

## Cyngor Tref Llangollen Town Council.

### Agenda.

21.11.2023.

- |  |   |
|--|---|
| <b>1. Croesawriad a chyhoeddiadau Faer y Dref.</b>   | <b>Town Mayors welcome and announcements.</b>   |
| <b>2. Datganiadau gan y cyhoedd.</b><br>I dderbyn datganiadau oddiwrth y cyhoedd ar faterion ar yr agenda.   | <b>Statements from the public.</b><br>To receive statements from the public on matters on the agenda.   |
| <b>3. Datganiadau gan Cynghorwyr y Sir.</b><br>I dderbyn datganiadau gan Cynghorwyr y Sir ar faterion sy'n ymwneud â Llangollen.   | <b>Statements from County Councillors.</b><br>To receive statements from County Councillors on matters relating to Llangollen   |
| <b>4. Ymddiheuriadau am absenoldeb.</b><br>I dderbyn, ystyried a derbyn ymddiheuriadau am absenoldeb.  | <b>Apologies for absence.</b><br>To receive, consider and accept apologies for absence.   |
| <b>5. Datganiadau o Fuddiant.</b><br>I dderbyn unrhyw ddatganiadau o fuddiant ar eitemau ar yr agenda.   | <b>Declaration of Interest.</b><br>To receive any known declarations of interest in items on the agenda.  |
| <b>6. Cofnodion.</b>   | <b>Minutes.</b>   |
| <b>a)</b> Awdurdodi'r Cadeirydd i lofnodi cofnodion y chyfarfodydd cyffredin blaenorol y Cyngor y Dref a gynhaliwyd ar 17.10.2023 fel cofnod cywir.  | To authorise the Chair to sign the minutes of the previous ordinary meetings of the Town Council held on 17.10.2023 as a correct record.  |
| <b>b)</b> I derbyn cofnodion y Pwyllgor Rheoli Asedau a gynhaliwyd ar 25 Gorffennaf a 3 Hydref 2023.   | To receive the minutes of the Asset Management Committee held on the 25 July and 3 October 2023.  |
| <b>6. Penodiadau pwyllgor.</b><br>I benodi Aelod i'r Pwyllgorau Rheoli Asedau ac Ecológ Hinsawdd a Cittaslow yn dilyn ymddiswyddiad y Cyng Shea Ferron.  | <b>Committee appointments.</b><br>To appoint a Member to the Asset Management and Climate Ecology and Cittaslow Committees following the resignation of Cllr Shea Ferron.                         |
| <b>7. Adroddiadau ariannol.</b><br>I dderbyn adroddiadau a gyflwynwyd gan yr Clerc y Dref ac ystyried yr argymhellion ynddo. Mae adroddiadau ariannol yn ddogfennau gwaith ac felly nid ydynt yn cael eu cyfieithu | <b>Financial reports.</b><br>To receive reports submitted to the Town Clerk and considered the recommendations therein. Financial reports are working documents and are therefore not translated. |
| <b>a)</b> CCC dyfarniad cyflog 2022/23.  | NJC pay award 2022/23.  |
| <b>b)</b> Trosglwyddo cronfeydd.   | Transfer of reserves.   |
| <b>c)</b> Cyllideb ddrafft.  | Draft budget.   |
| <b>d)</b> Taliadau Awdurdodedig.   | Financial Statements.   |
| <b>e)</b> Datganiadau Ariannol   | Authorised Payments.  |

f) Cymodi banc.	Bank reconciliation.
<b>8. Adroddiadau Clerc y Dref.</b> 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.	<b>Town Clerk's Reports.</b> To receive reports submitted to the Town Clerk and considered the recommendations therein. Reports are working documents and are therefore not translated.
a) Is-ddeddf Sgwâr y Canmlwyddiant. b) Adroddiad Blynyddol Drafft Panel Annibynnol Cymru ar Gydnabyddiaeth Ariannol – 02.2023	Centenary Square Byelaw. Independent Remuneration Panel for Wales Draft Annual Report -02. 2023
<b>9. Ceisiadau Cynllunio.</b> I ystyried ceisiadau cynllunio a gyfeiriwyd at y Cyngor a gwneud unrhyw benderfyniadau angenrheidiol arno. 03/2023/0688 Trosi tafarndy presennol i ffurfio 3 annedd a gwaith cysylltiedig. Star Inn, Heol y Frenhines. <a href="https://tinyurl.com/29nxz4zv">https://tinyurl.com/29nxz4zv</a>	<b>Planning Applications.</b> To consider planning applications referred to the Council and make any necessary decisions thereon. 03/2023/0688 Conversion of existing public house to form 3 dwellings and associated works. Star Inn, Queen Street. <a href="https://tinyurl.com/29nxz4zv">https://tinyurl.com/29nxz4zv</a>
03/2023/0646 Gosod arae PV solar 12 panel ar y ddaear a gwaith cysylltiedig. Pen Y Gwalia, Sun Bank. <a href="https://tinyurl.com/3ftx4avb">https://tinyurl.com/3ftx4avb</a>	03/2023/0646 Installation of a 12 panel ground mounted solar PV array and associated works. Pen Y Gwalia, Sun Bank. <a href="https://tinyurl.com/3ftx4avb">https://tinyurl.com/3ftx4avb</a>
<b>10. Tystysgrifau Penderfyniad</b> Nodi tystysgrifau penderfyniad a dderbyniwyd oddi wrth Adran Gynllunio Cyngor Sir Ddinbych ers y cyfarfod diwethaf. <b>Cymeradwyo.</b> 03/2023/0089 18 Regent Street. 03/2023/0090 18 Regent Street 03/2023/0369 Tir gerllaw Ysgol Dinas Bran, Fford Dinbren. 03/2023/0583 Werna 2 Greenfield.	<b>Certificates of Decision.</b> To note certificates of decision received from Denbighshire County Council Planning department received since the last meeting. <b>Approved.</b> 03/2023/0089 18 Regent Street. 03/2023/0090 18 Regent Street 03/2023/0369 Land Adjacent Ysgol Dinas Bran, Dinbren Road 03/2023/0583 Werna 2 Greenfield.
<b>11. Gohebiaeth.</b> I ystyried gohebiaeth a dderbyniwyd ac i wneud unrhyw benderfyniadau angenrheidiol arno. Cynnig rhodd o £100 gan Mr Ian Lebbon tuag at gost prynu baner RBL ar gyfer Gwasanaeth Sul y Cofio er cof am ei Dad-cu, Frank	<b>Correspondence.</b> To consider correspondence received and to make any necessary decisions thereon. Offer of a £100 donation from Mr Ian Lebbon towards the cost of purchase of the RBL flag for the Remembrance Sunday Service in memory of

Henderson, Catrawd y Brenin (Lerpwl) a laddwyd ar faes y gad ar 12 Hydref 1916 ym mrwydr y Somme.

his Grandfather, Frank Henderson, the King's (Liverpool Regiment) killed in action on the 12 October 1916 at the battle of the Somme.

**REPORT AUTHOR:** Town Clerk.  
**SUBJECT:** NJC pay award 2022/23.  
**REPORT FOR:** Decision.

**1. Summary.**

1.1 To implement the NJC pay award 2022/23.

**2. Background.**

2.1 Town Council staff are employed under the National Joint Council for Local Government Services (NJC) model contract and are remunerated in accordance with NJC salary scales.

2.2 The LTC1 post is remunerated at LC2 (29 -32) on the NJC salary scales and LTC 02 at LC1 (5- 6).

**3. NJC pay award 2022/23.**

3.1 The National Association of Local Councils (NALC) has been informed that the National Joint Council for Local Government Services has reached agreement on pay applicable from 1 April 2023 to 31 March 2024 as a flat rate payment of £1,925 for all spinal points to 43. For scale points above that the award are 3.88%.

3.2 The agreed award has been agreed with SLCC and ALCC. The National Association of Local Councils is disappointed that the annual settlement has been delayed for reasons outside the Association's control and therefore encourages employers to implement this pay award as swiftly as possible.

**4. Recommendation.**

4.1 It is recommended that for audit purposes the Town Council immediately implements the increases in the National Joint Council for Local Government Services pay scales.

**5. Reasons for recommendation.**

5.1 To ensure probity in the management of Town Councils Human Resources.

**REPORT AUTHOR:** Town Clerk.  
**SUBJECT:** Transfer of reserves.  
**REPORT FOR:** Decision.

**1. Summary.**

1.1 To authorise the transfer of reserves.

**2. Background.**

2.1 The Asset Management Committee, as detailed in minutes presented at this meeting, have in this financial year considered the following areas of work; tree surgery on the Recreation Ground, urgent Christmas illuminations health and safety works and Chain Bridge repair. It was recommended that all of these works be funded from the asset management reserves, as detailed below.

Chain Bridge repair	£17,240.00
Christmas illuminations H&s works	£6,740.00
Tree surgery	<u>£3,680.00</u>
	<u>£27,660.00</u>

2.2 Under financial regulation 4.1 expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by the Council for items over £5,000. The tree surgery was below this threshold and in view of the emergency nature of the electrical works these were expedited and approved at the last meeting by including the expenditure in the list of authorised payments. However, the recommendation regarding the chain bridge repair works should be endorsed by the Town Council.

**4. Recommendation.**

4.1 It is recommended that the Town Council authorises: -

- a) the award of the contract to Beaver Bridges, Shrewsbury.
- b) the transfer of £27,660.00 from the asset management reserve to the general account to cover the cost of the works identified.

**5. Reasons for recommendation.**

5.1 To ensure compliance with financial regulations, financial probity, and efficient asset management in line with the Town Councils objectives

**REPORT AUTHOR:** Town Clerk.  
**SUBJECT:** Draft Budget 24.25.  
**REPORT FOR:** Decision.

**1. Summary.**

1.1 To consider the draft budget, and precept for the financial year 2024.25.

**2. Background.**

2.1 Members considered the underlying assumptions and service needs for the preparation of the draft budget and precept for the financial year 2024/25 at the October meeting and resolved to use the underlining assumptions identified to formulate a draft budget for presentation to the Town Council for the 2024/25 financial year.

2.2 Key to those assumptions was that the Town Council should take a 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 as long-term policy objectives.

2.3 The annotated draft budget, detailed in the appendix, is a balanced budget which ensures adequate resources to be funded through precept, reserves and balances.

**3. Basis of accounts.**

3.1 Councils must prepare their accounting statements on an income and expenditure basis unless they meet the qualifying condition for the preparation of receipts and payments accounts as set out in the Governance and Accountability A Practitioners Guide Wales 2019.

3.2 The qualifying condition does not apply when annual receipts and payments exceed £200,000 for three consecutive years. Member will note from the detailed budget sheet that in 2023.24 the Councils budget payments exceed the £200,000 driven by climate change considerations and inflationary pressures which will continue into the next financial year. The Councils accounts will continue to be prepared on a receipts and payments basis in 2024.25. Should the budget remain above the £200,000 thereafter a move to income and expenditure accounts may be required.

**4. Recommendation.**

4.1 it is recommended that the Town Council: -

- a) Endorses the risk register considered at the meeting held on the 17 October 2023
- b) Agrees the proposed levels and type of reserves.
- c) Agrees the budget and precept for the financial year 2024.25.
- d) Continues to prepare the Town Council accounts on a receipts and payments basis in 2024.25

**5. Reason for Recommendation.**

5.1 To deliver effective governance, financial probity, and efficient services in line with the Town Councils objectives.

**Llangollen Town Council Draft Budget  
2024.25**

**Town Council**

<b>Expenditure</b>		<b>21/22</b>	<b>22/23</b>	<b>23/24</b>	<b>Inflation</b>	<b>Uplift 24.25</b>	<b>Draft 24.25</b>	<b>Note</b>
<b>Administration</b>	Cloud Services	£1,470	£1,500	£3,500	£217	£3,717	£3,700	Inflationary increase
	Fees and Charges	£1,030	£1,050	£2,050	£127	£2,177	£2,200	Inflationary increase
	Health & Safety	£1,500	£2,500	£2,500	£155	£2,655	£2,700	Inflationary increase
	Insurance	£2,300	£3,800	£6,000	£372	£6,372	£5,550	Three-year Long-Term Undertaking
	Licenses	£550	£550	£550	£34	£584	£550	Inflationary increase
	NNDR	£11,500	£11,000	£13,000	£806	£13,806	£14,000	Revaluation 2023
	Payroll	£440	£500	£750	£47	£797	£750	Fixed price contract
	Subscriptions	£1,000	£1,000	£1,500	£93	£1,593	£1,600	Inflationary increase
<b>Asset management</b>	Christmas Lighting	£9,000	£9,000	£9,800	£608	£10,408	£11,000	Periodic replacement of equipment.
	Cleaning	£2,600	£2,200	£3,000	£186	£3,186	£3,300	Inclusion of window cleaning
	Equipment	£2,000	£500	£22,000	£1,364	£23,364	£14,500	Continuation of LED installations
	Grounds Maintenance	£12,500	£10,000	£12,000	£744	£12,744	£13,000	Supplier cost increases
	Projects	34200	20000	0	0	0	£0	Create Asset Projects cost code
	Repairs and renewal	£11,000	£9,000	£20,000	£1,240	£21,240	£15,000	Energy efficiency / works
	Storage costs	£0	£0	£0	£0	£0	£1,100	New cost code
	Waste collection	£1,700	£1,700	£1,700	£105	£1,805	£1,100	Adjusted based on previous use
	Water Charges	£2,000	£2,000	£2,000	£124	£2,124	£900	Adjusted based on previous use
<b>Capital financing</b>	Asset projects reserve	£0	£0	£0	£0	£0	£20,000	Match funding budget
	Loan Repayments	£2,950	£1,500	£0	£0	£0	£0	No PWLB payments
<b>Community</b>	Cittaslow	£3,550	£3,500	£2,000	£124	£2,124	£1,000	Printing costs removed
	Community Grants	£4,000	£4,000	£3,000	£186	£3,186	£6,500	Donations added move to rolling grants
	Donations	£3,000	£3,000	£3,000	£186	£3,186	£0	As above
<b>Cost of Democracy</b>	Civic Costs	£2,340	£2,150	£2,300	£143	£2,443	£2,000	Reduce due to take up
	Civic events	£1,500	£1,500	£3,600	£223	£3,823	£3,800	Supplier cost increases
	Election Expenses	£500	£3,000	£0	£0	£0	£0	Cover by administration specific reserve
	Member Training	£815	£600	£2,000	£124	£2,124	£2,000	Adjusted based on previous take up

	Renumeration	£2,000	£2,000	£2,000	£124	£2,124	£1,800	Defined payment
<b>Energy costs</b>	Electric	£6,000	£5,000	£12,000	£744	£12,744	£11,000	Based on estimate from supplier
	Gas	£5,500	£6,000	£16,000	£992	£16,992	£8,500	Based on estimate from supplier
<b>Office costs</b>	Computer hardware	£1,500	£1,000	£0	£0	£0	£2,500	Periodic replacement of equipment
	Office supplies	£1,000	£1,000	£1,000	£62	£1,062	£1,100	Inflationary increase
	Photocopier	£1,200	£1,100	£1,100	£68	£1,168	£1,000	Fixed price contract
	Printing	£2,000	£1,500	£1,000	£62	£1,062	£1,400	Addition from Cittaslow cost code
	Telephone and broadband	£950	£1,000	£1,800	£112	£1,912	£700	Adjusted based on previous use
	Translation costs	£1,700	£1,700	£1,700	£105	£1,805	£700	Adjusted based on previous use
<b>Staff costs</b>	HMRC	£8,500	£13,000	£13,500	£837	£14,337	£9,000	Consequential increase
	Salary	£33,500	£34,500	£38,150	£2,365	£40,515	£40,100	LGS pay agreement
	Pension	£1,750	£2,000	£4,500	£279	£4,779	£3,500	Consequential increase
	Staff Training	£1,500	£1,000	£1,600	£99	£1,699	£1,500	Adjusted based on previous take up
<b>Total Expenditure</b>		<b>£180,545</b>	<b>£166,350</b>	<b>£210,600</b>			<b>£209,050</b>	

## Income

<b>Generated income</b>	Grants	£200	£0	£0	£0	£0	£0	No applications
	Hire of Hall	£15,250	£10,000	£13,750	£853	£14,603	£14,500	Modest improvement post Covid
	Interest	£105	£100	£200	£12	£212	£2,700	Improved interest rates
	Photocopying	£50	£75	£25	£2	£0	£0	Reduced take up of service
	Rents	£23,040	£15,000	£23,100	£1,432	£24,532	£23,500	Fixed rentals
	Recharges	£1,550	£1,900	£3,000	£186	£3,186	£3,000	Contractual obligations
<b>Sub Total</b>		<b>£40,195</b>	<b>£27,075</b>	<b>£40,075</b>	<b>£2,485</b>	<b>£42,560</b>	<b>£43,700</b>	
<b>Precept</b>		<b>£143,600</b>	<b>£144,975</b>	<b>£155,675</b>	<b>£9,652</b>	<b>£165,327</b>	<b>£165,350</b>	23/24 Precept reduced from £170,528 using reserves
<b>Total Income</b>		<b>£183,795</b>	<b>£172,050</b>	<b>£195,750</b>			<b>£209,050</b>	



**2024.25 Tax base increase**

Value	Properties	Percentage	increase
£9,675.00	1965	6.2	£4.92

## Tax Band

A	148	8	£0.37
B	246	13	£0.62
C	407	21	£1.02
D	468	24	£1.17
E	259	13	£0.65
F	275	14	£0.69
G	131	7	£0.33
H	20	1	£0.05
I	11	1	£0.03

**Allocated reserves 2023.24**

General (6 moths of expenditure)	£111,000.00
Assets	£32,000.00
Admin	£10,500.00
Minimum reserve level	<u>£153,500.00</u>

**Asset reserve commitments to date 2023.24**

Chain Bridge repair	£17,240.00
Christmas illuminations H&s works	£6,740.00
Tree surgery	£3,680.00
	<u>£27,660.00</u>

**Residual reserves 2023.24**

General (6 moths of expenditure)	£111,000.00
Assets	£4,340.00
Admin	£10,500.00
Revised	£125,840.00
VAT refund (Est)	£7,000.00

**Allocated reserves 2024.25**

Bfwd reserve	£132,840.00
Comprising	
General (6 moths of expenditure)	£105,000.00
Assets	£17,300.00
Admin	£10,540.00
Minimum reserve level	<u>£132,840.00</u>

## 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	2,448.10	1,051.90
10	Health and safety				2,500.00	8,574.90	-6,074.90
11	Insurance				6,000.00	5,550.33	449.67
12	Licenses				550.00	1,519.12	-969.12
13	NNDR				13,000.00	6,820.74	6,179.26
14	Payroll				750.00	796.60	-46.60
15	Subscriptions				1,500.00	775.00	725.00
48	Expenses					45.90	-45.90
					<b>29,850.00</b>	<b>£29,260.89</b>	<b>589.11</b>

#### 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	10,183.21	11,816.79
17	Projects						
18	Cleaning				3,000.00	3,225.55	-225.55
19	Grounds maintenance				12,000.00	9,525.78	2,474.22
20	Christmas illuminations				9,800.00	2,401.41	7,398.59
21	Repairs and renewals				20,000.00	3,546.98	16,453.02
22	Waste collection				1,700.00	308.97	1,391.03
23	Water charges				2,000.00	228.90	1,771.10
					<b>70,500.00</b>	<b>£29,420.80</b>	<b>41,079.20</b>

#### 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	1,400.00	1,600.00
35	Donations				3,000.00	1,000.00	2,000.00
36	Cittaslow				2,000.00		2,000.00
					<b>8,000.00</b>	<b>£2,400.00</b>	<b>5,600.00</b>

#### 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	594.25	3,005.75
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
					<b>9,900.00</b>	<b>£1,983.85</b>	<b>7,916.15</b>

#### 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	2,485.49	9,514.51
32	Gas				16,000.00	1,212.33	14,787.67
					<b>28,000.00</b>	<b>£3,697.82</b>	<b>24,302.18</b>

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	104,802.50			-50,874.50
2	Interest		200.00	1,965.88			1,765.88
3	Room hire		13,750.00	5,105.77			-8,644.23
4	Rents		23,100.00	14,540.19			-8,559.81
5	Grants			3,266.69			3,266.69
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
			<b>206,727.00</b>	<b>£138,850.87</b>	<b>11,000.00</b>		<b>-56,876.13</b>
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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	670.93	329.07
38	Telephone and				1,800.00	721.54	1,078.46
39	Photocopier rental				1,100.00	1,140.73	-40.73
40	Photocopying				1,000.00	46.23	953.77
41	Translation				1,700.00	255.01	1,444.99
47	Computer hardware					130.00	-130.00
					<b>6,600.00</b>	<b>£2,964.44</b>	<b>3,635.56</b>
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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	21,747.39	16,402.61
43	HR fees and charges						
44	Pension				4,500.00	1,868.51	2,631.49
45	Staff Training				1,600.00	53.00	1,547.00
46	HMRC				13,500.00	6,107.21	7,392.79
					<b>57,750.00</b>	<b>£29,776.11</b>	<b>27,973.89</b>
<hr/>							
<b>NET TOTAL</b>			<b>206,727.00</b>	<b>£138,850.87</b>	<b>221,600.00</b>	<b>£99,503.91</b>	<b>54,219.96</b>

Bank Reconciliation

13 November 2023 (2023-2024)

### Llangollen Town Council

Prepared by: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

Date: \_\_\_\_\_

<b>Bank Reconciliation at 31/10/2023</b>			
	Cash in Hand 01/04/2023		196,030.65
	<b>ADD</b> Receipts 01/04/2023 - 31/10/2023		138,888.26
			334,918.91
	<b>SUBTRACT</b> Payments 01/04/2023 - 31/10/2023		106,391.01
<b>A</b>	<b>Cash in Hand 31/10/2023</b> (per Cash Book)		<b>228,527.90</b>
	Cash in hand per Bank Statements		
	Petty Cash 30/09/2023	0.00	
	Llangollen Town Council Instant 31/10/2023	159,721.74	
	Llangollen Town Council Current 31/10/2023	68,806.16	
			<b>228,527.90</b>
	Less unrepresented payments		
			228,527.90
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>228,527.90</b>
	<b>A = B Checks out OK</b>		

<b>Authorised Payments November 2021</b>					
<b>Cyflenwr/Supplier</b>	<b>Disgrifiad/Description</b>	<b>Cyf/Ref</b>	<b>Net</b>	<b>TAW/VAT</b>	<b>Gros/Gross</b>
<b>Taliad Bil/Bill Payments</b>					
Staff	Salary	M8	TBC	TBC	TBC
CThem/HMRC	PAYE	M8	TBC	TBC	TBC
Staff	Expenses	M8	£126.00	£0.00	£126.00
Bedazzeled	Window cleaning	97	£110.00	£0.00	£110.00
Canopy Tree Care	Tree surgery	98	£3,680.00	£736	£4,416.00
Festive Lights	Lights	99	£330.56	£66.11	£396.67
B Jones	Translation	100	£13.00	£0.00	£13.00
Derwen College	Winter planting	101	£1,487.04	£297.41	£1,784.45
Festive Lighting	Tree lights	102	£396.67	£66.11	£462.78
Good Energy	Electricity 7390	103	£602.32	£132.99	£735.31
Good Energy	Electricity 7391	104	£33.71	£1.69	£35.40
Good Energy	Electricity 7392	105	£197.72	£10.05	£207.77
Good Energy	Gas 7393	106	£1,474.96	£346.80	£1,821.76
Llangollen Silver Band	Remeberance service	107	£150.00	£0.00	£150.00
OfE Limited	PPE	108	£104.99	£21.00	£125.99
Real Christmas Trees	Tree	109	£350.00	£70.00	£420.00
SLCC	Conference fee	110	£60.00	£12.00	£72.00
SLCC	Conference fee	111	£60.00	£12.00	£72.00
Ultraclean	Cleaning services	112	£671.48	£134.30	£805.78
Watkin and Williams	Ironmongery	113	£39.50	£7.90	£47.40
<b>Dyledion Uniongyrchol / Direct Debits- Orchymyn Sefydlog/Standing Order</b>					
ACS Technology	Cloud Services	DU/DD	£190.30	£0.00	£190.30
Barclaycard	Card payments	DU/DD	£193.22	£0.00	£193.22
British Telecom	Broadband	DU/DD	£46.95	£9.39	£56.34
CSD/DCC	NNDR	DU/DD	£1,097.00	£0.00	£1,097.00
Grenke	Copier leasing	DU/DD	£120.00	£24.00	£144.00
Nest	Pension	DU/DD	£266.93	£0.00	£266.93
S Johnston	Storage hire	OS/SO	£70.00	£0.00	£70.00
<b>Totals</b>			<b>£11,872.35</b>	<b>£1,947.75</b>	<b>£13,820.10</b>

**REPORT AUTHOR:** Town Clerk  
**SUBJECT:** Centenary Square Byelaw.  
**REPORT FOR:** Decision.

**1. Summary.**

1.1 To consider the ongoing process of a Byelaw for Centenary Square.

**2. Background**

2.1 The Town Council has resolved to adopt an appropriate bylaw including, but not limited to, parking of any vehicles on Centenary Square.

**3. Byelaws.**

3.1 The 2012 Act prescribes that prior to making a byelaw and an authority must:

- a) publish on the authority's website an initial written statement which describes the issue which the authority thinks may be addressed by making a byelaw; and
- b) consult any person (including, where applicable, a community council) who the authority thinks are likely to be interested in, or affected by, the issue.

3.2 Following the consultation, the authority must consider the responses and decide whether making a byelaw is the most appropriate way of addressing the issue. The Town Council have complied with these legal requirements and the consultation period closed on the 31 October 2023 and no responses have been received.

**4. Enforcement.**

4.1 A further consideration continues to be enforcement and there are two principal routes available to legislating authorities:

- enforcing fines through the Magistrates' Courts or
- issuing fixed penalty notices (FPN's).

4.2 The use of FPN's has been offered as an alternative method of enforcement in the 2012 Act as the benefits of FPN's include cost savings compared to enforcement through the Magistrates' Courts. Fixed penalty notices can provide authorities with an effective and visible way of responding to low-level offences. This also ensures that the enforcement of specified byelaws is in line with other similar level nuisance offences which are currently enforced by way of fixed penalty notices in Wales.

4.3 In respect to which persons are authorised to issue FPN's. "Authorised officers" will be restricted to those authorised in writing by the legislating authority to carry out the function. This may be a direct employee of the legislating authority, or a person, or an employee of a person, with whom the legislating authority has a contract for the enforcement of byelaws.

4.4 The latter approach is favoured as Town Council Staff have experienced threatening behaviour from individuals that have chosen to park vehicles on the square when being asked to park elsewhere and this is a significant health and safety risk. The safety and security of staff should be a paramount concern for the Town Council and therefore contracting with other agencies on enforcement would mitigate these risks.

- 4.5 Under the terms of provisions in Schedules 4 and 5 of the Police Reform Act 2002, By prior agreement with the chief police officer for the area the power of an authorised officer may also be exercised by a Police Community Support Officer, or another accredited person and consultations have been made with North Wales Police, but no response has been forthcoming.
- 4.6 However recent collaborative working with the Neighbourhood Policing Team and Denbighshire County Council Parking Services suggests that if the bylaw was in place, then officers from the respective bodies would have the power to enforce against any transgressions and further consultation with these agencies to agree working protocols would be appropriate.

## **5. Moving forward.**

- 5.1 In line with the legislation the Town Council is now required to publish on its website a second written statement which contains:
1. the initial written statement.
  2. a summary of the consultation and the responses; and
  3. its decision either to introduce byelaws; or to address the problem through other means and the reasons for that decision.
- 5.2 The Town Council therefore needs to consider if there is still merit in progressing with the process of making a bylaw in the light of actions taken on the square to limit vehicular access, the outcome of the recent consultation process and the health and safety risks associated with enforcement.

## **6. Recommendation.**

- 6.1 It is recommended that the Town Council considers whether to continue with the process of a bylaw for the Centenary Square.

## **8. Reason for Recommendation.**

- 8.1 To ensure the efficient and effective management of Town Council assets.

**REPORT AUTHOR:** Town Clerk.  
**SUBJECT:** Independent Remuneration Panel for Wales Draft Annual Report - February 2023  
**REPORT FOR:** Decision.

**1. Summary.**

- 1.1 To consider the Independent Remuneration Panel for Wales Draft Annual Report - February 2023

**2. Report.**

- 2.1 Under the Local Government (Wales) Measure 2011 community and town councils are relevant authorities for the purpose of remuneration. Consequently, individuals who have accepted office as a member of a community or town council are entitled to receive payments as determined by the Independent Remuneration Panel for Wales (the Panel). It is the duty of the proper officer of a council to arrange for correct payments to be made to all individuals entitled to receive them. Members should receive monies to which they are properly entitled as a matter of course. These payments are defined each year in the Panels annual report.

**3. Deliberations and determinations for 2024.25 for Community and Town Councils.**

- 3.1 The Panel continues to mandate payments for the extra costs of working from home and payments for office consumables with no changes. There are however minor changes to the following determinations.
- 3.2 Determination 7: Compensation for financial loss: this is an optional payment. The amount for financial loss was not increased last year but previously the Panel determined that an appropriate level of payment should be set at the daily rate of Office of National Statistics, Annual Survey of Hours and Earnings. To maintain this link, the figures for 2024 are now proposed as £119.62 for a full day and £59.81 for a half day.
- 3.3 Determination 8: Reporting requirements, Community and Town Councils are required to submit an annual statement of payments to the Panel by the 30 September each year, and also publish this on their website. The Panel have provided a template return for clerks to use.
- 3.4 The Panel have discussed and considered changing the requirements for Community and Town Councils when submitting their statement of payment returns. The Panel's aim is to simplify administration and encourage Councils to ensure all mandatory payments are made to individual members.
- 3.5 The Panel proposes that from September 2024, the returns need only show the total amounts paid in respect of the mandatory payments mentioned above. That is the £156 contribution to the costs of working from home and the £52 set rate consumables allowance and the travel and subsistence expenses paid. This brings these in line with the reporting of the costs of care and personal assistance allowances.



**4. Recommendation.**

- 4.1 It is recommended that the Town Council notes the potential changes to the determinations outlined in the report and that once considered by Members any observations should be forwarded to the Panel as the Town Councils consultation response.

**5. Reasons for recommendation.**

- 5.1 To respond to statutory consultations.