

Cyngor Tref Llangollen Town Council.

Agenda.

19.11.2024.

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| 1. Croesawriad a chyhoeddiadau Faer y Dref. | Town Mayors welcome and announcements. |
| 2. Trac Pwmp Llangollen
Cyflwyniad gan Mr Owen Lovelock. | Llangollen Pump Track
Presentation from Mr Owen Lovelock. |
| 3. 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. |
| 4. 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 |
| 5. Ymddiheuriadau am absenoldeb.
I dderbyn, ystyried a derbyn ymddiheuriadau am absenoldeb. | Apologies for absence.
To receive, consider and accept apologies for absence. |
| 6. 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. |
| 7. Cofnodion.
a) Awdurdodi'r Cadeirydd i lofnodi cofnodion y chyfarfodydd cyffredin blaenorol y Cyngor y Dref a gynhaliwyd ar 15.10.2024 fel cofnod cywir. | Minutes.
To authorise the Chair to sign the minutes of the previous ordinary meetings of the Town Council held on 15.10.2024 as a correct record. |
| 8. Adroddiadau ariannol.
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
a) Datganiadau Ariannol.
c) Taliadau Awdurdodedig.
d) Cymodi banc.
e) Cytundeb Cyflog Gwasanaethau Llywodraeth Leol 2024.
f) Cyllideb ddrafft. | Financial reports.
To receive reports submitted to the Town Clerk and considered the recommendations therein. Financial reports are working documents and are therefore not translated.

Authorised Payments.
Financial Statements.
Bank reconciliation.
Local Government services pay agreement 2024.
Draft budget. |
| 9. Adroddiadau Clerc y Dref. | Town Clerk's Reports. |

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.

- a) Contract ynni.
- b) Goleuadau Nadolig.

10. Ceisiadau Cynllunio.

I ystyried ceisiadau cynllunio a gyfeiriwyd at y Cyngor a gwneud unrhyw benderfyniadau angenrheidiol arno.

Cais: 03/2024/1444

Lleoliad: Meithrinfa Ddydd Llangollen, Stryd y Dwyrain

Cynnig: Newid defnydd adeilad o feithrinfa plant i ysgol goginio a gwaith

Cais: 03/2024/1423

Lleoliad: Tir cyfagos Glascoed Bache Mill Road, Llangollen, Denbighshire,

Cynnig: Codi 4 annedd, adeiladu mynedfa newydd i gerbydau a gwaith cysylltiedig.

11. Trefnu cyfarfodydd yn y dyfodol.

Diweddariad llafar ar yr amserlen cyfarfodydd sydd ar ddod.

To receive reports submitted to the Town Clerk and considered the recommendations therein. Reports are working documents and are therefore not translated.

Energy contract.
Christmas Lights.

Planning Applications.

To consider planning applications referred to the Council and make any necessary decisions thereon.

Application: 03/2024/1444

Location: Llangollen Day Nursery, East Street.

Proposal: Change of use of building from children's nursery to a cookery school and associated works

Application: 03/2024/1423

Location: Land Adjacent to Glascoed Bache Mill Road.

Proposal: Erection of 4 no. dwellings, construction of a new vehicular access and associated works.

Scheduling of future meetings.

Verbal update on the forthcoming schedule of meetings.

Authorised Payments November

Taleb/Voucher	Description/Disgrifiad	Cyflenwr/Supplier	Net	TAW/VAT	Gros/Gross
166	Fes and charges	Unity Trust Bank	£9.30	£0.00	£9.30
167	Cloud Services	ACS Technology	£190.30	£0.00	£190.30
168	Health and Safety	Street Solutions	£134.13	£26.82	£160.95
169	Corporate Card	Barclaycard	£404.97	£0.00	£404.97
170	Broadband	British Telecom	£54.56	£10.91	£65.47
171	Business Rates	CSD/DCC	£1,238.00	£0.00	£1,238.00
172	Electricity	Good Energy	£54.16	£2.71	£56.87
173	Electricity	Good Energy	£188.73	£37.75	£226.48
174	Electricity	Good Energy	£21.59	£1.08	£22.67
175	Electricity	Good Energy	£69.70	£3.48	£73.18
176	Gas	Good Energy	£368.11	£18.41	£386.52
177	PAYE	HMRC*	£0.00	£0.00	£0.00
178	Salary	Staff*	£0.00	£0.00	£0.00
179	Salary	Staff*	£0.00	£0.00	£0.00
180	Pension	Nest	£203.65	£0.00	£203.65
181	Contract Cleaning	Ultraclean	£483.75	£96.75	£580.50
182	Repair and renewal	Watkin and Williams	£17.06	£3.41	£20.47
183	Printing	Rawsons Digital	£20.09	£4.02	£24.11
184	Health and Safety	G Faire	£350.00	£0.00	£350.00
185	Contract Cleaning	Border Janitorial	£183.05	£36.62	£219.67
Total			£3,991.15	£241.96	£4,233.11

* Awaiting pay role.

Llangollen Town Council

Summary of Receipts and Payments

Summary - Cost Centres Only

Cost Centre	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Administration			0.00 (N/A)	33,050.00	20,665.12	(37%)	12,384.88
Asset Management			0.00 (N/A)	78,800.00	53,466.65	(32%)	25,333.35
Capital Financing			0.00 (N/A)			0.00 (N/A)	0.00
Community			0.00 (N/A)	7,500.00		7,500.00	7,500.00
Cost of Democracy			0.00 (N/A)	9,600.00	40.00	9,560.00 (99%)	9,560.00
Energy Costs			0.00 (N/A)	19,500.00	14,499.29	5,000.71 (25%)	5,000.71
Income	207,450.00	148,367.44	-59,082.56 (-28%)	2,700.00		2,700.00	-56,382.56
Office Costs			0.00 (N/A)	7,400.00	1,730.73	5,669.27 (76%)	5,669.27
Staff Costs			0.00 (N/A)	52,100.00	32,894.66	(36%)	19,205.34
Tenancies			0.00 (N/A)			0.00 (N/A)	0.00
NET TOTAL	207,450.00	148,367.44	-59,082.56 (-28%)	210,650.00	123,296.45	(41%)	28,270.99
Total for ALL Cost Centres		148,367.44			123,296.45		
V.A.T.		28.00			14,965.35		
GROSS TOTAL		148,395.44			138,261.80		

REPORT AUTHOR: Town Clerk.
SUBJECT: Local Government services pay agreement 2024.
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 2023/24.

3.1 The National Joint Council for Local Government Services has reached agreement on pay applicable from 1 April 2024 (covering the period 1 April 2024 to 31 March 2025). The new pay rates, each increased by £1,290 per annum.

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 (7-12) pro rata for the hours worked. The changes to the hourly rate of pay are detailed below:

Post	SCP	01-Apr-23	01-Apr-24
LTC 1	32	£20.90	£21.52
LTC 2	7	£12.64	£13.26

3.2 Employers are encouraged to implement this pay award as swiftly as possible and pay any monies due to employees who have left employment since 1 April 2024 up to the employee's last day of employment.

3.3 Payments should therefor also be made to the former Facilities Officer and the Locum Clerk.

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 and makes payments to former employees.

5. Reasons for recommendation.

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

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Council meeting, as set out in these regulations above.

REPORT AUTHOR: Town Clerk.
SUBJECT: Draft Budget 25.26.
REPORT FOR: Decision.

1. Summary.

1.1 To consider the draft budget, and precept for the financial year 2025.26

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 2025.26 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 2025.26 financial year.

2.2 Key to those assumptions was that the Town Council should take an integrated 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, assets and support for reserves, whilst collaborating with local businesses, community organisations, and other stakeholders should be considered as long-term policy objectives

3. Risk.

3.1 As part of the budget planning process a review of the financial risk assessment was also undertaken. Specific risk that needs addressing were identified and a number related to assets which the Asset Management Committee have endorsed which are; the need to provide a fire safety system in the Town Hall, works at Pen y Bryn Cemetery and a requirement to provide match funding for works on the Town Hall outbuildings

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 applies when annual receipts and payments exceed £200,000 for three consecutive years. Member will note from the detailed budget sheet that the Councils budget payments have exceeded the £200,000 for the last two years. Therefore, should this trend continue then 2025.26 will be the final year that the accounts can continue to be prepared on a receipts and payments basis in. Should the budget remain above the £200,000 thereafter a move to income and expenditure accounts may be required.

4. Reserves.

4.1 As Councils have no legal powers to hold revenue reserves, a prudent approach is to review the level of general balances. To fulfil some of the forward commitments and maintain significant assets and infrastructure, these general balances will also need to be supported by earmarked reserves for specific needs and commitments

- 4.2 Therefore, given the Town Council's commitments it is proposed that the following reserves should be held: -
- a) A general reserve (not to exceed more than six months operating revenue).
 - b) A specific assets reserve to cover assets such as Town Hall the Chain bridge and
 - c) Centenary Square to be strengthened each year from underspends in the Town Council contribution to repairs and renewal cost centre
 - d) An asset Projects reserve to facilitate match funding
 - e) An admin reserve to be strengthened each year from underspend to cover unexpected staff costs through long-term staff absence
- 4.3 In addition to the Town Councils reserve requirements through continued working with the County Council to fulfil the Town Council and residents' desires that the County Council continue to provide toilet facilities in Llangollen a solution has been proposed.
- 4.2 The County Council have indicated that if they can convert the existing toilets on Market Street to cashless operation and variable summer and winter opening times then this will reduce cost which will allow for the continued provision of the service. However, to facilitate this capital works are required to the building and the County Council is applying to the Brilliant Basics Fund which assist in the provision of small-scale tourism infrastructure improvements across Wales and is open to local authorities and national park authorities. Total grant available is £300,000 with a maximum intervention rate of 80%. There is no minimum grant amount.
- 4.3 The estimated cost of the works to upgrade the toilet facilities to allow for cashless payment is in the region of £40,000. During discussions with the County Council, it was clear that a joint application would be looked upon more favourably and therefore it is proposed that the Town Council would contribute to the match funding requirement to a maximum of 10% and provision has made in the asset specific reserve to facilitate such a contribution in 2025-26

5. Recommendation.

- 5.1 The annotated draft budget, detailed in the appendix, is a balanced budget which ensures adequate resources to be funded through precept, reserves and balances and it is recommended that the Town Council: -
- a) Endorses the risk register considered at the meeting held on the 15 October 2024
 - b) Agrees the proposed levels and type of reserves.
 - c) Agrees the budget and precept for the financial year 2025.26.
 - d) Continues to prepare the Town Council accounts on a receipts and payments basis in 2025.26

6. Reason for Recommendation.

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

Llangollen Town Council Draft Budget 2025.26

Expenditure	22/23	23/24	24.25	Inflation	25/26 Uplift	25.26 Draft	Note
Administration							
Cloud Services	£1,500	£3,500	£3,700	£629	£4,329	£4,000	Inflation adjustment
Fees and Charges	£1,050	£2,050	£2,200	£374	£2,574	£2,500	Inflation adjustment
Bank charges	£0	£0	£0	£0	£0	£400	New cost centre
Health & Safety	£2,500	£2,500	£2,700	£459	£3,159	£3,000	Inflation adjustment
Insurance	£3,800	£6,000	£5,550	£944	£6,494	£5,600	Three-year Long-Term Undertaking
Licenses	£550	£550	£550	£94	£644	£700	Inflation adjustment
NNDR	£11,000	£13,000	£14,000	£2,380	£16,380	£14,000	Revaluation 2023
Payroll	£500	£750	£750	£128	£878	£900	Inflation adjustment
Subscriptions	£1,000	£1,500	£1,600	£272	£1,872	£1,800	Inflation adjustment
Asset Man							
Christmas Lighting	£9,000	£9,800	£11,000	£1,870	£12,870	£12,000	Inflation adjustment
Cleaning	£2,200	£3,000	£3,300	£561	£3,861	£3,500	Inflation adjustment
Equipment	£500	£22,000	£14,500	£2,465	£16,965	£1,000	Base level
Grounds Maintenance	£10,000	£12,000	£13,000	£2,210	£17,750	£15,000	Inflation adjustment
Projects	20000	0	0	0	0	£25,000	Town Hall Fire Safety Works
Repairs and renewal	£9,000	£20,000	£15,000	£2,550	£17,550	£15,500	Reduced to previous
Storage costs		£1	£1,100	£187	£1,287	£0	
Waste collection	£1,700	£1,700	£1,100	£187	£1,287	£1,100	Adjusted based on previous use
Water Charges	£2,000	£2,000	£900	£153	£1,053	£900	Adjusted based on previous use
Capital financing							
Asset Projects reserve	£0	£0	£20,000	£3,400	£23,400	£10,000	Match funding budget
Community							
Cittaslow	£3,500	£2,000	£1,000	£170	£1,170	£1,000	Printing costs removed
Community Grants	£4,000	£3,000	£6,500	£1,105	£7,605	£7,000	Adjusted based on previous use
Donations	£3,000	£3,000	£0	£0	£0	£0	Included in above
Cost of Democracy							
Civic Costs	£2,150	£2,300	£2,000	£340	£2,340	£2,000	Reduce due to take up
Civic events	£1,500	£3,600	£3,800	£646	£4,446	£3,800	Adjusted based on previous use
Election Expenses	£3,000	£0	£0	£0	£0	£0	Cover by admin specific reserve
Member Training	£600	£2,000	£2,000	£340	£2,340	£2,000	Adjusted based on previous use

	Remuneration	£2,000	£2,000	£1,800	£306	£2,106	£1,716	Defined payment
Energy costs	Electric	£5,000	£12,000	£11,000	£1,870	£12,870	£7,500	Based on estimate from supplier
	Gas	£6,000	£16,000	£8,500	£1,445	£9,945	£9,000	Based on estimate from supplier
Office costs	Computer hardware	£1,000	£0	£2,500	£425	£2,925	£1,500	Periodic replacement
	Office supplies	£1,000	£1,000	£1,100	£187	£1,287	£1,100	Adjusted based on previous use
	Photocopier	£1,100	£1,100	£1,000	£170	£1,170	£1,000	Fixed price contract
	Printing	£1,500	£1,000	£1,400	£238	£1,638	£1,400	Adjusted based on previous use
	Mobile and broadband	£1,000	£1,800	£700	£119	£819	£1,000	Increases in mobile costs
	Translation costs	£1,700	£1,700	£700	£119	£819	£700	Adjusted based on previous use
Staff costs	HMRC	£13,000	£13,500	£9,000	£1,530	£10,530	£12,000	Consequential increase
	Salary	£34,500	£38,150	£40,100	£6,817	£46,917	£41,300	LGS pay agreement
	Pension	£2,000	£4,500	£3,500	£595	£4,095	£3,600	Consequential increase
	Staff Training	£1,000	£1,600	£1,500	£255	£1,755	£2,500	Adjusted new employee training
Total Expenditure		£164,850	£210,601	£209,050		£247,129	£217,016	

Income

Generated income	Grants	£0	£0	£0	£0	£0	£0	No applications
	Hire of Hall	£10,000	£13,750	£14,500	£853	£14,500	£15,000	Income levels pre pandemic
	Interest	£100	£200	£2,700	£12	£2,500	£2,400	Decreasing interest rates
	Rents	£15,000	£23,100	£23,500	£1,432	£24,932	£26,800	Fixed rentals
	Recharges	£1,900	£3,000	£3,000	£186	£3,186	£3,000	Contractual obligations
Sub Total		£27,000	£40,050	£43,700	£2,483	£45,118	£47,200	
Precept		£144,975	£155,675	£165,350		£155,675	£169,816	
Total Income		£171,975	£195,725	£209,050		£200,793	£217,016	

2024.25 Tax base increase

Value	Percentage	increase
£4,466.00	2.9	£2.27

2025.26 Tax base increase

Value	Properties	Percentage	increase
£4,466.00	1965	2.9	£2.27

Tax Band

A	148	8	£0.17
B	246	13	£0.28
C	407	21	£0.47
D	468	24	£0.54
E	259	13	£0.30
F	275	14	£0.32
G	131	7	£0.15
H	20	1	£0.02
I	11	1	£0.01
			£2.27

Allocated reserves 2024-25

General (6 moths of expenditure)	£105,000.00
Assets	£17,300.00
Admin	£10,540.00
Minimum reserve level	£132,840.00

Asset reserve commitments to date 2024-25

2020/21 Audit Fees	£1,916.00
Gas charges	£1,729.08
Mega Electrics	£1,819.86
	£5,464.94

Residual reserves 2023-24

General (6 moths of expenditure)	£103,084.00
Assets	£13,751.06
Admin	£10,500.00
Revised	£127,335.06
Deposit Account	£148,170.00
VAT refund	£8,336.00
	£156,506.00

Allocated reserves 2025-26

Comprising	£156,506.00
General (6 moths of expenditure)	£119,506.00
Assets	£19,000.00
Asset Projects reserve	£10,000.00
Admin	£8,000.00
Minimum reserve level	£156,506.00

REPORT AUTHOR: Town Clerk.
SUBJECT: Energy contract.
REPORT FOR: Decision.

1. Summary.

1.1 To consider the implications of the end of the fixed price energy contract with Good Energy.

2. Background

2.1 In 2021 the Town Council resolved to move to a 100% Green and ethical energy provided Good Energy. on a fixed price contract until the 30 September 2023 which has now expired. The account has therefore reverted to a standard rate tariff, and this is an appropriate time to review the Town Council energy provider.

2.2 There are only three genuine green energy suppliers, and the Town Clerk has obtained quotations from each of these as detailed in the below, and Electricity is the cheapest supplier.

Ecotricity

Elec	£5,944.15
Gas	£8,206.76
Total energy costs	£14,150.91
Per month	£1,179.24

Green energy

Elec	£4,446.60
Gas	£9,733.24
Total energy costs	£14,179.84
Per month	£1,181.65

Good Energy

Elec	£6,189.03
Gas	£10,614.20
Total energy costs	£16,803.23
Per month	£1,400.27

3. Recommendation.

3.1 That the Town Council agrees to move the energy contract to Ecotricity.

4. Reasons for recommendation.

4.1 To ensure probity in the management of Town Councils assets.

REPORT AUTHOR: Town Clerk.
SUBJECT: Christmas illuminations.
REPORT FOR: Decision.

1. Summary.

1.1 To consider a request from the Chair of the Christmas Festival Group has been for the Christmas illuminations could be turned on during the day.

2. Background

2.1 The Chair of the Christmas Festival Group has been contacted by their sponsors local businesses, residents and families asking if the Christmas Lights could be turned on during the day. The Chair stated that “On the odd occasions that the lights have stayed on during the day they can be seen and do enhance the Town Centre and add to the town’s Seasonal Spirit. Most people, visitors and residents, visit town during the day and there are very few people in Town in the evenings.”

2.2 The Christmas Festival Group are therefore requesting if the illumination could be switched on from during the day as well as the evening so that children on their way to and from school and local residents and visitors can see the lights during the day. The group believe that having the lights on for longer would further enhance Christmas experience in Llangollen for residents and local traders.

2.3 A breakdown of the additional cost from moving from evening only illumination (17.00 to 24.00hrs) to all day (08.00 – 24.00hrs) is illustrated below and the potential total increase in the energy charge is therefore £114.63

	Power KW	Hours	Total kWh	Rate £	Cost/day	Cost duration
Lighting columns						
Current	95	7	665	0.29	£1.92	£69.42
Proposed	95	16	1520	0.29	£4.40	£158.68
Increase						£89.26
Centenary Square						
Current	27	7	189	0.29	£0.55	£19.73
Proposed	27	16	432	0.29	£1	45.10
Increase						£25.37

2.4 In view of the fact that the Town Council wishes to assist retail activity in line with the Council’s business plan place management role, then further support particularly in the in the run to Christmas would be appropriate The Town Council has already indicated this through the allocation of its free parking days over the festive period supporting the request from the Christmas Festival Group would be an additional commitment to local traders whilst also supporting community wishes to see the illuminations on during the day.

3. Recommendation.

3.1 That the Town Council agrees extending the hours of the Christmas illuminations.

4. Reasons for recommendation

- 4.1 To support local retailers and the hospitality sector in line with Town Council business plan objectives.