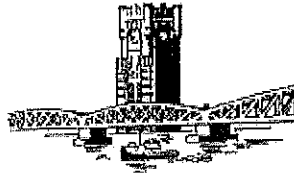


SHOTTON TOWN COUNCIL
CYNGOR DREF



Note: The following meeting will be a hybrid meeting. If members of the public or press wish to attend remotely, they should email the clerk: townclerk@shotton-tc.co.uk for further guidance.

TO ALL MEMBERS OF COUNCIL:

Dear Councillor,

You are hereby summoned to attend the Hybrid Ordinary Meeting of Shotton Town Council to be held on the 5th February 2024 at 6.30 pm in Hwb Cyfle, Shotton CH5 1SA.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'C. Hargreaves'.

Clerk & Financial Officer

Contact: townclerk@shotton-tc.co.uk

Telephone: 01244 822119
Town Council Offices
Alexandra Street
Shotton
Deeside
Flintshire CH5 1DL

A G E N D A

1. TO RECORD ATTENDANCE:

2. APOLOGIES FOR ABSENCE:

- a) To receive and note any apologies from members.
- b) To formally approve the reason(s) for non-attendance by Councillor(s) (s85, LGA 1972).
- c) To record any remaining members not present.

3. DECLARATIONS OF INTEREST:

To receive any declarations made by Members in accordance with Council's Code of Conduct.

4. **THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:** To consider the exclusion of the public and press for the following agenda item no 5 which relates to sensitive information such as the salary of the town clerk.

5. **2024/25 BUDGET & PRECEPT:**

Following the Finance Committee meeting held on 22nd January to review in depth the proposed draft budget, members are requested to consider and approve the recommended figures in order to request the agreed precept amount.

- a) To set the expenditure budget at £169,685
- b) To request the precept as following:

24/25

Draft precept	£180,000.00
Tax base	£2,215.01
Band D charge	£81.26
Increase/decrease	£0.48
Percentage	0.60%

6. **MINUTES OF THE PREVIOUS MEETINGS:**

To receive and confirm as a correct record:

- 1) The minutes of the full meeting of the council held on 8th January 2024 to be signed by the Chair.
- 2) The minutes of the Finance Committee meeting held on 22nd January 2024 to be signed by the Chair.

7. **CHAIR'S REMARKS:**

8. **PUBLIC SPEAKING:**

None

9. **TOWN MAINTENANCE (including Streetscene reports):**

- a) Feedback from previous meetings:
- b) Members to report any matters not previously reported.

10. **LIGHTING:**

- a) Members to report any matters arising.

11. **POLICE ITEMS:**

- a) Feedback from previous matters.
- b) Members to report any matters arising.

NWP have made contact with the following information regarding the recent burglary on Chevrons Road: "Our NPT has conducted CCTV and house to house enquiries. We have also provided a ring doorbell to the victim and crime prevention advice. We have also provided We Don't Buy Crime prevention packs to the surrounding properties. Patrols will also be increased in the area".

12. CLERK'S REPORT:

Communications:

Sender	Item	Date circulated
North Wales Fire and Rescue Service	Latest news from North Wales Fire and Rescue Service	08/01/2024
Welsh Government	Welsh Government: News	08/01/2024
North Wales Community Alerts	SAFER CYCLIST [#202213595]	08/01/2024
North Wales Community Alerts	The January 2024 edition of OUR NEWS is here	08/01/2024
One Voice Wales	Community Speed Watch	18/01/2024
Flintshire County Council	Flintshire Facebook Account is Now Live	18/01/2024
North Wales Community Alerts	Free Taster Lunch Rivertown Church	18/01/2024
North Wales Community Alerts	We would like your help	22/01/2024
Welsh Government	Welsh Government: News	22/01/2024
North and Mid Wales Association of Local Councils	Minutes	22/01/2024
North Wales Community Alerts	Burglary on Chevrons Road, Shotton	23/01/2024
Clerk	Bank Hub Community Request	29/01/2024
North Wales Community Alerts	Fake emails claiming to be from TV Licensing	30/01/2024
One Voice Wales	Cyber Resilience Centre for Wales - January 2024 newsletter	30/01/2024

Members are encouraged to request any of the communications as an agenda item.

Updates & requests:

- Playscheme final decision required – let Darren Morris know by February 16th, 2024. Agreed in principle December 2023, (resolution 025/142) for 6 weeks scheme & 1 additional member of staff.
- King George Street play area review – a date has been pencilled in for ward members for Thursday 15th February 2024 at 10.30 am.
- As requested at the Finance Committee meeting, the clerk has compared interest rates against other high street banks. Lloyds Bank offer an interest rate of 1.31% which falls slightly lower by 0.1% to similar banks.
- Resolution 023/166 (d); the clerk has received a response from Link who have confirmed Shotton is not eligible to be considered for a banking hub.
- Freedom of Information request for fly tipping statistics (resolution 023/142), deadline for response was 01/02/2024. The clerk will report should a reply be received.
- The cableway for North Street is scheduled for installation in February/March.

13. PLANNING

a) PLANNING APPLICATIONS:

Planning Application Number	Proposal	Address
COU/000010/24	CHANGE OF USE CLASS A1 (CAKE SHOP) TO A3	94, Chester Road West, Shotton, Deeside
ADV/000015/24	THE RELOCATION OF APPROVED SIGNAGE UNDER ADV/000994/23, TO COMPRISE 3 NO. WHITE INTERNALLY ILLUMINATED "MCDONALD'S" LETTERSET AND 2 NO. YELLOW INTERNALLY ILLUMINATED "GOLDEN ARCH"	Pizza Hut, Evans Way, Shotton, Deeside, CH5 1QJ
FUL/000021/24	APPLICATION FOR REMOVAL OR VARIATION OF CONDITION NO. 2, FOLLOWING GRANT OF PLANNING PERMISSION	THE CO-OPERATIVE, High Street, Connahs Quay, Deeside, CH5 4DD
FUL/000019/24	REMODELLING OF THE GROUND AND FIRST FLOOR TO CREATE 1 NEW DWELLING AND REMODEL THE EXISTING DWELLING ON THE FIRST FLOOR	31, Chester Road West, Shotton, Deeside, CH5 1BY
ADV/000054/24	REPLACEMENT SIGNAGE	41A, Chester Road West, Shotton, Deeside, CH5 1BY

* Report accurate at time of dissemination – additional applications may be presented at the meeting and duly recorded within the minutes.

b) PLANNING DECISIONS:

None

c) PLANNING UPDATES/AMENDMENTS:

NOTIFICATION OF PLANNING APPLICATION - Amendments to submitted application COU/000312/23

Proposal: Change of Use from Class C3 (Single Residential Dwelling) to Class C4 (House of Multiple Occupancy)

Location: 4, Salisbury Street, Shotton, Deeside, CH5 1DR

14. ACCOUNTS:

a) Record of payments made in January 2024:

Supplier	Description	Amount	Invoice date	Voucher number	Method of payment	Minute ref pre-authorisation
Combined Staffing costs	Salary, NI/PAYE, Pension	£2,406.68	07/12/2023	111-113	BACS	023/31
Hawarden Community Council	Maintenance Charges December 23	£5,214.85	14/12/2023	114	BACS	
Flintshire County Council	33 Club Recreational Ground Annual Re	£1.00	01/01/2024	115	BACS	
SSE Energy Solutions	Streetlighting 02/11/23-30/11/23	£1,519.25	19/12/2023	116	DD	023/31
Flintshire County Council	Memorial Garden Annual Rent	£100.00	01/01/2024	117	BACS	
ESET	Internet Security Annual Charge	£31.79	03/01/2024	118	Card	
Scottish Power	33 Club Monthly payment plan	£100.31	01/01/2024	119	BACS	023/31
British Gas	December 23 Office electricity	£80.42	08/01/2024	120	DD	023/31
Microsoft Office	Annual Subscription	£148.32	19/01/2024	126	Card	023/31
		£9,602.62				

*(Regular payments may be pre-authorised in accordance with minute reference 023/31 of the Annual Meeting)

b) To approve submitted accounts for February 2024 payment:

Supplier	Description	Amount	Invoice date	Voucher number	Method of payment	Minute ref pre-authorisation
Combined Staffing costs	Salary, NI/PAYE, Pension	£2,406.68	07/02/2024	123-125	BACS	023/31
Hawarden Community Council	Maintenance Charges January 23	£3,961.03	09/01/2024	121	BACS	
Hawarden Community Council	Maintenance undercharges Oct 23-Dec	£3,708.17	10/01/2024	122	BACS	
Welsh Water	Office water rates June 23-Dec 23	£79.72	17/01/2024	127	BACS	023/31
Welsh Water	33 Club water rates June 23-Dec 23	£68.43	01/01/2024	128	BACS	023/31
Viking Direct	Office consumables & stationery	£84.09	31/01/2024	129	BACS	
		£10,308.12				

*Report accurate at time of dissemination – additional invoices may be presented at the meeting and duly recorded within the minutes.

c) January 2024 income:

Date	From	Description	Sum
09/01/2024	Lloyds Bank	Gross Interest (Business Account)	£27.34
09/01/2024	Lloyds Bank	Gross Interest (Deposit Account)	£37.92
		Total	£65.26

d) Other Financial Matters: –

Members to consider the Interservices invoice relating to Remembrance Day 2023.

15. JOINT MAINTENANCE AGREEMENT:

A meeting between Hawarden Community Council, Broughton & Bretton Community Council & Shotton Town Council was held on 18th January 2024 to review the Joint Maintenance agreement. Draft minutes have been circulated to members (attached). The Chair is also requested to sign the attached agreement.

16. FINANCIAL RESERVES POLICY:

Members are requested to review the attached policy and adopt.

17. HIGH STREET IMPROVEMENT SCHEME:

County Councillors to report on further developments.

18. ST. DAVID'S DAY PLANS:

Menter Iaith's best business window judging will take place on Monday 26th February at 10.30 am. The Chair will be assisted in the judging by representatives from Hwb Cyfle who are also decorating the high street.

Members are requested to consider a donation from the events budget to Hwb Cyfle for the art materials used in creating the decorations.

In addition, arrangements have been made by Flintshire County Council to hold a school performance on Thursday, 29th January: Llys Eleanor, Shotton.

19. BUCKINGHAM PALACE GARDEN PARTY NOMINATIONS:

The King will give two Garden Parties at Buckingham Palace this year on Wednesday 8th May and Tuesday 21st May. (The successful Councillor will be allocated one of these dates so they must be available for both)

The Palace wishes to reward Councillors who have gone above and beyond for their communities so are requesting nominations from local councils.

All nominations will be placed in a draw and only the councils who have been successful will be notified. Previous attendees are not eligible to be nominated.

20. KING GEORGE STREET FOOTBALL PITCH HIRE REQUEST:

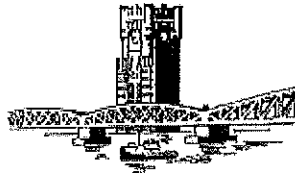
Deeside Dragons have requested the use of the football pitch on either Saturdays or Sundays. Members to consider.

21. MEMBERS INFORMATION ITEMS:

To receive Town Councillor updates on any relevant issues not otherwise covered on the agenda.

22. DURATION OF MEETING:

SHOTTON TOWN COUNCIL
CYNGOR DREF



Minutes of the hybrid meeting held on 8th January 2024
Commencing 6.30 pm, Hwb Cyfle, Shotton.

TO RECORD ATTENDANCE:

Chair: Councillor Chris Risley

Councillors: Doreen Mackie, Mike Evans, Kelly Evans-Brown, David Evans, Elwyn Jones, Tom Oldfield, Sean Bibby, Dean Stenner, Gary Cooper & Ron Davies.

Officers: Collette Lowry (Clerk & Responsible Financial Officer)

Public gallery: 3 members of public & 1 online

023/156 APOLOGIES FOR ABSENCE:

- a) To receive and note any apologies from members.
- b) To formally approve the reason(s) for non-attendance by Councillor(s) (s85, LGA 1972).
- c) To record any remaining members not present.

Members approved previously resolved apologies from Councillor Angela Engle (resolution 023/79).

Councillors Dean Ashfield & Gillian Brockley also sent apologies with the reasons being approved.

023/157 DECLARATIONS OF INTEREST:

To receive any declarations made by Members in accordance with Council's Code of Conduct.

There were no declarations of interest.

023/158 MINUTES OF THE PREVIOUS MEETINGS:

To receive and confirm as a correct record:

- 1) The minutes of the full meeting of the council held on 4th December 2023 to be signed by the Chair.

The minutes of the meeting of 4th December 2023 were proposed as an accurate record and would be signed by the Chair of the Council.

023/159 CHAIR'S REMARKS:

The Chair wished all members and the public gallery a Happy New Year and thanked any members for attending the funeral of Councillor Ron Davies' wife. He also informed council that he had attended a local patrol with the local Police Community Support Officer.

023/160 PUBLIC SPEAKING:

There were no such requests.

023/161 TOWN MAINTENANCE (including Streetscene reports):

Members discussed/reported various Streetscene related matters including:

- Drainage issues on Rowden Street/Brook Road
- Side waste on Salisbury Street
- Commercial bin by The Male Box
- Various potholes
- Public bins being used for business waste
- Fly tipping on Shotton Lane, Victoria Road & Butler Road
- Safer route to school path requiring clearing
- Dog waste on Victoria Road/Plymouth Street
- Killins Lane bridge

Members expressed their disappointment in learning that Streetscene Officers were now unable to attend town council meetings.

IT WAS RESOLVED: to report the issues and to copy in the ward members on any communications.

023/162 LIGHTING:

Members discussed the ongoing faulty lighting at Asda, the assessment of the new lighting columns required at Wellington Street & Grosvenor Road, the possibility of an additional streetlight by the changing area at the 33 club and the pedestrian crossing faults.

Members also discussed the Christmas lights arrangements. A Christmas tree within the Steel Man area was mentioned.

IT WAS RESOLVED:

- a) to review ongoing arrangements for festive lighting in order to enhance/develop in future years.
- b) to chase the outstanding dual light and request an additional light at the changing area path.

023/163 POLICE ITEMS:

Councillor Sean Bibby reported he would be conducting a ward walk around with PCSO Tom Maddocks. Members also reported that the parking issue with the delivery drivers had restarted.

023/164 CLERK'S REPORT:**Communications:**

Sender	Item	Date circulated
Welsh Government	Welsh Government: News	06/12/2023
Flintshire County Council	Don't WASTE the chance to have your say	06/12/2023
Flintshire County Council	Local Toilet Strategy Consultation	06/12/2023
North Wales Community Alert	DISPERSAL ORDER - FLINTSHIRE NORTH [#192050732]	11/12/2023
Flintshire County Council	Consultation on Draft Supplementary Planning Guidance – SPG	14/12/2023
Ambition NW	Flintshire's Local Area Energy Planning Workshop - Feedback & Information	14/12/2023
Members Services	Emergency Cover Review Update	03/01/2024
Flintshire County Council	We want to hear from you!	03/01/2024
One Voice Wales	Guest blog: Working together for an Age-Friendly Wales	03/01/2024
One Voice Wales	New consultation: Future spending purposes for dormant assets funding in Wales	03/01/2024
One Voice Wales	2024 - JANUARY, FEBRUARY & MARCH 2023 TRAINING DATES / DYDDIADAU HYFFORDDIANT IONAWR, CHWEEFWR A MAWRTH - 2024	03/01/2024
North Wales Community Alert	Last few days for people of North Wales to say how much they will pay for policing [#200700217]	03/01/2024
One Voice Wales	FW: Communication about digital training for distribution	03/01/2024

Members noted the information items circulated via email throughout the previous month.

- a) The Clerk informed members that Rainbow Biz sent their thanks for the donation for their Christmas party.
- b) Members were informed there was to be a Joint Maintenance agreement meeting scheduled to be held on 18th January 2024.
- c) The clerk provided members with a quote from Scottish Power for the new lighting columns for Wellington Street/Grosvenor Road @ £2,611.87 each.
IT WAS RESOLVED: to move ahead with the project.
- d) The clerk informed members she would commence research into the formation of the Friends of Shotton working group following the completion of budget planning.

023/165 PLANNING

a) PLANNING APPLICATIONS:

Planning Application Number	Proposal	Address
FUL/000564/23	CHANGE OF USE OF DOWNSTAIRS DOCTORS SURGERY TO RESIDENTIAL AT NO.19 INCLUDING REAR EXTENSION. REFURBISHMENT AND REMODELLING OF NO.19 A.	19 Ash Grove, Shotton, Deeside, CH8 9DE
FUL/001101/23	SINGLE STOREY REAR EXTENSION. THIS IS THE NEW APPLICATION FOLLOWING THE REFUSAL OF PREVIOUS APPLICATION FUL/000298/23	62, Terrig Street, Queensferry, Deeside, CH5 1XX
ADV/000015/24	THE RELOCATION OF APPROVED SIGNAGE UNDER ADV/000994/23, TO COMPRISE 3 NO. WHITE INTERNALLY ILLUMINATED "MCDONALD'S" LETTERSET AND 2 NO. YELLOW INTERNALLY ILLUMINATED "GOLDEN ARCH"	Pizza Hut, Evans Way, Shotton, Deeside, CH5 1QJ
ADV/000014/24	RELOCATION OF APPROVED FREESTANDING TOTEM UNDER ADV/000993/23	Pizza Hut, Evans Way, Shotton, Deeside, CH5 1QJ
ADV/000016/24	VARIOUS SITE SIGNAGE - INCLUDING 2 NO. BANNER UNITS AND 22 NO. DOT SIGNS COMPRISING 4 NO. ACCESSIBLE BAYS, 2 NO. NO ENTRY, 7 NO. PEDESTRIAN CROSSING, 2 NO. GIVE WAY 4 NO. CAUTION LOOK LEFT AND 3 NO. CAUTION LOOK RIGHT	Pizza Hut, Evans Way, Shotton, Deeside, CH5 1QJ
FUL/000017/24	REFURBISHMENT OF THE SHOPFRONT WITH THE INSTALLATION OF NEW DOORS, GLAZING AND TIMBER EFFECT CLADDING. MINOR RECONFIGURATION OF PARKING BAYS, INTRODUCTION OF 3 NO. CYCLE RACKS, NEW PATIO FURNITURE WITH BUTON FENCING AND REPLACEMENT HARDSTANDING AREAS WITH ASSOCIATED WORKS TO THE SITE	Pizza Hut, Evans Way, Shotton, Deeside, CH5 1QJ

* Report accurate at time of dissemination – additional applications may be presented at the meeting and duly recorded within the minutes. Members discussed the applications presented.
IT WAS RESOLVED: to inform the planning officers of the concerns to the application for FUL/000564/23.

b) PLANNING DECISIONS:
None

c) PLANNING UPDATES:
None

023/166 ACCOUNTS:

a) Record of payments made in December 2023:

Supplier	Description	Amount	Invoice date	Voucher number	Method of payment	Minute ref pre-authorisation
Combined Staffing costs	Salary, NI/PAYE, Pension	£3,269.66	07/12/2023	99-101	BACS	023/31
Hawarden Community Council	Maintenance Charges November 23	£3,818.01	20/10/2023	98	BACS	
Viking Office Uk Ltd	Consumables/stamps	£179.86	21/11/2023	103	BACS	
Canda Copying Ltd	Printing Charges	£15.68	01/12/2023	104	BACS	
Canda Copying Ltd	Copier hire	£86.40	01/12/2023	105	BACS	
Scottish Power	33 Club Monthly payment plan	£100.31	30/11/2023	106	BACS	023/31
Rainbow Biz CIC	Financial Assistance grant	£150.00	05/12/2023	107	BACS	023/152
Cash Withdrawal	Room hire, Christmas tree, Chair's allowance	£210.00	06/12/2023	108	CASH	023/125,023/114
St. Ethelwolds VA School	Financial Assistance grant	£300.00	07/12/2023	109	BACS	023/152
Britisg Gas	Office Electricity	£211.26	11/12/2023	110	BACS	023/31
		£8,341.18				

*(Regular payments may be pre-authorised in accordance with minute reference 023/31 of the Annual Meeting)

IT WAS RESOLVED: to note and approve the December accounts.

b) To approve submitted accounts for January payment:

Supplier	Description	Amount	Invoice date	Voucher number	Method of payment	Minute ref pre-authorisation
Combined Staffing costs	Salary, NI/PAYE, Pension	£2,406.68	07/12/2023	111-113	BACS	023/31
Hawarden Community Council	Maintenance Charges December 23	£5,214.85	14/12/2023	114	BACS	
Flintshire County Council	33 Club Recreational Ground Annual Re	£1.00	01/01/2024	115	BACS	
SSE Energy Solutions	Streetlighting 02/11/23-30/11/23	£1,519.25	19/12/2023	116	DD	023/31
Flintshire County Council	Memorial Garden Annual Rent	£100.00	01/01/2024	117	BACS	
ESET	Internet Security Annual Charge	£31.79	03/01/2024	118	Card	
Scottish Power	33 Club Monthly payment plan	£100.31	01/01/2024	119	BACS	023/31
British Gas	December 23 Office electricity	£80.42	08/01/2024	120	DD	023/31
		£9,454.30				

IT WAS RESOLVED: to approve January 2024 accounts for payment.

c) December income:

Date	From	Description	Sum
11/12/2023	Lloyds Bank	Gross Interest (Business Account)	£20.35
11/12/2023	Lloyds Bank	Gross Interest (Deposit Account)	£38.62
28/12/2023	Flintshire County Council	Precept (3 of 3)	£59,303.33
		Total	£59,362.30

IT WAS RESOLVED: to note income for December 2023.

d) Other Financial Matters: –

Members discussed the matter of another high street bank due to close.

IT WAS RESOLVED: to add the investigation of introducing a banking hub to Shotton to the February 2024 agenda.

023/167 2024/25 BUDGET & PRECEPT:

There was to be a Finance Committee meeting scheduled for Monday 22nd January to enable discussion of the precept & budget prior to approval at the February full council meeting. Members were requested to inform fellow members/clerk of preferred priorities for the forthcoming budget.

IT WAS RESOLVED: to approve the proposed date and time of the Finance Committee meeting for 22nd January at 5.30pm at Hwb Cyfle.

023/168 QUARTER 3 BANK RECONCILIATION/BUDGET ANALYSIS:

Members were requested to assess the attached documents.

The following reports had been circulated:

Cashbook transactions April 23 – December 23

Annual Budget Report April 23 – December 23

Earmarked Reserve balances – December 23

Bank Reconciliation Statements – December 23

IT WAS RESOLVED: to note and approve the documents.

023/169 FINANCIAL ASSISTANCE POLICY:

Re resolution 023/134, following a request to re-present a Financial Assistance policy for adoption, members were requested to consider and approve the attached document.

IT WAS RESOLVED: to approve the policy.

023/170 ROSPA REPORT SITE MEETING – KING GEORGE STREET:

Ward members were invited to meet with the Maintenance team to discuss an action plan for remedial/improvement works. (document attached). Members to consider a suitable date/time.

IT WAS RESOLVED: to confer with the ward members/Chair to determine a convenient date & to convene following the February 2024 full council meeting.

023/171 ST. DAVID'S DAY PLANS:

Members were requested to consider any further development on usual St. David's day collaboration with Menter Iaith Best shop window 2024. Members discussed the involvement of the local schools, Hwb Cyfle & Rivertown Church.

IT WAS RESOLVED: for the clerk & school governor representatives to make enquiries and for the matter to be deferred to the February 2024 agenda.

023/172 MEMBERS INFORMATION ITEMS:

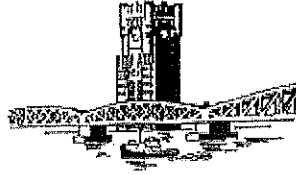
To receive Town Councillor updates on any relevant issues not otherwise covered on the agenda.

Councillor Kelly Evans Brown informed members that the Christmas tree for the Melrose had not been purchased this year and that the donation would be returned.

023/173 DURATION OF MEETING:

Chair closed the meeting at 19.52.

SHOTTON TOWN COUNCIL
CYNGOR DREF



Minutes of the hybrid Finance Committee meeting held on
22nd January 2024
Commencing 5.30pm, Hwb Cyfle, Shotton

TO RECORD ATTENDANCE:

Chair: Councillor Doreen Mackie

Councillors: Mike Evans, Kelly Evans Brown, Tom Oldfield, Chris Risley,
David Evans, Elwyn Jones

Officers: Collette Lowry (Clerk & Responsible Financial Officer)

23/FC22 APOLOGIES FOR ABSENCE:

To receive and accept any apologies from members prior to the meeting.
Members approved previously resolved apologies from Councillor Angela Engle (resolution 023/79).
Councillors Gary Cooper & Sean Bibby also sent apologies with the reasons being approved.

23/FC23 DECLARATION OF INTEREST:

To receive any declarations made by Members in accordance with Council's Code of Conduct.
There were no declarations of interest.

23/FC24 THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

To consider the exclusion of the public and press for the following item which relates to sensitive information such as the salary of the town clerk.

There were no members of press or public present.

23/FC25 2024/2025 BUDGET ANALYSIS:

Members were requested to review the draft budget line by line and amend as appropriate, in order to determine a decision at the February full council meeting.

Members analysed each cost code with its predicted expenditure and the clerk explained:

- That the Maintenance budget was set by Hawarden Community Council and had been resolved at the recent Joint Maintenance Committee meeting.
- Salary costs were determined by the Green Book agreement with HMRC & pension costs set in line with the salary.
- That it was a legislative requirement to include member's allowances within a budget regardless of whether they are claimed.

- That the Christmas budget had been increased in order to enhance/develop current arrangements.
- That due to necessity some new categories had been introduced including: civic regalia, legal fees, member's training, maintenance vehicle/machinery contingency and defibrillators.
- That although grants were available for defibrillators, funds are still required for replacement components, cabinets and fitting of cabinets.
- That satisfactory ear marked reserves had been built on within the current financial year and would continue to be utilised/built upon for the following: elections, I.T/website, streetlighting, play areas and projects/events.
- That having been depleted in recent years, the general reserves were now moving towards being in line with recommended 25% of annual expenditure. (General Practitioners Guide).
- That although a near standstill budget was not recommended as a long-term option, due to the substantial increase in precept in 2023/4 it would be acceptable in the interim with a view to ensuring inflation and services/projects were considered within future budgets.

IT WAS RESOLVED:

- To investigate interest rates with the council's bank
- To further investigate telephone/broadband options
- To action repair/replacement of civic chains
- To replace the town centre noticeboard
- To ensure external quotes were sourced for town council managed play area structures

IT WAS ALSO RESOLVED: to recommend to February full council the following –

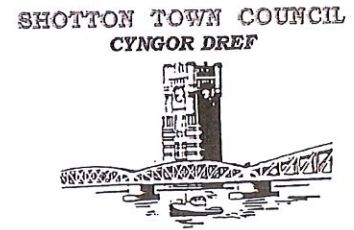
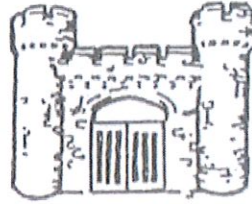
- To set the expenditure budget at £169,685
- To request the precept as following:

24/25

Draft precept	£180,000.00
Tax base	£2,215.01
Band D charge	£81.26
Increase/decrease	£0.48
Percentage	0.60%

23/FC26 DURATION OF MEETING:

Chair closed the meeting at 18.35



**MINUTES of a MEETING of the
JOINT ADMINISTRATION/MAINTENANCE COMMITTEE
held virtually
on
THURSDAY 18th JANUARY 2024**

Broughton & Bretton Community Council:

Councillors Penny Brett-Roberts and Ros Griffiths.

Hawarden Community Council:

Councillors Joyce Angell, Janet Axworthy (Chairman) and Bill Cooper.

Shotton Town Council:

Councillors Sean Bibby and David Evans.

Also in Attendance:

Sharron Jones, Clerk & Financial Officer, Broughton & Bretton and Hawarden Community Councils (SGJ)
Collette Lowry, Clerk and Financial Officer, Shotton Town Council (CL)

1. APPOINTMENT OF CHAIR:

Councillor Janet Axworthy was nominated to act as Chairman, this was duly seconded and agreed and **IT WAS RESOLVED:** that Councillor Janet Axworthy be appointed Chairman for the meeting.

2. APOLOGIES FOR ABSENCE:

Apologies for absence had been received from Councillors Billy Mullin (B&B), Ryan McKeown (B&B), Dave Mackie (HCC), Mike Evans (STC) and Chris Risley.

3. MINUTES OF THE PREVIOUS MEETING:

The Minutes of the previous meeting held on 2nd November 2023, copies of which had been circulated with the agenda, were received and approved as a correct record.

4. MATTERS ARISING FROM THE MINUTES:

There were none.

5. JOINT SERVICES COMMITTEE:

The Chair referred members to the comprehensive report that had been circulated with the agenda for the meeting. The report outlined the budget position for 2023/24 and the proposals for 2024/25. A 5% increase on salaries had been budgeted for and the Clerk and Financial Officer for Hawarden and Broughton and Bretton Councils had recent recorded an overall "merit" for her Community Governance Foundation Degree and would now continue to onto the Honours Degree.

It had been noted that Fran Griffiths had retired from Hawarden Community Council on 31st August and Georgey Griffiths had been appointed on the 1st September with a seamless transfer.

IT WAS RESOLVED: that the budget report be received and noted.

6. STREET LIGHTING – LED HEAD REPLACEMENT SCHEME:

The Clerk and Financial Officer provided a written report on the number of LED Head replacements, per ward, which had been noted.

The Clerk and Financial Officer advised that the Council's electrician had been required to undertake NICEIC inspections on each light column which might have an effect on the installation of LEDs so the budget had been slightly reduced this year.

Members of all three councils commended the Council's workforce for the installation of Christmas trees and lights and for their prompt response to queries.

IT WAS RESOLVED: to note the update.

7. SERVICE LEVEL AGREEMENTS:

The Service Level Agreements had been circulated and would be amended to include the following:

*At least two members from each of the three councils must attend meetings for it to be quorate;
A mid-year review meeting would take place in October as well as the annual meeting in January.*

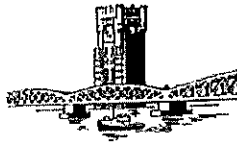
8. DATE OF NEXT MEETING:

It was agreed that the mid-year review meeting would take place in October 2024 and the annual meeting of the Joint Committee would take place during the third week of January 2025 virtually.

The meeting concluded at 6.09 p.m.

The Chairman thanked members for their attendance.

SHOTTON TOWN COUNCIL CYNGOR DREF



Introduction

1.1 The Town Council is required by statute to maintain financial reserves sufficient to meet the needs of the organisation and in addition has statutory limitations on how it spends certain receipts which it must ensure are accounted for separately to the council's general funds.

1.2 Whilst there is no statutory minimum (or maximum) level of reserves, the council has no power to hold revenue reserves other than those for reasonable working capital needs or specific earmarked purposes.

1.3 The Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide, which sets out the 'proper practices' for how the council must maintain its accounts, recommends that the minimum level of general reserves should be between three and twelve months of net revenue expenditure. For an authority of the council's size, it states that the lower end (three months, or 25%) is appropriate.

1.4 The council's Internal and External Auditors review the council's reserves and their justification annually.

1.5 This policy sets out how the council will manage its reserves and is separate to the council's Investments Policy which sets out how the council will hold its reserves.

General Reserve

2.1 The general reserve is not ringfenced (earmarked) for any specific expenditure. Its purposes is to smooth the impact of uneven cashflow or cover unexpected/emergency expenditure. It is not intended to fund on-going expenditure.

2.2 The general reserve will be replenished as part of the budget process in any year where it has been utilised for unexpected/emergency expenditure.

2.3 The council will hold a general reserve of at least 25% of its net revenue expenditure NRE this is the difference between its budgeted income and expenditure less any budgeted capital expenditure, expenditure from earmarked reserves and budgeted transfers to reserves.

Earmarked Reserves

3.1 The council may establish ringfenced (earmarked) reserves for any reason where it reasonably believes it may incur expenditure in the future. The council's current earmarked reserves are detailed below. There will be occasions where the council commits to expenditure from its current year budget but does not spend/incur the debt during the

financial year. Where this occurs, the corresponding budget will be transferred as a Carry Forward Reserve at year end and a corresponding entry entered into the committee's EMR budget for the following financial year.

Election	
Information Technology	
Website	
Streetlighting	
Play Areas	
Projects/Events	

Review and Variation to Policy

4.1 Where it determines there is justification for doing so, the Finance Committee (or Council) may make decisions which are at variance to this policy.