

Date of Meeting: 29<sup>th</sup> July 2020

## Final Accounts 2019/20

### Purpose of Report

1. To accept and approve the 2019/20 accounts of the Town Council in readiness for external audit and publication.

### Background

2. The Annual Return for the External Audit will require a different summary of the figures from those presented to Council with this report and whilst the overall amounts will not change, some will be shown in a different form.

3. The External Audit will be understandably later than usual this year due to the delays caused by the COVID-19 pandemic. Councils have until the end of November to submit documentation to the External Auditor (BDO, Southampton); this date applies to all local councils. The pandemic has required alternative arrangements for the Internal Audit, all being done without face to face contact and no visits by the Internal Auditor, which has led to some difficulties and many submissions of evidence and paper trails. The meeting of the Policy & Audit Committee agreed the Annual Return submissions on 13 July which is now presented for Council approval.

4. The accounts are attached as appendices and comprise:

- Appendix 1 - Summary Income and Expenditure Account
- Appendix 2 - Balance Sheet
- Appendix 3 - Detailed Income & Expenditure for 2018/19
- Appendix 4 - Bank and Cash Reconciliation
- Appendix 5 – Earmarked Reserves

### Comments on the Accounts

5. Both expenditure and income were more than envisaged when the estimates were prepared in January 2019. Expenditure was £19,973 higher whilst income was £90,161 - significantly higher than envisaged.

6. Members will see from the detail shown in appendix 3 that there are a number of budget headings where expenditure was less than envisaged but there are a small number of headings showing large increases:

Heading	Increase/Decrease	Comments
Administration	£19,593	The main element of this increased expenditure arose from the costs of the Mayor's Charity events. The costs were covered by funds raised through various charity events (see Mayors

		Charity Income). The main increase was in staffing costs – attributable to the Bailey Hill Project Officer's costs but these costs have been reclaimed and some will not show in the accounts until April 2020. There are some IT costs also to be reclaimed in the same manner..
S137	-£18,323	Underspends
Cemetery	-£25,770	Underspends
Events	£29,365	This expenditure relates to the festivals held in 2019/20. However, the income received from ticket sales, sponsorship and grants can be offset resulting in an overall income of £25,048

7. The differences in income, from that envisaged in January 2019, are as follows:

Heading	Increase/decrease	Comments
Administration	£27,025 increase	The majority of this arrives from income received for the Mayors Charity income which was donated to the chosen charity. There is a Bailey Hill recharge also.
Cemetery	£11,080 increase	This budget was based on and expected income of £50K for burial fees. However, this has by far been exceeded.
Events	£54,413 increase	There is no budget set for this income but it was agreed that all event income should be identified. This will offset any event costs.

8. The Balance Sheet (Appendix 2) shows the overall result at the end of the financial year, allowing for transfer of funds to/from reserves (Appendix 5) means that the Council has £31,801 more in the closing balance than envisaged in January 2019.

9. There will be some costs incurred in the new financial year that are additional to those agreed in January when the budget for 2019/20 was approved. These result from works or purchases ordered during the last year but where these have not been completed and nor has the Town Council paid for them, e.g. Audit fees, HMRC month 12 payments

10. Income outstanding remains due to the Council includes Invoice outstanding from FCC and VAT from HM Revenue and Customs to cover the expenditure for the final two months of the year.

11. Funds held in reserve now amount to £261,386 as shown in Appendix 5.

## **CONCLUSION AND RECOMMENDATION**

12. The accounts reflect the decisions of, and amendments by, the Town Council during the past year and it is, therefore, recommended that the accounts be accepted and approved for audit.

WORD/REPORTS/CTEE/FINALACCOUNTS20

APP 1

Mold Town Council 2019/20

Income and Expenditure Account for Year Ended 31st March 2020

31st March 2019		31st March 2020
	<b>Operating Income</b>	
294,911	Administration	294,208
3,759	S137	4,351
1,804	Town Hall	1,822
64,067	Cemetery	61,436
38,432	Events	54,413
2,663	Open Spaces	1,380
0	Grants	(240)
333	Capital Spending	0
4,164	Service/Property Provision	30
<b>410,132</b>	<b>Total Income</b>	<b>417,400</b>
	<b>Running Costs</b>	
127,993	Administration	168,807
35,997	S137	16,057
29,151	Town Hall	28,582
75,270	Cemetery	70,480
42,433	Events	31,365
8,949	Open Spaces	7,994
11,210	Grants	11,810
10,017	Capital Spending	10,000
28,338	Service/Property Provision	28,782
<b>369,358</b>	<b>Total Expenditure</b>	<b>373,876</b>
	<b>General Fund Analysis</b>	
71,384	Opening Balance	142,416
410,132	Plus : Income for Year	417,400
<b>481,517</b>		<b>559,815</b>
369,358	Less : Expenditure for Year	373,876
<b>112,158</b>		<b>185,939</b>
(30,258)	Transfers TO / FROM Reserves	60,968
<b>142,416</b>	<b>Closing Balance</b>	<b>124,971</b>

15/07/2020

## Mold Town Council 2020/21

15:13

## Balance Sheet as at 31/03/2020

31st March 2019

31st March 2020

## Current Assets

7,615	VAT Control A/c	9,543
1,585	Prepayments	0
8,633	Debtor Flintshire CC	0
13,018	Community Bank Account	12,287
296,525	Business Money Manager Account	323,271
15,000	Deposit Bond 1	15,000
15,000	Deposit Bond 2	15,000
15,000	Deposit Bond 3	15,000
7	Petty Cash	7
38,871	Events Account	28,051

411,255

418,159

411,255 Total Assets

418,159

## Current Liabilities

22,657	Creditors	0
1,410	Accruals	0
830	Receipts in Advance	0

24,897

0

386,358 Total Assets Less Current Liabilities

418,159

## Represented By

124,971	General Reserves	156,773
20,841	EMR-Future Burial Area	20,841
11,000	EMR-CCTV Provision	11,000
2,000	EMR-Election Provision	2,000
7,653	EMR- Bailey Hill HLF	7,653
11,657	EMR-Xmas Lights	11,657
88,859	EMR-MTC Future Purchase/Rent	88,859
50	EMR-Town Hall Maint	50
12,142	EMR-Town/Enviro Projects	12,142
2,505	EMR-Cittaslow Projects	2,505
1,079	EMR-Defib refurb	1,079
8,622	EMR-BHL Maintenance	8,622
37,384	EMR-Events	37,384
10,679	EMR-Mayors Charity	10,679
366	EMR-Wildflower project	366
46,550	EMR - Alternative Delivery Mod	46,550

15/07/2020

**Mold Town Council 2020/21**

15:13

**Balance Sheet as at 31/03/2020**

**31st March 2019**

**31st March 2020**

386,358

418,159

The above statement represents fairly the financial position of the authority as at 31/03/2020 and reflects its Income and Expenditure during the year.

Signed :  
Chairman

Date : \_\_\_\_\_

Signed :  
Responsible  
Financial  
Officer

Date : \_\_\_\_\_

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2020

Month No: 12

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Administration</u>								
1009 Other Income	2,141	960	0	(960)			0.0%	
1012 Bailey Hill FCC Recharge	0	8,633	0	(8,633)			0.0%	
1020 Mayors Charity Income	32,200	16,697	0	(16,697)			0.0%	
1090 Bank Interest	673	955	220	(735)			434.0%	
1900 Precept	259,897	266,963	266,963	0			100.0%	
Administration :- Income	<b>294,911</b>	<b>294,208</b>	<b>267,183</b>	<b>(27,025)</b>			<b>110.1%</b>	<b>0</b>
4000 Salaries	54,964	96,855	67,011	(29,844)		(29,844)	144.5%	
4001 National Insurance	5,247	12,286	6,928	(5,358)		(5,358)	177.3%	
4002 Pension - Employer	11,347	21,492	13,470	(8,022)		(8,022)	159.6%	
4004 Staff training	5,448	1,881	3,000	1,119		1,119	62.7%	
4005 Staff Expenses	612	759	600	(159)		(159)	126.6%	
4006 Staff Advertising	0	50	0	(50)		(50)	0.0%	
4102 Service/Maintenance Charge	68	821	0	(821)		(821)	0.0%	
4104 Postage	531	500	700	200		200	71.5%	
4105 Telephone/Internet	1,263	1,729	1,300	(429)		(429)	133.0%	
4106 Photocopier	1,730	1,696	2,000	304		304	84.8%	
4107 Stationery	1,448	1,347	1,200	(147)		(147)	112.3%	
4108 Subscriptions	1,510	1,820	1,630	(190)		(190)	111.7%	
4109 Members Expenses	195	4,200	3,900	(300)		(300)	107.7%	
4110 Members Conference/Training	919	544	1,600	1,056		1,056	34.0%	
4111 Audit Fees	746	845	1,000	155		155	84.5%	
4112 Insurance	1,682	1,442	1,800	358		358	80.1%	
4113 HR and H&S	8,278	3,635	4,000	366		366	90.9%	
4114 Mayors Charity Events	20,483	6,018	0	(6,018)		(6,018)	0.0%	
4115 Civic Fund	1,465	1,095	1,000	(95)		(95)	109.5%	
4116 Election Costs	3,460	0	2,000	2,000		2,000	0.0%	
4117 Translation Fees	4,795	3,273	5,000	1,727		1,727	65.5%	
4118 Office Equipment	733	187	500	313		313	37.5%	
4121 Sid Matthews Community Awards	675	0	400	400		400	0.0%	
4148 IT/Software	0	4,243	2,200	(2,043)		(2,043)	192.9%	
4149 GDPR	0	390	350	(40)		(40)	111.4%	
4150 Mayors Allowance	387	644	600	(44)		(44)	107.3%	
4153 Waste Collection	0	93	0	(93)		(93)	0.0%	
4169 Other Costs	9	944	0	(944)		(944)	0.0%	
4200 Bank Charges	0	16	0	(16)		(16)	0.0%	
Administration :- Indirect Expenditure	<b>127,993</b>	<b>168,807</b>	<b>122,189</b>	<b>(46,618)</b>	<b>0</b>	<b>(46,618)</b>	<b>138.2%</b>	<b>0</b>
Net Income over Expenditure	<b>166,918</b>	<b>125,401</b>	<b>144,994</b>	<b>19,593</b>				
6000 plus Transfer from EMR	4,785	0						
6001 less Transfer to EMR	76	12,679						
Movement to/(from) Gen Reserve	<b>171,627</b>	<b>112,722</b>						

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2020

Month No: 12

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>102 S137</u>								
1003 Grants	0	1,500	1,000	(500)			150.0%	
1004 Cittaslow	58	0	2,000	2,000			0.0%	
1009 Other Income	2,000	1,605	1,000	(605)			160.5%	
1060 Bailey Hill Festival Income	1,701	1,246	0	(1,246)			0.0%	
<b>S137 :- Income</b>	<b>3,759</b>	<b>4,351</b>	<b>4,000</b>	<b>(351)</b>			<b>108.8%</b>	<b>0</b>
4000 Salaries	19,051	0	17,505	17,505		17,505	0.0%	
4001 National Insurance	1,668	0	1,254	1,254		1,254	0.0%	
4002 Pension - Employer	3,569	0	3,046	3,046		3,046	0.0%	
4005 Staff Expenses	0	395	300	(95)		(95)	131.7%	
4102 Service/Maintenance Charge	0	112	0	(112)		(112)	0.0%	
4108 Subscriptions	1,500	1,520	1,500	(20)		(20)	101.3%	
4114 Mayors Charity Events	0	0	0	0		0	0.0%	10,638
4119 Contribution to Local Groups	2,000	2,000	2,000	0		0	100.0%	
4120 Cittaslow Mold	372	599	1,250	651		651	47.9%	
4122 CDR Project costs	4,177	2,000	1,000	(1,000)		(1,000)	200.0%	1,068
4123 Blooming Mold Awards	240	0	525	525		525	0.0%	
4140 Mold Spring Clean	742	325	2,000	1,675		1,675	16.3%	
4147 Bailey Hill Festival	2,678	2,052	0	(2,052)		(2,052)	0.0%	
4151 Mold Town Guide	0	6,701	3,000	(3,701)		(3,701)	223.4%	795
4152 Touris Information Points	0	330	1,000	670		670	33.0%	
4169 Other Costs	0	22	0	(22)		(22)	0.0%	
<b>S137 :- Indirect Expenditure</b>	<b>35,997</b>	<b>16,057</b>	<b>34,380</b>	<b>18,323</b>	<b>0</b>	<b>18,323</b>	<b>46.7%</b>	<b>12,501</b>
<b>Net Income over Expenditure</b>	<b>(32,238)</b>	<b>(11,706)</b>	<b>(30,380)</b>	<b>(18,674)</b>				
6000 plus Transfer from EMR	1,600	12,501						
6001 less Transfer to EMR	83	0						
<b>Movement to/(from) Gen Reserve</b>	<b>(30,721)</b>	<b>795</b>						
<u>103 Town Hall</u>								
1002 Room Hire	1,804	1,822	2,000	178			91.1%	
<b>Town Hall :- Income</b>	<b>1,804</b>	<b>1,822</b>	<b>2,000</b>	<b>178</b>			<b>91.1%</b>	<b>0</b>
4000 Salaries	11,144	9,475	9,575	100		100	99.0%	
4001 National Insurance	52	229	100	(129)		(129)	229.4%	
4005 Staff Expenses	141	106	150	44		44	70.5%	
4007 Workwear	13	0	100	100		100	0.0%	
4100 Rent	2,585	1,381	2,820	1,439		1,439	49.0%	
4101 National non domestic Rates	6,836	6,996	8,500	1,504		1,504	82.3%	
4102 Service/Maintenance Charge	7,509	8,585	11,000	2,415		2,415	78.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2020

Month No: 12

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4103 Cleaning Materials	47	75	150	75		75	49.8%	
4124 Repairs and Maintenance	825	695	500	(195)		(195)	139.1%	
4153 Waste Collection	0	1,041	0	(1,041)		(1,041)	0.0%	
Town Hall :- Indirect Expenditure	<b>29,151</b>	<b>28,582</b>	<b>32,895</b>	<b>4,313</b>	<b>0</b>	<b>4,313</b>	<b>86.9%</b>	<b>0</b>
Net Income over Expenditure	<b>(27,348)</b>	<b>(26,760)</b>	<b>(30,895)</b>	<b>(4,135)</b>				
<b>104 Cemetery</b>								
1000 Burial Fees	59,711	57,010	46,000	(11,010)			123.9%	
1009 Other Income	4,356	4,426	4,356	(70)			101.6%	
Cemetery :- Income	<b>64,067</b>	<b>61,436</b>	<b>50,356</b>	<b>(11,080)</b>			<b>122.0%</b>	<b>0</b>
4000 Salaries	40,566	41,055	42,160	1,105		1,105	97.4%	
4001 National Insurance	3,227	3,144	3,500	356		356	89.8%	
4002 Pension - Employer	0	0	7,340	7,340		7,340	0.0%	
4003 Casual Staff	4,874	6,534	6,000	(534)		(534)	108.9%	
4007 Workwear	181	415	250	(165)		(165)	166.0%	
4008 Contract work	0	300	0	(300)		(300)	0.0%	
4100 Rent	780	390	780	390		390	50.0%	
4101 National non domestic Rates	938	960	1,300	340		340	73.8%	
4102 Service/Maintenance Charge	0	23	0	(23)		(23)	0.0%	
4105 Telephone/Internet	617	665	640	(25)		(25)	104.0%	
4107 Stationery	226	66	250	184		184	26.2%	
4108 Subscriptions	90	95	100	5		5	95.0%	
4125 General Maintenance - House	654	857	1,000	143		143	85.7%	
4126 Heating Service	248	253	230	(23)		(23)	110.0%	
4127 Electricity Store	206	137	200	63		63	68.4%	
4128 Tree Maintenance	1,300	1,430	2,000	570		570	71.5%	
4129 Skip Hire	2,783	1,608	2,200	592		592	73.1%	
4130 General Grounds Maintenance	13,853	6,564	22,800	16,236		16,236	28.8%	
4132 Fuel	805	694	900	206		206	77.1%	
4133 Machinery Parts & Materials	2,574	4,298	2,800	(1,498)		(1,498)	153.5%	
4153 Waste Collection	0	433	0	(433)		(433)	0.0%	
4178 Grave excavations	1,350	560	1,800	1,240		1,240	31.1%	
Cemetery :- Indirect Expenditure	<b>75,270</b>	<b>70,480</b>	<b>96,250</b>	<b>25,770</b>	<b>0</b>	<b>25,770</b>	<b>73.2%</b>	<b>0</b>
Net Income over Expenditure	<b>(11,203)</b>	<b>(9,044)</b>	<b>(45,894)</b>	<b>(36,850)</b>				
6000 plus Transfer from EMR	11,433	0						
6001 less Transfer to EMR	0	10,000						
Movement to/(from) Gen Reserve	<b>230</b>	<b>(19,044)</b>						

11:30

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2020

Month No: 12

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>105 Events</b>								
1030 Festival Income	1,444	6,263	0	(6,263)			0.0%	
1040 Blues & Soul Festival Income	20,711	0	0	0			0.0%	
1050 Novemberfest Income	9,726	11,197	0	(11,197)			0.0%	
1070 Live on Square Income	6,550	5,482	0	(5,482)			0.0%	
1080 Carnival Income	0	31,471	0	(31,471)			0.0%	10,000
Events :- Income	<b>38,432</b>	<b>54,413</b>	<b>0</b>	<b>(54,413)</b>				<b>10,000</b>
4100 Rent	0	420	0	(420)		(420)	0.0%	
4107 Stationery	0	(113)	0	113		113	0.0%	
4124 Repairs and Maintenance	0	36	0	(36)		(36)	0.0%	
4139 Festivals	1,928	6,795	0	(6,795)		(6,795)	0.0%	363
4144 Blues & Soul Festival	29,957	0	2,000	2,000		2,000	0.0%	
4145 Novemberfest	6,434	7,292	0	(7,292)		(7,292)	0.0%	
4146 Live on Square	4,114	3,946	0	(3,946)		(3,946)	0.0%	
4169 Other Costs	0	195	0	(195)		(195)	0.0%	
4176 Mold Carnival	0	12,795	0	(12,795)		(12,795)	0.0%	
Events :- Indirect Expenditure	<b>42,433</b>	<b>31,365</b>	<b>2,000</b>	<b>(29,365)</b>	<b>0</b>	<b>(29,365)</b>	<b>1568.3%</b>	<b>363</b>
Net Income over Expenditure	<b>(4,001)</b>	<b>23,048</b>	<b>(2,000)</b>	<b>(25,048)</b>				
6000 plus Transfer from EMR	4,564	363						
6001 less Transfer to EMR	0	20,000						
Movement to/(from) Gen Reserve	<b>562</b>	<b>3,411</b>						
<b>106 Open Spaces</b>								
1009 Other Income	2,663	1,380	1,200	(180)			115.0%	
Open Spaces :- Income	<b>2,663</b>	<b>1,380</b>	<b>1,200</b>	<b>(180)</b>			<b>115.0%</b>	<b>0</b>
4124 Repairs and Maintenance	8,949	7,994	10,000	2,006		2,006	79.9%	
Open Spaces :- Indirect Expenditure	<b>8,949</b>	<b>7,994</b>	<b>10,000</b>	<b>2,006</b>	<b>0</b>	<b>2,006</b>	<b>79.9%</b>	<b>0</b>
Net Income over Expenditure	<b>(6,286)</b>	<b>(6,614)</b>	<b>(8,800)</b>	<b>(2,186)</b>				
<b>107 Grants</b>								
1003 Grants	0	(240)	0	240			0.0%	
Grants :- Income	<b>0</b>	<b>(240)</b>	<b>0</b>	<b>240</b>				<b>0</b>
4144 Blues & Soul Festival	0	2,000	0	(2,000)		(2,000)	0.0%	
4170 Town Band Contribution	1,000	1,000	1,000	0		0	100.0%	
4171 Citizens Advice Bureau	2,000	2,000	2,000	0		0	100.0%	
4172 Daniel Owen Centre Association	5,000	5,000	5,000	0		0	100.0%	

Continued over page

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2020

Month No: 12

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4174 Fire Service Bonfire	360	360	360	0		0	100.0%	
4175 Eisteddfods Grants	0	0	350	350		350	0.0%	
4176 Mold Carnival	2,500	0	2,500	2,500		2,500	0.0%	
4177 Daniel Owen Festival	350	450	450	0		0	100.0%	
4179 Mold Food & Drink Festival	0	1,000	1,000	0		0	100.0%	
Grants :- Indirect Expenditure	<b>11,210</b>	<b>11,810</b>	<b>12,660</b>	<b>850</b>	<b>0</b>	<b>850</b>	<b>93.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(11,210)</b>	<b>(12,050)</b>	<b>(12,660)</b>	<b>(610)</b>				
<b>108 Capital Spending</b>								
1009 Other Income	333	0	0	0			0.0%	
Capital Spending :- Income	<b>333</b>	<b>0</b>	<b>0</b>	<b>0</b>				<b>0</b>
4901 Town Hall Expenditure	17	0	0	0		0	0.0%	
4902 Play Area Improvements	10,000	10,000	10,000	0		0	100.0%	
Capital Spending :- Indirect Expenditure	<b>10,017</b>	<b>10,000</b>	<b>10,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(9,683)</b>	<b>(10,000)</b>	<b>(10,000)</b>	<b>0</b>				
6000 plus Transfer from EMR	10,000	0						
<b>Movement to/(from) Gen Reserve</b>	<b>317</b>	<b>(10,000)</b>						
<b>109 Service/Property Provision</b>								
1009 Other Income	950	0	0	0			0.0%	
1011 Bailey Hill Rent income	3,214	30	2,500	2,470			1.2%	
Service/Property Provision :- Income	<b>4,164</b>	<b>30</b>	<b>2,500</b>	<b>2,470</b>			<b>1.2%</b>	<b>0</b>
4100 Rent	0	1,170	0	(1,170)		(1,170)	0.0%	
4124 Repairs and Maintenance	0	20	0	(20)		(20)	0.0%	
4134 Summer Playschemes	3,529	3,458	3,529	71		71	98.0%	
4136 Xmas Lighting & Tree	17,749	13,720	22,000	8,280		8,280	62.4%	
4137 CCTV Maintenance	6,276	4,203	8,000	3,797		3,797	52.5%	
4138 Bailey Hill Lodge	689	1,524	0	(1,524)		(1,524)	0.0%	
4139 Festivals	0	300	0	(300)		(300)	0.0%	
4904 Public Conveniences maint cost	0	2,450	0	(2,450)		(2,450)	0.0%	2,450
4905 Bailey Hill HLF	95	1,936	0	(1,936)		(1,936)	0.0%	720
Service/Property Provision :- Indirect Expenditure	<b>28,338</b>	<b>28,782</b>	<b>33,529</b>	<b>4,747</b>	<b>0</b>	<b>4,747</b>	<b>85.8%</b>	<b>3,170</b>
<b>Net Income over Expenditure</b>	<b>(24,174)</b>	<b>(28,752)</b>	<b>(31,029)</b>	<b>(2,277)</b>				
6000 plus Transfer from EMR	160	3,170						
6001 less Transfer to EMR	1,047	0						
<b>Movement to/(from) Gen Reserve</b>	<b>(25,061)</b>	<b>(25,582)</b>						

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2020

Month No: 12

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	410,132	417,400	327,239	(90,161)			127.6%	
Expenditure	369,358	373,876	353,903	(19,973)	0	(19,973)	105.6%	
<b>Net Income over Expenditure</b>	<b>40,774</b>	<b>43,523</b>	<b>(26,664)</b>	<b>(70,187)</b>				
plus Transfer from EMR	32,542	16,034						
less Transfer to EMR	1,206	42,679						
<b>Movement to/(from) Gen Reserve</b>	<b>72,110</b>	<b>16,878</b>						

Mold Town Council 2019/20

Bank - Cash and Investment Reconciliation as at 31 March 2020

**Confirmed Bank & Investment Balances**

Bank Statement Balances

31/03/2020	Community Bank Account	13,018.27
31/03/2020	Business Money Manger Account	296,525.41
29/02/2020	Deposit Bond 1	15,000.00
29/02/2020	Deposit Bond 2	15,000.00
29/02/2020	Deposit Bond 3	15,000.00
29/02/2020	Petty Cash	7.01
29/02/2020	Events Account	38,871.46

**393,422.15**

Receipts not on Bank Statement

**0.00**

**Closing Balance**

**393,422.15**

All Cash & Bank Accounts

1	Community Bank Account	13,018.27
2	Business Money Manager Account	296,525.41
3	Deposit Bond 1	15,000.00
4	Deposit Bond 2	15,000.00
5	Deposit Bond 3	15,000.00
6	Petty Cash	7.01
7	Events Account	38,871.46
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<b>393,422.15</b>

Bank Reconciliation Statement as at 31/03/2020  
for Cashbook 1 - Community Bank Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Community Bank Account	31/03/2020		13,018.27
			<u>13,018.27</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			13,018.27
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			13,018.27
		Balance per Cash Book is :-	13,018.27
		Difference is :-	0.00

Date: 15/04/2020

Mold Town Council 2019/20

Page 1

Time: 15:03

User: IAN

**Bank Reconciliation Statement as at 31/03/2020  
for Cashbook 2 - Business Money Manager Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Money Manger Account	31/03/2020		296,525.41
			<u>296,525.41</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			296,525.41
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			296,525.41
		<b>Balance per Cash Book is :-</b>	<b>296,525.41</b>
		<b>Difference is :-</b>	<b>0.00</b>

Date: 03/04/2020

Wold Town Council 2019/20

Page 1

Time: 13:15

Bank Reconciliation Statement as at 31/03/2020  
for Cashbook 3 - Deposit Bond 1

User: IAN

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Deposit Bond 1	29/02/2020		15,000.00
			<u>15,000.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			15,000.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			15,000.00
		Balance per Cash Book is :-	15,000.00
		Difference is :-	0.00

Bank Reconciliation Statement as at 31/03/2020  
for Cashbook 4 - Deposit Bond 2

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Deposit Bond 2	29/02/2020		15,000.00
			<u>15,000.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			15,000.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			15,000.00
		Balance per Cash Book is :-	15,000.00
		Difference is :-	0.00

Date: 03/04/2020

Mold Town Council 2019/20

Page 1

Time: 13:15

Bank Reconciliation Statement as at 31/03/2020  
for Cashbook 5 - Deposit Bond 3

User: IAN

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Deposit Bond 3	29/02/2020		15,000.00
			<u>15,000.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			15,000.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			15,000.00
		Balance per Cash Book is :-	15,000.00
		Difference is :-	0.00

Date: 03/04/2020

Mold Town Council 2019/20

Page 1

Time: 13:20

Bank Reconciliation Statement as at 31/03/2020  
for Cashbook 6 - Petty Cash

User: IAN

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	29/02/2020	1972	7.01
			<u>7.01</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			7.01
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			7.01
		Balance per Cash Book is :-	7.01
		Difference is :-	0.00

Date: 03/04/2020

Mold Town Council 2019/20

Page 1

Time: 13:16

Bank Reconciliation Statement as at 31/03/2020  
for Cashbook 7 - Events Account

User: IAN

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Events Account	29/02/2020		38,871.46
			<u>38,871.46</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			38,871.46
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			38,871.46
		Balance per Cash Book is :-	38,871.46
		Difference is :-	0.00

APP 5

20/07/2020

## Mold Town Council 2019/20

Page 1

11:40

## Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
311 EMR-Future Burial Area	10,840.75	10,000.00	20,840.75
312 EMR-CCTV Provision	11,000.00		11,000.00
313 EMR-Election Provision	0.00	2,000.00	2,000.00
314 EMR- Bailey Hill HLF	7,653.11		7,653.11
315 EMR-Xmas Lights	1,656.82	10,000.00	11,656.82
316 EMR-MTC Future Purchase/Rent	88,859.00		88,859.00
317 EMR-Town Hall Maint	50.00		50.00
319 EMR-Town/Enviro Projects	14,005.00	-1,863.00	12,142.00
320 EMR-Cittaslow Projects	2,505.00		2,505.00
321 EMR-Other Balances	0.00		0.00
322 EMR-Defib refurb	1,079.12		1,079.12
323 EMR-BHL Maintenance	6,307.16	2,314.38	8,621.54
324 EMR-Events	7,096.60	30,287.00	37,383.60
325 EMR-Mayors Charity	0.00	10,679.14	10,679.14
326 EMR-Wildflower project	366.00		366.00
327 EMR-Christmas lighting	0.00		0.00
328 EMR - Alternative Delivery Mod	49,000.00	-2,450.00	46,550.00
	<b>200,418.56</b>	<b>60,967.52</b>	<b>261,386.08</b>

Date of Meeting: 29<sup>th</sup> July 2020

## Accounts 2019/20 - Quarterly Review

### Purpose of Report

1. To consider the position relating to the income and expenditure of the Town Council as at 30th June 2019.

### Background

2. This year's estimates for income and expenditure were approved in January 2020 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 Bank Cash and Investments reconciliation shows the situation as at 30 June (appendix 1) include all amounts and invoices paid up to 30th June 2020. A detailed income and expenditure report by account heading is also attached at appendix 2)

5. The bank reconciliations (appendix 1) shows the balance sheet including the balance brought forward from the end of the last financial year and includes additional income and the expenditure from 1<sup>st</sup> April to 30<sup>th</sup> June together with details of the funds held by the Council. This then shows the balance held and where the funds are that match the balance. The Council had an overall balance of £408,616 which compares to £377,491 at this stage last year.

6. There has been no petty cash movement in terms of income and expenditure since 1<sup>st</sup> April.

7. The estimate agreed for the year is £274,547(in January 2020) and the Council's expenditure up to 30<sup>th</sup> June was £69,628. Reference will be made to some specific issues in paragraph 8 in this report.

### Comments on the Accounts

8. There is usually little that needs highlighting with the first quarter's review of the accounts. It is however, appropriate to note the following:  
Due to the COVID-19 pandemic and lockdown all events had to be cancelled and all room hire was stopped. Spends and income so far are very low.

### Bank accounts held

9. Historically the Town Council has held five accounts with HSBC;  
a Business Money Manager account which holds various receipts, gains a higher interest rate (albeit very low at present) and for receipt of the precept;

a Community Account which is used for the day to day income and expenditure of the Town Council;  
three higher interest deposit accounts each holding £15,000;  
a further Community Events Account was opened during 2018/19 purely for events.

As modernisation of banking continues nearly all transactions are by electronic means with very few cheques used over the last eight months which is more efficient, less time consuming and easier for approval. There are now debit cards for both Community and Community Events Accounts.

## **Recommendation**

10. It is recommended that the report and quarterly accounts be received and noted.

## Mold Town Council 2020/21

## Bank - Cash and Investment Reconciliation as at 30 June 2020

**Confirmed Bank & Investment Balances**Bank Statement Balances

30/06/2020	Community Bank Account	12,286.61
30/06/2020	Business Money Manger Account	323,270.57
29/02/2020	Deposit Bond 1	15,000.00
29/02/2020	Deposit Bond 2	15,000.00
30/04/2020	Deposit Bond 3	15,000.00
30/04/2020	Petty Cash	7.01
31/05/2020	Events Account	28,051.46

**408,615.65**Receipts not on Bank Statement**0.00****Closing Balance****408,615.65**All Cash & Bank Accounts

1	Community Bank Account	12,286.61
2	Business Money Manager Account	323,270.57
3	Deposit Bond 1	15,000.00
4	Deposit Bond 2	15,000.00
5	Deposit Bond 3	15,000.00
6	Petty Cash	7.01
7	Events Account	28,051.46
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<b>408,615.65</b>

## Detailed Income &amp; Expenditure by Budget Heading 01/07/2020

Month No: 3

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>101 Administration</b>							
1009 Other Income	0	0	38,000	38,000			0.0%
1012 Bailey Hill FCC Recharge	0	1,944	0	(1,944)			0.0%
1020 Mayors Charity Income	0	352	0	(352)			0.0%
1090 Bank Interest	142	233	600	367			38.8%
1900 Precept	0	95,935	0	(95,935)			0.0%
Administration :- Income	<b>142</b>	<b>98,464</b>	<b>38,600</b>	<b>(59,864)</b>			<b>255.1%</b>
4000 Salaries	8,967	27,258	118,100	90,842		90,842	23.1%
4001 National Insurance	918	(1,220)	11,520	12,740		12,740	(10.6%)
4002 Pension - Employer	2,367	3,123	21,848	18,725		18,725	14.3%
4004 Staff training	0	0	3,000	3,000		3,000	0.0%
4005 Staff Expenses	0	81	1,000	919		919	8.1%
4102 Service/Maintenance Charge	0	21	0	(21)		(21)	0.0%
4104 Postage	0	0	700	700		700	0.0%
4105 Telephone/Internet	0	120	1,500	1,380		1,380	8.0%
4106 Photocopier	0	0	2,000	2,000		2,000	0.0%
4107 Stationery	0	(11)	1,400	1,411		1,411	(0.8%)
4108 Subscriptions	0	1,625	1,630	5		5	99.7%
4109 Members Expenses	0	30	3,900	3,870		3,870	0.8%
4110 Members Conference/Training	0	0	1,600	1,600		1,600	0.0%
4111 Audit Fees	0	(850)	1,000	1,850		1,850	(85.0%)
4112 Insurance	0	1,445	1,800	355		355	80.3%
4113 HR and H&S	0	2,933	4,000	1,067		1,067	73.3%
4115 Civic Fund	0	0	1,000	1,000		1,000	0.0%
4116 Election Costs	0	0	2,000	2,000		2,000	0.0%
4117 Translation Fees	272	560	5,000	4,440		4,440	11.2%
4118 Office Equipment	0	0	500	500		500	0.0%
4121 Sid Matthews Community Awards	0	0	1,500	1,500		1,500	0.0%
4148 IT/Software	726	1,525	3,500	1,975		1,975	43.6%
4149 GDPR	0	0	350	350		350	0.0%
4150 Mayors Allowance	71	71	600	529		529	11.8%
Administration :- Indirect Expenditure	<b>13,321</b>	<b>36,710</b>	<b>189,448</b>	<b>152,738</b>	<b>0</b>	<b>152,738</b>	<b>19.4%</b>
<b>Net Income over Expenditure</b>	<b>(13,180)</b>	<b>61,754</b>	<b>(150,848)</b>	<b>(212,602)</b>			
<b>102 S137</b>							
1003 Grants	0	(2,500)	1,000	3,500			(250.0%)
1004 Cittaslow	0	0	2,000	2,000			0.0%
1009 Other Income	0	0	1,000	1,000			0.0%
1020 Mayors Charity Income	0	240	0	(240)			0.0%
S137 :- Income	<b>0</b>	<b>(2,260)</b>	<b>4,000</b>	<b>6,260</b>			<b>(56.5%)</b>

## Detailed Income &amp; Expenditure by Budget Heading 01/07/2020

Month No: 3

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4108 Subscriptions	0	0	1,500	1,500		1,500	0.0%
4114 Mayors Charity Events	0	10,859	0	(10,859)		(10,859)	0.0%
4119 Contribution to Local Groups	65	265	2,000	1,735		1,735	13.3%
4120 Cittaslow Mold	0	122	1,250	1,128		1,128	9.8%
4122 CDR Project costs	0	0	7,300	7,300		7,300	0.0%
4123 Blooming Mold Awards	0	0	525	525		525	0.0%
4140 Mold Spring Clean	0	0	2,000	2,000		2,000	0.0%
4151 Mold Town Guide	0	0	1,700	1,700		1,700	0.0%
4152 Touris Information Points	0	0	1,125	1,125		1,125	0.0%
<b>S137 :- Indirect Expenditure</b>	<b>65</b>	<b>11,246</b>	<b>17,400</b>	<b>6,154</b>	<b>0</b>	<b>6,154</b>	<b>64.6%</b>

**Net Income over Expenditure**      **(65)**      **(13,506)**      **(13,400)**      **106**

103 Town Hall

1002 Room Hire	0	0	2,000	2,000			0.0%
<b>Town Hall :- Income</b>	<b>0</b>	<b>0</b>	<b>2,000</b>	<b>2,000</b>			<b>0.0%</b>
4000 Salaries	798	2,403	9,765	7,362		7,362	24.6%
4001 National Insurance	9	29	155	126		126	18.8%
4005 Staff Expenses	0	0	200	200		200	0.0%
4007 Workwear	0	0	150	150		150	0.0%
4100 Rent	0	0	2,820	2,820		2,820	0.0%
4101 National non domestic Rates	712	2,132	9,000	6,869		6,869	23.7%
4102 Service/Maintenance Charge	0	0	11,000	11,000		11,000	0.0%
4103 Cleaning Materials	0	0	200	200		200	0.0%
4105 Telephone/Internet	137	424	0	(424)		(424)	0.0%
4124 Repairs and Maintenance	0	0	3,000	3,000		3,000	0.0%
4153 Waste Collection	111	111	1,000	889		889	11.1%
<b>Town Hall :- Indirect Expenditure</b>	<b>1,767</b>	<b>5,098</b>	<b>37,290</b>	<b>32,192</b>	<b>0</b>	<b>32,192</b>	<b>13.7%</b>
<b>Net Income over Expenditure</b>	<b>(1,767)</b>	<b>(5,098)</b>	<b>(35,290)</b>	<b>(30,192)</b>			

104 Cemetery

1000 Burial Fees	0	4,650	45,000	40,350			10.3%
1009 Other Income	0	0	4,500	4,500			0.0%
<b>Cemetery :- Income</b>	<b>0</b>	<b>4,650</b>	<b>49,500</b>	<b>44,850</b>			<b>9.4%</b>
4000 Salaries	3,314	10,807	46,332	35,525		35,525	23.3%
4001 National Insurance	322	880	4,015	3,135		3,135	21.9%
4002 Pension - Employer	0	0	8,600	8,600		8,600	0.0%
4003 Casual Staff	936	1,976	6,000	4,024		4,024	32.9%
4007 Workwear	0	0	350	350		350	0.0%

## Detailed Income &amp; Expenditure by Budget Heading 01/07/2020

Month No: 3

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4100 Rent	0	0	780	780		780	0.0%
4101 National non domestic Rates	98	290	1,350	1,060		1,060	21.5%
4102 Service/Maintenance Charge	23	85	0	(85)		(85)	0.0%
4105 Telephone/Internet	59	168	640	473		473	26.2%
4107 Stationery	0	0	300	300		300	0.0%
4108 Subscriptions	0	95	100	5		5	95.0%
4124 Repairs and Maintenance	0	23	0	(23)		(23)	0.0%
4125 General Maintenance - House	0	0	1,000	1,000		1,000	0.0%
4126 Heating Service	0	23	280	257		257	8.2%
4127 Electricity Store	0	48	200	152		152	24.2%
4128 Tree Maintenance	0	0	3,000	3,000		3,000	0.0%
4129 Skip Hire	0	0	1,500	1,500		1,500	0.0%
4130 General Grounds Maintenance	0	0	22,800	22,800		22,800	0.0%
4132 Fuel	105	138	1,000	862		862	13.8%
4133 Machinery Parts & Materials	78	345	2,800	2,455		2,455	12.3%
4153 Waste Collection	737	828	1,650	822		822	50.2%
4178 Grave excavations	208	459	1,500	1,041		1,041	30.6%
Cemetery :- Indirect Expenditure	<b>5,879</b>	<b>16,165</b>	<b>104,197</b>	<b>88,032</b>	<b>0</b>	<b>88,032</b>	<b>15.5%</b>
<b>Net Income over Expenditure</b>	<b>(5,879)</b>	<b>(11,515)</b>	<b>(54,697)</b>	<b>(43,182)</b>			
<b>105 Events</b>							
1080 Carnival Income	0	575	0	(575)			0.0%
Events :- Income	<b>0</b>	<b>575</b>	<b>0</b>	<b>(575)</b>			
4103 Cleaning Materials	0	200	0	(200)		(200)	0.0%
4139 Festivals	0	140	24,000	23,860		23,860	0.6%
4176 Mold Carnival	0	315	0	(315)		(315)	0.0%
Events :- Indirect Expenditure	<b>0</b>	<b>655</b>	<b>24,000</b>	<b>23,345</b>	<b>0</b>	<b>23,345</b>	<b>2.7%</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(80)</b>	<b>(24,000)</b>	<b>(23,920)</b>			
<b>106 Open Spaces</b>							
1009 Other Income	0	0	1,200	1,200			0.0%
Open Spaces :- Income	<b>0</b>	<b>0</b>	<b>1,200</b>	<b>1,200</b>			<b>0.0%</b>
4124 Repairs and Maintenance	0	38	8,000	7,962		7,962	0.5%
Open Spaces :- Indirect Expenditure	<b>0</b>	<b>38</b>	<b>8,000</b>	<b>7,962</b>	<b>0</b>	<b>7,962</b>	<b>0.5%</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(38)</b>	<b>(6,800)</b>	<b>(6,762)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 01/07/2020

Month No: 3

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>107 Grants</b>							
4144 Blues & Soul Festival	0	0	2,000	2,000		2,000	0.0%
4170 Town Band Contribution	0	0	1,000	1,000		1,000	0.0%
4171 Citizens Advice Bureau	0	0	2,000	2,000		2,000	0.0%
4172 Daniel Owen Centre Association	0	0	5,000	5,000		5,000	0.0%
4174 Fire Service Bonfire	0	0	360	360		360	0.0%
4175 Eisteddfods Grants	0	0	350	350		350	0.0%
4177 Daniel Owen Festival	0	0	450	450		450	0.0%
4179 Mold Food & Drink Festival	0	0	1,000	1,000		1,000	0.0%
Grants :- Indirect Expenditure	0	0	12,160	12,160	0	12,160	0.0%
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(12,160)</b>	<b>(12,160)</b>			
<b>108 Capital Spending</b>							
4902 Play Area Improvements	0	0	10,000	10,000		10,000	0.0%
Capital Spending :- Indirect Expenditure	0	0	10,000	10,000	0	10,000	0.0%
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(10,000)</b>	<b>(10,000)</b>			
<b>109 Service/Property Provision</b>							
1011 Bailey Hill Rent income	0	0	2,000	2,000			0.0%
Service/Property Provision :- Income	0	0	2,000	2,000			0.0%
4134 Summer Playschemes	0	0	4,200	4,200		4,200	0.0%
4136 Xmas Lighting & Tree	0	0	32,000	32,000		32,000	0.0%
4137 CCTV Maintenance	0	0	9,000	9,000		9,000	0.0%
4138 Bailey Hill Lodge	(285)	(285)	0	285		285	0.0%
Service/Property Provision :- Indirect Expenditure	(285)	(285)	45,200	45,485	0	45,485	(0.6%)
<b>Net Income over Expenditure</b>	<b>285</b>	<b>285</b>	<b>(43,200)</b>	<b>(43,485)</b>			
<b>Grand Totals:- Income</b>	<b>142</b>	<b>101,429</b>	<b>97,300</b>	<b>(4,129)</b>			<b>104.2%</b>
<b>Expenditure</b>	<b>20,747</b>	<b>69,628</b>	<b>447,695</b>	<b>378,067</b>	<b>0</b>	<b>378,067</b>	<b>15.6%</b>
<b>Net Income over Expenditure</b>	<b>(20,605)</b>	<b>31,801</b>	<b>(350,395)</b>	<b>(382,196)</b>			
<b>Movement to/(from) Gen Reserve</b>	<b>(20,605)</b>	<b>31,801</b>					

Item 9

7/1/2020

**MOLD TOWN COUNCIL Covid-19  
general workplace safety risk assessment**

Duty of care to Staff, Members of the  
Council and others

Ian David Jones  
MOLD TOWN COUNCIL

**MOLD TOWN COUNCIL**  
**CYNGOR TREF YR WYDDGRUG**



[www.moldtowncouncil.org.uk](http://www.moldtowncouncil.org.uk)

**Covid-19 general workplace safety risk assessment**

This risk assessment can be used in planning for return to work to identify the control measures that should be put in place to protect employees and others from the risk of coronavirus infection.

NOTE: Separate return to work assessments on the usual health and safety concerns are independent of this Risk Assessment

Assessor: Ian David Jones
Job title: Town Clerk and Finance Officer
Assessment date: 01 July 2020
Review date(s): 01 October 2020 (every three months initially)
Council type/location: Town Hall, Mold CH7 1AB

Council hazards associated with the coronavirus pandemic	Potential risks to workers caused by hazards	Control measures	Further actions required
<b>Infection Prevention, Cleaning and Staff Safety</b>			
<p>As the council rebuilds after lockdown and staff return to work the council must ensure their safety by making premises "COVID" secure – unsafe workplace premises raise the risks of virus transmission</p>	<p>There is a direct threat to staff health and wellbeing from transmission of the COVID-19 coronavirus while at work</p> <p>People can catch the virus from others who are infected in the following ways:</p> <ul style="list-style-type: none"> <li>• virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales</li> <li>• the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc</li> <li>• people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth</li> </ul>	<p>Ensure that the council complies with its duty to provide a safe and healthy workplace/working conditions for staff in the workplace during the coronavirus pandemic by:</p> <ul style="list-style-type: none"> <li>• Circulating "COVID secure" coronavirus policies and safety procedures to all staff and managers; these set out how staff should behave and the precautions they must adopt during the pandemic to keep them safe</li> <li>• Requiring staff to practice effective social distancing while in and around the workplace, while travelling to work and in all work council</li> </ul> <p>Town Clerk should pass on and reinforce key Government public health messages to all staff:</p> <ul style="list-style-type: none"> <li>• cover the mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing (Catch it — Bin it — Kill it)</li> <li>• put used tissues in the bin straight away</li> <li>• wash hands regularly with soap and water for at least 20 seconds (use hand sanitiser gel if soap and water are not available)</li> <li>• avoid close contact with people who are unwell</li> <li>• clean and disinfect frequently touched objects and surfaces</li> </ul>	

	<ul style="list-style-type: none"> <li>do not touch face, eyes, nose or mouth if hands are not clean.</li> </ul> <p>In all departments, fully implement Public Health Wales (PHW) <i>Guidance for Employers and Councils on Coronavirus</i>, including the following key safety precautions:</p> <ul style="list-style-type: none"> <li>Keep risk assessments under review to ensure that a safe place of work is maintained</li> <li>Consult with staff and staff representatives – fully involve staff at all stages of the pandemic</li> <li>Make any adjustments to the workspace/rotas/work patterns/ procedures necessary to facilitate effective infection prevention and social distancing at work</li> <li>Follow government health and travel advice</li> <li>Provide hand sanitiser as required</li> <li>Provide infection control personal protective equipment (PPE) such as gloves, masks and eye protection if required in individual risk assessments and method statements, e.g. cleaning</li> <li>Increase environmental cleaning in the workplace; review and revise cleaning method statements and schedules and ensure cleaning staff have access to suitable detergents, disinfectants and PPE</li> <li>Provide additional waste removal facilities and more frequent refuse collection</li> <li>Display appropriate public health posters and notices around the workplace and on websites</li> </ul>	<p>Consult with staff on any proposals</p> <p>consider home working options and staggered work times</p> <p>liaise with FCC on sanitizer locations, purchase as appropriate</p> <p>purchase necessary PPE</p> <p>assess and instruct on cleaning regimes and materials/PPE/refuse removal</p> <p>consider posters within and outside of the building</p>
--	--	--

		Staff are not required to wear face coverings while at work but may do so if they wish	
<b>Homeworking, Hot-desking and Equipment Sharing</b>			
Staff working together in workplace premises inevitably raises the risk of virus transmission  Sharing of equipment present hazards that raise the risk of virus transmission further	Homeworking reduces the risk of staff gathering in the workplace and of transmitting the virus	<p>Homeworking should be adopted within the council as the preferred method of work wherever possible and only staff who need to be on-site should attend workplace premises</p> <p>The following working arrangements will be put into place to support homeworking:</p> <ul style="list-style-type: none"> <li>• The Town Clerk will plan for the minimum number of people needed on site to operate safely and effectively</li> <li>• The Town Clerk will review all staff job roles in order to facilitate and encourage homeworking wherever appropriate</li> <li>• Homeworking policies to be reviewed to ensure that sufficient support is provided to homeworkers</li> <li>• Town Clerk should monitor the wellbeing of people who are working from home and put in place measures to support their mental and physical health and personal security (Guidance is available from ACAS in this regard)</li> <li>• Enhanced IT support to be provided to homeworkers to ensure the effectiveness of working arrangements and the security of information and data, for example, remote access to work systems</li> </ul>	<p>Currently the adopted policy.</p> <p>No set minimum although occasional requirement to be at the workplace</p> <p>Regular weekly meetings with office staff and daily contact by other means, phone, email etc. New laptop purchased recently plus mobile phone. required upgrade from Windows 7 and 8 needed asap.</p> <p>Secure paid Zoom licence purchased</p> <p>Shared equipment need assessing/cleansing</p>

		<ul style="list-style-type: none"> <li>• Arrangements should help homeworkers to stay connected to the rest of the workforce as appropriate</li> <li>• Hot-desking will not be supported at this time</li> <li>• Equipment should not be shared between staff – limit use of high-touch equipment in the workplace, e.g. whiteboards, pens, etc</li> </ul>	
<b>Workplace Social Distancing</b>			
Effective social distancing is a key element in reducing the transmission of COVID-19	<p>Social distancing refers to people being required to maintain a distance from each other of 2 (or amended) metres, wherever possible. Social distancing effectively puts people at a safe range from anyone coughing. The main route of virus transmission is through droplets exhaled or coughed by an infected person</p>	<p>Staff are required to practice effective social distancing if in and around the workplace, while involved in work activities and when travelling to and from work, whenever possible, by:</p> <ul style="list-style-type: none"> <li>• Avoiding non-essential contact with others</li> <li>• Keeping a safe distance of at least 2 metres (about 3 steps at the time of writing) from others whenever possible</li> <li>• Avoiding physical contact (e.g. hugs, handshakes, etc)</li> </ul> <p>Adaptations to the premises to support social distancing should include:</p> <ul style="list-style-type: none"> <li>• A review of all work premises to identify suitable adaptations which will support social distancing</li> <li>• Offices and work spaces to be set up to support social distancing, e.g. layout changes, appropriate signage, stickers and floor markings to denote safe distances, etc</li> </ul>	<p>Requirements to be reviewed recommended one person per office at any one time</p>

		<ul style="list-style-type: none"> <li>• Workstations and desks to be arranged with a minimum separation between them – where necessary screens will be fitted</li> <li>• Establishing maximum occupancy limits for offices and work areas</li> <li>• Reducing the need for staff to move around within the workplace</li> </ul> <p>Adaptations to work processes to support social distancing will include:</p> <ul style="list-style-type: none"> <li>• Cancelling non-essential meetings</li> <li>• Holding essential meetings in well ventilated rooms with appropriate social distancing in place – limit numbers to essential members only and use phone/video conferencing, etc</li> <li>• Replacing face-to-face meetings wherever possible with video conferencing, phone conferencing, etc</li> <li>• Holding meetings outdoors</li> <li>• Providing hand sanitiser at meetings</li> <li>• Cancelling non-essential training and all face-to-face training/recruitment practices</li> <li>• Carrying out any essential training/ recruitment by using email/online eLearning wherever possible rather than bringing people together face to face</li> </ul> <p>Town Clerk should display notices in all premises reminding staff of the key infection prevention requirements, including the need to maintain safe distancing</p> <p>Where social distancing guidelines cannot be followed in full, in relation to a particular activity, managers must</p>	<p>Use Zoom facility at all times</p> <p>Wording to be agreed or advised</p>
--	--	---	--

		<p>carry out further risk assessments and consider whether that activity needs to continue for the council to operate - where such activities need to continue appropriate mitigation methods should be put into place, such as:</p> <ul style="list-style-type: none"> <li>• Increased hand washing</li> <li>• Increased environmental cleaning</li> <li>• Keeping the activity time involved as short as possible</li> <li>• Reducing the number of people each person has contact with by using "fixed teams or partnering" (so each person works with only a few others)</li> </ul>	
<b>Higher Risk Areas of the Workplace</b>			
<p>Some areas of the workplace may present a higher risk than others – this may include areas such as staff/public/ shared toilets, kitchen and entranceways. Members of public using toilets, other tenants' of the Town Hall, Members of the</p>	<p>Heavily used areas of the workplace are more likely to present an infection transmission risk</p> <p>Essential for staff to wash hands regularly but also that toilets are kept clean and free of coronavirus contamination</p> <p>A number of people using the toilet may compromise the ability to comply with social distancing</p> <p>Increased risk of people coughing and touching door handles, taps and toilet flush handles</p>	<p>Ensure higher-risk high-traffic areas of the workplace are COVID-secure by applying appropriate safety precautions, including:</p> <ul style="list-style-type: none"> <li>• Stressing the need for staff to follow good hygiene practice at all times while at work (i.e. regular handwashing, using tissues and disposing of them appropriately, etc)</li> <li>• Town Clerk ensuring that adequate hand cleaning resources are provided; all staff toilets to be supplied with adequate supplies of hot water, liquid soap and paper towels</li> <li>• Printing handwashing instructions/posters and displaying throughout workplace, especially in toilets</li> <li>• Limiting numbers of staff who can use high traffic areas such as corridors, stairs, toilets and</li> </ul>	<p>Work with FCC as landlord and toilet cleaning regime</p> <p>Wording to be agreed or advised</p>



		<ul style="list-style-type: none"> <li>Increasing toilets/washrooms inspections to check for cleanliness/adequate stock of soap/toilet paper, etc</li> <li>Where possible, providing paper towels as an alternative to hand dryers in handwashing facilities</li> </ul>	
<b>Vulnerable and Extremely Vulnerable Staff</b>			
Some staff may have pre-existing medical conditions which render them more vulnerable to the dangers of coronavirus infection	<p>Those who are classified by PHW as being at greater risk from COVID-19 include people in the vulnerable (moderate risk) and extremely vulnerable (high risk) categories</p> <p>vulnerable (moderate risk) people include those who:</p> <ul style="list-style-type: none"> <li>are 70 or older</li> <li>are pregnant</li> <li>have a lung condition such as asthma, COPD, emphysema or bronchitis (not severe)</li> <li>have heart disease, diabetes, chronic kidney disease or liver disease (such as hepatitis)</li> <li>are taking medicine that can affect the immune system (such as low doses of steroids) or</li> <li>are very obese</li> </ul>	<p>The following safety and staff health arrangements should apply to staff who are classified as vulnerable (moderate risk) or extremely vulnerable (high-risk):</p> <ul style="list-style-type: none"> <li>Town Clerk should identify and be aware of staff who fall into vulnerable and extremely vulnerable categories so they can ensure that they are given adequate protection and support to enable them to comply with government health recommendations</li> <li>No member of staff in the extremely vulnerable "high-risk" category should be expected to come to work during the pandemic crisis or during recovery from the lockdown – these staff should be advised to follow government medical advice and stay at home</li> <li>Extremely vulnerable "high-risk" staff should be allowed to safely work from home without risk</li> <li>Staff in the vulnerable "moderate risk" category should be considered on a case by case basis – wherever possible they will be supported to work from home</li> <li>Staff in the vulnerable "moderate risk" category who cannot work from home and wish to return to work</li> </ul>	<p>This affects some staff and members of the Council</p> <p>Town Clerk is aware of the issues and persons involved and will monitor</p>

	<p>Extremely vulnerable (high risk) people include those who:</p> <ul style="list-style-type: none"> <li>• have had an organ transplant</li> <li>• are having chemotherapy for cancer, including immunotherapy</li> <li>• are having an intense course of radiotherapy for lung cancer</li> <li>• have a severe lung condition (such as severe asthma or severe COPD)</li> <li>• are taking medicine that makes them much more likely to get infections (such as high doses of steroids)</li> <li>• have a serious heart condition and are pregnant</li> </ul> <p>The following PHE advice applies:</p> <ul style="list-style-type: none"> <li>• Those in the "high risk" (extremely vulnerable) category are subject to special "shielding" arrangements – they are advised to self-isolate and not leave home for any reason for at least 12 weeks</li> </ul>	
		<p>should be offered additional protection so that they can achieve effective social distancing</p> <ul style="list-style-type: none"> <li>• Town Clerk should stay in touch with vulnerable or extremely vulnerable staff who are staying at home by phone to ensure they are well and to prevent them from feeling isolated</li> <li>• As they cannot leave their home at all, the council should help to provide additional support for any extremely vulnerable high-risk staff who may need it; this might include providing shopping or medicines where they are unable to gain support from elsewhere</li> <li>• All reviews of staff roles and safety should be non-discriminatory and take into consideration equality considerations and protected characteristics as defined under the Equality Act 2010, e.g. disabled staff</li> <li>• Reasonable adjustments must be made to avoid disabled workers being put at any disadvantage</li> <li>• Town Clerk should refer to existing policies regarding new and expectant mothers, e.g. entitlement to suspension on full pay if suitable safe roles cannot be found</li> </ul>

	<ul style="list-style-type: none"> <li>Those in the “moderate risk” (vulnerable) category are advised to stay at home as much as possible – they can go to work if they cannot work from home</li> <li>People in both categories are advised by the government to be particularly stringent in complying with social distancing requirements</li> </ul> <p>Pregnant women are included in the “moderate risk” category as a precaution but are not considered by PHE to be more likely to get seriously ill from COVID-19</p> <p>There is some evidence that people from ethnic minority backgrounds are hit harder by COVID-19</p>	
<b>Staff Health and Staffing Levels</b>		
Low staffing hazards due to high rates of staff sickness or staff having to self-isolate themselves at	<p>Staff may get sick with coronavirus infection</p> <p>People who have symptoms must “self-isolate” at home for 7 days from the start of symptoms to prevent them from passing the infection on</p>	<p>The following safety arrangements should apply to staff health or staffing levels:</p> <ul style="list-style-type: none"> <li>Staff who are considered extremely vulnerable or high-risk should not be expected to attend for work in the workplace – where possible or appropriate they should be supported to work from home</li> </ul>

home or remain at home because they are "shielded"	and contributing to the overload on the NHS Those who live with others and where one person has symptoms must self-isolate as a household for 14 days from the day when the first person in the house became ill. If anyone else in the household starts displaying symptoms, they need to stay at home for 7 days from when the symptoms appeared, regardless of what day they are on in the original 14-day isolation period Those who are considered extremely vulnerable are advised to "shield" themselves at home	<ul style="list-style-type: none"> <li>• Staff who are sick or self-isolating should phone immediately and inform their line-manager – on no account should they attend for work</li> <li>• Make sure that communications go out that no member of staff should come to work if they are self-isolating or if they have COVID-19 symptoms or if they feel unwell</li> <li>• Staff may be reallocated from non-essential parts of the council to essential functions</li> <li>• Town Clerk should consider temporary operational adjustments if staffing is reduced to unsafe levels</li> </ul>	
<b>Premises Access and Travel</b>			
Staff who are required to attend for work must be given safe access to the workplace	Travel to and from work may lead to greater risk of virus transmission Public transport may be restricted in order to achieve social distancing on trains, buses, etc. Access to buildings may create	<p>The following safety arrangements should apply to workplace access and travel arrangements:</p> <ul style="list-style-type: none"> <li>• Unable to ensure that sufficient access points to the workplace staff should be discouraged from congregating at entrances and exits – ensure that all access points have supplies of sanitizer available</li> </ul>	

	<p>a virus transmission risk if staff all seek entrance at once or are channeled through single points of entry</p> <p>Risks may be increased for disabled staff who may have reduced options for access</p>	<ul style="list-style-type: none"> <li>• Review disabled access policies and arrangements to ensure safe entrance or exit for disabled staff</li> <li>• Use floor markings and signage at entrances and exits and introduce one-way flow systems at entry and exit points where appropriate</li> <li>• Enable flexible/staggered working arrangements so that staff can avoid travelling at peak times or all arriving or leaving at the same time</li> <li>• Provide hand sanitiser at entrances and exits</li> <li>• Ask staff not to share cars</li> <li>• Support staff to walk or cycle to work wherever possible</li> <li>• Ask staff not to use public transport if at all possible – where they do use public transport they should conform with all requirements, e.g. wearing face coverings if required, social distancing, etc</li> </ul> <p>In all cases non-essential travel for work purposes should be minimised</p>	
<b>Cases of Possible Infection On-site</b>			
<p>People becoming unwell while on-site or a symptomatic person using a site</p>	<p>High risk of transmission</p>	<p>If a member of staff becomes unwell in the workplace with coronavirus symptoms (a new, continuous cough or a high temperature) they should be sent home and advised to follow government advice to self-isolate</p> <p>The following actions should be taken within the workplace:</p> <ul style="list-style-type: none"> <li>• All surfaces that a symptomatic person has come into contact with must be cleaned and disinfected, especially objects visibly contaminated with body</li> </ul>	

		<ul style="list-style-type: none"> <li>fluids and all potentially contaminated high-contact areas such as toilets</li> <li>Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids, can be cleaned thoroughly as normal</li> <li>Cleaning staff should use disposable cloths or paper roll and a combined detergent disinfectant solution at a dilution of 1000 parts per million available chlorine</li> <li>Cleaning staff must wear appropriate PPE</li> <li>Waste from cleaning of areas where possible cases have been (including disposable cloths and tissues) should be "double-bagged" and tied off; it should be placed in a secure holding area for 72 hours before being disposed of in general waste</li> </ul>	<p>Appropriate cleansing materials to be purchased</p> <p>PPE to be purchased</p>
<b>Council Continuity</b>			
<p>Crisis management and council continuity hazards caused by the pandemic emergency</p>	<p>The crisis threatens council continuity and ability to deliver essential services to our customers</p>	<p>Town Clerk should refer to council continuity policies and procedures</p> <p>After lockdown, the following safety arrangements should be applied to establish council recovery:</p> <ul style="list-style-type: none"> <li>Establish overall coronavirus risk management team</li> <li>Ask all team leaders to review and refresh council continuity plans as necessary</li> <li>Devise appropriate council recovery plans and keep under constant review</li> </ul>	<p>Liaise with Personnel Committee as developments take place and devise appropriate actions</p>

Information			
Hazards caused by lack of information or inaccurate information being circulated	The pandemic has been accompanied by a large amount of official guidance, some of which needs interpretation, and also by misinformation, rumour and "fake news" or "myths". If these are allowed to gain traction within the council, they can obscure and confuse vital health and safety measures.	<p>After lockdown the following safety arrangements should be applied to mitigate risks caused by misinformation and "fake" news:</p> <ul style="list-style-type: none"> <li>To ensure the safety and wellbeing of staff council strategies must be based on accurate information and staff must be given consistent, simple and clear messages</li> <li>Coronavirus risk management team to monitor official advice carefully and update all policies and procedures</li> <li>Ensure team leaders are briefed and kept up to date</li> <li>Town Clerks to be aware of fake news and discourage the circulation of misinformation</li> <li>Keep staff informed – key messages include the need for unwell staff or homeworking staff to stay at home, for frequent handwashing and for social distancing</li> </ul>	Liaise with Personnel Committee as developments take place and devise appropriate actions
Communication			
Threat to effective communications	The pandemic crisis threatens communications with Service users and suppliers – such communications are vital in the re-establishment of council activities and procedures after lockdown	<p>After lockdown the following safety arrangements should be applied to mitigate risks to communication systems:</p> <ul style="list-style-type: none"> <li>Council to review all outward facing communications (e.g. on website, etc) to ensure messages are consistent, clear and reflect the Service user and focused and socially aware values of the council</li> </ul>	

		<ul style="list-style-type: none"> <li>• Town Clerk to revise communications strategies and plans</li> <li>• Devise specific plans for how and how often to communicate with Service users and suppliers</li> </ul>	
<b>Cyber Security</b>			
Cyber-security risks	<p>Cyber-security threats often accompany a crisis, including computer viruses, phishing and scam emails and coronavirus related "ransomware"</p> <p>With the council and individual staff more reliant than ever on digital communications and the internet, and with more staff working from home and using a variety of digital devices, the need to ensure the security and function of our digital systems is more important than ever</p>	<p>The following safety arrangements should be applied to mitigate cyber risks:</p> <ul style="list-style-type: none"> <li>• Review cyber security and surveillance infrastructure and ensure that all reasonable protection is in place</li> <li>• Circulate warnings to staff of any credible cyber threats, especially scam emails and text messages</li> <li>• Ensure that staff working from home and using remote-working systems are covered by cyber-risk protections</li> <li>• Ensure any homeworking arrangements maintain standards of data protection and IT security</li> <li>• Ensure that existing cyber-security systems do not interfere with the availability of critical safety information and updates relating to coronavirus</li> </ul>	<p>IT systems and emails are protected by Kaspersky Endpoint Security for Windows settings. All files etc. backed up at another source. All Homeworking equally protected</p>

In the context of COVID-19 this means working through these steps in order:  
In every workplace, increasing the frequency of handwashing and surface cleaning.  
Businesses and workplaces should make every reasonable effort to enable working from home as a first option.  
Where working from home is not possible, workplaces should make every reasonable effort to comply with the social distancing guidelines set out by the government (keeping people 2m apart wherever possible).  
Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate and if so, take all the mitigating actions possible to reduce the risk of transmission between their staff.

Further mitigating actions include:

- Increasing the frequency of hand washing and surface cleaning.
- Keeping the activity time involved as short as possible.
- Using screens or barriers to separate people from each other.
- Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
- Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).
- Finally, if people must work face-to-face for a sustained period with more than a small group of fixed partners, then you will need to assess whether the activity can safely go ahead.
- No one is obliged to work in an unsafe work environment.

Taken From: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

Signed.....

Town Clerk and Finance Officer

Approved on.....

by Mold Town Council

DRAFT

# Report to Mold Town Council

Item: 10

29<sup>th</sup> July 2020

## Notification of Planning Decisions since June Report

---

**Ref:** 060598 **Area:** Mold Town Council **Ward:** Mold East **Case Officer:** 01352-703262

**Agent:** Haworth Tompkins, 33 Greenwood Place, London, NW5 1LB

**Proposal:** Extension and refurbishment including Demolition of central staircase at front of building.

**At:** Theatre Clwyd, Raikes Lane, Mold, Flintshire, CH7 1YA

**Decision Date:** 11/06/2020

**Decision:** Approved

**Decision Issued:** 11 June 2020

**Decision Level:** Delegated-Officer

---

**Ref:** 060599 **Area:** Mold Town Council **Ward:** Mold East **Case Officer:** 01352-703262

**Agent:** Haworth Tompkins, 33 Greenwood Place, London, NW5 1LB

**Proposal:** Listed Building Application - Extension and refurbishment including Demolition of central staircase at front of building.

**At:** Theatre Clwyd, Raikes Lane, Mold, Flintshire, CH7 1YA

**Decision Date:** 10/06/2020

**Decision:** Approved

**Decision Issued:** 10 June 2020

**Decision Level:** Delegated-Chair

---

**Ref:** 060988 **Area:** Mold Town Council **Ward:** Mold Broncoed **Case Officer:** 01352 703255

**Agent:** Mr John Salisbury, 8 Bank Villas, Off High Street, Mold, CH7 1BN

**Proposal:** Application for the Approval of details reserved by condition no's 4 (Materials) and 5 (Landscaping) attached to planning permission reference no 056114

**At:** Morris Garage, Wrexham Road, Mold, CH7 1HS

**Decision Date:** 08/06/2020

**Decision:** Approved

**Decision Issued:** 8 June 2020

**Decision Level:** Delegated-Officer

---

**Ref:** 061101 **Area:** Mold Town Council **Ward:** Mold South **Case Officer:** 01352-703260

**Agent:** ,

**Proposal:** Side extension to current dwelling & replacement of porch

**At:** 59 Parc Hendy, Mold, Flintshire, CH7 1TH

**Decision Date:** 16/06/2020

**Decision:** Approved

**Decision Issued:** 16 June 2020

**Decision Level:** Delegated-Officer

---

**Ref:** 060882 **Area:** Mold Town Council **Ward:** Mold West **Case Officer:** 01352-703269

**Agent:** ,

**Proposal:** NMA- Change to elevations / siting of apartment(s)

**At:** Bryn Awel Hotel, Denbigh Road, Mold, CH7 1BL

**Decision Date:** 03/07/2020

**Decision:** Approved

**Decision Issued:** 3 July 2020

**Decision Level:** None/Not applicable

---

Item 13

Date: 20/07/2020

Mold Town Council 2020/21

Page: 2

Time: 16:34

Cashbook 1

User: IAN

Community Bank Account

For Month No: 3

Payments for Month 3

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/06/2020	bonusprint	DC	70.66			4150	101	70.66	Mayor's book
01/06/2020	Flintshire County Council	DD	98.00			4101	104	98.00	Flintshire County Council
01/06/2020	Flintshire County Council	DD	712.00			4101	103	712.00	Flintshire County Council
02/06/2020	nightingale house	CHQ	65.00			4119	102	65.00	donation
03/06/2020	AWC1	BACS	132.78			4000	104	132.78	salary
03/06/2020	AWC1	BACS	32.38			4000	104	32.38	salary
04/06/2020	ASH Waste Services Ltd	BACS	-132.78		-22.13	4153	101	-110.65	duplicate entry
05/06/2020	Microshade Business Consultant	BACS	250.75		41.79	4148	101	208.96	Microshade Business Consultant
05/06/2020	UK Fuels Ltd	BACS	76.76		12.79	4132	104	63.97	UK Fuels Ltd
05/06/2020	ASH Waste Services Ltd	BACS	132.78		22.13	4153	103	110.65	ASH Waste Services Ltd
10/06/2020	AWC1	BACS	380.56			4000	104	380.56	salary
14/06/2020	IData Com Ltd	DD	234.97		39.16	4105	103	137.07	IData Com Ltd
						4105	104	58.74	IData Com Ltd
15/06/2020	ASH Waste Services Ltd	BACS	132.78		22.13	4153	101	110.65	ASH Waste Services Ltd
16/06/2020	Dell Corporation	BACS	620.93		103.49	4148	101	517.44	Dell Corporation
17/06/2020	AWC1	BACS	380.56			4000	104	380.56	salary
18/06/2020	Posib Ltd	BACS	326.38		54.40	4117	101	271.98	Posib Ltd
18/06/2020	J T Williams Garden Machinery	BACS	93.60		15.60	4133	104	78.00	J T Williams Garden Equipment
18/06/2020	MJ Williams-Cooke	BACS	130.00			4003	104	130.00	MJ Williams-Cooke
18/06/2020	MXG2	BACS	1,433.81			4000	104	1,433.81	salary
18/06/2020	PJT1	BACS	706.26			4000	103	706.26	salary
18/06/2020	JLA4	BACS	1,658.12			4000	101	1,658.12	salary
18/06/2020	JDA3	BACS	1,311.19			4000	101	1,311.19	salary
18/06/2020	JEA2	BACS	1,776.66			4000	101	1,776.66	salary
18/06/2020	IJA1	BACS	2,418.93			4000	101	2,418.93	salary
18/06/2020	PJT1	BACS	91.94			4000	103	91.94	salaries
18/06/2020	PJT1	BACS	-91.94			4000	103	-91.94	salaries
19/06/2020	Clwyd Pension Fund	BACS	2,367.40			4002	101	2,367.40	Clwyd Pension Fund
19/06/2020	Adam leach	BACS	520.00			4003	104	520.00	Adam leach 5 days
24/06/2020	ASH Waste Services Ltd	BACS	344.99		57.50	4153	104	287.49	Waste collection
24/06/2020	ASH Waste Services Ltd	D INVOICES	397.57		66.26	4153	104	331.31	ASH Waste Services Ltd
24/06/2020	HMRC	VIS	91.94			4000	103	91.94	PAYE and NI
24/06/2020	HMRC	VIS	9.13			4001	103	9.13	PAYE and NI
24/06/2020	HMRC	VIS	573.35			4000	104	573.35	PAYE and NI
24/06/2020	HMRC	VIS	321.89			4001	104	321.89	PAYE and NI
24/06/2020	HMRC	VIS	1,801.66			4000	101	1,801.66	PAYE and NI
24/06/2020	HMRC	VIS	918.32			4001	101	918.32	PAYE and NI
24/06/2020	AWC1	BACS	380.56			4000	104	380.56	salaries
29/06/2020	Your Repair gas	DD	23.00			4102	104	23.00	Your Repair gas
30/06/2020	Adam leach	BACS	416.00			4003	104	416.00	Adam leach
30/06/2020	M Williams-Cooke	BACS	78.00			4178	104	78.00	M Williams-Cooke
30/06/2020	UK Fuels Ltd	BACS	48.78			4132	104	48.78	UK Fuels Ltd
30/06/2020	ASH Waste Services Ltd	BACS	141.74		23.62	4153	104	118.12	ASH Waste Services Ltd

Continued on Page 3

Total Payments for Month	21,477.41	0.00	436.74	21,040.67
Balance Carried Fwd	12,286.61			
Cashbook Totals	33,764.02	0.00	436.74	33,327.28