

Cyngor Tref Llangollen Town Council.

Agenda.

17.10.2023.

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| 1. Croesawriad a chyhoeddiadau Faer y Dref. | Town Mayors welcome and announcements. |
| 2. Datganiadau gan y cyhoedd.
I dderbyn datganiadau oddiwrth y cyhoedd ar faterion ar yr agenda. | Statements from the public.
To receive statements from the public on matters on the agenda. |
| 3. Datganiadau gan Cynghorwyr y Sir.
I dderbyn datganiadau gan Cynghorwyr y Sir ar faterion sy'n ymwneud â Llangollen. | Statements from County Councillors.
To receive statements from County Councillors on matters relating to Llangollen |
| 4. Ymddiheuriadau am absenoldeb.
I dderbyn, ystyried a derbyn ymddiheuriadau am absenoldeb. | Apologies for absence.
To receive, consider and accept apologies for absence. |
| 5. Datganiadau o Fuddiant.
I dderbyn unrhyw ddatganiadau o fuddiant ar eitemau ar yr agenda. | Declaration of Interest.
To receive any known declarations of interest in items on the agenda. |
| 6. Cofnodion.
Awdurdodi'r Cadeirydd i lofnodi cofnodion y chyfarfodydd cyffredin blaenorol y Cyngor y Dref a gynhaliwyd ar 18.07.2023 fel cofnod cywir. | Minutes.
To authorise the Chair to sign the minutes of the previous ordinary meetings of the Town Council held on 18.07.2023 as a correct record. |
| 7. Adroddiadau ariannol.
I dderbyn adroddiadau a gyflwynwyd gan yr Clerc y Dref ac ystyried yr argymhellion ynddo. Mae manylion ariannol yn ddogfennau gwaith ac felly nid ydynt wedi'u cyfieithu.
a) Rhagflaenion y gyllideb.
b) Datganiadau Ariannol.
c) Taliadau Awdurdodedig.
d) Cymodi banc. | Financial reports.
To receive reports submitted to the Town Clerk and considered the recommendations therein. Financial details are working documents and are therefore not translated.
Budget preliminaries.
Authorised Payments.
Financial Statements.
Bank reconciliation |
| 8. Hysbysiad o Etholiad (cyfethol).
I gadarnhau ymgeiswyr i hethol ar Gyngor Tref Llangollen. | Notice of Election (co-option).
To confirm the election of candidates on Llangollen Town Council. |
| 9. Adroddiadau Clerc y Dref.
I dderbyn adroddiadau a gyflwynwyd gan yr Clerc y Dref ac ystyried yr argymhellion ynddo. Mae adroddiadau yn ddogfennau gwaith ac felly nid ydynt wedi'u cyfieithu. | Town Clerk's Reports.
To receive reports submitted to the Town Clerk and considered the recommendations therein. Reports are working documents and are therefore not translated. |

- a) Ymgynghoriad Cyngor Sir Ddinbych ar Adolygiad Prisiau Cerbydau Hacni 2023. Denbighshire County Council's consultation on Hackney Carriage Fare Review 2023.
- b) Ymgynghoriad Cyngor Sir Ddinbych ar gyninion i gwtogi oriau agor llyfrgelloedd Denbighshire County Council's consultation on proposals to reduce library opening hours.

10. Tystysgrifau Penderfyniad

Nodi tystysgrifau penderfyniad a dderbyniwyd oddi wrth Adran Gynllunio Cyngor Sir Ddinbych ers y cyfarfod diwethaf.

Cymeradwyo.

03/2023/0072 Llyn Farm, Trevor.

Certificates of Decision.

To note certificates of decision received from Denbighshire County Council Planning department received since the last meeting.

Approved.

03/2023/0072 Llyn Farm, Trevor.

REPORT AUTHOR: Town Clerk.
SUBJECT: Budget preliminaries.
REPORT FOR: Decision.

1. Summary.

1.1 To provide Members with an opportunity to consider and discuss the underlying assumptions and service needs in the preparation of the draft budget, and precept for the financial year 2024/25.

2. Background

2.1 This report has been prepared to provide Members of Llangollen Town Council with an overview of the underlying assumptions and service needs for the preparation of the draft budget and precept for the financial year 2024/25. It addresses the impact of external pressures, such as inflation, staff pay awards, and the cost-of-living crisis on the electorate. Additionally, it discusses the reserve position of the Town Council and the importance of maintaining sufficient resources for Town Council assets including the Town Hall, Chain Bridge, Centenary Square, Pen y Bryn Cemetery, and the manged asset of the Llangollen Recreation Ground.

2.2 The effective management of resources and forward planning are underpinned by the requirements of the Town Council's Business Plan 2022.27 the statement of the Town Council's vision for the town, its purpose, values, objectives. A key priority within the plan to effectively manage and maintain both community and council assets and therefore to effectively operate the Town Council requires an appropriately balanced budget.

2.3 In assessing the forward needs of the Town Council as wells as the desire to deliver other aspirations in the business plan. Clearly not all of the above can be fully funded and/or resourced as there are a range of external and internal variables that have the potential to impact upon the Town Council over the course of the next budget period as detailed below.

3. Variables.

3.1 External Environment.

It is important to note that the Council continues to be exposed to impacts resulting from the Ukraine war and the consequential inflationary pressures, coupled with the difficulties of the past two years, post pandemic, and the additional pressures from the impact the rising costs in energy, fuel and food has had on local residents.

3.2 These factors could result in the following: -

- A risk that the on-going cost of living crisis will impact on income for shows and events.
- Increases in the cost of routine goods and services, in particular those of a specialist and/or construction type (such as safety works / repairs).
- Increases in Council operating costs such annual changes in salaries driven both by sector negotiations and national pay awards.
- Inflation rate as of September 2023 of 8.5% used as benchmark for increases in public sector.

3.3 Internal environment.

The Town Council is responsible for providing services and a challenge is to allocate sufficient funds for these essential tasks to avoid a deterioration in services. In addition, meeting environmental targets to addressing climate change targets set by the Town Council will require significant investments.

3.3 To address these challenges, Town Councils needs to be cognisant of: -

- Prospective emergency repair works as may arise on assets.
- The instability in revenue costs in areas, such energy.
- The need for further alterations to the Town Hall to reduce energy consumption and target CO₂ reduction.
- The need for adequate reserves for safe operating levels and to cope with unexpected events (bearing in mind the size and scale of Town Council liabilities) or future needs/aspirations.

3.4 Reserve position.

Assessing the reserve position of Llangollen Town Council is critical for ensuring financial stability and addressing unforeseen emergencies or projects. The current assets reserves have been depleted due to a number of calls during 2023/24 namely.

- Emergency electrical works on the infrastructure for the Christmas illuminations (£6,740.00)
- Tree surgery works on the Recreation ground (£4,401.00) and,
- Repairs to the Llangollen Chain Bridge. (£17,241.00)

3.5 The current year reserves were allocated as follows, a General reserve (6 months of expenditure) £110,000, an assets reserve of £31,062 and an administration reserve of £10,000 totalling £151,084. Therefore, the assets reserves will be reduced by 3,680 and will need to be replenish.

4. Risk

4.1 The Accounts and Audit (Wales) Regulations 2014 (as amended) state that a relevant body must ensure that there is a sound system of internal control which facilitates the effective exercise of that body's functions, and which includes arrangements for the management of risk. The Town Council identifies potential inherent risks in a risk register and aims to take all practical steps to reduce or eliminate the risks insofar as is reasonably practicable. The risks identified for 2024/25, including those that have emanated from the Town Council's internal auditor are detailed in Annex A.

5. Priority actions.

5.1 Being faced with some degree of uncertainty namely the continuing, if reducing, inflation rates and the cost-of-living crisis facing residents'; the Town Council should take an holistic approach to address both short-term pressures and long-term economic stability. Therefore, the Town Council's own resources should target the immediate operational aspects of the Town Council, including support for reserves, whilst collaborating with local businesses, community organisations, and other stakeholders should be considered for long-term policy objectives.

6. Recommendations.

- 6.1 It is recommended that Members consider the underlying assumptions, and risk register, to determine the framework to be used to formulate a draft budget for presentation to the Town Council for the 2024/25 financial year.

7. Reason for recommendation.

- 7.1 To inform a crucial step in the budgeting process, promoting transparency, accountability, informed decision-making, and the ability to adapt to changing circumstances.

Annex A.

Risk Register

Assessment Criteria

Rating: Potential Consequence	Score: 1-5	Classification: 1 – 5	Low
Likelihood of Happening	Score: 1-5	6 – 10	Medium
		11 – 15	High
		16 – 25	Very High

Severity Level Score (SLC) = Potential Consequence (PC) x Likelihood (LH) of happening.

Risk Identified	PC	LH	SLC	Classification	Measures to be taken to Reduce/Minimise/Control Risk
Income					
Precept not submitted	5	1	5	Low	Full Budget process in place. Clerk/RFO to prepare budget annually in November. Full Council to determine precept annually in December. Clerk/RFO to notify County Council.
Precept not paid by County Council	5	1	5	Low	Clerk/RFO to monitor and report to Council paid directly to bank account by BACS.
Inadequacy of precept	5	1	5	Low	Clerk RFO to present monthly finance report. All monthly receipts and expenditure and financial summary to Council meeting. Council to review/compare budget.
Vacant units	5	2	10	Medium	Have marketing strategy in place to attract new tenants. Review market conditions regularly to identify potential business failures.
Loss of Money					
Business Interruption	5	3	15	Very High	Effect on cash flow should be mitigated by ensuring adequate reserves. income.
Funds held at private residence of Member or employee	5	3	15	High	Not allowed all cash handling must be carried out in the office.
Through theft or dishonesty of Staff or Members.	5	1	5	Low	Fidelity guarantee of £100,000 in place.
Review of charges, rent	5	1		Low	Assets are insured to current

and valuations to be regularly reviewed Insurance					valuation, where appropriate.
Income					
Adequacy of finances to repay loans	5	1	5	Low	Provision made in Annual Budget.
Reserves – General ensure adequacy	5	3	15	High	Consider at Budget Setting.
Reserves – Earmarked ensure adequacy	5	2	10	Medium	Consider at Budget Setting.
Theft/Deceitfulness of Staff	5	1	10	Low	All purchases and transactions are recorded.
Failure to fulfil Contracts/agreements	5	2	10	Medium	Clerk to monitor. Diary of work undertaken and when in place.
Loss of income	5	4	20	Very High	Consider at Budget Setting.
Inadequate insurance cover	5	2	10	Medium	Consider at Budget Setting.
Expenditure					
Illegal payment or activity	5	2	10	Medium	All statutory powers to undertake work recorded in minutes Ensure compliance with Standing Orders and Financial Regulations. Reaffirm Standing Orders and Financial Regulations annually and modify if required.
Salaries/Wages					
Wrong salary paid	5	1	5	Low	Clerk's salary presented to Council.
Wrong rate applied	5	1	5	Low	Council adopted National agreed rates for clerks.
Not accounting for correct deductions of NI, Tax	5	1	5	Low	Presented to Council monthly to scrutinise details of claim.
Payroll					
Provision of accurate payroll data	5	1	5	Low	Services outsourced to payroll agency to ensure compliance with Standing Orders and Financial Regulations.
Integration of pension costs with payroll	5	1	5	Low	Services outsourced to payroll agency to ensure compliance with Standing Orders and Financial Regulations.
VAT Payment					
Improper recording of input/output VAT	5	1	5	Low	VAT claims based on figures presented to Council monthly.
Improper identification	5	2	10	Medium	Access to County Council's VAT

of Non-Business Activities					unit and HMRC Helpline for assistance and guidance.
Inability to meet annual submissions to H.M.R.C.	5	1	5	Low	Monthly bill payment systems in place to ensure compliance and presented to Council monthly to scrutinise details.
Annual reconciliation of returns	5	1	5	Low	Systems in place to ensure compliance.
Financial Assistance					
Legal power to contribute	5	1	5	Low	Ensure support is limited to the appropriate sum for the purpose of section 137(4)(a) of the Local Government Act 1972
Compliance with council policy	5	1	5	Low	Educate/Remind members of Policy.
Overspend	5	1	5	Low	Clerk/RFO to monitor monthly and present to Council monthly for scrutiny.
Proper deduction of tax	5	1	5	Low	Audit to verify.
Maintain proper records	3	1	3	Low	Standard claim forms in place.
Supplier registration process					
Significant financial or contractor performance risk	1	5	5	Low	The supplier fraud risk questionnaire should be used where a supplier risk is identified pre-contract.
Members and staff					
Over/Under payments of Members allowances	4	1	4	Low	Members to complete and verify standard attendance/claim form.
Insufficient staff to deliver service	5	4	20	Very High	Monitor workload through employee annual review process. Review staff structures, working hours, duties, and responsibilities.
Loss of key personnel through ill health, retirement, long term sickness or even death	5	3	15	High	Review staff structures, working hours, duties and responsibilities as a matter of urgency. Other professional services outsourced from SCLC when required. Maintain specific reserve to cover any additional staff cost or use of locum services.
Lack of contracts and defined job descriptions	5	1	5	Low	All staff to have written contracts and of employment.
Election Costs					
Risk of an election cost	5	4	20	Very High	The risk is higher in an election year, but a by-election could be

					called for any casual vacancies. There are no measures which can be adopted to minimise the risk of having elections as this is the democratic process. Cost outwith election year to be borne out of reserves.
Assets					
Asset Register	5	2	10	Medium	Update annually.
Assets Loss/Damage thereof	5	2	10	Medium	Land; minor street furniture; office equipment and Council regalia – insure against all risk. Review annually.
Risk or damage to third party property or individuals	4	2	8	Medium	Minimum £5,000,000 Indemnity of Public Liability in place. Reviewed annually.
Security of Buildings and Equipment	5	2	10	Medium	Digital and suited key systems in place for access to the Town Hall. A register of key holders for the civic suite and offices is required.
Maintenance	5	3	15	High	Undertake programmed and responsive repair and maintenance.
Security and business continuity					
Document Security	5	2	10	Medium	Electronic media backup systems are in place. Investigate off site backup facilities or cloud. Deposit historical records with County archives.
Internet and email Security	5	2	10	Medium	Ensure systems are encrypted, password protected, and antivirus software is maintained and up to date.
Loss of business continuity due to loss of hard copy record through fire or theft	5	3	10	Medium	The Town Council records are currently archived in Ruthin. ds Sufficient elements of records are held electronically and are recoverable in the event of loss of hard copies.
Loss of business continuity due to loss of electronically stored records due to fire or computer system failure.	5	1	5	Low	Files electronically stored on 'Cloud' system and are recoverable.
Loss or damage to asset	5	2	10	Medium	An annual review of assets and asset register is undertaken for monitoring purposes together

					with insurance provision.
Failure to inspect and act on findings could result in accident/injury and third-party claims.	5	2	10	Medium	Inspection schedules in place.
Accident or injury to public or personnel arising from defective assets.	5	2	10	Medium	Asset found to be damaged and posing a risk of injury are immediately taken out of use and warning notices displayed. Defect repairs and remediation is undertaken as soon as reasonably practical. In cases of extreme risk to the delivery of Council services, the clerk may authorise revenue expenditure on behalf of the Council which in the clerk's judgement it is necessary to carry out, subject to financial regulations.
All public seating managed by the Town Council replaced or refurbished.	5	2	10	Medium	Assets to which the public have access are routinely inspected on a set schedule. Asset found to be damaged and posing a risk of injury are immediately taken out of use and warning notices displayed. Defect repairs and remediation is undertaken as soon as reasonably practical. In cases of extreme risk to the delivery of Council services, the clerk may authorise revenue expenditure on behalf of the Council which in the clerk's judgement it is necessary to carry out, subject to financial regulations.
Governance and policy.					
Inadequate financial Records	5	2	10	Medium	Financial records updated monthly and duplicate stored on 'Cloud' system and are recoverable.
Accurate and Legal minutes	5	1	5	Low	Reviewed, signed and dated at following meeting.
Failure to identify Health and Safety Risks	5	3	15	High	Clerk has managing safely qualification addition external expertise may need to be bought

					in. Requirements of managing health and safety aspects associated with hirers using the Town Hall.
Failure to identify and implement disability and discrimination issues	5	2	10	Medium	Town Hall DDA works undertaken. Addition external expertise may need to be bought in.
UKGDPR fines and sanctions from non-compliance	3	2	6	Medium	Ensure compliance and that appropriate licenses are in place. More secure email system in place and policy under development.
Register of Members Interest, Gifts and Hospitality	3	1	3	Low	Register of Interest file held by Council and implemented. Declaration of Office signed by all members and copies held by Council.
Conduct					
Adoption of Codes of Conduct	3	1	3	Low	Codes of Conduct adopted by Council and implemented.
Welsh Language Policy					
Failure to implement policy.	5	1	5	Low	New Welsh Language Scheme has been implemented.

Reviewed 1/10/2023

Authorised Payments August 2023					
Cyflenwr/Supplier	Disgrifiad/Description	Cyf/Ref	Net	TAW/VAT	Gros/Gross
Taliad Bil/Bill Payments					
Staff	Salary	M5	£2,628.79	£0.00	£2,628.79
CThem/HMRC	PAYE	M5	£871.03	£0.00	£871.03
Staff	Expenses	M5	£45.90	£0.00	£45.90
T Edwards	Horticultural services	81	£750.00	£0.00	£750.00
I Ball Electricals	Electrical works	82	£1,164.90	£0.00	£1,164.90
Good Energy	Electricity Town Hall 7390	83	£213.59	£42.00	£255.59
Good Energy	Electricity Town Hall 7391	84	£13.70	£0.68	£14.38
Good Energy	Electricity Town Hall 7392	85	£53.23	£0.68	£53.91
Good Energy	Gas Town Hall	86	£21.91	£1.09	£23.00
B Jones	Translation	87	£34.20	£0.00	£34.20
One Voice Wales	Membership	88	£775.00	£0.00	£775.00
Ultraclean	Cleaning services	89	£181.84	£36.37	£218.21
Warren Handiman	Repairs	90	£1,022.78	£0.00	£1,022.78
J Williams	Window cleaning	91	£150.00	£0.00	£150.00
Dyledion Uniongyrchol / Direct Debits					
Orchymyn Sefydlog/Standing Order					
ACS Technology	Cloud Services	DU/DD	£190.30	£0.00	£190.30
ACS Technology	CCTV installation	DU/DD	£1,150.00	£0.00	£1,150.00
Barclays Commercial	Card fees	DU/DD	£6.00	£0.00	£6.00
British Telecom	Broadband	DU/DD	£46.95	£9.39	£56.34
CSD/DCC	NNDR	DU/DD	£1,136.00	£0.00	£1,136.00
NEST	Pension	DU/DD	£266.93	£0.00	£266.93
S Johnston	Storage hire	OS/SO	£80.00	£0.00	£80.00
		Totals	£10,803.05	£90.21	£10,893.26

Authorised Payments September 2023					
Cyflenwr/Supplier	Disgrifiad/Description	Cyf/Ref	Net	TAW/VAT	Gros/Gross
Taliad Bil/Bill Payments					
Staff	Salary	M6	£2,628.79	£0.00	£2,628.79
CThem/HMRC	PAYE	M6	£871.03	£0.00	£871.03
I Ball Electricals	Emergency electrical works	92	£670.00	£0.00	£670.00
Border Janitorial	Washroom supplies	93	£55.40	£11.08	£66.48
T Edwards	Horticultural services	94	£750.00	£0.00	£750.00
Good Energy	Electricity Town Hall 7390	95	£256.16	£51.09	£307.25
Good Energy	Electricity Town Hall 7391	96	£15.22	£0.76	£15.98
Good Energy	Electricity Town Hall 7392	97	£42.78	£2.04	£44.82
Good Energy	Gas Town Hall 7393	98	£50.38	£1.37	£51.75
Scribe	Booking software licence	99	£288.00	£57.60	£345.60

Ultraclean	Cleaning services	100	£500.00	£0.00	£500.00
Witzend Framing	Mayoral Boards	101	£274.00	£0.00	£274.00
Dyledion Uniongyrchol / Direct Debits					
Orchymyn Sefydlog/Standing Order					
ACS Technology	Cloud Services	DU/DD	£190.30	£0.00	£190.30
ACS Technology	CCTV installation	DU/DD	£1,150.00	£0.00	£1,150.00
British Telecom	Broadband	DU/DD	£46.95	£9.39	£56.34
CSD/DCC	NNDR	DU/DD	£1,136.00	£0.00	£1,136.00
NEST	Pension	DU/DD	£266.93	£0.00	£266.93
S Johnston	Storage hire	OS/SO	£80.00	£0.00	£80.00
		Totals	£9,271.94	£133.33	£9,405.27

Authorised Payments October 2023					
Cyflenwr/Supplier	Disgrifiad/Description	Cyf/Ref	Net	TAW/VAT	Gros/Gross
Taliad Bil/Bill Payments					
Staff	Salary	M7	£2,628.79	£0.00	£2,628.79
CThem/HMRC	PAYE	M7	£837.25	£0.00	£837.25
B Jones	Translation	102	£33.81	£0.00	£33.81
Good Energy	Electricity Town Hall 7390	103	£388.42	£77.68	£466.10
Good Energy	Electricity Town Hall 7391	104	£14.39	£0.72	£15.11
Good Energy	Electricity Town Hall 7392	105	£66.96	£3.35	£70.31
Good Energy	Gas Town Hall	106	£20.54	£1.03	£21.57
Llangollen Food Festival	Participatory Budgeting	107	£500.00	£0.00	£500.00
Llangollen Foodshare	Participatory Budgeting	108	£400.00	£0.00	£400.00
Llangollen Silver Band	Participatory Budgeting	109	£500.00	£0.00	£500.00
Mr Flag	Flags	110	£244.25	£48.85	£293.10
Mega Electrics	Illuminations H&S works	111	£6,740.00	£1,348.00	£8,088.00
One Voice Wales	Member Training	112	£38.00	£0.00	£38.00
Ultra Clean	Cleaning services	113	£134.31	£26.56	£160.87
Warren Handiman	Repairs	114	£1,222.00	£0.00	£1,222.00
J Williams	Window Cleaning	115	£50.00	£0.00	£50.00
Ysgol Bryn Collen	Participatory Budgeting	116	£500.00	£0.00	£500.00
Orchymyn Sefydlog/Dyledion Uniongyrchol Standing Orders/Direct Debits					
ACS Technology	Cloud Services	DU/DD	£190.30	£0.00	£190.30
British Telecom	Broadband	DU/DD	£48.95	£9.79	£58.74
CSD/DCC	NNDR	DU/DD	£1,097.00	£0.00	£1,097.00
NEST	Pension	DU/DD	£246.52	£0.00	£246.52
S Johnston	Storage hire	OS/SO	£80.00	£0.00	£80.00
		Totals	£15,981.49	£1,515.98	£17,497.47

Llangollen Town Council

Net Position by Cost Centre and Code

Cost Centre Name

Administration

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
8	Fees and charges				2,050.00	2,730.20	-680.20
9	Cloud services				3,500.00	1,969.80	1,530.20
10	Health and safety				2,500.00	1,164.90	1,335.10
11	Insurance				6,000.00	5,550.33	449.67
12	Licenses				550.00	1,519.12	-969.12
13	NNDR				13,000.00	4,548.74	8,451.26
14	Payroll				750.00	796.60	-46.60
15	Subscriptions				1,500.00	775.00	725.00
48	Expenses					45.90	-45.90
					29,850.00	£19,100.59	10,749.41

Asset Management

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
16	Equipment				22,000.00	9,784.21	12,215.79
17	Projects						
18	Cleaning				3,000.00	2,678.08	321.92
19	Grounds maintenance				12,000.00	8,695.78	3,304.22
20	Christmas illuminations				9,800.00	2,070.85	7,729.15
21	Repairs and renewals				20,000.00	2,131.68	17,868.32
22	Waste collection				1,700.00	308.97	1,391.03
23	Water charges				2,000.00	228.90	1,771.10
					70,500.00	£25,898.47	44,601.53

Capital Financing

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	Budget	Receipts Actual	Budget	Payments Actual	Current Balance Budget
33	Loan repayments						

Community

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
34	Community grants				3,000.00		3,000.00
35	Donations				3,000.00	1,000.00	2,000.00
36	Cittaslow				2,000.00		2,000.00
					8,000.00	£1,000.00	7,000.00

Cost of Democracy

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
24	Election expenses						
25	Civic costs				2,300.00	889.60	1,410.40
26	Civic events				3,600.00		3,600.00
27	Mayor's allowance						
28	Remuneration				2,000.00	400.00	1,600.00
29	Member Training				2,000.00		2,000.00
30	Member allowances					100.00	-100.00
					9,900.00	£1,389.60	8,510.40

Energy Costs

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
31	Electricity				12,000.00	1,710.52	10,289.48
32	Gas				16,000.00	1,142.50	14,857.50
					28,000.00	£2,853.02	25,146.98

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Llangollen Town Council

Net Position by Cost Centre and Code

Cost Centre Name

Income		<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
<u>Code</u>	<u>Title</u>		Budget	Actual	Budget	Actual	Budget
1	Precept		155,677.00	103,784.00			-51,893.00
2	Interest		200.00	1,965.88			1,765.88
3	Room hire		13,750.00	4,226.41			-9,523.59
4	Rents		23,100.00	13,336.02			-9,763.98
5	Grants			2,516.69			2,516.69
6	Tenants recharges		3,000.00	972.83			-2,027.17
7	VAT refund		11,000.00	8,197.01	11,000.00		8,197.01
			206,727.00	£134,998.84	11,000.00		-60,728.16
<hr/>							
Office Costs		<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
<u>Code</u>	<u>Title</u>		Budget	Actual	Budget	Actual	Budget
37	Office supplies				1,000.00	492.97	507.03
38	Telephone and				1,800.00	674.59	1,125.41
39	Photocopier rental				1,100.00	519.84	580.16
40	Photocopying				1,000.00	46.23	953.77
41	Translation				1,700.00	221.20	1,478.80
47	Computer hardware					130.00	-130.00
					6,600.00	£2,084.83	4,515.17
<hr/>							
Staff Costs		<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
<u>Code</u>	<u>Title</u>		Budget	Actual	Budget	Actual	Budget
42	Salaries				38,150.00	18,640.62	19,509.38
43	HR fees and charges						
44	Pension				4,500.00	1,868.51	2,631.49
45	Staff Training				1,600.00	15.00	1,585.00
46	HMRC				13,500.00	5,236.18	8,263.82
					57,750.00	£25,760.31	31,989.69
<hr/>							
NET TOTAL			206,727.00	£134,998.84	221,600.00	£78,086.82	71,785.02

Llangollen Town Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 30/09/2023			
	Cash in Hand 01/04/2023		196,030.65
	ADD Receipts 01/04/2023 - 30/09/2023		135,036.23
			331,066.88
	SUBTRACT Payments 01/04/2023 - 30/09/2023		82,943.90
A	Cash in Hand 30/09/2023 (per Cash Book)		248,122.98
	Cash in hand per Bank Statements		
	Petty Cash 30/09/2023	0.00	
	Llangollen Town Council Current 30/09/2023	88,401.24	
	Llangollen Town Council Instant 30/09/2023	159,721.74	
			248,122.98
	Less unrepresented payments		
			248,122.98
	Plus unrepresented receipts		
B	Adjusted Bank Balance		248,122.98
A = B Checks out OK			

REPORT AUTHOR: Town Clerk.
SUBJECT: Co-option.
REPORT FOR: Decision.

1. Summary.

1.1 To consider co-option's to fill all the vacancies on the Town Council

2. Background.

2.1 The Town Council resolved to co-opt members to fill the vacancies following the resignation of a number of Members.

2.2 The vacancies were advertised by way of public notice within the community with a date set a by which prospective candidates must write into the Town Clerk to the expressing their interests in these casual vacancies of the 31 May 2023.

2.3 Prospective candidates were asked to complete an application and to confirm, their eligibility to stand as a Town Councillor as specified by Section 116 Local Government (Wales) Measure 2011

3. Candidates.

3.1 By the closing date the following candidates, presented in alphabetical order, had submitted statements.

Mr Adrian Leslie Hyde

About You:

My name is Adrian Hyde and I reside in Llangollen with my wife Janette.

We have lived in the area for 6+ years but have been living in the areas of Llanymynech and Oswestry. I was born in Chirk.

I am 56 years of age, and my early career was self-employed as a garage and haulage company owner.

During my career. I have worked in the education sector at Ellesmere College and Woodside school, latterly as site manager/Bursar.

Since, I have been involved with building management and facilities and presently working for the Wesleyan group as their Building Manager.

I have also been involved closely with various sections of the Army Cadet Force, mainly as a shooting instructor at Donnington.

The main reason for our relocation to Llangollen was my wife's cancer, of which we have gone through three incidents.

I have a massive passion for the town of Llangollen and its locals. I also support the town as much as I can and have a passion for its area.

Reasons for applying:

Please provide the council with your reasons for wanting to become a Town Councillor.

I would love to get involved, as a local representative within the town, and voice to the opinions of the people who live in the town.

A massive passion of Llangollen and it future.

I am at a point of my career where, with my experience and expertise, I can devote quite a portion of my time to the people of Llangollen.
--

Eligibility.

Registered as a local government elector for the Llangollen Town Council area.
--

During the whole of the last 12 months, you have occupied as owner or tenant land or other premises in the Llangollen Town Council area.
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3. Voting procedure.

3.1 As the number of candidates equals the number of vacancies Members, having considered the applicant, may vote on a motion duly proposed that the candidate be co-opted.

5 Recommendation.

5.1 It is recommended that the Town Council considers the candidate and if Members are content, that a motion to elect the candidate as Members of Llangollen Town Council is proposed.

6. Reasons for recommendation.

6.1 For probity and good governance.

REPORT AUTHOR: Town Clerk.
SUBJECT: Denbighshire County Council's consultation on Hackney Carriage Fare Review 2023
REPORT FOR: Decision.

1. Summary.

1.1 To consider Denbighshire County Council's consultation on Hackney Carriage Fare Review 2023.

2. Background.

2.1 Denbighshire County Council is responsible under The Local Government (Miscellaneous Provisions) Act 1976 for setting the fares for Hackney Carriages licenced in Denbighshire. These fares will be charged by any driver or company which is licensed in Denbighshire, even if the journey starts and ends somewhere else.

2.2 Denbighshire County Council are proposing a new revised table of fares for Hackney Carriages (taxis) licensed by the County Council. A Hackney Carriage is also known as a taxi available for public hire. They can be hailed in the street or at a taxi rank but can also be pre-booked in advance. Hackney Carriages must display a licence plate on the front and the rear of the vehicle. They must also display an illuminated 'taksi/taxi' sign on the roof of the vehicle. Other types of taxi such as Private Hire Vehicles (which can only be pre-booked) are not included in the scope of this consultation which only affects Hackney Carriage (public hire) taxi fares.

2.3 The County Council strive to find a balance when setting the fares, between enabling Hackney Carriage drivers or companies to be able to earn an income, and to ensure that people are not being charged more than they can afford. Therefore, initially, the County Council consults with people representing the Hackney Carriage) trade and also consider the Retail Prices Indices. Have done this the draft table of fares, detailed below, was approved by the licensing committee on 13th September 2023

TARIFF AND CHARGES	CURRENT FARES	PROPOSED 5% INCREASE
TARIFF 1: applies to hirings between 6.00am and midnight		
Start fare (first mile)	£3.50	£3.67
Thereafter per 1/10th mile	£0.25	£0.26
Waiting time each minute	£0.30	£0.31
TARIFF 2: applies to hirings between midnight and 6.00am		
Start fare (first mile)	£5.25	£5.51
Thereafter per 1/10th mile	£0.37	£0.38
Waiting time per minute	£0.40	£0.42
ADDITIONAL CHARGES		
Luggage per item	£0.20	£0.21

Soiling charge (i.e., anything which requires the taxi to be cleaned before it can be re-hired)	£100.00	£105.00
Surcharge per passenger for journeys more than 4 passengers	£0.20	£0.21
Carriage of each domestic pet, excluding guide dogs - each pet	£0.20	£0.21

3. Feedback.

- 3.1 The County Council are therefore seeking feedback and observations on the proposed table of fares for Hackney Carriages (taxis) in Denbighshire which would come into effect from 1st December 2023.
- 3.2 The Town Clerks initial observations are that the increases are acceptable and that the Town Council should support the support the proposed table of fares.

4. Recommendation.

- 4.1 It is recommended that the table of fares once considered by Members should be support and the comments of the Town Council should be forwarded to Denbighshire County Council

5. Reasons for recommendation.

- 5.1 To respond to consultations.

REPORT AUTHOR: Town Clerk.
SUBJECT: Denbighshire County Council’s consultation on proposals to reduce library opening hours.
REPORT FOR: Decision.

1. Summary.

1.1 To consider Denbighshire County Council’s consultation on Hackney Carriage Fare Review 2023.

2. Background.

- 2.1 Denbighshire County Council, like all other councils across Wales, is facing a significant challenge to set a balanced budget next year. Senior Officers and Cabinet have therefore been working with the Library services to find significant savings to ensure that we can set a budget and can continue to deliver essential services.
- 2.2 The proposal being put forward is a 50% reduction in hours across the Library Service. All libraries will remain open so that services can continue to be offered to residents, albeit at a reduced rate. Also included are proposals to reduce other elements of the service, e.g., the Home Library Service.
- 2.3 The proposal is likely to deliver a saving of approximately £450,000 a year, which is a significant saving. Unfortunately, given the overall financial position we find ourselves in, such a significant saving proposal cannot be ignored and must be considered. By committing to keeping all our Libraries open, albeit on fewer days of the week, we would be able to build the opening hours up again in future should our financial position improve again.
- 2.4 Clearly this is a difficult time for staff and users of our Library/One Stop Service, and we appreciate sensitivity in this matter and the County Council are anxious not to prolong the period of uncertainty to our employees, yet we want to give our key stakeholders a reasonable opportunity to respond to the proposals and therefore are asking the Town Council to accept a reasonable exception to the 8-week consultation period that we aim to allow for consultation with City, Town & Community Councils. To expedite the consultation. For the Town Council comments to be included in a written appendix to the Cabinet report please can you ensure you have submitted your response by 12th November

3. Proposals for Llangollen library.

3.1 The proposed new hours for library are as follows:

Day	Current				Proposed			
	Morning	Hours	Afternoon	Hours	Morning	Hours	Afternoon	Hours
Monday	9 - 1pm	4	2 - 5pm	3	9 -12pm	3	Closed	
Tuesday:	9 - 1pm	4	2 - 5pm	3	9 - 2pm	3	Closed	
Wednesday	9 - 1pm	4	2 - 5pm	3	9 - 12pm	3	Closed	
Thursday	Closed		Closed		Closed		Closed	
Friday:	9 - 1pm	4	2 - 5pm	3	Closed		2 - 5pm	3
Saturday	9 - 12.30pm	3.5						
Sunday:	Closed		Closed		Closed		Closed	

Hours		15.5		12		9		3
Totals								
Current	37.5							
Proposed	12							

2.6 The proposed changes mean a reduction in the total hours open from 37.5 hours to 12 hours per week which equates to a 68% reduction in opening hours which is significantly above the targeted reduction of 50%. In addition, the focus has very much switched to morning services with no weekends. In addition, the services in Corwen the closest other library, and one stop shop, have reduced and therefore access to library and one stop shop services in the south of the county have been significantly reduced.

2.7 The Town Council recognises the significant challenge faced by the County Council to set a balanced budget next year but feel that the reduction of opening hours by 68% is disproportionate given access to other centres. Therefore, the Town Council believes that consideration should be given to including an additional afternoon weekday opening and continuing the Saturday opening. The latter is particularly important to allow access to services by people in full time employment. In doing so this would result in a 52% reduction in opening hours which is closer to the identified target requirement.

5. Recommendation.

5.1 It is recommended that the observations once considered by Members should be forwarded to DCC as the Town Councils consultation response.

6. Reasons for recommendation.

6.1 To respond to consultations.