

FINANCE AND MANAGEMENT COMMITTEE

Minutes of Finance and Management Committee held in Council Chambers, 7 Nant Hall Road, Prestatyn on 10th December 2025 at 7.15pm - 8.20pm.

PRESENT

Committee Councillors: C. Holliday (Chairman), I. Lifford, A. West, G. Sandilands, J. Matthews, C. Evans.

Committee Observers: A. Sampson, J. Thompson-Hill (r). K. Clewett, T. Jones MBE (r)

IN ATTENDANCE

Mr N. Acott – Locum Town Clerk / Responsible Financial Officer, Miss S. Clarke – Assistant Town Clerk, Ms M. Frend – Support & Administration Officer (agency), Ms K. Tabingo – Community Events/Administration Officer.

APOLOGIES

None

102 DECLARATIONS OF INTEREST

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

None received.

103 FINANCIAL EXPENDITURE

Details of BACS Payment, Payroll, and Standing Orders/Direct Debits had been circulated with agenda papers.

RESOLVED

- i) That BACS 7 and 8 (October/November 2025) be approved
- ii) That Payroll 7 and 8 – (October/November 2025) be approved
- iii) That Standing Orders and Direct Debits for October/November 2025 be approved.
- iv) That details of Income / Expenditure to 30th September 2025 be approved.

C.A.H.

104 BUDGET PROVISIONS 2026/27

Councillors had previously been invited to identify any significant change to service provision and/or funding requirements to be considered during forthcoming budget setting process. Items identified included Council's decision to support DCC request for financial subsidy towards maintaining public toilets in town/ongoing discussion of subsidy for free car parking provision/ongoing staff recruitment exercise/ building repairs to PTC office and community centres.

The Locum Town Clerk/Responsible Financial Officer reported that Council faced financial challenges on many fronts and also needed to assess impact of staffing costs following changes in personnel resources during the year. He reported that the bank statement figure at 3rd December 2025 was in line with forecast for this time of year.

In response to questions about budget setting timetable he explained that whilst Committee could make recommendations the final precept demand required Full Council approval.

Ongoing workload included recruitment processes for review of PTC policies e.g. outgoing grants and policy/review of financial regulations.

105 RECRUITMENT

i) Community Events and Administration Officer - Committee was informed that following recent advertisement, shortlisting and interviews an appointment had been made for this position.

RESOLVED

i) That Ms Kieyara Tabingo be appointed to position of Community Events/Administration Officer commencing on SCP 7-12.

Financial /Legal/ Other Implications: Full time post subject to NJC Terms and Conditions of Service; Local Government Act 1972 S.112. Commencement scale SCP 7. Two-year contract term subject to probationary period.

ii) Administrations Support Officer – Vacancy. This full-time position is currently being assessed and will be advertised shortly.

iii) Town Clerk/Responsible Financial Officer - This full-time post had recently been advertised and shortlisting had taken place. Panel dates were being arranged for candidates first stage interview. Full Council would be required to undertake final stage interview and would make appointment if successful.

106 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. During following items - Staff Items/Training

C A A

(Staff left meeting)

107 STAFF HOLIDAYS

Cllr C. Evans reported upon ongoing issue regarding holiday entitlement for a member of staff. It was not clear how the historical situation had arisen and did not appear to accord with recognised NJC Terms and Conditions of Service. There was also discrepancy on contract of employment relating to holidays which complicated the matter.

At present time this post was being job evaluated and it was expected new terms would help to resolve this anomaly.

108 STAFF TRAINING

Committee was informed Sadie Clarke, Assistant Town Clerk, had recently completed the Society of Local Council Clerk - Introduction to Local Council Administration (ILCA) and would soon finish her Financial Introduction to Local Council (FILCA) qualifications.

RESOLVED

i) That Miss S Clarke be awarded one incremental point in recognition of her recent qualifications.

ii) That Miss S Clarke be permitted to continue her training programme to include Certificate in Local Council Administration in 2026.

Financial/Legal/Other Implications: Incremental point to be awarded is within current pay scales and structure. Local Government qualifications.

Chairman Carol Hordley