04/02/2026	Thornclyffe Building Supplies	BACS	264.00		44.00	4129	104	220.00	Skip Cemetery
10/02/2026	HSBC Bank	CHG	3.75			4200	101	3.75	CHG 19Jan2026
10/02/2026	ASH Waste Services Ltd	BACS	150.36		25.06	4153	110	125.30	Feb Invoice BHC
10/02/2026	EDF Energy	BACS	123.72		5.89	4907	110	117.83	01Jan-31 Jan 26
10/02/2026	LockStore Mold	BACS	144.00		24.00	4139	105	120.00	Feb Invoice
						324	0	-120.00	Feb Invoice
						6000	105	120.00	Feb Invoice
10/02/2026	The Landscape Academy	BACS	39.00		6.50	4004	101	32.50	Training - MWC - Sept26
10/02/2026	Rhuddlan Town Council	BACS	50.00			4115	101	50.00	Mayors charity Event
11/02/2026	JP UK	BACS	1,372.63		228.77	4122	102	1,143.86	Digital Noticeboard
12/02/2026	Clwyd Pension Fund	BACS	3,039.33			4000	101	572.42	Feb Pensions
						4000	110	15.85	Feb Pensions
						4000	104	160.01	Feb Pensions
						4002	110	56.47	Feb Pensions
						4002	104	482.49	Feb Pensions
						4002	101	1,752.09	Feb Pensions
12/02/2026	Keep Wales Tldy	BACS	466.80		77.80	4108	101	389.00	Green Flag App - Cemetery
12/02/2026	HMRC	OBP	4,051.87			4000	101	1,493.52	Jan Tax/NI
						4001	101	1,106.29	Jan Tax/NI
						4000	104	821.29	Jan Tax/NI
						4001	104	581.30	Jan Tax/NI
						4000	110	21.88	Jan Tax/NI
						4001	110	27.59	Jan Tax/NI
17/02/2026	JEA2	BACS	2,349.15			4000	101	2,349.15	Feb Salaries
17/02/2026	JLB	BACS	2,702.92			4000	101	2,702.92	Feb Salaries
17/02/2026	Holywell Town Council	BACS	60.00			4115	101	60.00	2 tickets Mayors Ball
18/02/2026	EON Next	DD	499.09		83.18	4907	103	415.91	1stJan-31stJan
18/02/2026	MWC10	BACS	1,929.77			4000	104	1,929.77	February Salaries
18/02/2026	MXG2	BACS	1,798.30			4000	104	1,798.30	February Salaries
18/02/2026	LEG11	BACS	1,001.43			4000	110	250.35	February Salaries
						4000	101	751.08	February Salaries
18/02/2026	EL11	BACS	1,070.03			4000	101	1,070.03	February Salaries
19/02/2026	Microshade Business Consultant	BACS	465.30		77.55	4105	104	59.48	Feb Invoice
						4105	101	328.27	Feb Invoice
24/02/2026	Wall Signs Ltd	BACS	66.00		11.00	4121	101	55.00	Community Awards Stickers
25/02/2026	Atropa Cleaning Services	BACS	100.80		16.80	4010	110	84.00	Feb Cleaning BHC
25/02/2026	Rawson Digital	BACS	167.79		27.97	4106	101	139.82	25.01.26-22.02.26
25/02/2026	Flintshire County Council	BACS	3,979.22			4137	109	3,979.22	01.04.25-31.03.26 CCTV
26/02/2026	Flintshire County Council	BACS	10,000.00			4902	108	10,000.00	Play Area Contribution
27/02/2026	IData Com Ltd	DD	57.84		9.64	4105	101	24.10	Feb Invoice
						4105	104	24.10	Feb Invoice

Payments for Month 11

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
27/02/2026	Your Repair gas	DD	29.64		4.94	4126	104	24.70	Feb Invoice
Total Payments for Month			36,908.73	0.00	668.73			36,240.00	
Balance Carried Fwd			16,084.93						
Cashbook Totals			52,993.66	0.00	668.73			52,324.93	

Date: 09/03/2026

Mold Town Council 2025-26

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Cashbook 2

User: JL

Business Money Manager Account

For Month No: 11

Receipts for Month 11

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	407,706.89					407,706.89	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
	Cashbook Totals	<u>407,706.89</u>	<u>0.00</u>	<u>0.00</u>			<u>407,706.89</u>	

Payments for Month 11

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
12/02/2026	Community Bank Account	TRF	10,000.00			200		10,000.00	Top up Community Account
25/02/2026	Community Bank Account	TRF	10,000.00			200		10,000.00	Top up Community Account
Total Payments for Month			20,000.00	0.00	0.00			20,000.00	
Balance Carried Fwd			387,706.89						
Cashbook Totals			<u>407,706.89</u>	0.00	0.00			<u>407,706.89</u>	

Date: 09/03/2026

Mold Town Council 2025-26

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Cashbook 6

User: JL

Petty Cash

For Month No: 11

Receipts for Month 11

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	11.63					11.63	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>11.63</u>	<u>0.00</u>	<u>0.00</u>			<u>11.63</u>	

Date: 09/03/2026

Mold Town Council 2025-26

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Time: 14:20

Cashbook 6

User: JL

Petty Cash

For Month No: 11

Payments for Month 11

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
24/02/2026	Poundland	CASH	3.00		0.50	4107	101	2.50	Stationery
Total Payments for Month			3.00	0.00	0.50			2.50	
Balance Carried Fwd			8.63						
Cashbook Totals			11.63	0.00	0.50			11.13	

Receipts for Month 11

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		17,887.86					17,887.86	
	Banked: 12/02/2026	40.00						
	Louise Griffiths	40.00			1080	105	40.00	Carnival Stall
					324		40.00	Carnival Stall
					6001	105	-40.00	Carnival Stall
	Banked: 12/02/2026	40.00						
	Lisa Jane Henri	40.00			1080	105	40.00	Carnival Stall
					324		40.00	Carnival Stall
					6001	105	-40.00	Carnival Stall
	Banked: 12/02/2026	30.00						
	M Harry	30.00			1080	105	30.00	Carnival Stall
					324		30.00	Carnival Stall
					6001	105	-30.00	Carnival Stall
	Banked: 12/02/2026	40.00						
	A Jones	40.00			1080	105	40.00	Carnival Stall
					324		40.00	Carnival Stall
					6001	105	-40.00	Carnival Stall
	Banked: 13/02/2026	40.00						
	Emma Claire's	40.00			1080	105	40.00	Carnival Stall
					324		40.00	Carnival Stall
					6001	105	-40.00	Carnival Stall
	Banked: 13/02/2026	30.00						
	Lewis NJ	30.00			1080	105	30.00	Carnival Stall
					324		30.00	Carnival Stall
					6001	105	-30.00	Carnival Stall
	Banked: 16/02/2026	75.00						
	Simon Hook	75.00			1080	105	75.00	Carnival Stall
					324		75.00	Carnival Stall
					6001	105	-75.00	Carnival Stall
	Banked: 17/02/2026	40.00						
	K Walker-Turner	40.00			1080	105	40.00	Carnival Stall
					324		40.00	Carnival Stall
					6001	105	-40.00	Carnival Stall
	Banked: 20/02/2026	30.00						
	Pamela Guenther	30.00			1080	105	30.00	Carnival Stall
					324		30.00	Carnival Stall
					6001	105	-30.00	Carnival Stall
	Banked: 20/02/2026	40.00						
	N Moran	40.00			1080	105	40.00	Carnival Stall
					324		40.00	Carnival Stall
					6001	105	-40.00	Carnival Stall
	Banked: 23/02/2026	200.00						

Receipts for Month 11

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Fully Loaded Grill	200.00			1080	105	200.00	Carnival Stall
					324		200.00	Carnival Stall
					6001	105	-200.00	Carnival Stall
	Banked: 26/02/2026	50.00						
	Barnard Engineering	50.00			1071	105	50.00	Donation Easter Fun Day
					324		50.00	Donation Easter Fun Day
					6001	105	-50.00	Donation Easter Fun Day
	Banked: 26/02/2026	40.00						
	Celtic Financial	40.00			1071	105	40.00	Donation Easter Fun Day
					324		40.00	Donation Easter Fun Day
					6001	105	-40.00	Donation Easter Fun Day
	Banked: 26/02/2026	20.00						
	Mark Isherwood	20.00			1071	105	20.00	Easter Fun Day Donation
					324		20.00	Easter Fun Day Donation
					6001	105	-20.00	Easter Fun Day Donation
	Total Receipts for Month	715.00	0.00	0.00			715.00	
	Cashbook Totals	18,602.86	0.00	0.00			18,602.86	

Payments for Month 11

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
11/02/2026	Waterloo Hire	BACS	400.80		66.80	4176	105	334.00	Deposit Carnival 26
						324	0	-334.00	Deposit Carnival 26
						6000	105	334.00	Deposit Carnival 26
16/02/2026	Tents & Events Ltd	BACS	724.50		120.75	4176	105	603.75	Deposit Carnival 26
						324	0	-603.75	Deposit Carnival 26
						6000	105	603.75	Deposit Carnival 26
16/02/2026	Eventequipment Ltd	BACS	227.64		37.94	4176	105	189.70	Deposit Carnival 26
						324	0	-189.70	Deposit Carnival 26
						6000	105	189.70	Deposit Carnival 26
19/02/2026	Beaufort Park Hotel	BACS	126.50		21.08	4145	105	105.42	Nfest Meeting
						324	0	-105.42	Nfest Meeting
						6000	105	105.42	Nfest Meeting
19/02/2026	Space Stage Ltd	BACS	264.00		44.00	4176	105	220.00	Deposit Carnival 26
						324	0	-220.00	Deposit Carnival 26
						6000	105	220.00	Deposit Carnival 26
24/02/2026	NEWSAR	BACS	500.00			4145	105	500.00	Donation - NFest
						324	0	-500.00	Donation - NFest
						6000	105	500.00	Donation - NFest
Total Payments for Month			2,243.44	0.00	290.57			1,952.87	
Balance Carried Fwd			16,359.42						
Cashbook Totals			18,602.86	0.00	290.57			18,312.29	



Date: 09/03/2026

Mold Town Council 2025-26

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Cashbook 8

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For Month No: 11

Receipts for Month 11

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	4.00					4.00	
	Banked:	0.00						
			0.00				0.00	
Total Recelpts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>4.00</u>	<u>0.00</u>	<u>0.00</u>			<u>4.00</u>	

Payments for Month 11

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		4.00						
	Cashbook Totals		<u>4.00</u>	<u>0.00</u>	<u>0.00</u>			<u>4.00</u>	

Receipts for Month 11

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	1,016.77					1,016.77	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>1,016.77</u>	<u>0.00</u>	<u>0.00</u>			<u>1,016.77</u>	

Payments for Month 11

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/02/2026	Equals	MCD	25.00			4200	101	25.00	March Fee
05/02/2026	TG Jones	MCD	4.29			4107	104	4.29	Stationery
18/02/2026	Amazon EU	MCD	6.95		1.16	4107	101	5.79	Stationery
19/02/2026	Caergwrlle Fillig Station	MCD	10.00		1.67	4132	104	8.33	Fuel
20/02/2026	Asda Store Limited	MCD	20.00		3.33	4132	104	16.67	Fuel
24/02/2026	KMA Tool Hire & Sales	MCD	131.76		21.96	4133	104	109.80	Machinery and Equipment
24/02/2026	Toolstation	MCD	37.47		2.91	4007	104	19.99	PPE workwear/ equipment
						4133	104	14.57	PPE workwear/ equipment
Total Payments for Month			235.47	0.00	31.03			204.44	
Balance Carried Fwd			781.30						
Cashbook Totals			<u>1,016.77</u>	<u>0.00</u>	<u>31.03</u>			<u>985.74</u>	