

## **FINANCE AND MANAGEMENT COMMITTEE MEETING**

Minutes of Finance and Management Committee Meeting held in Council Chambers,  
7 Nant Hall Road, Prestatyn, on 09<sup>th</sup> October 2024 at 8.00pm-9.00pm

### **PRESENT**

Committee Members: Cllr C. Holliday (Chair), Cllr I. Lifford (Vice Chair), Cllr A. West,  
Cllr G. Sandilands, (retired 8.45pm)

Observers: Cllr A Tomlin, Cllr S. Frobisher (retired 8.50pm), Cllr A. Sampson, Cllr K. Clewett,  
Cllr C. Evans,

Remote: Cllr J. Mclellan

### **IN ATTENDANCE**

Mr N. Acott – Locum Town Clerk/Responsible Financial Officer, Mrs C. Ashworth –  
Administration and Support Officer, Miss M. Sinclair - Administration and Support Officer, Miss  
G. Macauley – Community Liaison Officer (events), Mrs B. Shaw –Finance and  
Administrations Officer.

### **APOLOGIES**

Councillors: Cllr B. Williams, Cllr J. Thompson-Hill, Cllr H. Irving, Cllr T. Jones MBE,  
Cllr E. Heaton, Cllr J. Matthews

### **76 DECLARATIONS OF INTEREST**

Councillors were reminded of the need to declare personal and/or prejudicial interest in  
tonight's proceedings in accordance with the Code of Conduct legislation.

### **77 PUBLIC PARTICIPATION**

No public present

### **78 FINANCIAL EXPENDITURES BACS 6, BACS 7, BACS 8, P4, P5 and P6**

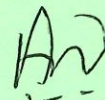
Details of BACS payments, Personnel (P) payments had been circulated with agenda papers.

Members discussed their concerns surrounding the current landscaping contract and  
expressed disappointment with some of the work undertaken. Committee was informed that  
monthly meetings took place with contractor as part of routine monitoring and this item had  
been raised with them.

### **RESOLVED**

- i) That BACS 6, BACS, 7, BACS 8, P4, P5, and P6 be approved.
- ii) That work commence on compiling updated list of landscaping contractors etc to include  
summer and winter floral works.

Proposed Cllr G. Sandilands      Seconded Cllr I. Lifford



## **79 FINANCIAL ACCOUNTS -JUNE/JULY/AUGUST 2024 INC &EXP, BAL SHEET, ... TRIAL BALANCE**

Details of accounts had been circulated with agenda papers. The Locum Town Clerk/Responsible Financial Officer also reported that the Internal Auditors report 2023/24 had been received. He read out parts of the report and said overall the report was positive and Internal Auditor had not raised any concerns.

### **RESOLVED**

- i) That the accounts June/July/August 2024 and Income and Expenditure, Balance Sheet, Trial Balance be accepted
- ii) The Town Clerk/RFO read out parts of the report to council and said the report was positive and the Auditor had not raised any concerns.

Proposed Cllr A West  
Seconded Cllr C Holliday

## **79(a) TY PENDRE - ELECTRICITY SUPPLIER**

Mrs B Shaw. Finance and Administrations Officer had prepared quotation sheet showing costs of electricity used at Ty Pendre (copy circulated). Members were reminded that the cost is currently reimbursed by hirers of the building but nevertheless there were considerable savings to be made from changing the supplier. Members were presented with four company quotations for electricity supply to Ty Pendre.

**RESOLVED** That Prestatyn Town Council Switch electricity suppliers for Ty Pendre to Eon on fixed rate three year period as per quotation 12/09/2024

Proposed Cllr C. Holliday  
Seconded Cllr A. West

## **80 BUDGET PROPOSALS 2025/2026**

Locum Town Clerk/RFO informed members that Denbigshire County Council are looking to work with Prestatyn Town Council and had indicated they would like to establish local partnerships for town services.

**RESOLVED:** Town Clerk/RFO to follow up and report back to Council.

## **81 TRAINING**

Town Clerk/RFO reported that Cllr C. Holliday wished to book nine training modules with One Voice Wales. All modules were relevant to Council business and would enhance depth of knowledge and understanding of Council workings.

It was also reported that Cllr I Lifford was hoping to attend One Voice Wales national conference this year.

**RESOLVED** That Cllr C. Holliday be invited to undertake One Voice Wales training.

Financial Implications: £360 to be contained within councillor training/travelling budget 2024/5

Proposed Cllr I. Lifford  
Seconded Cllr A. West

(Cllr Holliday did not take part in voting on this item)

## **82     EXCLUSION OF PUBLIC AND PRESS**

**RESOLVED** That Public and Press be excluded in accordance with Local Government Act 1972 Schedule 12 A Parts 1/2/3 during the following item Staffing Structures

(All staff retired from meeting except Locum Town Clerk/Responsible Financial Officer)

## **83     STAFFING STRUCTURES**

Locum Town Clerk/Responsible Financial Officer advised that following resignation of several staff the authority was in a very difficult position. Subsequently, there was an opportunity to revisit Council's staffing structures and adjust to current environment and workload. Details of existing structures had been circulated together with some initial proposals and costings for consideration.

The approach adopted had been to ensure no additional financial strain would be placed on the organisation, and to encourage remaining staff to gain both qualifications and wider experience of council business operations.

As an interim measure local employment agency had recently supplied a temporary worker to replace the full time Administration and Support Officer as previously reported. There will be a total of four vacant positions by the end of October 2024.

**RESOLVED** That this item be referred to next Full Council

## **84     STAFF COUNCIL**

Town Clerk/RFO had circulated historical terms of reference for staff council prior to its abolishment. He explained that this body was different to Council's Resources Panel as it dealt solely with staffing issues and had representatives of employer, management, and staff.

The staff council may deal with grievances, but this would need clarification and determination. It was recommended that Council establish both grievance and appeals panel.

**RESOLVED** That this item be referred to next Full Council

Chairman 