Cyngor Tref Llangollen Town Council.
Agenda.
15.09.2025.

1.	**Croesawiad a chyhoeddiadau Faer y Dref.**	**Town Mayors welcome and announcements.**
2.	**Cyflwyniad.** Susan Tracey, Sir Ddinbych yn Gweithio	**Presentation.** Susan Tracey, Working Denbighshire.
3.	**Amnewid y Clerc Tref a Swyddog Ariannol Cyfrifol.**	**Replacement of Town Clerk and Responsible Financial Officer.**
4.	**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.
5.	**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.
6.	**Ymddiheuriadau am absenoldeb.** I dderbyn, ystyried a derbyn ymddiheuriadau am absenoldeb.	**Apologies for absence.** To receive, consider and accept apologies for absence.
7.	**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.
8.	**Cofnodion.**	**Minutes.**
a)	Awdurdodi'r Cadeirydd i lofnodi cofnodion y Cyfarfod Blynyddol a gynhaliwyd ar 21.07.26.	To authorise the Chair to sign the minutes of the Meeting held on the 21.07.26
b)	I dderbyn cofnodion y Pwyllgor Rheoli a Sefydlu a gynhaliwyd ar 21.07.26.	To accept the minutes of the Management and Establishment Committee held on 21.07.26.
9.	**Adroddiadau ariannol.** I dderbyn adroddiadau a gyflwynwyd gan yr Clerc y Dref ac ystyried yr argymhellion ynddo.	**Financial reports.** To receive reports submitted to the Town Clerk and considered the recommendations therein.
a)	Taliadau Awdurdodedig.	Authorised Payments.
b)	Datganiadau Ariannol.	Financial Statements.
c)	Cymodi banc.	Bank reconciliation.
10.	**Adroddiadau Clerc y Dref.**	**Town Clerk's Reports.**
a)	Fframwaith Drafft Cyllideb 2027/28.	Draft 2027/28 Budget Framework.
b)	Diwrnodau parcio am ddim	Free parking days
11.	**Adroddiadau i'r Cyngor**	**Reports to Council**
a)	Cynllun Gwobrau Cymunedol Llangollen	Llangollen Community Awards Scheme

REPORT AUTHOR:	**Chair of Management and Establishment Committee .**
SUBJECT:	**Recruitment of a replacement Town Clerk and Responsible Financial Officer.**
REPORT FOR:	**Decision.**

1, Purpose of Report

1.1 To advise Town Council of the decisions and recommendations made by the Management & Establishment Committee in relation to the recruitment of a replacement Town Clerk and Responsible Financial Officer (RFO), and to update Council on associated staffing and workforce matters.

2. Background

2.1 Following the resignation of the Town Clerk, the Management & Establishment Committee has, under its delegated authority, considered the arrangements necessary to recruit a replacement Town Clerk and Responsible Financial Officer (RFO). In undertaking this work, the Committee has approved the following:

a) Acceptance of the findings and recommendations contained within the independent Job Evaluation Report.

b) Determination of the salary scale and grade of the Town Clerk post in accordance with the outcome of the Job Evaluation Report.

c) Review and update of the Town Clerk/Responsible Financial Officer Job Description and Person Specification to ensure they accurately reflect the duties, responsibilities and competencies required for the role.

d) An increase in the contracted hours of the post from 32 hours per week to 37 hours per week to reflect the operational requirements of the Council.

e) The establishment of a Recruitment Panel comprising the Town Mayor, Deputy Town Mayor and the Chair of the Management & Establishment Committee.

f) Approval of the Recruitment Implementation Plan to provide a structured and timely framework for the recruitment and appointment process.

2.2 Town Council is asked to note the attached Recruitment Implementation Plan, which sets out the proposed timetable, key milestones, responsibilities and governance arrangements necessary to ensure that the recruitment process is conducted effectively, transparently and in accordance with good employment practice.

2.3 The outgoing Town Clerk has agreed to provide unpaid support to the Deputy Town Clerk over the transitional period between his departure from the post and the start date of a new Town Clerk. This support will focus on assisting with the Town Council's banking arrangements and the operation of the financial accounting software. As he will no longer be an employee, it is recommended that a Letter of Appointment, appended to this report, be utilised to safeguard both parties and clearly define the scope and expectations of this temporary arrangement.

3. Staffing Structure Review

3.1 In addition to the recruitment of a replacement Town Clerk and RFO, the Management & Establishment Committee has undertaken a wider review of the Council's staffing structure, grading arrangements and workforce requirements following the resignations of both the Town Clerk and the Caretaker. The purpose of this review has been to ensure that staffing resources remain fit for purpose, financially sustainable and aligned with the Council's current and future service requirements. As a result of this review, the Committee has agreed:

a) The regrading of the Deputy Town Clerk post.

b) The redesignation of the Caretaker post as Facilities Officer, with contracted hours set at 21 hours per week and a salary rate of £13.47 per hour. This will ensure that the Council's lowest-paid employees continue to be remunerated above the prevailing Real Living Wage.

4, Financial Implications

4.1 Members should note that there are financial implications arising from the decisions taken by the Management & Establishment Committee. These include:

- The salary scale and grade of the Town Clerk post.
- The proposed increase in contracted hours for the Town Clerk role.
- The regrading and redesignation of other staffing posts.
- Costs associated with the recruitment and appointment process.

4.1 These matters are addressed in a separate report to Town Council which considers proposed revisions to the Council's staffing establishment together other key budget decisions during the preparation of the Council's draft budget for the 2027/28 financial year.

5. Recommendations

5.1 It is reccomende3d that the Town Council;

a) Notes the decisions taken by the Management & Establishment Committee, under its delegated authority, in relation to the recruitment of a replacement Town Clerk and Responsible Financial Officer and associated staffing. Matters

b) Considers the Recruitment Implementation Plan and confirms its role in delivering the recruitment process.

c) Notes the transitional support arrangements agreed with the outgoing Town Clerk, specifically his offer to provide unpaid assistance to the Deputy Town Clerk in relation to the Council’s banking arrangements and financial accounting software.

d) Approves the use of a Letter of Appointment, as outlined in the appendix to this report, to formally set out the terms, expectations and boundaries of this temporary support arrangement, thereby safeguarding both the Council and the outgoing Clerk

6. Reason for recommendation

6.1 To ensure the Council's staffing structure, pay arrangements and workforce resources remain aligned with operational needs, comparable sector councils, support recruitment and retention, and reflect the Council's commitment to fair employment practices and employee wellbeing.

Appendix.

Cyngor Tref Llangollen Town Council

1 October 2026

Mr Gareth Thomas.
21 Brynfa Avenue
Welshpool,
Powys
SY21 7TS

Dear Mr Thomas,

Letter of Appointment – Transitional Support

I have been duly authorised by Llangollen Town Council to issue this Letter of Appointment, confirming the arrangements under which you will provide transitional support following your departure from the post of Town Clerk. This appointment is made on an unpaid basis and is subject to the terms and conditions set out below.

1.0 Scope of Support

1.1 You are appointed to provide unpaid support to the Deputy Town Clerk during the transitional period between your departure and the commencement date of the newly appointed Town Clerk. 1.2 This support will focus specifically on:

- Assisting with the Town Council's banking arrangements; and
- Providing guidance on the operation and use of the Council's financial accounting software.

2.0 Status

2.1 This appointment does not constitute employment. You will not be an employee of the Town Council during this period, and no employment rights or obligations shall arise. 2.2 The arrangement is voluntary and unpaid.

3.0 Commencement and Completion

3.1 The appointment shall commence on 1 October 2026. 3.2 The arrangement will cease upon the formal start date of the newly appointed Town Clerk, or earlier if agreed mutually in writing.

4.0 Conditions of Appointment

4.1 You shall carry out the support duties diligently, professionally and with reasonable skill and care.

4.2 You shall ensure that all advice and assistance provided is consistent with the Council's policies, financial regulations and statutory obligations.

4.3 You shall maintain confidentiality in respect of all Council information accessed or discussed during this period.

4.4 You shall not make decisions on behalf of the Council or act in any capacity that could reasonably be interpreted as exercising delegated authority.

5.0 Liability and Indemnity

5.1 You shall take reasonable care to avoid loss, damage or error in the provision of support. 5.2 The Council accepts no liability for any personal injury, loss or damage incurred by you during the performance of this voluntary support role. 5.3 You shall indemnify the Council against any loss or claim arising from negligent or wilful misconduct in the provision of support.

6.0 Termination

6.1 Either party may terminate this arrangement at any time by providing written notice. 6.2 Termination shall not affect any obligations relating to confidentiality.

7. Acceptance

7.1 Please signify your acceptance of the terms and conditions of this appointment by signing and returning one copy of this letter.

Yours sincerely,

Town Mayor
Cllr Richards-Gwilliam

Accepted:
Signed ....

Date: ....

REPORT AUTHOR: **Town Clerk**
SUBJECT: **Authorised Payments.**
REPORT FOR: **Decision.**

1. Purpose of Report

1.1 The purpose of this report is to highlight payments arising from the Council's transfer of energy supply to Ecotricity.

2. Background

2.1 Following the Council's transfer of its energy supply arrangements to Ecotricity, a contractor attended the Council premises to inspect the utility meters, including the gas meter located in the garage.

2.2 Following this visit, officers were under the impression that all relevant meters had been converted to smart meters. However, after the changeover, Ecotricity continued to request meter readings. Officers advised the supplier that smart meters had been installed and therefore manual readings should not be necessary.

2.3 As these requests continued, officers sought clarification from Ecotricity. It was subsequently confirmed that whilst the electricity meters had been converted to smart meters, the gas meter had not.

2.4 Officers queried why the Council had not been informed of this during the contractor's visit, particularly as all meters had been inspected at the site. Ecotricity were unable to provide a clear explanation as to why the Council had not been advised that manual gas meter readings were still required.

3. Financial Consequence.

3.1 As a result of the Council's understanding that the gas meter had been converted to a smart meter, gas meter readings were not submitted and gas consumption was not billed accurately over an extended period.

3.2 Ecotricity has now issued retrospective gas charges backdated to 1 January 2025. The charges, excluding VAT, which is recoverable by the Council, are:

2025 Gas Consumption: £5,540.00
2026 Gas Consumption: £3,693.92
Total Net Cost (excluding VAT): £9,233.92

3.3 To ensure expenditure is attributed to the correct financial year, it is proposed that the sum of £5,540.00, relating to the period from 1 January 2025 to 31 December 2025, is met from reserves and the sum of £3,693.92, relating to gas consumption incurred during 2026, is charged against the current year's budget and paid from the Council's current account.

Authorised payments

August.

Description/Disgrifiad	Cyflenwr/Supplier	Dull/Method	Net	TAW/VAT	Gros/Gross
Bank charges	Unity Trust Bank	Transfer	£13.75	£0.00	£13.75
Broadband	British Telecom	Direct Debit	£69.30	£13.86	£83.16
Telephone	Midshires Coop	Direct Debit	£30.00	£6.00	£36.00
Cloud Services	ACS Technology	Direct Debit	£242.39	£0.00	£242.39
Cloud services	BrightHR	Direct Debit	£33.44	£6.68	£40.12
Energy	Ecotricity Electricity	Direct Debit	£44.10	£2.20	£46.30
Energy	Ecotricity Electricity	Direct Debit	£313.60	£15.68	£329.28
Energy	Ecotricity Electricity	Direct Debit	£82.92	£4.15	£87.07
Energy	Ecotricity Gas	Direct Debit	£9,234.80	£1,846.97	£11,081.77
Energy	Ecotricity Gas	Direct Debit	£26.06	£1.32	£27.38
NNDR	CSD/DCC	Direct Debit	£1,492.00	£0.00	£1,492.00
Civic costs	eBay	Corporate card	£54.17	£10.83	£65.00
Civic costs	eBay	Corporate card	£34.48	£6.90	£41.38
Civic costs	Amazon	Corporate card	£30.71	£6.14	£36.85
Civic events	Robert Dyas	Corporate card	£39.11	£7.82	£46.93
Civic events	Eco Leaf	Corporate card	£33.98	£6.80	£40.77
Repairs	Amazon	Corporate card	£18.84	£3.77	£22.61
Repairs	Screwfix	Corporate card	£22.61	£4.52	£27.13
Repairs	SP Earthborn	Corporate card	£88.33	£17.67	£106.00
Cloud services	Scribe	Online	£345.60	£69.12	£414.72
Civic events	Porters	Online	£750.00	£0.00	£750.00
Civic events	E R Montero	Online	£60.00	£0.00	£60.00
Cleaning	Border Janitorial	Online	£36.65	£7.33	£43.98
Cleaning	Ultraclean	Online	£340.80	£68.16	£408.96
Community grants	Llangollen Sports Club	Online	£1,500.00	£0.00	£1,500.00
Community grants	Llangollen Silver Band	Online	£2.00	£0.00	£2.00
Community grants	Spoken Word	Online	£1,175.00	£0.00	£1,175.00
Community grants	Llangollen RAFA	Online	£500.00	£0.00	£500.00
Community grants	Egni Llangollen	Online	£2,000.00	£0.00	£2,000.00
Equipment	Workplace Depot	Online	£634.95	£127.00	£761.95
Equipment	Calon Heart Screening	Online	£711.00	£0.00	£711.00
Expenses	LTC 1	Online	£114.64	£0.00	£114.64
Grounds	TLJ Services	Online	1005	£0.00	£1,005.00
Office supplies	Viking	Online	£36.86	£7.38	£44.24
Payroll	The Rowan	Online	£94.80	£18.96	£113.76
Photocopying	Rawsons Digital	Online	£39.40	£7.88	£47.28
Photocopying	Rawsons Digital	Online	£25.65	£5.13	£30.78

Photocopying	Rawsons Digital	Online	£35.50	£7.10	£42.60
Repairs	Watkins and Williams	Online	£154.96	£28.79	£183.75
Translation	B Jones	Online	£27.39	£0.00	£27.39
PAYE	HMRC M4	Online	£1,649.17	£0.00	£1,649.17
Salary	Staff M4	Online	£4,538.21	£0.00	£4,538.21
		Totals	**£27,682.17**	**£2,308.15**	**£29,990.32**

September.

Description/Disgrifiad	Cyflenwr/Supplier	Dull / Method	Net	TAW/VAT	Gros/Gross
Broadband	British Telecom	Direct Debit	£61.22	£12.24	£73.46
Bank charges	Unity Trust Bank	Transfer	£0.00	£0.00	£0.00
Cloud Services	ACS Technology	Direct Debit	£190.30	£0.00	£190.30
Cloud services	BrightHR	Direct Debit	£8.44	£1.68	£10.12
Corporate card	Barclaycard	Direct Debit	£135.00	£0.00	£135.00
Energy	Ecotricity Electricity	Direct Debit	£46.72	£2.34	£49.06
Energy	Ecotricity Electricity	Direct Debit	£90.35	£4.52	£94.87
Energy	Ecotricity Electricity	Direct Debit	£299.88	£14.99	£314.87
Energy	Ecotricity Gas	Direct Debit	£86.14	£4.31	£90.45
NNDR	CSD/DCC	Direct Debit	£1,292.00	£0.00	£1,292.00
Civic events	Mr Flags	Online	£170.42	£34.09	£204.51
Civic events	MTFX	Online	£32.30	£6.46	£38.76
Cleaning	Ultraclean	Online	£340.80	£68.16	£408.96
Cleaning	J Williams	Online	£52.00	£0.00	£52.00
Civic events	Rhannu Bwyd Llangollen	Online	£200.00	£0.00	£200.00
Grounds	TLJ Services	Online	£835.00	£0.00	£835.00
Repairs	Evans Maintenance	Online	£0.00	£7.09	£7.09
Repairs	Watkin and Williams	Online	£27.71	£5.54	£33.25
Printing	Rawsons Digital	Online	£28.47	£5.70	£34.17
Translation	B Jones	Online	£64.62	£0.00	£64.62
PAYE M5	HMRC	Online	£1,804.90	£0.00	£1,804.90
Salary M5	Staff	Online	£4,894.06	£0.00	£4,894.06
		Totals	**£10,660.33**	**£167.12**	**£10,827.45**

Llangollen Town Council

Summary of Receipts and Payments

All Cost Centres and Codes

Administration

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend
8	Fees and charges				2,500.00	1,362.10	1,137.90	1,137.90 (45%)
9	Cloud services					1,736.27	-1,736.27	-1,736.27 (N/A)
10	Health and safety				4,000.00	624.00	3,376.00	3,376.00 (84%)
11	Insurance				5,600.00	6,055.10	-455.10	-455.10 (-8%)
12	Licenses				700.00	382.16	317.84	317.84 (45%)
13	NNDR				13,000.00	4,568.50	8,431.50	8,431.50 (64%)
14	Payroll				778.00		778.00	778.00 (100%)
15	Subscriptions				1,800.00	886.00	914.00	914.00 (50%)
37	Office supplies				1,100.00	52.81	1,047.19	1,047.19 (95%)
38	Telephone and Broadband				1,100.00	516.82	583.18	583.18 (53%)
39	Photocopier rental				1,000.00	408.00	592.00	592.00 (59%)
40	Printing				1,400.00	244.33	1,155.67	1,155.67 (82%)
41	Translation				720.00	385.08	334.92	334.92 (46%)
45	Staff Training				4,000.00	44.00	3,956.00	3,956.00 (98%)
47	Computer hardware				1,500.00	116.23	1,383.77	1,383.77 (92%)
48	Expenses				250.00	201.44	48.56	48.56 (19%)
	SUB TOTAL				**39,448.00**	**17,582.84**	**21,865.16**	**21,865.16 (55%)**

Asset Management

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend
16	Equipment				2,500.00	2,507.20	-7.20	-7.20 (-0%)
17	Projects				45,500.00	6,355.81	39,144.19	39,144.19 (86%)
18	Cleaning				6,000.00	1,997.56	4,002.44	4,002.44 (66%)
19	Grounds maintenance				13,000.00	7,700.00	5,300.00	5,300.00 (40%)
20	Christmas illuminations				12,400.00		12,400.00	12,400.00 (100%)
21	Repairs and renewals				16,000.00	3,286.37	12,713.63	12,713.63 (79%)
22	Waste collection				750.00	45.76	704.24	704.24 (93%)
23	Water charges				900.00	1,041.83	-141.83	-141.83 (-15%)
	SUB TOTAL				**97,050.00**	**22,934.53**	**74,115.47**	**74,115.47 (76%)**

Bank Charges

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend
50	Unity Trust charges		13.75	13.75	400.00	54.10	345.90	359.65 (89%)
	SUB TOTAL		**13.75**	**13.75**	**400.00**	**54.10**	**345.90**	**359.65 (89%)**

Capital Financing

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend
33	Loan repayments							(N/A)
51	Assets Projects							(N/A)

	SUB TOTAL							(N/A)

Community

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
34	Community grants				7,000.00	4,000.00	3,000.00	3,000.00 (42%)
36	Cittaslow				750.00		750.00	750.00 (100%)
	SUB TOTAL				**7,750.00**	**4,000.00**	**3,750.00**	**3,750.00 (48%)**

Cost of Democracy

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
24	Election expenses							(N/A)
25	Civic costs				2,100.00	187.50	1,912.50	1,912.50 (91%)
26	Civic events				5,000.00	968.08	4,031.92	4,031.92 (80%)
27	Mayor's allowance				500.00		500.00	500.00 (100%)
28	Remuneration				2,216.00		2,216.00	2,216.00 (100%)
29	Member Training				2,000.00	84.00	1,916.00	1,916.00 (95%)
	SUB TOTAL				**11,816.00**	**1,239.58**	**10,576.42**	**10,576.42 (89%)**

Energy Costs

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
31	Electricity				7,800.00	2,610.46	5,189.54	5,189.54 (66%)
32	Gas				9,000.00	10,177.99	-1,177.99	-1,177.99 (-13%)
	SUB TOTAL				**16,800.00**	**12,788.45**	**4,011.55**	**4,011.55 (23%)**

Income

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	195,564.00	130,376.00	-65,188.00				-65,188.00 (-33%)
2	Interest	2,400.00	849.79	-1,550.21				-1,550.21 (-64%)
3	Room hire	20,000.00	9,012.00	-10,988.00				-10,988.00 (-54%)
4	Rents	26,800.00	11,113.35	-15,686.65				-15,686.65 (-58%)
5	Grants		868.60	868.60				868.60 (N/A)
6	Tenants recharges	3,000.00		-3,000.00				-3,000.00 (-100%)
7	VAT refund	23,954.00	23,953.13	-0.87				-0.87 (0%)
49	Donation		61.03	61.03				61.03 (N/A)
	SUB TOTAL	**271,718.00**	**176,233.90**	**-95,484.10**				**-95,484.10 (-35%)**

Llangollen Town Council

Summary of Receipts and Payments

All Cost Centres and Codes

Staff Costs

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend	
42	Salaries				57,500.00	23,439.15	34,060.85	34,060.85	(59%)
43	PPE				250.00		250.00	250.00	(100%)
44	Pension				4,000.00	494.96	3,505.04	3,505.04	(87%)
46	HMRC				12,000.00	8,485.30	3,514.70	3,514.70	(29%)
	SUB TOTAL				**73,750.00**	**32,419.41**	**41,330.59**	**41,330.59**	**(56%)**

Summary

	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position
NET TOTAL	**271,718.00**	**176,247.65**	**-95,470.35**	**247,014.00**	**91,018.91**	**155,995.09**	**60,524.74**
V.A.T.					5,645.25		
GROSS TOTAL		**176,247.65**			**96,664.16**		

Llangollen Town Council

	Bank Reconciliation at 31/08/2026			
	Cash in Hand 01/04/2026			194,221.86
	ADD Receipts 01/04/2026 - 31/08/2026			176,233.90
				370,455.76
	SUBTRACT Payments 01/04/2026 - 31/08/2026			96,677.91
A	**Cash in Hand 31/08/2026** (per Cash Book)			**273,777.85**
	Cash in hand per Bank Statements			
	Petty Cash	31/08/2026	0.00	
	Llangollen Town Council Current A	31/08/2026	102,820.69	
	Llangollen Town Council Instant Ac	31/08/2026	170,957.16	
				273,777.85
	Less unpresented payments			
				273,777.85
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**273,777.85**
	A = B Checks out OK			

REPORT AUTHOR:	**Town Clerk.**
SUBJECT:	**Draft 2027/28 Budget Framework.**
REPORT FOR:	**Decision.**

1. Purpose of Report

1.1 To provide Members with an opportunity to consider and discuss the underlying assumptions, financial pressures and service requirements that should inform the preparation of the draft budget for the 2027/28 financial year.

2. Background

2.1 The preparation of future budgets will take place during a period of organisational transition. The retirement of the current Town Clerk at the end of September 2026 will result in responsibility for developing and implementing detailed budget proposals passing to a successor. Accordingly, this report seeks not only to review the Council's current financial position but also to identify the key financial commitments, service pressures and strategic considerations likely to influence future expenditure requirements.

2.2 The Council faces a number of competing demands upon its resources. These include maintaining existing services and assets, responding to increasing operational costs, meeting statutory obligations and supporting the aspirations identified by Members for the benefit of the local community. The extent to which these objectives can be achieved will be influenced by available funding, economic conditions and the Council's overall financial resilience.

2.3 Given the forthcoming change in management structure, it is important that Members have a clear understanding of the principal cost drivers and emerging financial risks facing the Council. This report therefore identifies those areas expected to place the greatest demands on future budgets, together with potential funding requirements arising from asset maintenance, staffing, service delivery and community priorities. In doing so, it provides a foundation from which the incoming Town Clerk can develop detailed budget proposals for 2027/28 and beyond.

2.4 The information contained within this report should be regarded as an initial strategic assessment rather than a definitive budget proposal. Its purpose is to support continuity of financial planning during the transition to new leadership, ensuring that future budget decisions are informed by an understanding of existing commitments, anticipated expenditure pressures and the long-term sustainability of the Council's finances.

3. Key Budget Variables

3.1 External Environment

The Council remains exposed to ongoing inflationary pressures and continued volatility in energy markets. According to HM Treasury's survey of independent economists, the average forecast for Consumer Price Index (CPI) inflation in the fourth quarter of 2026 is approximately 3.6%. The Bank of England has similarly projected inflation to remain above its target during 2026, with additional upward pressure arising from energy costs.

3.2 The Office for National Statistics is scheduled to publish the official CPI figure in October 2026, which will provide an important benchmark when setting the Town Council's budget. However, it should be recognised that the Council's expenditure profile differs significantly from that of the average household. Whilst household expenditure is concentrated on categories such as food, energy and leisure, the Council's expenditure is primarily focused on staffing, asset maintenance, service delivery, utilities and capital projects.

3.3 Consequently, CPI should be viewed as a useful guide rather than a definitive measure of the Council's cost pressures. Significant additional financial challenges exist that may exceed CPI inflation, including contractual commitments, insurance premiums, construction costs, utility charges and sector-specific inflation. These pressures will need to be reflected within the final budget and precept requirement to ensure the continued delivery of Council services.

3.4 Internal Environment
The Town Council has direct responsibility for maintaining a range of local services, facilities and community assets that contribute to the wellbeing of residents and visitors alike. A key challenge in setting the annual budget is ensuring that sufficient resources are available to maintain existing service standards whilst addressing increasing operational and maintenance costs. Failure to adequately fund routine maintenance and asset management can lead to deterioration in Council assets, increased reactive repair costs and higher expenditure in future years.

3.5 The Council has also declared a Climate and Ecological Emergency and is committed to reducing its environmental impact. Delivering upon this commitment will require ongoing investment in measures that improve energy efficiency, support sustainable infrastructure and reduce carbon emissions. Whilst such initiatives may generate environmental benefits and operational savings over the longer term, they will place additional demands upon the Council's financial resources in the short to medium term.

3.6 In addition, decisions taken by Members can have a direct and continuing impact upon expenditure commitments. Staffing costs remain one of the most significant elements of the Council's budget and are influenced by pay awards, pension contributions, National Insurance costs and any future changes to staffing structures. Similarly, decisions relating to service enhancements, asset acquisitions or community initiatives may create ongoing financial commitments that need to be reflected within future budgets.

3.7 Whilst inflationary pressures may be moderating, uncertainty remains within the wider economy and significant cost pressures continue to affect both the Council and local residents. In light of these circumstances, together with the risks identified elsewhere in this report, the Council should adopt a balanced approach that safeguards essential services whilst maintaining long-term financial sustainability. Accordingly, the Council's financial resources should be prioritised towards:

- Maintaining core service delivery and protecting service standards.
- Preserving, maintaining and improving Council-owned assets.

- Replenishing and maintaining adequate reserves to support financial resilience.
- Meeting statutory and regulatory obligations.
- Supporting environmental improvement and carbon reduction initiatives where financially viable.
- work collaboratively with local businesses, community organisations, public sector partners and other stakeholders to maximise opportunities for external funding, partnership working and community benefit.

3.8 When developing the 2027/28 budget, the Council will need to have regard to the following factors:

- Pay awards, employer pension contributions, National Insurance costs and any workforce restructuring requirements.
- Cost increases in construction, ground maintenance, utilities, insurance and specialist contractor services, which may exceed general inflation rates.
- Funding requirements arising from planned maintenance programs including a principal survey of the Chainbridge and the need to instigate a phased repair and replacement of the Town Hall, stained glass windows.
- Unforeseen repairs to Council buildings, infrastructure and community assets.
- Continued uncertainty surrounding energy, fuel, materials and construction costs, making medium-term financial forecasting more challenging.
- Capital and revenue funding required to maintain, improve and safeguard Council-owned and managed assets.
- Investment to reduce energy consumption, lower operating costs and support the Council's carbon reduction commitments.
- Maintaining sufficient reserves to ensure operational resilience, manage unforeseen events and support future liabilities, opportunities and Council priorities.

4. Financial Consequences

4.1 If the proposed changes to the staffing structure are implemented from 1 October 2026, the salary costs for the remainder of the 2026/27 financial year would be:

Post	Cost
Town Clerk	£5,749.62
Deputy Town Clerk	£3,659.12
Facilities Officer	£2,776.32
Total	£12,185.06

4.2 In addition to salary costs, the Council will be required to meet employer National Insurance and pension contributions. As these costs will depend upon the salary points, pension arrangements and actual start dates of the successful applicants for the Town Clerk and Facilities Officer posts, the precise figures cannot yet be determined. Furthermore, the timing of appointments may vary and the current Town Clerk's salary costs will cease upon departure. Consequently, the total additional cost for the six-month period can only be estimated at this stage. Based on current contribution rates and assumptions, the additional cost is estimated to be up to £16,500. It is therefore proposed that an estimated sum of up to £16,500 be drawn from the Council's Administrative Reserve, with the actual amount required being dependent upon the factors outlined above and subject to adjustment once final employment arrangements are confirmed.

4.3 Looking ahead to 2027/28, the current Town Clerk has undertaken an initial assessment of the budget implications arising from the proposed staffing structure and has incorporated projected staffing costs into the draft financial forecasts. In accordance with prudent financial planning principles, salary provisions have been calculated at the top of the relevant pay scales to ensure adequate budgetary provision and minimise the risk of future funding shortfalls.

4.2 The assessment also recognises the need to maintain adequate funding for the protection and preservation of Council assets. Provision has therefore been included for a new principal structural survey of the Town Hall, landscape design cost for Pen y Bryn and for an ongoing annual allocation of £25,000 to support a five-year phased programme of repair and renewal of the building's stained-glass windows. An additional budget increase is inclusion of £4,000 to replenish the Administrative Reserve, recognising that 2027/28 will be an election year and that additional expenditure is likely to be incurred.

4.5 Further budget provision will also be required to address inflationary pressures, increased utility costs, planned maintenance requirements, statutory compliance obligations, and the replenishment of reserves utilised during the current financial year.

4.6 Based on the assumptions set out in this report, and subject to further review and refinement by the incoming Town Clerk, the projected preliminary budget requirement would equate to an increase of approximately £0.60 per week for the average Band D property. The final level of precept will be determined by the Council following consideration of the detailed budget proposals for 2027/28.

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5. Environmental Consequences

5.1 The Council has formally declared a Climate and Ecological Emergency and has committed to reducing its environmental impact whilst promoting sustainable practices throughout its activities.

5.2 The budget framework outlined in this report recognises the need for investment in measures that improve energy efficiency, reduce carbon emissions and support the long-term sustainability of Council-owned assets.

5.3 Where practical, future capital and maintenance programmes should seek to incorporate environmental improvements, sustainable procurement principles and measures that contribute to biodiversity enhancement. Although some initiatives may require additional upfront expenditure, they offer potential long-term financial and environmental benefits through reduced energy consumption and lower operating costs.

6. Equalities Consequences

6.1 The proposals contained within this report are intended to support the continued provision of services and facilities that are accessible to all sections of the community.

6.2 No adverse impacts on individuals with protected characteristics have been identified at this stage.

6.3 When developing THE detailed budget proposals, the Council should continue to have due regard to its responsibilities under the Equality Act 2010 and ensure that decisions relating to service provision, staffing, asset management and community investment are fair, transparent and inclusive. Where significant changes to services are proposed, consideration should be given to undertaking an Equality Impact Assessment.

7. Recommendations

7.1 It is recommended that Members: consider the underlying assumptions set out within this report and agree that the matters identified within this report form the framework for the preparation of the draft 2027/28 budget for subsequent consideration by the Town Council.

8. Reason for Recommendation

8.1 To inform a key stage in the budget-setting process and to promote transparency, accountability, informed decision during a period of organisational transition.

REPORT AUTHOR:	**Town Clerk.**
SUBJECT:	**Free parking days**
REPORT FOR:	**Decision.**

1. Purpose of report.

1.1 To consider taking up the offer of free parking days.

2. Background.

2.1 Whilst the Town Council has not been formally approached by the County Council regarding the future allocation of free parking days, a number of key festivals and events within the town have benefited from this initiative over recent years. It would therefore be useful for organisers to be aware that the Town Council intends to continue supporting such events where possible.

2.2 It is suggested that, for so long as these established events continue, up to three of the annual free parking days are allocated to support them. The remaining days would continue to be used, as in previous years, to support retailers and encourage footfall within the town centre during the important pre-Christmas trading period.

2.3 The proposed allocation of this year's free parking days is detailed below:

Llangollen Food Festival	2 days (10–11 October 2026)
Llangollen Christmas Festival	1 day (28 November 2026)
Christmas shopping	2 days (in run up to Christmas Day)

2.4 This approach would support major events which attract visitors to the town, whilst also providing assistance to town centre retailers during the critical Christmas trading period. It would also establish a consistent basis for the future allocation of free parking days.

3. Recommendation

3.1 It is recommended that the Town Council:

a) Agrees to notify festival organisers that, whilst the annual allocation remains available from the County Council, the Town Council intends to continue supporting established town events through the allocation of up to three free parking days per year;

b) Agrees that the remaining free parking days should continue to be used to support town centre retailers during the run-up to Christmas; and

c) Forwards the schedule of free parking days detailed above to the County Council.

4. Reasons for Recommendation

4.1 To support key community events, town centre retailers and the hospitality sector, increase visitor numbers, encourage local spending, and reduce the need for residents to travel to competing retail centres.

REPORT AUTHOR: **Deputy Town Mayor.**
SUBJECT: **Llangollen Community Awards Scheme.**
REPORT FOR: **Decision.**

1. Purpose of the Report

1.1 To consider the creation of an annual Llangollen Community Awards Scheme

2. Background

2.1 Llangollen benefits from a strong sense of community, supported by a large number of volunteers, local organisations, clubs, charities and individuals who give their time and energy to improve the lives of others. Many of these contributions take place quietly and without formal recognition.

22. A review of community award schemes operated by other Town Councils demonstrates that such schemes provide an effective way of celebrating local achievement, encouraging volunteering and strengthening civic pride.

3. Proposal

3.1 It is proposed that Llangollen Town Council establishes an annual Community Awards Scheme to:

- Recognise outstanding service to the community.
- Celebrate volunteering and civic engagement.
- Highlight the work of local organisations and community groups.
- Encourage participation in community activities.
- Promote positive role models across all age groups.

3.2 The scheme would be open to nominations from residents, businesses, organisations and community groups with a connection to Llangollen.

3.3 The introduction of a Community Awards Scheme would provide an opportunity to recognise the outstanding contribution of local volunteers, community leaders and organisations, while strengthening community spirit and civic pride. The scheme would encourage greater participation in volunteering and local projects, raise awareness of the valuable work being undertaken across Llangollen, and demonstrate the Town Council's commitment to celebrating and supporting community achievement.

4. Suggested Award Categories

4.1 The following award categories are suggested:

<u>Community Champion Award</u>
For an individual who has gone above and beyond in supporting local people, community projects or charitable activities within Llangollen.
<u>Volunteer of the Year Award</u>
For an individual who has demonstrated exceptional commitment through volunteering and has made a significant difference to the lives of others.
<u>Young Person Achievement Award</u>

For a young person under the age of 21 who has brought credit to the town through achievements in education, sport, the arts, culture, community service or personal endeavour.

Environmental Champion Award

For an individual or group that has made a notable contribution towards protecting or enhancing Llangollen's natural environment.

Community Organisation of the Year Award

For a voluntary organisation, charity, community group or social enterprise that has delivered exceptional benefits to the local community.

Equality and Inclusion Award

For an individual or organisation that has worked to improve inclusion, promote diversity and strengthen community cohesion within Llangollen.

5. Eligibility and Nominations

5.1 It is suggested that:

- Nominees must live in, work in, volunteer in, or have made a significant contribution to Llangollen.
- Councillors should not be eligible for recognition for activities undertaken in their role as elected members.
- Nominations should be submitted using a standard application form.
- Self-nominations should not be permitted.
- Nominations should open annually for a period of approximately six months.

5.2 Nomination forms (example appended) could be made available through the Town Council website, social media channels and local community venues.

6. Assessment Process

6.1 To ensure transparency and fairness, nominations could be considered by a panel comprising:

- The Mayor
- Deputy Mayor
- The Chairs of Council Committees

6.2 The panel would assess nominations against agreed criteria and select award recipients confidentially.

7. Presentation of Awards

7.1 The awards could be presented at a dedicated civic event or incorporated into the Annual Town Meeting. All nominees would be invited to attend, with award recipients receiving a certificate and public recognition from the Mayor.

7.2 The event would also provide an opportunity to celebrate the positive contributions being made throughout the community and to raise awareness of local volunteering opportunities.

8. Environmental Consequences

8.1 There are no significant adverse environmental consequences have been identified. The scheme will however contribute positively to environmental awareness through the proposed Environmental Champion Award.

9. Equality Consequences

9.1 The scheme promotes equality of opportunity by recognising contributions from all sections of the community and includes a specific award category to celebrate work that advances equality, diversity and inclusion within Llangollen.

10 Financial Implications

10.1 The cost of operating the scheme is expected to be modest and would primarily consist of:

- Certificates and trophies.
- Printing and publicity materials.
- Refreshments and venue costs if a separate ceremony is held.

10.2 These costs could be accommodated within existing budgets

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11. Recommendation

11.1 It is recommended that Llangollen Town Council:

a) Approves the establishment of an annual Llangollen Community Awards Scheme.

b) Establishes a small working group as defined in paragraph t6.1 to develop the concept.

c) Includes funding within the Council's budget to support the scheme.

d) Launches the inaugural awards programme in the next civic year.

12 Reason for recommendation.

12.1 To recognise individuals and organisations that make an outstanding contribution to Llangollen, while promoting civic pride, encouraging volunteering, and celebrating the positive impact of community involvement across the town.

Appendix A

Llangollen Town Council Community Awards Scheme
Nomination Form

Please complete this form and return it to:

The Town Clerk
Llangollen Town Council
Parade Street
Llangollen
LL20 8PW

Email: townclerk@llangollentowncouncil.gov.uk
Telephone: 01978 860345

Nominator's Details

Date of Nomination: ___________________________________

Name of Nominator: ___________________________________

Address:

Postcode: ___________________________________

Telephone: ___________________________________

Email: ___________________________________

Details of the Person or Organisation Being Nominated

Name of Nominee: ___________________________________

Address (if known):___________________________________

Postcode: ___________________________________

Telephone (if known): ______________________________

Email (if known): _________________________________

Relationship to the Nominee
Please describe how you know the person or organisation you are nominating:

Award Category

Please tick one category only.

☐ Community Champion Award

☐ Volunteer of the Year Award

☐ Young Person Achievement Award

☐ Environmental Champion Award

☐ Community Organisation of the Year Award

☐ Equality and Inclusion Award

Nomination Statement

Please explain why you believe the nominee deserves this award.

You should include details of:

Their contribution to the Llangollen community.
The impact they have made on others.
Any achievements, initiatives or activities that demonstrate their commitment.
How they have gone above and beyond what would normally be expected.

Supporting Statement:
(Continue on a separate sheet if necessary.)

Please provide any additional information that may assist the Awards Panel in assessing this nomination.
(Continue on a separate sheet if necessary.)

Declaration

I confirm that:

☐ The information provided in this nomination is true to the best of my knowledge.

☐ The nominee has made a significant contribution to the community of Llangollen.

☐ I am not nominating myself.

Signature of Nominator: ___________________________

Date: ____

Privacy Notice

The information provided in this form will be used solely for the administration of the Llangollen Town Council Community Awards Scheme. Information will be processed in accordance with applicable data protection legislation and the Council's Privacy Policy.

Office Use Only.

Date Received:		Eligible:	Yes / No
Reference Number:		Awarded:	Yes / No
Category:			