

MOLD TOWN COUNCIL

Minutes of the Meeting of Finance Committee held on the 17th June 2025 in the Town Council Offices, Unit 10, Daniel Owen Precinct, Mold and via Zoom.

PRESENT: Councillors Paul Beacher (Mayor), Robin Guest (Chair), Chris Bithell and Tina Claydon

VIA ZOOM: Councillors Joanne Edwards (Deputy Mayor), Teresa Carberry and Suzanne Thomas.

Absent: Councillor Geoff Collett

Officers: Jo Lane, Town Clerk and Finance Officer

1. CHAIR OF FINANCE COMMITTEE

It was **resolved** that Councillor Robin Guest chair the Finance Committee for the municipal year 2025-26.

2. APOLOGIES

Apologies were **received** from Councillor Joanne Edwards, who advised she may be late or unable to attend the committee meeting.

3. DECLARATIONS OF INTEREST

Councillor Tina Claydon declared a personal interest in items 5(b) and 5(c).

4. MINUTES

It was **resolved** that the minutes from the previous meeting held on 11th March 2025 were approved.

5. COMMUNITY GRANT APPLICATIONS

The Community Grant budget available was: £3,350.00

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

- (a) 50+ Action Group – Agreed £100 – The committee requests that number of attendees from Mold be recorded.
- (b) Cor Y Pentan – Agreed £360
- (c) Mold Alex – Agreed £500
- (d) Mold Rugby Club – £400 agreed, with the caveat that if the rugby tour does not take place, the funds must be returned to Mold Town Council.

6. REQUEST RECEIVED FOR FINANCIAL SUPPORT

The request for financial support from Llangollen International Eisteddfod was discussed.

Action: It was **agreed** that over the next year and prior to drafting next years Town Council budget a discussion is needed to clarify funding agreements for local, national and international Eisteddfods and Urdd's.

£100 has already been allocated to Urdd National Eisteddfod this year.

It was **resolved** to provide Financial Support of £125.00 to Llangollen International Eisteddfod and if a request is received for Wrexham National Eisteddfod £125.00 financial contribution will be provided.

18.25pm Councillor Joanne Edwards joined the meeting.

7. FINANCE REPORT

The Town Clerk highlighted items in the financial report.

The Finance Committee thanked the clerk and Councillor Paul Beacher and Pete Dando for their support and persistence with changing the bank mandate.

A number of questions with regards to the Detailed Income and Expenditure by Budget Heading Cost Centre Report were asked and answered.

Action: It was **requested** that the Town Clerk look at past budgets for the Town Council to clarify if Parkfields Community Centre have ever received annual financial support from the Town Council.

Action: It was **agreed** for the Town Clerk to conduct a re-evaluation of estate agents for the management of the Bailey Hill Lodge within the next 12 months.

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

8. 2024/25 BUDGET

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

9. EAR MARKED RESERVES

The current Ear Marked Reserves were discussed following the agreed changes prior to last year's Financial Year End.

It was discussed that EMR 328 – Alternative Delivery Mod and EMR 316 – MTC Future Purchase/ Rent codes be scrutinized again this financial year.

Action: It was requested that the Town investigate previous costings for a full Town Council election to ensure funds are available when needed.

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

18.59pm Councillor Joanne Edwards left the meeting

10. VAT RETURN MONTHS 11-1

The submitted VAT return report for Months 11-1 were **noted**.

Meeting ended at 19.07pm

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

FINANCE COMMITTEE	DATE: 17.06.25
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MEMBER	ITEM	MINUTE NO. REFERS
Councillor Tina Claydon	5(b) and 5(c)	5(b) and 5(c)

Chairman's signature: Date:

Report for Mold Town Council Finance Committee

Date of Meeting: 17th June 2025

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

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

Purpose of Report

1. To consider the position relating to the income and expenditure of the Town Council as of end of May 2025.

Background

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

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

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

5. The estimate budget agreed for the year is £429,095 (in January 2025) and the Council's expenditure up to 31st May 2025 is £49,664.

Comments on the Accounts

6. Overview of Cost Centre – 101 Admin

4112 – Insurance – To confirm our new insurance has been agreed with Gallagher and the invoice has been paid. The amount will not show on the Town Council budget until June's expenditure has been reconciled.

4113 – HR & H&S - An invoice was received for Year 2 of the three-year contract, showing a net cost of £4,708.52, which is significantly higher than last year's cost of £4,442. I queried this increase, as the Town Council's terms and conditions specify that costs cannot rise by more than 3% annually, yet this invoice reflected a 6% increase. Following my enquiry, Worknest confirmed the original agreement and issued a revised invoice for £4,575.26. This invoice has been paid and will be reflected in the budget following the June reconciliation.

4118 – Office Equipment - Although the budget for office equipment appears to have been exceeded, the majority of the expenditure relates to the office relocation. As previously agreed, £2,882 of the highlighted costs have been funded from EMR 316 – MTC Future Purchase/Rent. Actual spend from the budget is £231.00.

7. Overview of Cost Centre 103 - Town Council Offices

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

4101 – National Non- Domestic Rates - Although the necessary paperwork to set up a Direct Debit for the Business Rates on the new Town Council offices has been completed, the payments for April and May have not yet been taken. I followed this up via email on 5th June and am currently awaiting a response.

4102 – Service Maintenance Charge - An invoice has been received from FCC Assets for the 2024/25 Service Charge for the first floor of the Town Hall, totalling £8,058.68. A breakdown of the charges was requested via telephone in April prior to making payment. A follow-up call was made at the beginning of June, and I am currently awaiting a response.

I have also received an overview of the service charges for Unit 10, Daniel Owen Precinct for 2025/26 (please see attached). Upon review, I queried the charges relating to Waste/Refuse, as we have our own contractors, and sought confirmation that we are not being charged for the hanging baskets within the precinct. I have since received confirmation that we will not be charged for either Waste/Refuse or the hanging baskets. This results in a total saving of **£464.94** for the year.

8. Overview of Cost Centre 104 Cemetery

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

9. Overview of Cost Centre 105 Events

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

10. Overview of Cost Centre 107 Grants

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

11. Overview of Cost Centre 110 Bailey Hill

1009 – Other Income - We have successfully secured £1,000 in funding for the Bailey Hill Men's Shed Project. This amount has been transferred to EMR 333 – Men's Shed Project. Additionally, we received £50 from delivering a guided tour of Bailey Hill. Several guided tours took place in May and have been invoiced, so this income is expected to increase over the summer months.

4010 – Cleaning - Has been highlighted above under Cost Centre 103.

4911 – Estate Agent Mgt Fee and 4912 – BH Lodge Maintenance - Two new cost codes have been set up to track expenditure related to the rental of Bailey Hill Lodge (the flat above the Bailey Hill Centre). Previously, the estate agent transferred the monthly rental income to the Town Council's account, less their management fees and any maintenance costs they had arranged. This made it difficult to determine the total annual spend on management fees and property maintenance.

To improve transparency and financial tracking, I have contacted Town & Country and requested monthly statements. This will allow for accurate accounting of all expenditure and enable the Town Council to reclaim VAT on both estate management and contractor maintenance costs.

As the rental income covers both the estate agent's management fees and maintenance costs, no budget allocation is required for these new cost codes.

HSBC Bank Accounts

12. I am pleased to report that, following six attempts to complete the necessary mandate forms—and with the support of Councillors Beacher and Dando—I am now the named Primary User on all Mold Town Council accounts with HSBC.

As such, I have begun researching alternative banks that offer services to Town Councils. While this work is underway, I am not yet in a position to present any findings.

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

