

## Minutes of the Finance Meeting held in the War Memorial Institute on Wednesday 11<sup>th</sup> October 2017

**Present:** Councillors Mr J Priddin (Chairman), Mr D Williams, Ms C Hinds, Mr D Walker, Mrs M Jones, Mr M Rothero, Mrs E Davies, Mrs L Vidamour, Mr A Wight and Mr R Wakelam.

**Absent:** Cllr Ms L Hallas

**In attendance:** Mrs S Hughes, Clerk & RFO to the Council  
5 x members of the Public

### 150. Apologies

Apologies were received from Cllrs Mr R Bestwick and Mrs S Kenworthy.

### 151. Declarations of Interest

There were no Declarations of Interest received.

### 152. Minutes of the meeting held 13<sup>th</sup> September 2017

**RESOLVED:** Cllr Walker advised that the figure detail in the resolution of Minute 126, should state £5,000 and not £5.00. Noting this correction, these were approved as a correct record and signed by the Chairman.

### 153. Matters Arising

**Min 125.** Cllr Williams advised the replacement pin board has been ordered and will be fitted imminently.

**Min 126.** The Clerk informed the Council that the figures quoted were incorrect and that the current £10k balance in the play area account is currently made up of £5k – Millstone and £5k Play Areas, therefore there is no additional funds available to be transferred. However, the Council has now received the previously approved 2016/17 Match Funding from FCC in the sum of £10,000.

### 154. Section 106 Agreement

The Clerk reported that an invitation was sent to FCC officers to attend the October meeting, unfortunately they were unable to attend.

A letter has been received from Ian Harrison, Taylor Wimpey Land and Planning Director which states *'having reviewed the Section 106 Agreement I believe the wording provides you with the opportunity to spend the money as you are seeking without any amendment to the S106. As you are looking to enhance existing community facilities and this is being done in conjunction with the Council and local community, this is covered by the Section 106 Agreement and I do not believe there is a requirement for a variation to the document'*.

Cllr Williams reported that the meeting he was due to attend with Cllr Hinds and FCC Officers has been reconvened and are awaiting a date to be confirmed.

The Chair reiterated that a resolution had been passed for the council to invest the S.106 money on the War Memorial Institute.

Cllr Williams asked for clarification on funds for the Scout Hut, which Cllr Hinds response was that there is still uncertainty of the building/lease.

Cllr Williams said that although Cllr Hinds has previously reported that the Football Club no longer required changing rooms, this was not the official stance of the club and they do in fact still require changing rooms.

Cllr Walker raised concern over investing money into any building that was owned by FCC and not by the community, Cllr Williams advised that there were possibilities under the CAT process.

Cllr Williams requested the Council to consider a sum of £50,000 towards the youth club and scout buildings to assist them with Match Funding. He is currently assisting by way of grant applications (match funding).

The Clerk highlighted that the cost of the renovation works of the Institute does include approx. £30,000 vat costs however was unsure of whether it would be FCC or the Community Council claiming the vat cost. Cllrs Williams and Hinds will seek clarification on this.

Cllr Wakelam stated that it was felt that some of the costs involved with the quote provided by the Institute and asked whether they should in fact provide three quotes. This was agreed by the Council and will request additional quotes.

**RESOLVED:**

- i. a copy of the letter received from Taylor Wimpey will be forwarded to the following members of FCC; Chief Executive, Neal Cockerton, Andrew Farrow and Alan Roberts.
- ii. Cllr Williams and Hinds will attend a meeting with the FCC Officers once a date has been confirmed and will also obtain the payment process with regard to vat claims.
- iii. A letter will be sent to Penyffordd WMI requesting them to provide an additional two quotes for the proposed work.

**155. Christmas Lighting**

The Clerk reported that an order was place for 15 lights (7 x bell lights and 8 x snowman lights), however, due to limited stock could not get the 8x snowman only 5x. Cllr Williams and the Clerk meet with FCC and Mega Electrical to review the columns for Dobshill. Due to limited columns there are only 9 which can be used. There have been 12 lights purchased so the additional 3 could be installed in Penyffordd. It was suggested by FCC that a notice be sent to residents of Chester Road advising of the lights being installed.

It was put to the Council that as they have only purchased 12 lights instead of 15 and Dobshill are only going to be having 9 lights it may be worth considering also installing the christmas tree. Cllr Williams advised that the majority of the costs involved in installing a tree is the cost of the tree itself, he proposed the Council attempt to source the tree at a reduced cost.

The Clerk advised that Mega Electrical have been instructed to ensure that all 3 villages have a mixture of the lights, giving a fair distribution of designs.

**RESOLVED:** the above report be received and noted. Letters will be sent to the affected residents of Chester Road. The Council approved to purchase and install the Christmas tree for Dobshill and will initially attempt to source the tree themselves which would be installed by Mega Electrical. If in the event they are unable to source the tree Mega Electrical will provide and install the tree.

**156. ½ Year Budget Review**

- i. The Clerk provided the Council with copies of the ½ year summary, budget monitoring report and bank reconciliation (appendix A). These documents were reviewed and no concerns were raised.
- ii. In order to meet the requirements of the financial regulations and internet banking, it is necessary for a programme of regular checks of standing data with suppliers to be followed. This required a member to look through and certify a number of invoices and payment receipts.

**RESOLVED:**

- i. the Council approved the above which was authorised by a member of the Council other than the Chairman.
- ii. Cllr Piddin reviewed a selection of invoices and payment receipts which were certified as correct.

## 157. Annual Grant Applications

The Grant Application form and posters have been drawn up and agreed by the Council. All applications together with financial details must be returned to the Clerk no later than Monday 6<sup>th</sup> November in order for them to be reviewed at the November meeting.

**RESOLVED:** the form and poster were approved and will be displayed on the council's website and noticeboards. Applications will be reviewed at the November meeting.

## 158. Match Funding Scheme – Improvements to Children's Play Areas 2017/18

FCC have made budget provisions for the year 2017/18 for improvements to children's play areas and are operating the match funding scheme again. They have asked the Council to consider if they wish to participate in this scheme and their agreed level of contribution to a maximum of £10,000.

The FCC Play Survey identified the following; there were no play areas ranked as 'red', however, Melwood Close has been ranked as 'amber' and is FCC recommended site for investment.

**RESOLVED:** the Council will apply for Match Funding for Melwood Close and agreed a level of £10,000.

## 159. Community Plan

An initial request had been made from Cllr Wight for financial support towards development advertising. The Clerk reported that after investigating this request and liaising with FCC, the Community Council does not have any legal powers to do so. She also reported and advised members that Cllrs that are currently working with the Community Plan are in future required to make the necessary Declarations of Interest.

Cllr Wight acknowledge the above, however requested that the Community Plan be included on the main agenda for November so that full identification and clarification can be determined between work being undertaken on the Community Plan on behalf of the Community Council and the work being undertaken for proposed building developments.

**RESOLVED:** this item was not discussed due to the Clerks initial report of the council not having the legal powers to do this. The Community Plan will be included on the main November agenda.

## 160. Noticeboards

A request had to made to the Council to consider purchasing and installing a noticeboard for the top end of Penyffordd (to cover areas of Abbotsford Drive, Park Crescent etc).

Due to the location of the existing Penyffordd board not being viewed by as many residents since the closure of the Post Office, the Council agreed that a further board should be purchased.

**RESOLVED:** the Council approved the purchase of a noticeboard for Penyffordd and members will review and consider the location and will report at the November meeting.

## 161. Independent Remuneration for Wales – Draft Annual Report 2018/19

The Independent Remuneration Panel draft Annual Report 2018/19 has now been published for consultation and is available on its website: <http://gov.wales/irpwsb/home/publication-reports/financial-year-2018-19/?lang=en> Section 13 of which relates specifically to Community and Town Councils.

The Clerk requested that members fully consider the Draft Report as there are amendments that could possibly affect future budgets.

Any comments on this draft Report need to be made no later than the 29th November.

**RESOLVED:** the Council does not wish to make any comments on the report, but will ensure that this is considered when considering the 2018/19 budget

## 162. Bank Balances

Bank Balances as at 11th October 2017	Current	£9,592.53
	Deposit	£72,060.40

Play Area      £17,754.33  
£99,407.26

Payments Received

04/10/2017      Flintshire County Council      2016/17 Match Funding      £10,000.00

Bank Transfers

04/10/2017      Deposit To Play Area A/c      2016/17 Match Funding      £10,000.00

**RESOLVED:** the above be received and noted.

**163. Accounts for Payment**

**CURRENT ACCOUNT**

Payment Method	Payee	Details	Amount
Int	Flintshire County Council	Summer Playscheme - 2017	£1,309.00
Int	Flintshire County Council	2017 Election Recharge	£247.20
Int	Staffing Costs	Sep-17	£1,323.00
Int	Mrs S Hughes	Stationery, General Admin etc	£27.18
Int - Internet Banking			<b>£2,906.38</b>

**PLAY AREA ACCOUNT**

Payment Method	Payee	Details	Amount
Int = Internet Banking			<b>£0.00</b>

**RESOLVED:**

The above accounts be processed for payment and was signed by the Chairman of Council and/or the Chairman of Finance. Payments were also countersigned by two bank signatories.

**164. Members Items (AOB)**

Chair..... 8<sup>th</sup> November 2017

<b>Penyffordd Community Council - Summary Accounts</b>			
<b>2017 - 18 Financial Year</b>			

**Income**

	Actual	Anticipated	Difference
Precept	46,466.66	68,290.00	-21,823.34
Bank Interest	28.62	50.00	-21.38
Refunds/Other	10,000.00	0.00	10,000.00
Grants/Funds(Play Area)	0.00	0.00	0.00
VAT Refund	25,294.97	25,416.37	-121.40
<b>Total</b>	<b>81,790.25</b>	<b>93,756.37</b>	<b>-11,966.12</b>

**Expenditure**

	Actual	Agreed Spend	Balance
Parks & Open Spaces	2,356.84	24,355.00	21,998.16
General Admin etc	4,041.64	20,730.00	16,688.36
Staffing Costs (wages, hmrc, pension)	6,837.23	16,800.00	9,962.77
Street Lighting	1,266.66	28,845.00	27,578.34
Highways & Footpaths	748.20	1,220.00	471.80
Grants	250.00	8,000.00	7,750.00
Investing in Youth	0.00	4,000.00	4,000.00
Provision of Balances	0.00	6,000.00	6,000.00
<b>Total</b>	<b>15,500.57</b>	<b>109,950.00</b>	<b>94,449.43</b>

**Note:** the above agreed spend includes the reserved funds carried over £10,000 Parks & Open Space, £18,625 Street Lighting and £100 Gen Admin

**Current Summary**

Bank Balance as at 31 March 2017	
Current	12,843.10
Deposit	10,270.15
Millstone Play Area	10,004.33
	<b>33,117.58</b>
Total Expenditure	15,500.57
Total Income	81,790.25
<b>Balance as at 30 September 2017</b>	<b>99,407.26</b>
<b>VAT Costs for 2017/18 Financial Year</b>	<b>536.93</b>

**End of Year Prediction**

Balance as at 31 March 2017	33,117.58
+ Total Anticipated Income	93,756.37
- Total Anticipated Expenditure	109,950.00
<b>Anticipated Closing Balance as at 31 March 2018</b>	<b>16,923.95</b>

Finance Committee - 1/2 Year Budget Review 30th September 2017					
<b>Current Acc Bal B/f</b>				£9,592.53	
<b>Date Cashed</b>	<b>Cheque No</b>	<b>Payee</b>	<b>Details</b>	<b>Amount</b>	
					Uncleared Cheques
					£0.00
			<b>Total</b>		
			Balance Carried Forward	£9,592.53	£9,592.53 Bank Statement Balance
<b>Deposit Acc Bal B/f</b>				£82,060.40	
<b>Date</b>	<b>Type</b>		<b>Details</b>	<b>Amount</b>	
			<b>Total</b>		
			Balance Carried Forward	£82,060.40	£82,060.40 Bank Statement Balance
<b>Play Area Acc Bal B/f</b>				£7,754.33	
<b>Date</b>	<b>Type</b>		<b>Details</b>	<b>Amount</b>	
			<b>Total</b>		
			Balance Carried Forward	£7,754.33	£7,754.33 Bank Statement Balance
			<b>Total Available Balance of All Accounts</b>	£99,407.26	<b>Total Bank Balance Inc Uncleared</b>
					£99,407.26 Cheques

Penryffordd Community Council				
Budget 2017/18				
Details of Expenditure	Proposed Expenditure 2017/18	Current Spend to date	Available Spend to date	Comments
<b>Parks &amp; Open Spaces</b>				
Gardening Maintenance	£1,800.00	£0.00	£1,800.00	
Play Leadership	£1,800.00	£0.00	£1,800.00	Inv due around Nov £900
Dobshill Rent	£5.00	£5.00	£0.00	
Bus Shelter Repairs	£250.00	£81.40	£188.60	
Playing Fields	£5,000.00	£0.00	£5,000.00	
Bulbs/Shrubs	£200.00	£0.00	£200.00	
Seat Memorial Garden(clock)	£100.00	£0.00	£100.00	
Litter Receptacles/equipment	£200.00	£40.44	£159.56	
Millstone Play Area (inc £10k c/f match funding)	£15,000.00	£2,250.00	£12,750.00	Potential spend fencing, soundproofing, drainage
<b>General Administration</b>				
Insurance	£2,115.00	£1,473.80	£641.20	
Annual Contribution	£0.00	£0.00	£0.00	
Civic Service	£250.00	£0.00	£250.00	
Wages, HMRC & NI	£14,500.00	£8,837.23	£7,662.77	
Payroll	£200.00	£192.00	£8.00	
ER & EE Pension	£2,300.00	£1,008.22	£1,291.78	
Clerks Expenses	£1,700.00	£676.04	£1,023.96	
Postage	£80.00	£30.46	£29.54	
Stationery	£500.00	£90.37	£409.63	
Audit Fee	£500.00	£402.75	£97.25	
Chairmans Name Board	£150.00	£0.00	£150.00	No inv rec
Elections	£4,500.00	£0.00	£4,500.00	Inv rec Oct - £247.20
Office Machinery	£200.00	£0.00	£200.00	
Christmas Tree/Lighting	£7,000.00	£0.00	£7,000.00	Inv due end of the year
Clock Tower	£500.00	£0.00	£500.00	Service due Jan
CAB	£275.00	£0.00	£275.00	To be paid with grants
Annual Subscriptions	£180.00	£168.00	£12.00	
Training	£1,500.00	£0.00	£1,500.00	
Website	£1,000.00	£0.00	£1,000.00	
Best Kept Comp Prize Money c/f	£100.00	£0.00	£100.00	
<b>Street Lighting</b>				
Electrical Supply	£1,500.00	£162.84	£1,337.16	
Electrical Testing	£1,720.00	£630.00	£1,090.00	Inspections for winter months
Repairs & Maintenance (inc £18625 c/f for upgrades)	£25,625.00	£473.82	£25,151.18	
<b>Highways and Footpaths</b>				
Salt Bins	£500.00	£0.00	£500.00	
Noticeboards	£720.00	£748.20	£-28.20	
Grants	£8,000.00	£250.00	£7,750.00	
Investing in Youth	£4,000.00	£0.00	£4,000.00	
Provision of balance	£6,000.00	£0.00	£6,000.00	
<b>Total Expenditure</b>	<b>£109,950.00</b>	<b>£15,500.57</b>	<b>£94,449.43</b>	