



# **CORRESPONDENCE FILE 1**

**(Pages 1 - 6)**

**Estimates Meeting**

**7<sup>th</sup> December 2023**

## Abergele Town Council

### Summary of Fees & Charges - Applicable from 01.04.2023 (reviewed annually)

#### 1. Room Hire – Monday-Friday

a) *Main Chamber - ½ day session** or evening	£66.00
- Full day	£132.00
b) *Room 4 - ½ day session ** or evening	£55.00
- Full day	£110.00
c) *Room 5 or 6 - ½ day session** or evening	£46.50
- Full day	£93.00
d) *Main Chamber, plus rooms 4,5 and 6 - full day	£242.00
e) *Saturday Room hire by special arrangement	
- ½ day session**	£99.00
- Full day	£198.00
f) *Sunday Room hire by special arrangement	
- ½ day session**	£181.50
- Full day	£363.00

*Cancellation fee (25% of the overall booking above) with less than 7 days' notice*

\* Refreshments are included in the cost

*(please note on the booking form how many refreshments will be required)*

\*\* Please note a session is AM (up to four hours), PM (up to four hours) or evening (up to four hours)

#### 2. Photocopying

A4 - single sided - per copy	b/w	15 pence
A3 - single sided - per copy	b/w	20 pence
A4 - single sided - per copy	colour	25 pence
A3 - single sided - per copy	colour	30 pence

#### 3. Advertising (TOWN COUNCIL NEWSLETTER)

Charges for a single issue :-

⅛ page	£18.00
¼ page	£35.00
½ page	£69.00
Full page	£98.00

(Discounts may be agreed by the Newsletter Committee for advertising in multiple issues)

Approved Min No: 429/22 (ii)

CFIPI

4. **Information Requested under Freedom of Information Act 2000**

Further to guidance in The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004, any time taken in undertaking chargeable activities will be estimated at a rate of £25 per hour. All chargeable requests will be referred to the Council, who has the option of waiving fees.

Approved Min No: 429/22 (ii)

CFIP2

## **Abergele Town Council**

### **POLICY ON RESERVES**

#### **1. GENERAL RESERVES**

The Town Council's policy on General Reserves, recommended by the Internal Auditor for the Annual Audit carried out at the end of the financial year 2016/17 and to be ratified at the Annual meeting in May 2018:

A minimum figure of 25% to a maximum figure of 100% of the precept shall be held in reserve balances at the financial year end

#### **2. EARMARKED RESERVES**

The Council may, from time to time, allocate funds to one or more earmarked reserve(s), to be used for a future specified purpose. Any balances remaining at the financial year end over and above the amount required for the General Reserve to be used for future capital expenditure programmes. Funds will only be allocated to support revenue expenditure in exceptional circumstances.



# Abergele Town Council

## ANNUAL INVESTMENT STRATEGY 2024/25

This Annual Investment Strategy is prepared in accordance with the statutory guidance on Local Government Investments issued by Welsh Government.

All cash, bank balances, financial assets, borrowing and credit arrangements are defined as a part of the Council's treasury management activities. This Annual Investment Strategy will concentrate on the Council's temporarily surplus resources (or other financial assets it holds) and the investment it undertakes of these resources.

The Council undertakes to ensure that for all its investments, priority will be given to security and liquidity rather than to yield. In drafting this Annual investment Strategy the Council has made appropriate arrangements for:

- identification, management and control of risks in the investments/treasury management activities it undertakes,
- budgeting, accounting and audit arrangements,
- its cash flow management requirements,
- segregation of responsibilities, organisational arrangements, adequate documentation and the identification of a responsible officer for investment/treasury management activities,
- corporate governance,
- procedures to ensure it is alert to the possibility it may become subject to an attempt to involve it in a transaction involving the laundering of money and supplier fraud.

All investments undertaken by this Council will be made and repaid in Sterling.

### **SUMS TO BE INVESTED**

1. The Council's temporarily surplus balances, which remain after the day to day operating financial requirements of the Council. Immediate access is required for these funds.
2. Balances held for premises related expenditure and future developments, known as the 'Hall and Development Reserve'. These funds may need to be accessed at short notice.

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**LISTING OF INVESTMENTS UNDERTAKEN**

The Council will undertake the following categories of investment for the financial year 2024/25:

- Deposits in Interest Earning Accounts, with instant access, up to a maximum of £250,000.
- Deposits in Interest Earning Accounts of up to one month's notice to a maximum of £60,000 for Hall and Development Reserve Funds.

The rate of return on these deposit / reserve accounts will be reviewed annually, to ensure they remain competitive.

Signed \_\_\_\_\_

Town Mayor

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Responsible Finance Officer

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