

MOLD TOWN COUNCIL

Notes of the meeting of the Staffing Matrix Working Group held via Zoom on Monday 1st July 2024 at 7pm.

PRESENT: Councillors: Sarah Taylor, Paul Beacher (Deputy Mayor), Catherine Frances Claydon-Hill and Tina Claydon

Officer: Jo Lane, Town Clerk and Finance Officer.

APOLOGIES: Councillors Teresa Carberry and Robin Guest

ABSENT: Councillor Megan Lloyd Hughes

A discussion took place with regards to the information that had been shared prior to the meeting, the information included:

- Job Descriptions of the following roles – Town Clerk, Business Regeneration Officer, Business Regeneration and Project Officer and Events and Community Officer.
- Mold Town Council Staffing Matrix 2019 to 2024 – outlining the changes of staffing levels in the Town Council over the last 5 years.
- Town Council Staffing Levels for all Town and Community Councils in Flintshire
- The Events Calendar for Mold Town Council for 2024
- An overview of the activities and undertake by the Office Volunteer.

The temporary office staff member currently works different hours each week dependent on what work is needed up to 4 days per week. The temp officer is starting their 7th week with the Council this week, which means that we only have her for another 5 weeks. The end date for the temp member of staff is the 9th August. An update was given by the Town Clerk on the situation with the Temporary Office Worker, who advised that there has been less pressure on the day to day office tasks with having an additional office worker and some back-logged work has started i.e. overview of policies etc. but extra support is still needed going forward.

A discussion took place with regards to the importance of maintaining the current activities and services in which Mold Town Council provides, such as; events, Bailey Hill Tripartite Agreement, Support for Businesses, Press Releases and to maintain these services another member of staff to provide office support would be required.

Lone working for staff was also discussed as well as the importance of the office being open to the public as much as possible while allowing for staff holidays and sickness. Therefore, the recommendation from the Staffing Matrix Working Group would be to employ two part time office support workers to support the Town Clerk and Events and Community Officer as well as the potential for succession planning for the future.

Staffing Matrix Working Group

Action: The Town Clerk will draft a Job Description and Person Specification for the roles to be discussed at the next Staffing Matrix Working Group Meeting.

It was agreed that the next Staffing Matrix Working Group Meeting would be held on Monday 15th July, 6pm via Zoom.

Meeting closed at 20.11pm.

WORD/MINUTES/COMMITTEE/STAFFINGMATRIXWORKINGGROUP

Agenda Item: 11.

MOLD TOWN COUNCIL

Notes of the meeting of the Staffing Matrix Working Group held via Zoom on Monday 15th July 2024 at 6pm.

PRESENT: Councillors: Sarah Taylor, Paul Beacher (Deputy Mayor), Catherine Frances Claydon-Hill, Tina Claydon, Robin Guest and Teresa Carberry.

Officer: Jo Lane, Town Clerk and Finance Officer.

ABSENT: Councillor Megan Lloyd Hughes

Information provided for the meeting included:

- Staffing Matrix Working Group Notes – 240701
- Est Staffing Cost 24-25
- Job Description & PS – Admin Support Officer 2024 – Draft

A discussion took place with regards to the hours of work for both new members of staff. The costings provided were for both 18.5hrs and 20hrs.

It was agreed to recommend to Town Council for 20hrs for both roles to ensure that there is some cross over with staff and to further help with manning the Town Council office.

Members also looked through the draft Job Description and Person Specification. It was agreed to move 'Hold a full driving license' from the Qualifications and Education section of the Personal Specification and to keep 'Car driver and owner' in Other Personal Skills as desirable.

It was discussed as to whether it is essential for applicants to have experience of working in an office environment. It was agreed this was important not only for the role, but also to indicate to potential applicants the role is in a busy office environment.

The Staffing Matrix Working Group agreed to recommend to Town Council to employ 2 x Administration Support Officers for 20 hours per week. The updated Job Description and Personal Specification along with an overview of staff costs to be included for consideration at the next Town Council meeting.

Meeting closed at 18.24pm.

WORD/MINUTES/COMMITTEE/STAFFINGMATRIXWORKINGGROUP

Agenda Item: 11.

	Gross	Employer's	Employer's	Total Cost
Staffing Levels	Salary	NI 13.8%	Pension 19.6%	of Staff
Budgeted 2024/25	£103,381	£10,500	£20,299	£134,180.00
Current Staffing Levels	£77,074	£7,166.89	£15,106.50	£99,347
Current Staffing Level + 2x Support Admin (18.5hrs)	£100,566.04	£7,166.89	£19,710.94	£127,443.88
Current Staffing Level + 2x Support Admin (20hrs)	£102,470.80	£7,202.33	£20,084.28	£129,757.41
Current staffing Level + 2x Support Admin (18.5hrs)	£90,777.70	£7,166.89	£17,792.43	£115,737.02
Current Staffing Level + 2x Support Admin (20hrs)	£91,888.80	£7,166.89	£18,010.20	£117,065.90

Temp Staff Member 12 weeks

£5,588.13



JOB DESCRIPTION

Job Detail: Administration Support Officer (2 vacancies available)
Accountable to: Town Clerk and Finance Officer and The Council
Location: Town Hall, Mold and Bailey Hill Centre, Mold.
Hours of work: 20 hours per week

Position Summary:

The Administration Support Officer will work closely with the Town Clerk and Events and Community Engagement Officer to provide administrative support for activities of Mold Town Council. The Administration Support Officer is a varied role and will require a multi-talented person with experience of performing a number of tasks including minute taking, responding to queries from members of the public and businesses, working with volunteers and managing room hire bookings for the Bailey Hill Centre. This role is a public facing role and requires excellent personable skills and the ability to create and maintain good working relationships with groups, organisations, businesses and volunteers.

Main Duties and Responsibilities:

- To provide administrative support to the Town Clerk and the Events and Community Engagement Officer.
- To be the first point of contact for hirers wishing to use the Bailey Hill Centre.
- To be the first point of contact for local businesses.
- To assist in promoting Mold as a town of choice for shopping, employment and events.
- To support with maintaining the Town Council Websites and interactions with social media.



- To maintain the register of volunteers, providing support for volunteers and to help recruit new volunteers.
- To attend meetings on occasions for minute taking and support purposes.
- To correspond with partner organisations from statutory and voluntary sector to achieve the aims and objectives of the Council.
- To engage effectively with elected members, members of the public and the business community in resolving low level queries.
- To be creative and forward thinking in dealing with new projects and initiatives.
- To attend training courses to support you in your role as Administration Support Officer as required by the Council.

These duties are illustrative and not exhaustive. The post holder will be expected to become involved in a range of work to enable the Council to respond effectively to the changing requirements of the local council sector and changes affecting the Town Council and its workforce.

PERSON SPECIFICATION

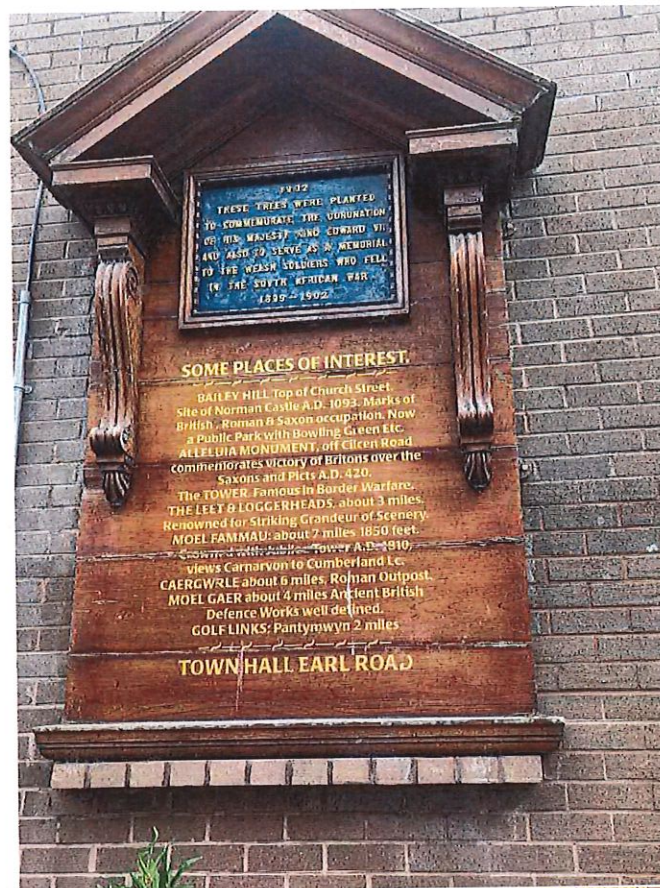
Experience/ Competencies	Essential of Desirable?	Method of Assessment
Qualifications and Education • Good general education (Inclusive of literacy and numeracy skills).	Essential	Application Form/ Provision of Certificates
Knowledge and Experience • Good IT Skills including a working knowledge of MS Word, Excel. • Experience of working with volunteers.	Essential Essential	Application Form/ Interview Application Form/ Interview



• Experience of working in an office environment	Essential	Application Form/ Interview
• Experience of working in within a team and independently using own initiative.	Essential	Application Form/ Interview
Skills and Attributes • Excellent interpersonal, communication skills and telephone manner.	Essential	Interview
• Excellent written communication skills.	Essential	Application Form
• Ability to communicate effectively with other staff, Councillors, general public and external agencies.	Essential	Application Form/ Interview
• Ability to work as part of a team and on own initiative.	Essential	Interview
• Ability to carry out work to the highest quality.	Essential	Application Form
• An understanding of and commitment to equality, diversity and inclusion in practice.	Essential	Application Form / Interview
• Understanding of the requirements of the data protection and freedom of information legislation and its application within an organisation.	Desirable	Application Form
• The ability to speak Welsh	Desirable	Application Form/ Interview
Other Personal Skills • A motivating and enthusiastic individual.	Essential	Interview



• Personality, conduct and credibility that engages the confidence of the public, councillors, staff and stakeholders.	Essential	Interview
• Excellent organisational skills	Essential	Interview
• Committed to ongoing CPD	Essential	Interview
• Flexibility for evening and occasional weekend working	Essential	Interview
• Car driver and owner	Desirable	Application Form





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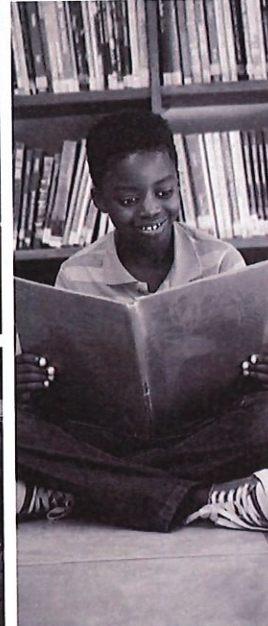
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Llywodraeth Cymru
Welsh Government

Consultation on the draft

Priorities for Culture 2024–2030



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Introduction

This document is for anyone interested in culture in Wales. At its core, it provides a policy framework for our public and culture sectors in Wales, defining the strategic direction for the arts, museums, libraries, archives, and the historic environment sectors.

Through the Well-being of Future Generations (Wales) Act, we recognise the importance of cultural wellbeing in improving the lives of people. One of the central goals of the Act is to create A Wales of Vibrant Culture and Thriving Welsh Language, a goal which must be embedded in policy portfolios across Government, at a national and local level.

The priorities set a strategic framework for other sectors, policy areas and partner organisations who are committed to supporting and promoting culture. The cultural well-being of Wales is indivisible from our society, our environment and our economy and strategic collaboration is vital to enhance the role it plays in improving people's lives.

In this document, we use the words 'culture sector' as a term which includes the arts, museums, libraries, archives and the historic environment sectors in Wales. To support the delivery of these strategic priorities, we will continue to work in partnership with our cultural arm's length bodies, sector support organisations and act as the development agency for the local museums, libraries and archives sectors. We are not setting strategic priorities for sport or for the creative industries in Wales, however there is an expectation these sectors will consider how to respond to this document, how they will embed its ambitions in their strategic and operational planning and how they can work, in partnership, with our sectors to support, nurture and promote culture.

These priorities have been developed during a period of severe financial constraint. The public sector in Wales has been impacted by cuts in funding over a number of years and the culture sector feels fragile and vulnerable. Declining budgets, high rates of inflation and soaring energy prices have led to severely challenging financial circumstances and far-reaching consequences for those in receipt of public funding, but we are determined this should not restrict our long-term ambition. Outlining the strategic priorities for the culture sector is more important than ever. It is important the priorities and ambitions can be updated and enhanced, enabling them to respond to progress and learning and to reflect new social concerns which may emerge during the lifetime of the priorities. We commit to an initial update of

this document in 2026 and will keep it under review thereafter. Our ambition remains that culture in Wales will be thriving, properly resourced, with a long-term, strategic plan for investment.

Our values and principles

The development of these priorities has been guided by the Well-being of Future Generations (Wales) Act's five sustainable ways of working: long-term, prevention, integration, collaboration, and involvement.

These priorities recognise the importance of the Welsh language – a language that belongs to the whole of Wales, to our nation's history and culture, with a unique and significant role to play in Wales' future.

Above all, we recognise the intrinsic value of culture and commit to the principle that every person in Wales has the right to access, create, participate in and to see themselves reflected in the cultural activity of our nation.



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Our Priorities for Culture in Wales



PRIORITY 1: Culture brings us together

- A1: Culture is inclusive, accessible and diverse.
- A2: Cultural democracy and cultural rights are central to culture in Wales.
- A3: Culture takes an inclusive and balanced approach to interpreting, commemorating and presenting our past.
- A4: Culture is integral to place-making and community well-being.
- A5: Culture reflects the needs and aspirations of children and young people, and inspires the next generation of cultural participants and leaders.
- A6: Culture strengthens the connection between generations.

PRIORITY 2: A nation of culture

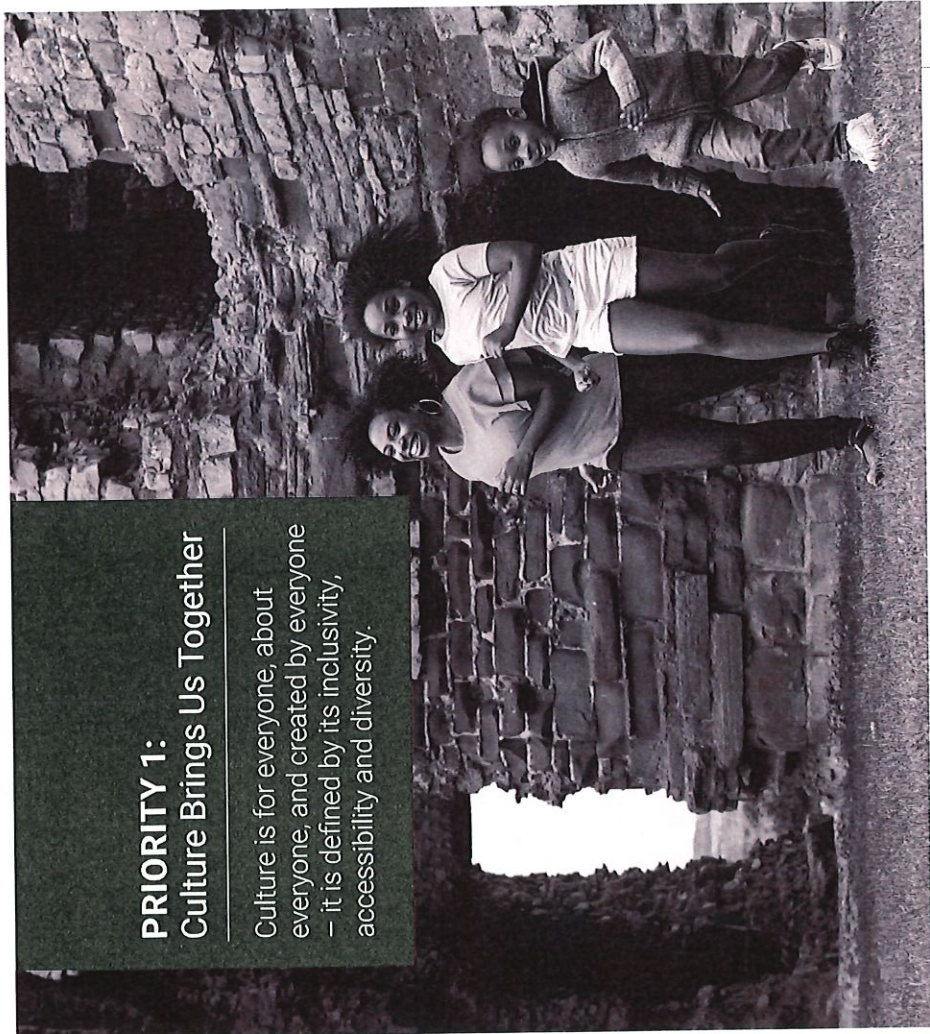
- A7: Culture supports and promotes the Welsh language and reflects Wales as a bilingual and multilingual nation.
- A8: Cultural well-being is deeply embedded into policy making across Wales.
- A9: Cultural engagement supports individual and community well-being.
- A10: Culture and heritage bodies will work more collaboratively to maximise the full potential of both their specialist teams and their collections, and will work with other sectors to explore and leverage the power of culture.
- A11: Culture supports tourism; tourism supports culture. Culture has a high profile in how our nation is marketed to visitors.
- A12: Culture is integrated into how Wales establishes and develops international relationships.
- A13: The profile of culture in Wales is raised, by celebrating and promoting culture at a local, national and international level.

PRIORITY 3: Culture is resilient and sustainable

- A14: Our collections and historic assets are cared for, and used to support learning, creativity, place-making and cultural well-being.
- A15: Organisations responsible for the protection and care of our cultural collections and historic assets have strategic approaches to recognising significance and collecting.
- A16: Our intangible cultural heritage is an intrinsic part of our national story – it is recorded, supported to thrive, and shared with others for the benefit of future generations.
- A17: Culture is supported and enhanced by good digital practice.
- A18: Culture has a collaborative and long-term approach to research and gathering evidence.
- A19: The culture sector in Wales is a great place to work and volunteer, with a professional and skilled workforce.
- A20: The culture sector demonstrates leadership and collaboration in its approaches to sustainable development, building resilience, and tackling all aspects of the climate and nature emergencies.

PRIORITY 1: Culture Brings Us Together

Culture is for everyone, about everyone, and created by everyone – it is defined by its inclusivity, accessibility and diversity.



1.1 Bringing communities together, addressing inclusivity, diversity, and accessibility

The Welsh Government is committed to respecting, protecting and fulfilling everyone's right to equitable inclusion in their choice of cultural activity. Many people already benefit from the positive impacts of creativity and cultural participation in their everyday lives, but barriers and challenges continue to prevent some groups and communities from fully accessing these benefits.

The Welsh Government is committed to promoting and embedding the Social Model of Disability within government and public bodies, and to removing barriers for disabled people. Hynt, the Arts Council of Wales initiative managed by Creu Cymru in partnership with Diverse Cymru, is a national access scheme for disabled customers and their carers, rooted in the Social Model of Disability. Research has demonstrated the social and economic value of Hynt, with cardholders visiting theatres 75% more as a result of the scheme¹.

We are already seeing arts organisations developing flexible programming, including pay-what-you-can performances, relaxed performances for neuro-divergent audiences, sub-titling, translation and BSL interpretation. All other areas of the culture sector also work extensively with historically marginalised and vulnerable groups to provide inclusive cultural experiences.

We want to focus on creating meaningful, inclusive opportunities for people to engage with culture, to participate in cultural activity and to benefit from the expertise and enthusiasm of our wide-ranging culture sector. We want all people to feel valued and represented in our cultural organisations. We want to address barriers to participation – whether they be physical, perceived or financial, and take action to tackle inequalities and discrimination. Many of these issues are long-standing and require a determined, proactive, and long-term approach to inclusivity and diversity which takes the lived experience of people with intersecting identities into account.

Our goal is to embed fully inclusive and equitable practice right across our culture sector. From building design to programming, through to the use of appropriate communication and workforce training, we will lay the foundations for exemplar inclusive cultural services, events, and experiences.

The Welsh Government's Anti-Racist Wales Action Plan sets out our commitment to creating an anti-racist Wales. It recognises the historic and ongoing contributions made by Black, Asian, and Minority Ethnic communities. The detailed actions within the Anti-Racist Wales Action Plan offer a framework for transformation, with work already underway to ensure that the culture sector in Wales is inclusive and diverse.

Wales also has an ambition of being the most LGBTQ+ friendly nation in Europe as set out in the LGBTQ+ Action Plan for Wales.

Wales has the legislative and policy context in place to provide real sector leadership in driving forward inclusivity, accessibility and diversity. Our cultural workforce, collections, spaces and places must promote a modern and diverse Wales, reflecting the variety of people and cultures who call our country home.

Our ambition:

A1: Culture is inclusive, accessible and diverse.

1.2 Cultural democracy, cultural rights, and addressing imbalance

The Welsh Government wants the culture sector to embrace the values of cultural democracy and to support cultural rights². Alongside fulfilling its statutory responsibilities, the sector should empower communities to take the lead on what holds cultural value for them. We encourage national bodies and local authorities to value local involvement in decision-making – this should include individuals, local communities and cultural providers who are affected by decisions that are made. Decisions should be based on democratic, equal partnerships.

The principles of cultural democracy commit us to involving everyone in decision-making about what counts as culture. We want this to be reflected in approaches to creating, celebrating, interpreting and presenting our diverse culture and heritage. The benefits of sharing decision-making include higher footfall, long-term engagement and increased revenue, and contribute to community belonging and educational attainment.

The Welsh Government's Anti-Racist Wales and LGBTQ+ action plans have highlighted the importance of adjusting the lens through which we see and interpret our past, and addressing the imbalance which has historically existed in how we have expressed and celebrated culture.

We also need to consider how our approaches to commemoration shape our understanding of the past. Welsh Government's Public Commemoration in Wales: Guidance for Public Bodies helps public bodies make informed decisions about present and future commemoration, and to seek opportunities to create a more balanced relationship with our history.

Our ambitions:

A2: Cultural democracy and cultural rights are central to culture in Wales.

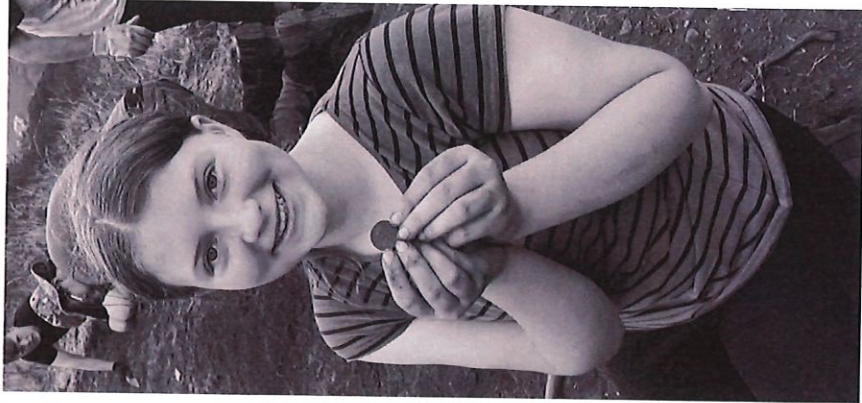
A3: Culture takes an inclusive and balanced approach to interpreting, commemorating and presenting our past.

¹ 144,000 more Theatre Visits due to Hynt access scheme in Wales. | Arts Council of Wales (<https://arts.wales/news/jobs-opportunities/144000-more-theatre-visits-due-hynt-access-scheme-wales>)

² Cultural democracy (<https://64millionartists.com/what-we-do/cultural-democracy/>)

1.3 Connecting through a sense of place

We recognise that communities have their own cultural identities, often linked to landscapes, place names, local history, buildings, objects, documentary heritage, migration, traditions, and stories. Our culture and heritage is apparent in our landscapes and townscapes, and in countless historic buildings and ancient monuments all around us. Monuments of our more recent industrial past show how Wales helped to shape the modern world, and our national parks, designated landscapes, villages, towns and cities are inspiring places where our culture and heritage is interpreted, promoted, celebrated, and enjoyed.



This sense of place is defined within the Curriculum for Wales as 'cynefni' where the historic, cultural and social place has shaped and continues to shape the community which inhabits it. Having a shared culture plays a key role in connecting people, in fostering local pride, inspiring communities and developing a sense of belonging. Community-based organisations, from libraries to community arts organisations, from archive services to local museums and heritage groups are encouraging and enabling people to live fulfilling, creative lives in a way which strengthens links with their local culture and heritage.

We must continue to create meaningful opportunities for people and communities to connect through culture. Culture and heritage led regeneration is powerful and transformative. Getting people actively involved in identifying and supporting the conservation of their local cultural assets, develops a sense of belonging and of pride in their community, creates a sense of stewardship, and supports community well-being.

Our ambition:

A4: Culture is integral to place-making and community well-being.

1.4 Connecting children and young people with culture

We are committed to the rights afforded to children as set out in the United Nations Convention on the Rights of the Child (UNCRC).

Every child has the right to relax, play and take part in a wide range of cultural and artistic activities, and the provision of appropriate and equal opportunities for cultural, creative, recreational and leisure activity should be encouraged.³

Children and young people are the future caretakers of culture in Wales. We want to ensure that all children and young people can participate in cultural activity and enjoy cultural experiences from an early age and on a regular basis.

Young people have told us that culture is a valuable tool in bringing the school curriculum to life, and for children and young people from economically deprived backgrounds, exposure to cultural experiences and to cultural education at school is crucial.

³ Article 31 of the United Nations Convention on the Rights of the Child (UNCRC), p.10, Layout 1 (unicef.org.uk) (www.unicef.org.uk/wp-content/uploads/2016/08/unicef-convention-rights-child-uncrc.pdf)

Our cultural organisations have inspirational and high-quality educational services, spaces, resources, and collections that are being used to support and enhance children's education and learning from a young age. We are already working with education policy leaders to ensure there is a strong emphasis on culture and heritage in the curriculum through the expressive arts area of learning and experience and the Cynefni theme,⁴ and to help more schools experience culture first hand through cultural visits, events and activities. In our recently published A Quality Framework for Early Childhood Play, Learning and Care in Wales, we encourage practitioners to ensure that there are opportunities for babies and young children to experience and explore culture and heritage. We have heard from our sectors that they recognise the value of play. Many cultural venues contribute to local authorities' delivery of their Play Sufficiency Action plans, such as free play and creative activities in libraries across Wales. Play can provide early opportunities to engage with and explore culture in Wales.

In 2022, the Welsh Government launched the new National Music Service as part of our Programme for Government commitment to ensuring that children and young people across Wales have opportunities to play musical instruments. Creative Learning Through the Arts, our joint initiative with Arts Council of Wales, continues to support the arts being embedded in the curriculum, and the current phase includes the 'Creative Learning in the Early Years' strand, focused on supporting the learning and development of 3-5 year-olds.

The Children and Families (Wales) Measure 2010 places a legal duty on Welsh authorities to publish child poverty objectives as part of a strategy for contributing to the eradication of child poverty in Wales. Many of our cultural and heritage organisations already offer free programmes and events which are important for tackling exclusion from cultural activity due to poverty and these must be enhanced.

Young people should feel empowered to explore their heritage and shape culture. This means influencing the way culture is formed in Wales, participating freely in cultural opportunities available, as well as being able to shape their own cultural identity. We have seen excellent practice where cultural organisations have developed opportunities for young people's voices to be heard and for their influence and energy to be represented and valued.

Our ambition:

A5: Culture reflects the needs and aspirations of children and young people, and inspires the next generation of cultural participants and leaders.

⁴ hwb.gov.wales/curriculum-for-wales/humanities/designing-your-curriculum-future-trends-report-wales-2021-narrative-summary.pdf (gov.wales)

1.5 Connecting generations

In Wales, we have demonstrated our clear commitment to supporting generations by establishing the Future Generations Commissioner for Wales, the Children's Commissioner for Wales, and the Older People's Commissioner for Wales.

Future population trends project that Wales will see an increasingly older population⁵ and in An Age-friendly Wales: Our Strategy for an Ageing Society the Welsh Government expresses a clear ambition to ensure Wales is an age-friendly nation.

We believe the culture sector plays an important role in supporting the well-being of older people, and in connecting generations. Cultural venues can support participation and keep older people connected within their communities, tackling loneliness and isolation by providing informal meeting hubs and spaces for social contact.

We recognise that older people make valuable contributions to the culture sector. Many volunteer or are actively participating in projects or programmes, sharing their time, their personal stories, their expertise, knowledge and skills.

We want the culture sector in Wales to continue to value the insights and experience of all generations when planning programmes and services, and to promote the benefits of intergenerational approaches, which connect generations for mutual benefit.

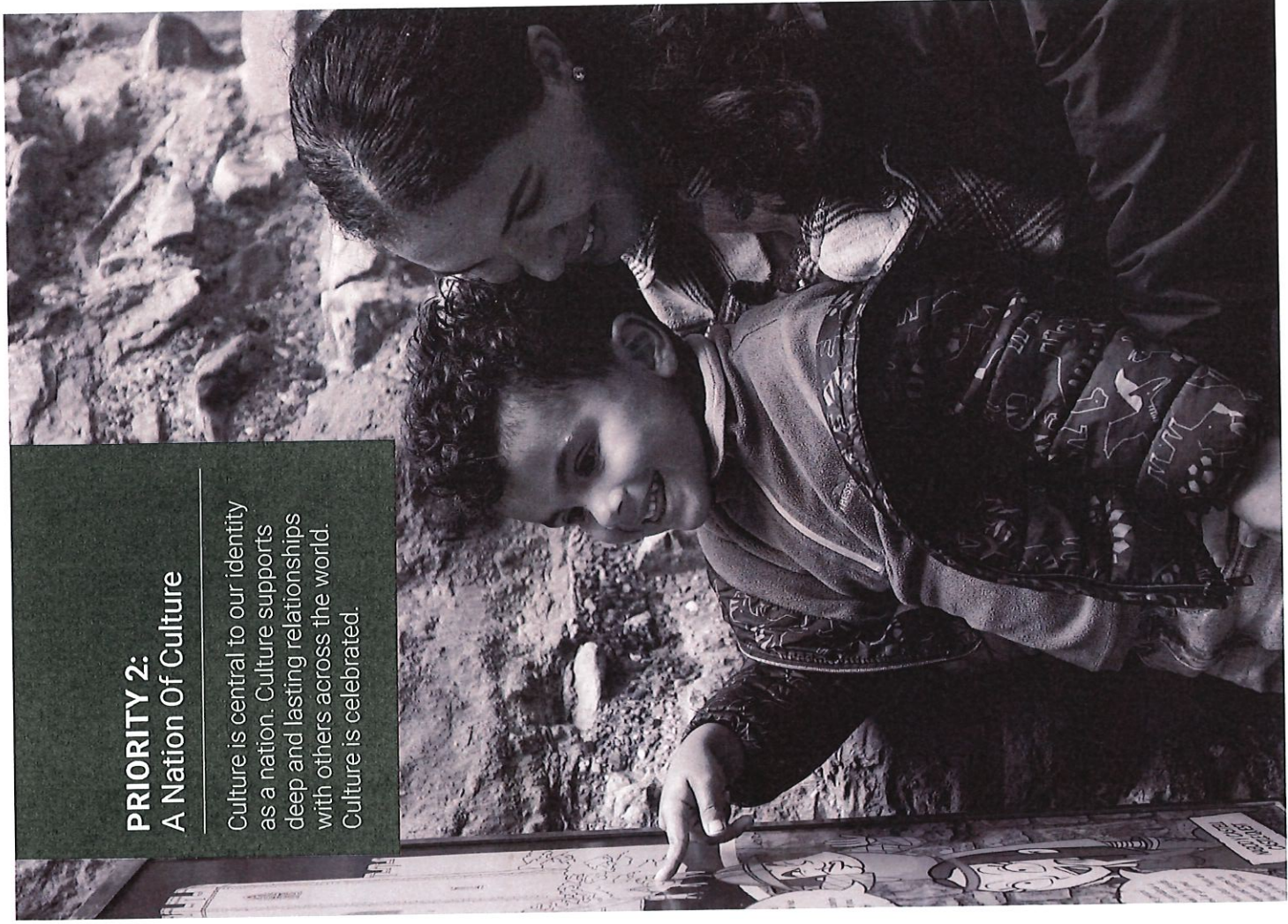
Our ambition:

A6: Culture strengthens the connection between generations.



PRIORITY 2: A Nation Of Culture

Culture is central to our identity as a nation. Culture supports deep and lasting relationships with others across the world. Culture is celebrated.



Our ambition:

A7: Culture supports and promotes the Welsh language and reflects Wales as a bilingual and multilingual nation.

2.1 A bilingual and a multilingual nation

The Welsh language belongs to the whole of Wales – it is part of our nation's history, heritage, and traditions, and is key to its future. Recognising the value of the Welsh language, promoting it and celebrating it must be embedded across all areas of activity in our sectors.

The Welsh-medium cultural offer is well-established and growing. It includes arts, literature, music, and performance industries with many important partners ensuring a lively and local Welsh-medium programme of events and activities, and promoting participation. Many have told us that those learning Welsh learn faster or better when they are also introduced to Welsh language culture or taught about Welsh heritage and culture.

Our Welsh-speaking and rural communities are facing structural changes and challenges. Historically vibrant in promoting our culture, heritage and Welsh language, these communities face a constant outward migration of young people and inward migration from across the border. As a direct consequence, the sustainability of our cultural and Welsh language activities in rural and Welsh speaking areas becomes ever more difficult.

The Welsh Government's Cymraeg 2050 strategy has a clear ambition of achieving a million Welsh speakers and doubling daily language use by 2050,⁶ and the Welsh language should be identified as a valuable skill in the culture sector.

Welsh Government Regional Economic Plans recognise and prioritise the Welsh language, heritage and culture as an underpinning theme across key priority areas such as entrepreneurship, skills and innovation. The approach to economic development must enhance the opportunities for increased take up of the Welsh language, and promotion of our rich culture and heritage should contribute to supporting communities that are strongholds of the Welsh language, increasing opportunities to see and use the Welsh language on a daily basis.

Our ambition also recognises the cultural importance of all languages used by communities throughout Wales. Languages broaden horizons, deepen learning and understanding and open doors to new experiences. We wish to see the culture sector embracing the challenge of embedding additional languages into its programming. Developing BSL and Braille resources and experiences and responding to the linguistic needs of local communities will ensure that our sectors are as inclusive and accessible as possible.

6. Cymraeg 2050: A million Welsh speakers (gov.wales)

2.2 Culture and well-being

The Well-being of Future Generations Act (Wales) 2015 includes a focus on improving cultural well-being in Wales. Culture and heritage can play a key role in how policy makers respond to the requirements of the Act, and there is growing evidence for how culture can contribute to, and add value to the delivery of wider policy aims, including health and well-being, education, tackling the climate and nature emergencies and the economy.

The positive impact of culture is evident everywhere. The benefits of cultural participation and creative activity in supporting health and well-being have long been understood. Engaging with culture through volunteering, education and training programmes, and accessing cultural places and activities can have a positive impact on health and well-being and help combat social exclusion and loneliness. Initiatives such as social prescribing provide opportunities for many people disconnected from culture to broaden their horizons and benefit.



The culture sector should not work in silos. Stakeholders have expressed a clear desire for more collaborative working, and a proactive approach to strengthening existing relationships and establishing new partnerships. For example, there are clear opportunities for Cadw and Amgueddfa Cymru to share expertise and develop joined-up approaches to the management of historic monuments and cultural collections in the way they are presented, cared for and promoted. This would be in line with key recommendations of the governance review of Cadw in 2023. The review also encourages similar opportunities for the integration of functions between Cadw and the Royal Commission on the Ancient and Historical Monuments of Wales.

There is already good collaborative working between many areas of the culture sector and other sectors, including health and social care, Natural Resources Wales, national parks, sport, tourism and private sector businesses. These efforts are resulting in dynamic and creative partnerships, knowledge sharing and joint funding approaches. Through partnership working and new collaborations, we want to explore more cross-sector working in particular with areas such as health, education, economic development, tourism, the natural environment, tackling poverty and social justice.

Our ambitions:

A8: Cultural well-being is deeply embedded into policy making across Wales.

A9: Cultural engagement supports individual and community well-being.

A10: Culture and heritage bodies will work more collaboratively to maximise the full potential of both their specialist teams and their collections, and will work with other sectors to explore and leverage the power of culture.



2.3 Cultural tourism

Tourism is a major contributor to the Welsh economy. It is a fast-growing sector that generates jobs and business opportunities right across the country, including in remote and rural areas. Wales is widely recognised as a place of adventures, of world and Welsh heritage, outstanding natural landscapes, accommodation that is also an experience, mouth-watering food and drink, and a rich calendar of local and global cultural events.

We want Wales' culture and heritage to continue to play an important role in Welsh tourism and for it to be embedded in how we promote Wales to the world. Aspects of Welsh culture and heritage, such as our World Heritage Sites, have the potential to attract international audiences and are already acknowledged as being of universal significance. Ancestral tourism presents a significant attraction for those travelling to Wales to undertake family history and genealogical research, as well as visiting places where their ancestors lived and worked.

Welcome to Wales, the tourism strategy for 2020-25 identifies the three S's as the three key challenges – Seasonality, Spend and Spread. We want to grow tourism for the good of Wales and the culture sector can support this by driving visits in the off-season and to less frequently visited parts of our wonderful country, encouraging visitors to stay for longer and spend more. There are many opportunities to ensure the whole visitor economy – from accommodation, hospitality, attractions, events and the night-time economy – plays a role in promoting culture within our nation and to the world.

The National Events Strategy for Wales ensures Welsh culture and language is visible at events in Wales, helping to tell the stories of Wales to residents and visitors alike. It seeks to deliver a greater sense of 'Welshness' at events, whether they are home-grown or international. Linking culture to tourism and events is at the heart of integrated place-making. We will ensure that this approach continues to gain momentum. Sustainable approaches to tourism development and events remains a key guiding principle. The Welsh Government promotes economic growth on a level with environmental sustainability, social and cultural enrichment and health benefits both for people who live and work here and for people who come to visit.

Our ambition:

A11: Culture supports tourism; tourism supports culture. Culture has a high profile in how our nation is marketed to visitors.

2.4 Cultural Relations – and Cultural Diplomacy – Wales and the World

Projecting Wales to the world is particularly important as the UK forges new international relationships. The International Strategy, published in 2020 sets out the Welsh Government's vision to raise Wales' profile on the international stage.

Promoting Wales' culture and heritage, and developing cultural relations through the exchange of cultural, creative and artistic practice and experience should be integral to how Wales develops formal and informal relationships with other regions and countries. This includes ensuring that Wales' cultural relations are valued and meet the global responsibility goal of the Well-being of Future Generations Act.

We recognise the importance of investing in artistic and creative talent and want to encourage ambition that enables our specialist practitioners, artists and creators to gain international recognition, and become cultural ambassadors which benefit Wales far beyond the individual, group or production. This will include projecting the Welsh language onto a global stage, supported through the Welsh Government's many Memoranda of Understanding with other regions and countries across the world as well as through its thematic "Wales in..." years which focus on a different country annually.

The Welsh Government's network of international offices, our high profile international cultural events, sporting diplomacy, and cultural relations partnership working with strategic stakeholders and co-investors are already strengthening Wales' international presence. The brand and profile of our national cultural and heritage organisations also have a role to play in promoting Wales and in developing the profile of Wales abroad.

We must continue to build on the momentum achieved through the adoption of a collaborative Team Wales approach in recent years, seeking new opportunities to cultivate the growing interest in Welsh and Celtic culture and ensuring that the breadth and diversity of the culture sector is reflected in Wales' cultural diplomacy activity. By working together with strategic partners on an agreed approach to cultural relations, Wales can develop its cultural diplomacy ambitions and continue to extend its reach.

Our ambition:

A12: Culture is integrated into how Wales establishes and develops international relationships.



2.5 Celebrating culture

Culture is central to our distinctiveness as a nation and to our sense of being Welsh. We can embrace our history, heritage, languages and traditions while also welcoming the new, creating a constantly evolving sense of nationhood through culture.

Wales is fortunate to have a deep and broad cultural and creative offer that we should celebrate, enjoy and share with others.

St David's Day continues to be a key feature of our cultural calendar. Celebrating our patron saint should offer diverse, inclusive and fun opportunities across Wales and for our diaspora communities, enabling everyone to be collectively, individually, and uniquely Welsh.

Established international celebrations such as World Book Day, World Heritage Day and European Heritage Days, and newer celebrations such as European Folk Day offer valuable hooks for showcasing aspects of Welsh culture. Local and national celebrations and events provide opportunities for people to support culture, with examples such as Dydd Mwsig Cymru offering a day of lively celebration whilst also promoting Welsh language music and exemplifying how the live music scene contributes to the night-time economy. Culture is worth celebrating, and we must continue to seek and create opportunities across the year to celebrate culture in Wales in all its variety.

Our ambition:

A13: The profile of culture in Wales is raised by celebrating and promoting culture at a local, national and international level.

PRIORITY 3: Culture is Resilient and Sustainable

Wales' tangible and intangible assets are identified, cared for, and managed to the highest standards.

Culture has a strong and robust workforce, anchored in expertise.

Culture demonstrates collective responsibility and a strong response to global concerns.

3.1 Caring for our cultural places and collections

Caring for our historic places and collections requires an understanding of their special qualities and depends on specialist skills, legislation, regulation and guidance, and funding.

The passing into law of the Historic Environment (Wales) Act 2023 marked a significant moment for the protection of historic places in Wales. The Act enshrines in law the effective protection and management of our unique historic environment.

Regulatory and advisory services need to be supported at national, regional and local level to ensure that all historic asset owners have access to the information and advice they need, and that statutory authorities have the expertise and resources to deliver the obligations of the Act. Owners of historic assets are custodians of our past and have a vital role in helping to protect our heritage for future generations. Alongside technical guidance and support there is a need for continued investment to ensure conservation and maintenance of our unique historic buildings and monuments, particularly those in public and community ownership, which contribute so much to our cultural identity and tourism economy.

Challenges exist around the storage of collections. In 2023, the Welsh Government commissioned a review that sought to identify improvements for collections management, reduce costs for cultural organisations, support decarbonisation of collections storage, and improve access to collections for researchers and the public. There is a need for continued and strategic capital investment to support the safe storage of our collections, and to create welcoming, inspiring spaces where the public can interact with collections.

Conversations are required with Wales' collections experts about developing a national collections policy, exploring the idea of a dispersed national collection and how we support contemporary and active collecting. Our approach to collecting should reflect best practices in the sectors and ensure that all aspects of culture in Wales are represented, and our collections and historic assets should be leveraged to inspire creativity, support learning, place-making and cultural wellbeing.

We also recognise the importance of our intangible cultural heritage. Oral and folk traditions, skills, social practices, rituals and festive events are transmitted from generation to generation, and we support the UK signing the UNESCO Convention on the Safeguarding of Intangible Cultural Heritage.

Our ambitions:

A14: Our collections and historic assets are cared for and used to support learning, creativity, place-making and cultural well-being.

A15: Organisations responsible for the protection and care of our cultural collections and historic assets have strategic approaches to recognising significance and collecting.

A16: Our intangible cultural heritage is an intrinsic part of our national story – it is recorded, supported to thrive, and shared with others for the benefit of future generations.

3.2 The power of digital

The amount of content held in digital format is increasing exponentially. This includes content which is 'born digital' and physical items which have been digitised for the purposes of preservation and access. Digital services are also being developed across the sector and users now expect to be able to use digital services to access content and services on-line, to order tickets for events, join in on-line activities, watch live-streamed events, order and renew library books and resources, download e-books and e-audio, visit a virtual museum, contribute to culture as 'virtual' volunteers, and enjoy digital interpretation at our heritage sites.

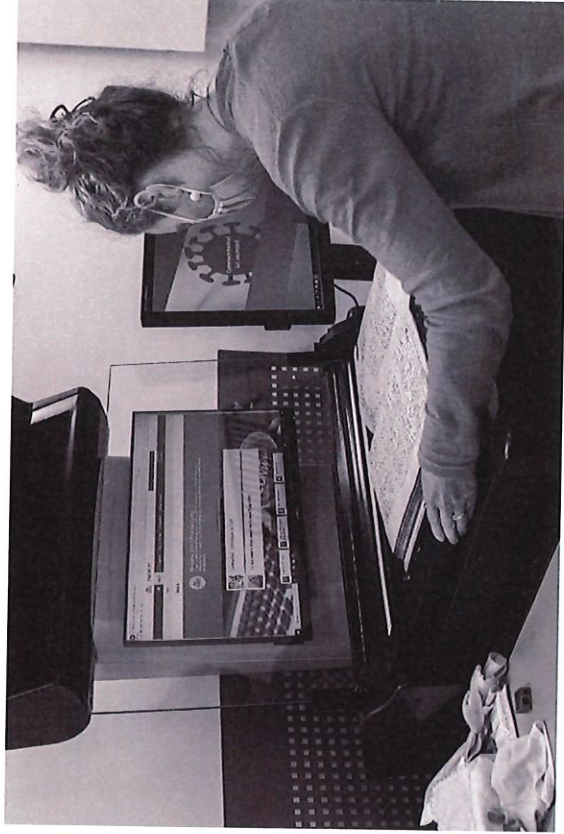
The development of digital technology, including emerging AI capabilities, will continue to transform the culture and heritage sector, opening-up access to our cultural assets and enabling many more people to engage with cultural collections and activities.

To date, digital developments have often been undertaken by individual organisations working in isolation. The development of cultural priorities offers an opportunity to review the state of our digital development and formulate a more strategic, collaborative and co-ordinated approach to the opportunities and challenges of operating in the digital world.

Creating, Managing and Preserving Digital Content

Digital content is vulnerable and fragile. It can be rendered inaccessible by technical obsolescence, is at risk of being lost or corrupted, and cultural organisations can be subject to damaging cyber-attack. We must protect and care for our digital culture and heritage as carefully as our physical heritage by ensuring that we create high quality digital content capable of long-term preservation and stored securely.





Investing in, and building a sustainable, robust digital infrastructure alongside our physical infrastructure, and strengthening the foundations of our digital services, in line with the ambitions of the Digital Strategy for Wales, will ensure our sectors can develop world-leading and secure digital offers.

The capacity to develop and offer digital services already varies between organisations across Wales and there is a risk of creating an even sharper digital divide. Our most secure content is curated by organisations with established strategies, processes and procedures which adhere to standards and best practice. By developing trusted, shared digital repositories, we can secure Wales' digital heritage and ensure it is open and accessible. We will encourage organisations that have more developed digital skills to work with smaller organisations to enable them to care for born digital collections and digitise their existing collections.

Digital Skills

We need appropriate digital skills at all levels, from front-of-house volunteers using ticketing software, specialists in the field of digital humanities, archivists and curators with expert knowledge of digital preservation standards and best practices, to leaders who can develop strategies for digital developments based on an understanding of audience trends over the next ten years.

New Technologies

Our sectors need support to innovate and to grow their digital capacity. Digital platforms and spaces can offer powerful ways of connecting to culture and of engaging with cultural programming. We want to strengthen the use of new technologies to enhance how people connect with and create culture in Wales. The culture sector has adopted digital technologies to build and manage world-class collections, provide greater public access to collections, and increase engagement with communities within Wales and across the world. However, using new technology carries a carbon cost, and we must be mindful of the energy costs and carbon footprint of maintaining digital content.

We will encourage organisations to ensure their investment in technology involves sustainable energy consumption and minimal carbon emissions, as well as informed choices around the gathering, processing, storage, and distribution of data. Finally, we will work with sectors to understand the impact of Artificial Intelligence (AI) in their fields, to build in support for organisations, and to understand how sectors could innovate through the use of AI and any potential risks emerging from the use of this technology.

Digital Connectivity

By hosting cultural content online, we can connect communities across Wales, and highlight the best of our varied culture to the world. Digitised collections, exhibitions and performances, as well as born-digital content, can offer people across Wales the opportunity to engage in culture that would otherwise be inaccessible. We can replicate historic sites which are not physically accessible in digital formats and translate exhibition text into any language.

Great strides have been made in relation to digital connectivity, but we still face a stark, intersectional digital divide. Many people are unable to access digital cultural experiences or simply prefer to engage with culture in-person. Further, among our cultural organisations a divide exists between larger bodies with the resource, equipment, capacity and skills base to digitise, and smaller, particularly local, organisations without these assets. We must ensure people in Wales can access cultural assets offline, but we must also ensure our organisations are supported where necessary as they continue to create digital content.

Our ambition:

A17: Culture is supported and enhanced by good digital practice.

3.3 Investing in Research

In 2023, the Welsh Government commissioned a review of the existing evidence base for the culture sector in Wales. The report highlights the need for a more comprehensive and cohesive approach to gathering data and evidence across our sectors to support sector development and to inform effective decision-making.

There are examples of good evidence gathering practice such as the Museum Spotlight survey that provides deep insights into the Welsh museum sector and establishes a critical evidence base on which to develop policy. This level of data is required for all areas of the culture sector in Wales, and should be collected consistently, to enable robust evaluation of our outcomes and impact. Effective and engaging dissemination of key research findings will allow the sector to plan more efficiently for the future.

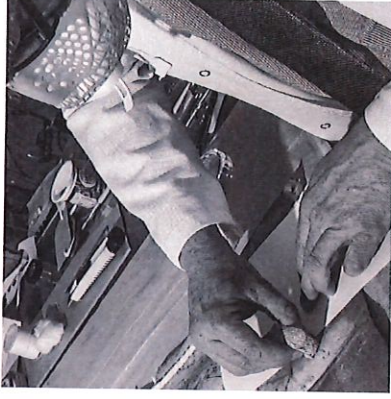
Wales has a strong research community, including our higher education sector, who enjoy long-standing successful relationships with UK national research bodies and funders. Continuing to develop links with research partners to strengthen the focus on culture and heritage in Wales, and

7 www.legislation.gov.uk/cy/asc/2023/1/contents/enacted

develop a national research agenda, should be a shared objective between the culture sector and higher education. Our cultural spaces and collections should also support community-led research.

Our ambition:

A18: Culture has a collaborative and long-term approach to research planning and gathering evidence.



3.4 The Culture Sector Workforce

Culture is an important source of employment, with a range of skills and professional expertise required to deliver cultural services. The cultural workforce is varied and constantly evolving, ranging from individual practitioners through to large multi-site organisations. Each element of this complex ecosystem contributes to the health and resilience of the whole.

The Welsh Government works with social partners to promote fair work and how it contributes to social justice, well-being, and improved organisational performance. We encourage employers in Wales, including across the culture sectors, to adopt behaviours and practices consistent with fair work, including through accreditation as Living Wage employers, and we continue to promote the importance of trade unions in the workplace, recognising that they contribute to improving the experience of work, worker voice and representation.⁷

In 2022, the Department for Digital, Culture, Media and Sport identified over 14,500 workers employed

in the arts, museum, library, and archive sectors.⁸ This figure does not include volunteers, who are a significant feature of the culture and heritage workforce, nor does it include employment figures for the heritage sector, which was estimated to employ 30,000 FTE jobs in Wales in a study carried out in 2010 (Valuing the Historic Environment).

Freelancers and portfolio workers are key features of the culture sector workforce, and there needs to be a collective, strategic approach to developing and sustaining freelancers in both the culture and creative sectors. This should include a commitment to supporting Wales-based freelancers where possible, to improving skills development and working conditions, and to growing our understanding of the freelance workforce in Wales through better data collection.

Improving equality, diversity and inclusion across the workforce at all levels continues to be a clear goal, as does addressing pay differences in relation to gender, ethnicity and disability. We would encourage the development and use of inclusive recruitment guidance to help the sectors achieve this goal.

Some areas of the culture sector are wholly reliant on volunteers, including independent museums and grass roots arts and community heritage organisations. We recognise the importance of volunteers and the benefits volunteering can bring.



Many of our sector organisations have well-established volunteer policies and principles around voluntary working and this learning could be shared more broadly across the sectors, but a gap exists in how the culture sector recognises the efforts of volunteers, and there is currently no cohesive, cross-sectoral approach to promoting voluntary opportunities. Motivations for volunteering are changing and recruiting and retaining volunteers can be a challenge. To address this, the culture sector will need to be flexible and evolve volunteering support as part of attracting and retaining new volunteers.

It is important that we work with the further and higher education sectors in Wales to ensure that appropriate teaching and training is in place to meet the needs of the culture sectors. Student placements increase work experience and employment opportunities for students while aiding organisations to learn from the latest research, build capacity, and attract new talent into the workforce.

There are specific skills shortages in the culture sector – these range from specialist builders familiar with the needs of historic buildings through to digital skills, specialist librarians, curators, archivists and conservators, and carbon and climate emergency specialists. The arts sector is finding it increasingly difficult to source technical support for stage productions and other specialist skills. The heritage sector in Wales needs a strong supply of skilled archaeologists, conservators, heritage management specialists and construction companies capable of maintaining our historic assets and the wider historic environment.

Whilst we recognise the short-term financial constraints, we are determined that we should protect, prioritise and nurture the development of these skills during the lifetime of these strategic priorities.

Stakeholders told us that there are challenges to attracting Welsh language skills into the sectors in some areas of Wales, and to supporting specialist staff to continually develop their professional skills and keep up-to-date with new technological innovation, especially when staffing levels are fragile.

Developing a skilled workforce requires careful and deliberate planning over an extended period of time. Creating a more robust network of specialists requires creative thinking and partnership working. We must consider succession planning and find new ways to attract and keep specialist skills in Wales. We must also be future focused, ensuring we are planning for our sectors' future workforce needs as well as addressing the current challenges.

Our ambition:

A19: The culture sector in Wales is a great place to work and volunteer, with a professional and skilled workforce.

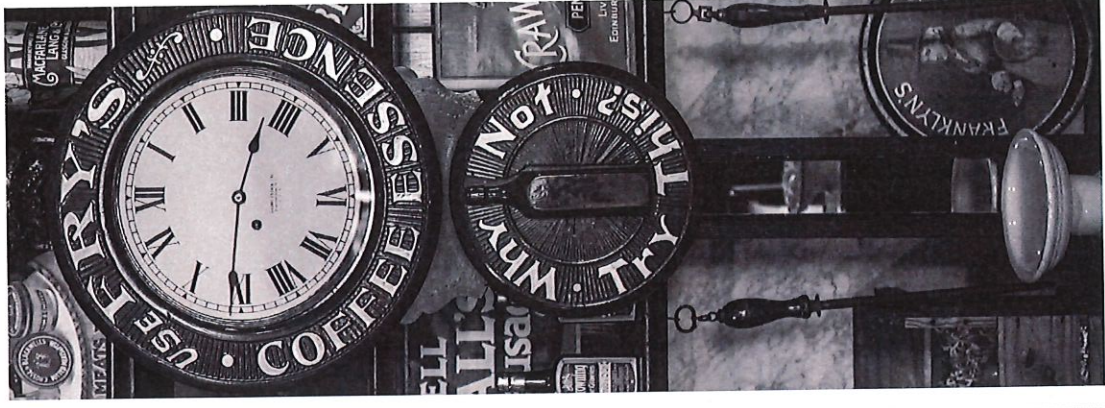
3.5 Culture and Sustainable Development

Culture is a driver for sustainable development. Through creative approaches, culture can enhance the public's understanding of the climate and nature emergencies, broadening our knowledge and perspectives about its complexity, encouraging behaviour change, and developing creative solutions to stave off the worst consequences of climate change. Sustainability must now be embedded as a golden thread running through the heart of what we do.

In 2023, Welsh Government commissioned work to establish how the culture sector could reasonably achieve compliance with the net zero legislation in a cost-effective manner, which is appropriate for their circumstances. By reviewing the culture sector's current approach to achieving the net zero targets and their activity on tackling the climate and nature emergencies, we will identify and provide the appropriate tools and targeted, relevant incentives to enable sector stakeholders to improve their contribution to global well-being. In gathering a solid evidence base of activity, we can learn from good practice taking place across the sector and implement wider positive change.

We need to build resilience in the sector to manage the impact of a changing climate. Storms and floods have resulted in damage and loss of assets. Long term trends such as hotter, drier summers, a longer growing season, rising sea levels and increasingly extreme weather events will potentially have the greatest impacts on the historic environment, on the survival of vulnerable heritage assets, and on the delivery of events and services. The long-term preservation of collections will be affected by a greater prevalence of pests and our ability to stabilise fluctuating temperatures and relative humidity in internal environments.

Welsh Government is building on the collaboration and action achieved across the sector through the delivery of the 2020 Historic Environment and Climate Change in Wales Sector Adaptation Plan and its successor. The Welsh Government aspires to take a whole-system approach to our climate resilience plans, with the aim of addressing the combined, interdependent actions needed across different policy areas and stakeholders to build climate resilience.



Our ambition:

A20: The culture sector demonstrates leadership and collaboration in its approaches to sustainable development, building resilience, and tackling all aspects of the climate and nature emergencies.

How we developed these priorities

Developing strategic priorities for culture in Wales is a Programme for Government commitment. We promised to engage deeply and meaningfully with the arts, culture, and heritage sectors in developing the strategic priorities.

In 2022/23, as part of developing these priorities, we engaged with representatives of the culture sectors in Wales, and with community representatives, digital experts, staff at our national cultural bodies, social partners and policy makers to deepen our understanding of the challenges faced by the sectors in scope and to understand their aspirations.

We shared an early draft of this document with a limited number of sector stakeholders for their feedback, and in 2024 we undertook a public consultation on the priorities.

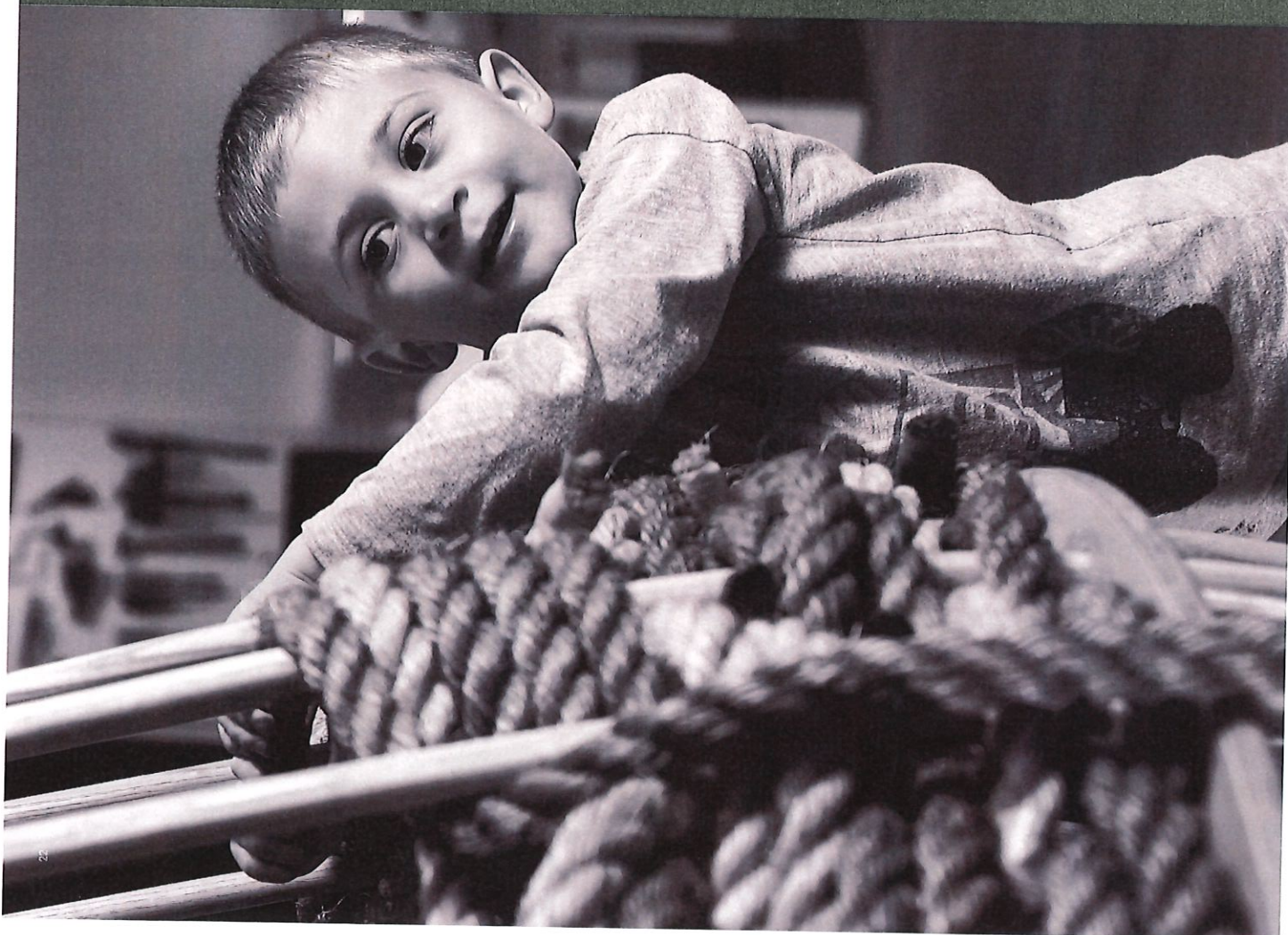
A Steering Group monitored the development of this document.

Our Ways of Working

Welsh Government has developed these strategic priorities in accordance with the sustainable development principle in the Well-being of Future Generations (Wales) Act. We have looked into the long-term, involved people, collaborated with partners, considered how we can prevent problems and ensured an integrated approach. These ways of working will continue as we implement the priorities.



Culture is for everyone, about everyone, and created by everyone. ”



Priorities for Culture and the National Well-being Indicators

The table below demonstrates which National Well-being Indicators of the Well-being of Future Generations Act, the priorities and our sectors can support, reflecting the sustainable development principles and making progress towards the well-being goals.

How these priorities will contribute to national indicators:

	Culture brings us together	A nation of Culture	Resilient and sustainable
15. Amount of waste generated that is not recycled, per person			●
16. Percentage of people in employment, who are on permanent contracts (or on temporary contracts, and not seeking permanent employment) and who earn at least the real Living Wage			●
17. Pay difference for gender, disability and ethnicity	●		●
19. Percentage of people living in households in material deprivation	●		
22. Percentage of people in education, employment or training, measured for different age groups			●
23. Percentage who feel able to influence decisions affecting their local area	●		●
24. Percentage of people satisfied with their ability to get to/ access the facilities and services they need	●		
26. Percentage of people satisfied with local area as a place to live	●	●	●
27. Percentage of people agreeing that they belong to the area; that people from different backgrounds get on well together; and that people treat each other with respect	●	●	
28. Percentage of people who volunteer	●		●
29. Mean mental well-being score for people		●	
30. Percentage of people who are lonely		●	
35. Percentage of people attending or participating in arts, culture or heritage activities at least three times a year	●		
36. Percentage of people who speak Welsh daily and can speak more than just a few words of Welsh	●	●	●
39. Percentage of museums and archives holding archival/heritage collections meeting UK accreditation standards		●	
40. Percentage of designated historic environment assets that are in stable or improved conditions			●
41. Emissions of greenhouse gases within Wales			●
42. Emissions of greenhouse gases attributed to the consumption of global goods and services in Wales			●
46. Active global citizenship in Wales		●	
48. Percentage of journeys by walking, cycling or public transport	●		●
50. Status of digital inclusion	●		

Agenda Item : 16.

FLINTSHIRE STREETSCENE SERVICES FINAL MEASURE AND CHARGE

Client:
Scheme :

Andrew Lightfoot
Mold town council Kendricks field



Cost Code: TGU112

Debit Code:

Description	Quantity	Unit	Rate	Total
Supply composite bench x 2	2.00	no	£1,000.00	£2,000.00
Composite Bench based on market prices				
Install composite bench x 2				£1,850.48
Concrete			£210.00	
MOT Type 1			£23.10	
Installation including plant/pick up/labour			£1,617.38	
		TOTAL		£3,850.48
Signed for F.C.C.				
Signed for Client				



**MOLD TOWN COUNCIL
DOCUMENT RETENTION POLICY**



DOCUMENT	MINIMUM RETENTION PERIOD	REASON	DISPOSAL
Minutes	Indefinite	Archive	Original signed paper copies must be kept indefinitely in safe storage. At regular intervals of no more than 5 years they must be archived and deposited with the Higher Authority.
Agendas	5 Years	Management	Bin (shred confidential waste)
Accident / incident reports	20 Years	Potential claims	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Scales of fees and charges	6 Years	Management	Bin
Receipt and payment accounts	Indefinite	Archive	N/A
Receipt books of all kinds	6 Years	VAT	Bin
Bank statements including deposits / savings accounts	Last completed audit year	Audit	Confidential waste
Bank paying-in books	Last completed audit year	Audit	Confidential waste
Cheque book stubs	Last completed audit year	Audit	Confidential waste
Quotations and tenders	6 Years	Limitation Act 1980 (as amended)	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Paid invoices	6 Years	VAT	Confidential waste
Paid cheques	6 Years	Limitation Act 1980 (as amended)	Confidential waste

VAT Records	6 Years generally but 20 years for VAT on rents	VAT	Confidential waste
Petty cash, postage and telephone books	6 Years	Tax, VAT, Limitations Act 1980 (as amended)	Confidential waste
Timesheets	Last completed audit year 3 Years	Audit (requirement) Personal injury (best practice)	Bin
Wages book / payroll	12 Years	Superannuation	Confidential waste
Insurance policies	While valid (but see next 2 items below) Indefinite	Management	Bin
Insurance company names and policy numbers	Indefinite	Management	N/A
Certificates for insurance against liability for employees	40 Years from date on which insurance commenced or was renewed	The Employer's Liability (Compulsory Insurance) regulations 1998 (SI 2753) Management	Bin
Town Park equipment inspection reports	21 Years		
Investments	Indefinite	Audit, Management	N/A
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management	N/A
Members' allowances register	6 Years	Tax, Limitation Act 1980 (as amended)	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Information from other bodies e.g. circulars from county associations, NALC, principal authorities	Retained for as long as it is useful and relevant		Bin

Local / historical information	Indefinite – to be securely kept for benefit of the parish	Councils may acquire records of local interest and accept gifts or records of general and local interest in order to promote the use for such records (defined as materials in written or other form setting out facts or events or otherwise recording information)	N/A
Magazines and journals	Council may wish to keep its own publications For others retain for as long as they are useful and relevant	The Legal Deposit Libraries Act 2003 (the 2003 Act) requires a local council which, after 1st February 21004, has published works in print (this includes a pamphlet, magazine or newspaper, a map, plan chart or table) to deliver, at its own expense, a copy of them to the British Library Board (which manages and controls the British Library.) Printed works, as defined by the 2003 Act, published by a local council therefore constitute materials which the British Library holds.	Bin if applicable

RECORD KEEPING			
To ensure records are easily accessible, it is necessary to comply with the following: • A list of files stored in cabinets will be kept • Electronic files will be saved using relevant file names	General correspondence	The electronic files will be backed up periodically on a portable hard drive and also in the cloud-based programme supplied by the Council's IT company.	Management
		Unless it relates to specific categories outlined in the policy, correspondence, both paper and electronic, should be kept. Records should be kept for as long as they are needed for reference or accountability purposes, to comply with regulatory requirements or to protect legal and other rights and interests,	Management
	Correspondence relating to staff	If related to Audit, see relevant sections above. Should be kept securely and personal data in relation to staff should not be kept for longer than is necessary for the purpose it was help. Likely time limits for tribunal claims between 3-6 months. Recommend this period should be 3 years.	After an employment relationship has ended, the council may need to retain and access staff records for former staff for the purpose of giving references, payment of tax, national insurance contributions and pensions, and in respect of any related legal claims made against the council
			Documentation no longer requires will be disposed of, ensuring any confidential documents are destroyed as confidential waste. A list will be kept of those documents disposed of to meet the requirements of GDPR regulations.
			Bin (shred confidential waste). A list will be kept of those documents disposed of to meet the requirements of GDPR regulations.
			Confidential waste. A list will be kept of those documents disposed of to meet the requirements of GDPR regulations.

DOCUMENTS FROM LEGAL MATTERS, NEGLIGENCE AND OTHER TORTS			
Most legal proceedings are governed by the Limitation Act 1980 (as amended). The 1980 Act provides that legal claims may not be commenced after a specified period. Where the limitation periods are longer than other periods specified the documentation should be kept for the longer period specified. Some types of legal proceedings may fall within 2 or more categories. If in doubt, keep for the longest of the three limitation periods.			
Negligence	6 Years		Confidential waste. A list will be kept of those documents disposed of to meet the requirements of GDPR regulations.
Defamation	1 Year		Confidential waste. A list will be kept of those documents disposed of to meet the requirements of GDPR regulations.
Contract	6 Years		Confidential waste. A list will be kept of those documents disposed of to meet the requirements of GDPR regulations.
Leases	12 Years		Confidential waste
Sums recoverable by statute	6 Years		Confidential waste.
Personal injury	3 Years		Confidential waste.
To recover land	12 Years		Confidential waste.
Rent	6 Years		Confidential waste.
Breach of trust	None		Confidential waste.
Trust deeds	Indefinite		N/A
FOR HALLS, CENTRES, RECREATION GROUNDS			
- Application to hire - Invoices - Record of tickets issued	6 Years	VAT	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of GDPR regulations.
Letting diaries	Electronic files linked to accounts	VAT	N/A

Terms and conditions	6 Years	Management	Bin
Event Monitoring Forms	6 Years unless required for claims, insurance or legal purposes	Management	Bin. A list will be kept of those documents disposed of to meet the requirements of GDPR regulations.
BURIAL GROUNDS			
- Register of fees collected - Register of burials - Register of purchased graves - Register / plan of grave spaces - Register of memorials - Application of interment - Application for right to erect memorials - Disposal certificates - Copy certificates of grant of exclusive right of burial	Indefinite	Archive, Local Authorities Cemeteries Order 1977 (IS 204)	N/A
PLANNING PAPERS			
Applications	1 Year	Management	Bin
Appeals	1 Year unless significant development	Management	Bin
Trees	1 Year	Management	Bin
Local Development Plans	Retain as long as in force	Reference	Bin
Local Plans	Retain as long as in force	Reference	Bin
Town / Neighbourhood Plans	Indefinite – final adopted plans	Historical purposes	N/A

CCTV			
Daily notes	Daily	Data protection	Confidential waste
Radio rotas	1 Week	Management	Confidential waste
Work rotas	1 Month	Management	Confidential waste
Observation sheets	3 Years	Data protection	Confidential waste
Stats	3 Years	Data protection	Confidential waste
Signing in sheets	3 Years	Management	Confidential waste
Review requests	3 Years	Data protection	Confidential waste
Discs – master and working	For as long as required	Data protection	Confidential waste
Internal Operations Procedure Manual	Destroy on renewal. Renew annually	Management	Confidential waste
Code of Practice	Destroy on renewal. Renew annually	Management	Confidential waste
Photographs / digital prints	31 Days	Data protection	Confidential waste



Your application search results

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

Reference	Proposal	Location	Registration date	Decision	Decision date	Ward	Grid reference
FUL/000441/24	Raising roof of previous extension to improve living accommodation and replacing	White Oaks, Gwernaffield Road, Mold, CH7 1RE	10 Jun 2024	A01 Approved	19 Jul 2024	Flintshire Ward Mold West	323072, 364458
COU/000404/24	Change of use of holiday let to residential unit	Primrose Cottage, Bryn Yr Haul Cottage, Rhydygaled, New Brighton, Mold, Flintshire, CH7 6QG	22 May 2024	R01 Refused	05 Jul 2024	Flintshire Ward Mold East	324486, 365111
FUL/000307/24	Proposed extensions and alterations	91, Hafod Park, Mold, CH7 1QP	05 May 2024	R01 Refused	12 Jul 2024	Flintshire Ward Mold South	323035, 363527
DET/000067/24	Discharge of Conditions 4 & 12 Planning Ref FUL/000772/22	Land at Maes Gwern, Mold, Flintshire, CH7 4DH	25 Jan 2024	A01 Approved	03 Jul 2024	Flintshire Ward Mold South	330010.63, 366306.45

[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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Date: 09/07/2024

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Cashbook 1

User: JL

Community Bank Account

For Month No: 3

Receipts for Month 3

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	24,899.05					24,899.05	
	Banked: 06/06/2024	40.00						
	T Carberry	40.00			530		40.00	Book Sale Mayors Charity 23/24
	Banked: 10/06/2024	6,295.94						
	HMRC	6,295.94			105		6,295.94	VAT Refund
	Banked: 17/06/2024	682.00						
	Town and Country lettings	682.00			1011	110	682.00	BH Lodge Rent June
	Banked: 18/06/2024	10,000.00						
TFR	Business Money Manager Account	10,000.00			201		10,000.00	Top up Community Account
	Banked: 21/06/2024	10,000.00						
TFR	Business Money Manager Account	10,000.00			201		10,000.00	Top up Community Account
	Banked: 21/06/2024	2,340.00						
	Cash banked	52.72			1071	105	52.72	Bailey Hill Easter Tombola
					324		52.72	Bailey Hill Easter Tombola
					6001	105	-52.72	Bailey Hill Easter Tombola
	Cash	20.00			530		20.00	Mayors Charity
	ABC Boxing	72.00			1013	110	72.00	BHHire067
	Tivoli	100.00		16.67	1080	105	83.33	Carnival Sponsor
					324		83.33	Carnival Sponsor
					6001	105	-83.33	Carnival Sponsor
	Y Delyn	140.00		23.33	1080	105	116.67	Carnival Sponsorship
					324		116.67	Carnival Sponsorship
					6001	105	-116.67	Carnival Sponsorship
	PG Framing	75.00		12.50	1080	105	62.50	Carnival Sponsor
					324		62.50	Carnival Sponsor
					6001	105	-62.50	Carnival Sponsor
	Josie	35.00			1080	105	35.00	Carnival Stall
					324		35.00	Carnival Stall
					6001	105	-35.00	Carnival Stall
	Fun Fair	1,000.00			1080	105	1,000.00	Carnival Fun Fair Donation
					324		1,000.00	Carnival Fun Fair Donation
					6001	105	-1,000.00	Carnival Fun Fair Donation
	Cash	825.00		137.50	1072	105	687.50	BH Medieval Day Entrance
					324		687.50	BH Medieval Day Entrance
					6001	105	-687.50	BH Medieval Day Entrance
	Cash	20.28			1072	105	20.28	BH Refreshment donations
					324		20.28	BH Refreshment donations
					6001	105	-20.28	BH Refreshment donations
	Banked: 25/06/2024	120.00						
	Cheque	120.00		20.00	1080	105	100.00	Carnival Sponsorship
					324		100.00	Carnival Sponsorship
					6001	105	-100.00	Carnival Sponsorship
	Banked: 28/06/2024	96.00						

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Mold Town Council Current Year

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Cashbook 1

User: JL

Community Bank Account

For Month No: 3

Receipts for Month 3

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>
	Boys and Girls	96.00			1013	110	96.00	BHHire079
Total Receipts for Month		29,573.94	0.00	210.00			29,363.94	
Cashbook Totals		54,472.99	0.00	210.00			54,262.99	

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Mold Town Council Current Year

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Cashbook 1

User: JL

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
03/06/2024	Flintshire County Council	DD	797.00			4101	103	797.00	Nat Dom Rates - TH
03/06/2024	Flintshire County Council	DD	118.00			4101	104	118.00	Nat Dom Rates - Cemetery
03/06/2024	Flintshire County Council	DD	181.00			4101	110	181.00	Nat Dom Rates - BH
03/06/2024	Is Group	BACS	270.00		45.00	4152	102	225.00	Update Events Info TIP
						331	0	-225.00	Update Events Info TIP
						6000	102	225.00	Update Events Info TIP
03/06/2024	Flintshire County Council	BACS	70.00			4139	105	70.00	License for High Street
						324	0	-70.00	License for High Street
						6000	105	70.00	License for High Street
03/06/2024	Flintshire County Council	BACS	70.00			4139	105	70.00	License Rec/Kendricks
						324	0	-70.00	License Rec/Kendricks
						6000	105	70.00	License Rec/Kendricks
03/06/2024	J&L Ellis	BACS	1,170.00			4100	104	1,170.00	Gas Lane Store May to Oct24
03/06/2024	KMA Tool Hire & Sales	BACS	33.48		5.58	4133	104	27.90	Machinery Parts
03/06/2024	Sian Jones Translation Ltd	BACS	56.28			4117	101	56.28	May Translation
03/06/2024	Supertemps	BACS	577.04		96.17	4009	101	480.87	Temp Staff w/c 20.05.24
04/06/2024	Nightingale House Hospice	BACS	30.00			4115	101	30.00	Mayors Tickets for Event
04/06/2024	EDF Energy	BACS	57.39		2.73	4907	110	54.66	26 Apr to 22 May 24
04/06/2024	ASH Waste Services Ltd	BACS	66.96		11.16	4153	110	55.80	May Invoice
04/06/2024	ASH Waste Services Ltd	BACS	91.20		15.20	4153	110	76.00	June Invoice
04/06/2024	ASH Waste Services Ltd	BACS	225.55		37.59	4153	104	187.96	June Invoice
07/06/2024	Supertemps	BACS	491.56		81.93	4009	101	409.63	w/c 28 May
07/06/2024	Microshade Business Consultant	BACS	273.91		45.65	4105	101	228.26	June Invoice
10/06/2024	HSBC Bank	CHG	176.63			4200	101	176.63	Bank Chg 19May2024
12/06/2024	Daniel Owen Community Assoc.	BACS	425.00			4115	101	425.00	MTC Annual Meeting
14/06/2024	Clwyd Pension Fund	BACS	547.39			4002	104	129.89	June Pension
						4002	101	417.50	June Pension
14/06/2024	Supertemps	BACS	641.16		106.86	4009	101	534.30	w/c 03.06.24
14/06/2024	Adam Leech Landscapes	BACS	560.00			4003	104	560.00	13,28,29 May 5-7 June
14/06/2024	HMRC	OBP	4,000.73			4000	101	1,257.95	May Tax/NI
						4001	101	677.14	May Tax/NI
						4000	103	120.84	May Tax/NI
						4001	103	20.62	May Tax/NI
						4000	104	1,300.01	May Tax/NI
						4001	104	529.86	May Tax/NI
						4000	110	80.56	May Tax/NI
						4001	110	13.75	May Tax/NI
17/06/2024	JLB	BACS	2,524.04			4000	101	2,524.04	Salaries June
17/06/2024	JEA2	BACS	2,223.54			4000	101	2,223.54	Salaries June
18/06/2024	PJT/B	BACS	805.66			4000	103	483.40	Salaries June
						4000	110	322.26	Salaries June
18/06/2024	MXG2	BACS	1,665.78			4000	104	1,665.78	Salaries June
18/06/2024	MWC10	BACS	1,792.21			4000	104	1,792.21	Salaries June
19/06/2024	JDH Business Services Ltd	BACS	535.20		89.20	4111	101	446.00	Year End Audit Fees 23/24
20/06/2024	Gwyl Daniel Owen	BACS	2,000.00			530		2,000.00	Mayoral Donation 23/24
20/06/2024	Theatr Clwyd	BACS	4,000.00			530		4,000.00	Mayoral Donation 23/24

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Mold Town Council Current Year

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Cashbook 1

User: JL

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
20/06/2024	NW Superkids	BACS	1,489.55			530		1,489.55	Mayoral Donation 23/24
21/06/2024	Asylum Link Mersey	BACS	1,000.00			530		1,000.00	Mayors Donation 23/24
21/06/2024	Supertemps	BACS	464.84		77.47	4009	101	387.37	w/c 10.06.24
21/06/2024	Adam Leech Landscapes	BACS	448.00			4003	104	448.00	11-12 June 18-19 June
21/06/2024	WiSS	BACS	8.09			4151	102	8.09	visitmold.co.uk annual sub
26/06/2024	Thomas Samuel Translation	BACS	71.70			4117	101	71.70	Cemetery advert Translation
26/06/2024	Travis Perkins Ltd	BACS	14.23		2.37	4139	105	11.86	Line Marking Paint
						324	0	-11.86	Line Marking Paint
						6000	105	11.86	Line Marking Paint
26/06/2024	Pottles Plants	BACS	3,052.80		508.80	4124	106	2,544.00	Hanging Basket Refills
27/06/2024	Your Repair gas	DD	29.64		4.94	4126	104	24.70	June Invoice
28/06/2024	IData Com Ltd	DD	85.25		14.21	4105	110	71.04	June Invoice
28/06/2024	IData Com Ltd	DD	273.92		45.65	4105	101	171.20	June Invoice
						4105	104	57.07	June Invoice
Total Payments for Month			33,414.73	0.00	1,190.51			32,224.22	
Balance Carried Fwd			21,058.26						
Cashbook Totals			54,472.99	0.00	1,190.51			53,282.48	

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Mold Town Council Current Year

Cashbook 2

Business Money Manager Account

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User: JL

For Month No: 3

Receipts for Month 3

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 :		429,558.98					429,558.98	
	Banked: 07/06/2024	2,026.32						
	HSBC	2,026.32			1090	101	2,026.32	Gross Interest to 6June24
Total Receipts for Month		2,026.32	0.00	0.00			2,026.32	
Cashbook Totals		431,585.30	0.00	0.00			431,585.30	

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Cashbook 2

User: JL

Business Money Manager Account

For Month No: 3

Payments for Month 3

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>
18/06/2024	Community Bank Account	TFR	10,000.00			200		10,000.00	Top up Community Account
21/06/2024	Community Bank Account	TFR	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			411,585.30						
Cashbook Totals			431,585.30	0.00	0.00			431,585.30	

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Cashbook 7

User: JL

Events Account

For Month No: 3

Receipts for Month 3

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		20,568.65					20,568.65	
Banked: 04/06/2024		30.00						
S Maund		30.00			1080	105	30.00	Carnival Stall
					324		30.00	Carnival Stall
					6001	105	-30.00	Carnival Stall
Banked: 05/06/2024		180.00						
Llewellyn Jones		180.00		30.00	1080	105	150.00	Carnival Sponsorship
					324		150.00	Carnival Sponsorship
					6001	105	-150.00	Carnival Sponsorship
Banked: 05/06/2024		40.00						
C A Faulkner		40.00			1080	105	40.00	Stall Carnival
					324		40.00	Stall Carnival
					6001	105	-40.00	Stall Carnival
Banked: 06/06/2024		30.00						
Ian Martin		30.00			1080	105	30.00	Stall Carnival
					324		30.00	Stall Carnival
					6001	105	-30.00	Stall Carnival
Banked: 09/06/2024		220.00						
Gecko Golf		220.00			1080	105	220.00	Stall Carnival
					324		220.00	Stall Carnival
					6001	105	-220.00	Stall Carnival
Banked: 10/06/2024		30.00						
F Huxley		30.00			1080	105	30.00	Stall Carnival
					324		30.00	Stall Carnival
					6001	105	-30.00	Stall Carnival
Banked: 10/06/2024		88.41						
Square Intl		88.41		14.74	1072	105	73.67	BH Med Day Entrance
					324		73.67	BH Med Day Entrance
					6001	105	-73.67	BH Med Day Entrance
Banked: 14/06/2024		150.00						
The Hive Collaboration		150.00		25.00	1080	105	125.00	Sponsorship Carnival
					324		125.00	Sponsorship Carnival
					6001	105	-125.00	Sponsorship Carnival
Banked: 14/06/2024		75.00						
Cravin		75.00		12.50	1080	105	62.50	Sponsorship Carnival
					324		62.50	Sponsorship Carnival
					6001	105	-62.50	Sponsorship Carnival
Banked: 14/06/2024		30.00						
Owlsome Creations		30.00			1080	105	30.00	Stall Carnival
					324		30.00	Stall Carnival
					6001	105	-30.00	Stall Carnival
Banked: 14/06/2024		30.00						

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Date: 09/07/2024

Mold Town Council Current Year

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Cashbook 7

User: JL

Events Account

For Month No: 3

Receipts for Month 3

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	A Smith	30.00			1080	105	30.00	Stall Carnival
					324		30.00	Stall Carnival
					6001	105	-30.00	Stall Carnival
Banked: 17/06/2024		600.00						
	Deeside Pow Reve	600.00		100.00	1080	105	500.00	Sponsorship Carnival
					324		500.00	Sponsorship Carnival
					6001	105	-500.00	Sponsorship Carnival
Banked: 18/06/2024		20.00						
	F Dodd	20.00			1080	105	20.00	Stall Carnival
					324		20.00	Stall Carnival
					6001	105	-20.00	Stall Carnival
Banked: 18/06/2024		900.00						
	Cresta	900.00		150.00	1080	105	750.00	Sponsorship Carnival
					324		750.00	Sponsorship Carnival
					6001	105	-750.00	Sponsorship Carnival
Banked: 19/06/2024		30.00						
	E&S Allsop	30.00			1080	105	30.00	Stall Carnival
					324		30.00	Stall Carnival
					6001	105	-30.00	Stall Carnival
Banked: 19/06/2024		120.00						
	Mold Alehouse	120.00		20.00	1080	105	100.00	Sponsorship Carnival
					324		100.00	Sponsorship Carnival
					6001	105	-100.00	Sponsorship Carnival
Banked: 19/06/2024		55.00						
	M Le-Grice	55.00			1080	105	55.00	Stall Carnival
					324		55.00	Stall Carnival
					6001	105	-55.00	Stall Carnival
Banked: 24/06/2024		180.00						
	Specsavers	180.00		30.00	1080	105	150.00	Sponsorship Carnival
					324		150.00	Sponsorship Carnival
					6001	105	-150.00	Sponsorship Carnival
Banked: 24/06/2024		30.00						
	NHS Trust	30.00			1080	105	30.00	Stall Carnival
					324		30.00	Stall Carnival
					6001	105	-30.00	Stall Carnival
Banked: 24/06/2024		240.00						
	The Gathering	240.00		40.00	1080	105	200.00	Sponsorship Carnival
					324		200.00	Sponsorship Carnival
					6001	105	-200.00	Sponsorship Carnival
Banked: 24/06/2024		20.00						

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Cashbook 7

User: JL

Events Account

For Month No: 3

Receipts for Month 3

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Wilderness Tribe	20.00			1080	105	20.00	Stall Carnival
					324		20.00	Stall Carnival
					6001	105	-20.00	Stall Carnival
Banked: 24/06/2024		30.00						
	CE Thomas	30.00			1080	105	30.00	Stall Carnival
					324		30.00	Stall Carnival
					6001	105	-30.00	Stall Carnival
Banked: 25/06/2024		60.00						
	Capper & Jones Solicitors	60.00		10.00	1080	105	50.00	Sponsorship Carnival
					324		50.00	Sponsorship Carnival
					6001	105	-50.00	Sponsorship Carnival
Banked: 25/06/2024		75.00						
	Vaughan Davies	75.00		12.50	1080	105	62.50	Sponsorship Carnival
					324		62.50	Sponsorship Carnival
					6001	105	-62.50	Sponsorship Carnival
Banked: 25/06/2024		150.00						
	Bangkok Wok Ltd	150.00			1080	105	150.00	Stall Carnival
					324		150.00	Stall Carnival
					6001	105	-150.00	Stall Carnival
Banked: 26/06/2024		20.00						
	Lee VA	20.00			1080	105	20.00	Stall Carnival
					324		20.00	Stall Carnival
					6001	105	-20.00	Stall Carnival
Banked: 28/06/2024		180.00						
	The Beaufort Park Hotel	180.00		30.00	1080	105	150.00	Sponsorship Carnival
					324		150.00	Sponsorship Carnival
					6001	105	-150.00	Sponsorship Carnival
Banked: 28/06/2024		30.00						
	Tulett S K	30.00			1080	105	30.00	Stall Carnival
					324		30.00	Stall Carnival
					6001	105	-30.00	Stall Carnival
Banked: 28/06/2024		138.00						
	Harrison Design	138.00		23.00	1080	105	115.00	Sponsorship Carnival
					324		115.00	Sponsorship Carnival
					6001	105	-115.00	Sponsorship Carnival
Banked: 29/06/2024		30.00						
	Bethan Roberts	30.00			1080	105	30.00	Bethan Roberts
					324		30.00	Bethan Roberts
					6001	105	-30.00	Bethan Roberts

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Mold Town Council Current Year

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Cashbook 7

User: JL

Events Account

For Month No: 3

Total Receipts for Month	3,811.41	0.00	497.74	3,313.67
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Cashbook Totals	<u>24,380.06</u>	<u>0.00</u>	<u>497.74</u>	<u>23,882.32</u>
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Mold Town Council Current Year

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Cashbook 7

User: JL

Events 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
05/06/2024	Flintshire County Council	BACS	360.00		60.00	4146	105	300.00	Waste - LOS
						324	0	-300.00	Waste - LOS
						6000	105	300.00	Waste - LOS
10/06/2024	HSBC Bank	CHG	8.00			4200	101	8.00	Bank Charges
11/06/2024	Dominic Roberts	BACS	159.50			4156	105	159.50	BH Med Day First Aid
						324	0	-159.50	BH Med Day First Aid
						6000	105	159.50	BH Med Day First Aid
12/06/2024	Bigfoot Events	BACS	2,520.00		420.00	4176	105	2,100.00	Bigfoot Events - Titan
12/06/2024	Bigfoot Events	BACS	-2,520.00		-420.00	4176	105	-2,100.00	Bigfoot Events - Titan
12/06/2024	Bigfoot Events	BACS	2,520.00		420.00	4176	105	2,100.00	Bigfoot Events
						324	0	-2,100.00	Bigfoot Events
						6000	105	2,100.00	Bigfoot Events
20/06/2024	Countyloos Ltd	BACS	1,633.20		272.20	4176	105	1,361.00	Countyloos Ltd
						324	0	-1,361.00	Countyloos Ltd
						6000	105	1,361.00	Countyloos Ltd
20/06/2024	CountyLoos Ltd	BACS	-1,633.20		-272.20	4176	105	-1,361.00	Countryloos Ltd
						324	0	1,361.00	Countryloos Ltd
						6000	105	-1,361.00	Countryloos Ltd
20/06/2024	Countyloos Ltd	BACS	1,663.20		272.20	4176	105	1,391.00	Countyloos Ltd
						324	0	-1,391.00	Countyloos Ltd
						6000	105	1,391.00	Countyloos Ltd
25/06/2024	JBS Products & Events Ltd	BACS	1,659.60		276.60	4176	105	1,383.00	Defying Gravity Carnival
						324	0	-1,383.00	Defying Gravity Carnival
						6000	105	1,383.00	Defying Gravity Carnival
27/06/2024	Palm Signs	BACS	140.40		23.40	4176	105	117.00	Carnival Signs
						324	0	-117.00	Carnival Signs
						6000	105	117.00	Carnival Signs
Total Payments for Month			6,510.70	0.00	1,052.20			5,458.50	
Balance Carried Fwd			17,869.36						
Cashbook Totals			24,380.06	0.00	1,052.20			23,327.86	

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Mayor's Charity Acc

For Month No: 3

Receipts for Month 3

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 :	52.92					52.92	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		52.92	0.00	0.00			52.92	

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Mayor's Charity Acc

For Month No: 3

Payments for Month 3

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>
10/06/2024	HSBC Bank	CHG	8.00			4200	101	8.00	Bank Charges for May
Total Payments for Month			8.00	0.00	0.00			8.00	
Balance Carried Fwd			44.92						
Cashbook Totals			52.92	0.00	0.00			52.92	

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Prepaid Mastercard

For Month No: 3

Receipts for Month 3

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 :	2,444.88					2,444.88	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>2,444.88</u>	<u>0.00</u>	<u>0.00</u>			<u>2,444.88</u>	

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Prepaid Mastercard

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
04/06/2024	Euro Garages		47.87		7.98	4132	104	39.89	Petrol
05/06/2024	Amazon EU	MCD	42.70		7.12	4156	105	35.58	Wrist bands
						324	0	-35.58	Wrist bands
						6000	105	35.58	Wrist bands
05/06/2024	Amazon EU	MCD	14.49		2.42	4107	101	12.07	Stationary
08/06/2024	postermymwall	MCD	1.99			4176	105	1.99	Carnival Design Posters
						324	0	-1.99	Carnival Design Posters
						6000	105	1.99	Carnival Design Posters
08/06/2024	postermymwall	MCD	1.99			4176	105	1.99	Carnival Leaflet Design
						324	0	-1.99	Carnival Leaflet Design
						6000	105	1.99	Carnival Leaflet Design
08/06/2024	Bonusprint	MCD	56.06			4169	101	56.06	Mayorsw Book 23/24
09/06/2024	Farmfoods	MCD	32.69			4156	105	32.69	Refreshments Events
						324	0	-32.69	Refreshments Events
						6000	105	32.69	Refreshments Events
12/06/2024	Hello Print	MCD	82.29		13.72	4176	105	68.57	Flyers for Carnival
						324	0	-68.57	Flyers for Carnival
						6000	105	68.57	Flyers for Carnival
13/06/2024	postermymwall	MCD	1.99			4176	105	1.99	Carnival
						324	0	-1.99	Carnival
						6000	105	1.99	Carnival
19/06/2024	Euro Garages	MCD	65.11		10.85	4132	104	54.26	Petrol
19/06/2024	KMA Tool Hire & Sales	MCD	94.56		15.76	4133	104	78.80	Machinery and Parts
22/06/2024	homebargains	MCD	17.14		2.86	4103	103	14.28	Cleaning Materials
26/06/2024	Amazon EU	MCD	22.99		3.83	4139	105	19.16	Cable ties for Events
						324	0	-19.16	Cable ties for Events
						6000	105	19.16	Cable ties for Events
28/06/2024	Woodworks Garden Centre	MCD	129.46		21.58	4124	106	107.88	Plants for Gateway Signs
Total Payments for Month			611.33	0.00	86.12			525.21	
Balance Carried Fwd			1,833.55						
Cashbook Totals			2,444.88	0.00	86.12			2,358.76	