

**MINUTES OF HARLECH COMMUNITY COUNCIL FINANCE MEETING HELD AT THE OLD LIBRARY,  
HARLECH AND OVER ZOOM AT 7.00 P.M. ON 12.01.26**

**APOLOGIES**

Cllr. Mark Lewis, Gordon Howie, Ceri Griffiths, Cllr. Gwynfor Owen (Gwynedd Council).

**PRESENT**

Cllrs. Christopher Braithwaite (Chairman), James Maxwell (Vice Chairman), Edwina Evans, Wendy Williams, Simon Turner, Martin Hughes, Giles Bentham, Reg Chapman, Tegid John and Cllr. Annwen Hughes (Gwynedd Council).

There were 2 members of the public present over zoom and 1 member of the public present in the room.

**MINUTES**

The minutes of the meeting held on December 1st 2025 were found to be correct.

**MATTERS ARISING FROM THE MINUTES**

Cllr. Giles Bentham stated that he did not accept the minutes as correct because three members of the public were present via Zoom, since Chris Travis was at the last meeting via Zoom and had not been included in the minutes. The other Members all disagreed with this because only two members of the public were seen to be present via Zoom, not three, and Chris Travis's name had not appeared on the screen at all.

**MATTERS ARISING**

**HAL - CIC**

The following report was received by Cllr. Reg Chapman with regards to the latest situation regarding HAL –

- 1 The proposals for the transfer of HAL to a CIC, wholly owned by Harlech Community Council have been slightly delayed because of the illness to the expert working for the Council
- 2 The Welsh Government have agreed to finance the cost of the transfer, creating undisputed title on the whole site and legal costs associated with selecting the financial provider for the development.
- 3 With the Vice Chairman I am meeting with them this week, on site, to enable them to understand the complexity of the site at first hand.
- 4 A meeting is scheduled in the following week with one of the potential project investors
- 5 The principle objectives of the CIC reflect the changing role of Local Authorities and the tight financial situation they face. I have attached the principles for its development

**HARLECH COMMUNITY LIMITED**

**AIMS AND OBJECTIVES**

To support and invest in the future and wellbeing of the Harlech Community.

Develop a comprehensive business plan which will allow the CIC to grow and diversify as opportunity arrives that can be of benefit to local people.

To manage the assets of the community and use any revenue from them for the good of the community.

To seek funding and create opportunities for local people to improve their economic and social welfare.

8.....Chairman

Develop partnerships with other social partners for the betterment of local people  
 Receive the land and other assets from Harlech and Arduwy Leisure and work with others to ensure a development that is beneficial to the community.  
 Seek to develop the local economy through improving the tourism product and developing the communication and transport infrastructure network of the area.  
 Consider the benefit of creating local co-ops for the purchase of commodities such as energy and similar commodities where a social benefit will reduce costs for local people,  
 Communication will always be in the language of choice

**Independant Renumeration Panel**

The Clerk reported that a form had to be signed by every Councillor again this year with regard to the above. There is a need to list every rule that is been adopted in the Council minutes and if a payment rule regarding costs is been adopted the Councillors that DO NOT claim expenses sign the form declaring this. After a discussion it was agreed to adopt the payments rule regarding costs again this year and it was agreed that everybody that wanted to claim costs would do so but it was important that everybody return the form back to the Clerk once it was completed. Of the Members present 4 Councillors decided to claim the allowance and 6 Councillors decided not to claim the allowance.

**Budget Plan**

The Clerk had already distributed copies of the above showing the differences between the expenditure that had been made up to the 31st December 2025 since the beginning of April 2025 and what had been earmarked on the budget plan up to the end of December to every member. It was reported that the Council had spent £51,304.49 (which included bank charges) since the start of the new financial year and this was £69,418.51 less expenditure than what was earmarked in the budget for the year. The members went through the different expenditures that had been made and the differences that were on the business plan individually.

**Council's Financial Risk Assessment Policy**

Copies of the above had already been sent to each member and every item on it was discussed individually. It was decided to accept this policy and put it on the agenda every quarter and change the last column to quarter.

**Council Projects 2025/26**

This item was not discussed.

**Council's Budget for 2025/26 (draft)**

The Clerk had already distributed copies of the e Council's accounts up to the year ending 31st December 2025 so that they could see what the financial situation was like. A discussion took place and it was decided that an estimate of the following costs were going to be with the Council during the next financial year -

Council insurance:	2,500
Clerk's salary:	1,764
Clerk's costs:	1,071
Clerk's office costs:	750
Clerk's payroll tax:	440
Clerk's accountant:	228
Microsoft Licence annual fee	105

Zoom Licence annual fee	156	
One Voice Wales:	370	
Council website:	2,000	
Councillor training:	2,000	
Councillor allowances:	1,872	
Translator:	1,700	
Hire of meeting room	500	
Contributions:	2,000	
Memorial Hall Committee:	2,000	
Old Library Committee:	2,000	
Friends of Tanycastell School:	3,000	
Cylch Meithrin Harlech:	2,000	
Harlech & Ardudwy Leisure	7,500	
External auditors:	1,000	
Internal auditors:	500	
Community engagement, including youth services:	10,000	
Solicitors fees:	5,000	
Miscellaneous:	1,000	
Cemetery costs:	2,000	
Cemetery grass cutting:		2,400
Footpaths grass cutting:	2,500	
King George's Field grass cutting:	5,000	
Bron y Graig Nature Trail:	20,000	
Japanese Knotweed	350	
Community Events	15,000	
Storage:	1,300	
Hen Lladd-dy floor	2,500	
Emptying bins at playing fields:	1,200	
Tennis court maintenance:	1,500	
Tennis court tax:	120	
Playground maintenance:	35,000	
Allotments	4,000	
Welsh Water (Allotments)	130	
Penygraig land:	1,000	
Playground inspection:	500	
Benches:	2,000	
Contribution to keeping public toilets open:	16,320	
Maintenance of toilets by the Memorial Hall:	3,500	
Welsh Water (Toilets by Castle)	770	
Bus shelters:	10,000	
Bank charges:	<u>£10</u>	
<b>Total</b>	<b>£178,556</b>	

A discussion took place around the budget for 2026/27, especially around the Clerk's salary. It was agreed by all to amend the budget to £7500. This was agreed as a budget amendment only, no amendment to the precept.

**Neither the Clerk or members of the public were present when this matter was discussed**

10.....Chairman

### **Council's Precept for 2026/27**

A letter was received from Gwynedd Council with regard to the above. After discussing the budget and foreseeing what the Council's expenditure will be for the forthcoming financial year, it was decided to keep the precept at £85,000. Cllrs. James Maxwell, Reg Chapman, Simon Turner, Wendy Williams, Giles Bentham and Edwina Evans were in favour of this, Cllr. Martin Hughes abstained and Cllr. Christopher Braithwaite was against.

### **RESPONSIBLE FINANCIAL OFFICER'S REPORT**

The Treasurer reported that there was £26,193.01 in the bank, £115,384.76 in the reserve account.

### **Invoices needing payment since last meeting**

Customs & Excise - £110.00 – tax on Clerk's wages  
Mr. Phil Price - £440.00 - IT work  
Mr. M. J. Kerr - £580.00 - opening grave re the late Mr. Peter Jones  
Brown & Wolfe - £1,920.00 - website design and build  
Mr. Meirion Evans - £6,240.00 – work on Penllech and by the Church  
Woodland Trust £1.00 - licence for sign in Coed Llechwedd

The above payments were processed by Cllr. James Maxwell and Cllr. Wendy Williams approved the payments and permission was granted to the Clerk/Treasurer to make payment on line or by cheque at the end of the meeting.

### **Monies received since last meeting**

Magnox - £520.00 – grant towards purchase of Christmas lights  
Customs & Excise - £725.31 – reimbursement of VAT

### **Invoices paid since the last meeting**

Catrin Soraya Williams - None - translation services  
Defib Store Ltd - £154.80 – pad for defib near Engedi Chapel (paid 16/12/25)  
Blachere Illuminations - £527.10 - christmas lights (paid 15/1/26)

### **MATTERS DISCUSSED AFTER THE FINANCE MEETING**

#### **PLANNING APPLICATION**

#### **Retrospective application for the erection of a timber log & bike store, shed and car port Ivy House, Harlech (NP5/61/L433A)**

Support this application.

#### **Listed Building Consent to replace storm damaged windows and doors with new double-glazed aluminium windows and doors to match existing. Coleg Harlech, Harlech (NP5/61/LB3Z)**

Support this application.

#### **Certificate of Lawful Use (Existing) for use of first floor flat as Use Class C5 – Dwellinghouses used otherwise than as a sole or main residence and occupied for 183 days or fewer Plas Flat, Spar Shop, High Street, Harlech (NP5/61/LULB280E)**

Support this application.

**Non-Material Amendment to Planning Permission NP5/61/PIAW466 dated 19/01/2007 to increase height of garage to incorporate additional bedroom above Plot 5, Cae Main, Hwyfa'r Nant, Harlech (NP5/61/466A)**

Support this application

**CORRESPONDANCE**

**Welsh Government**

Received a letter from the above informing the Council that the appropriate sum under Section 137(4)(a) of Local Government Act 1972, Section 137 Expenditure Limit for 2026/27 will be £11.60 per elector. The Clerk reported that the latest number of electors she has is 1,136 and therefore the Council have the right to contribute up to £13,177.60 to outside bodies.

**One Voice Wales**

Received an e-mail from the above informing the Council that a Meirionnydd Area Committee meeting is being held on the 14<sup>th</sup> of this month.

**Mr a Mrs Ratcliffe**

Received an e-mail from the above asking the Council for financial support in running the roller skates club. It was agreed to leave this matter until March and discuss it along with the other financial applications.

**Chapters Gymnastics**

Received an e-mail from the above asking the Council for financial support in running gymnastics club. It was agreed to leave this matter until March and discuss it along with the other financial applications.

**Mrs Myfanwy Jones**

Received an e-mail from the above thanking the Council for the wonderful christmas lights and also thanking for the improvements work that has been carried out near Llyn y Felin playing field.

**Guthrie Jones & Jones**

The Clerk reported that she had received an e-mail from Mr. Dylan Edwards, Solicitor from the above company asking if it would be possible for two to go to the office in Bala to sign papers in the presence of a witness so as to complete the purchase of Penygraig land. It was agreed to ask if it would be possible to sign the documents through Doc E.

**Ms Paula Ireland**

Received an e-mail from the above on behalf of the tenants of the allotments asking if it would be possible now that they have formed a proper committee and have a bank account for the Council to transfer the funds that are left from what was allocated to the allotments in the budget for this financial year to the allotments account. The Clerk had already forwarded this e-mail to the members of the finance sub committee. It was agreed to ask for a clear explanation of the costs that are going to be made by them during this financial year and invite her to the next Council meeting at 7.30 p.m

**SIGNED.....Chairman**

**DATE.....**