

PEN-Y-FFORDD COMMUNITY COUNCIL

Minutes of the Finance Meeting held in the War Memorial Institute on Wednesday 10th January 2018

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

Absent:

In attendance: Mrs S Hughes, Clerk & RFO to the Council
1 x Member of the public

258. Apologies

Apologies were received from Cllrs Mrs S Kenworthy and Mr M Rothero.

259. Declarations of Interest

There were no Declarations of Interest received.

260. Minutes of the meeting held 13th December 2017

RESOLVED: these were approved as a correct record and signed by the Chairman.

261. Matters Arising

Min 227 – Cllr Davies raised concern as this could set a precedent for the future and suggested that for the future the council should consider acknowledgment of donations or work by way of letters or cards. Cllr Williams acknowledged and agreed with the concern.

262. Section 106 Agreement

A letter was sent to Neal Cockerton, Alan Roberts, Glyn D Jones on 14th December with the council's final resolution of the s106. A follow up email was sent by Cllr Williams on 9th January, however a response is yet to be received. This could be due to the Christmas holidays.

Cllr Wight informed members that during a meeting with the Scouts, they advised that they had made a FOI Request from Flintshire County Council with regard to the S.106. After reviewing the information they offered their apologies to the Community Council in relation to the recent letter they had sent and acknowledged that the initial information they had been advised of was incorrect. They also advised that they are open to discussions with the Council for any future plans.

RESOLVED: the above be received and noted.

263. Noticeboard

The location of the additional noticeboard for Penyffordd was reviewed with the most suitable location being at the junction of Vounog Hill and Watts Road. Cllr Williams advised he is due to meet with Mike Eastwood (FCC – Streetscene) this week and will seek verbal approval.

Cllr Williams will liaise with the Clerk and prepare the required planning application.

RESOLVED: the location of Vounog Hill/Watts Road has been suggested and if verbally approved by Streetscene Cllrs Williams and the Clerk will prepare and submit the required planning application.

264. Electrical Costs for the CCTV Camera

Cllr Hinds advised she has yet been able to obtain costings.

Cllr Bestwick proposed that the Council for information purpose ascertain the power rate of the unit to establish an estimate of usage.

RESOLVED: The Clerk will make enquires with the provider of the CCTV unit to ascertain the power rate of the unit to establish an estimate of usage. No further action will be required at this stage.

265. Quarterly Budget Review

- i. The Clerk provided the Council with copies of the quarterly 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 M Jones reviewed a selection of invoices and payment receipts which were certified as correct.

266. Investment Strategy (addendum to the Place Plan)

Cllr Wight provided members with a summary of his proposal for a 'Village Investment Strategy'. He suggested that by meeting with local groups/organisations and reviewing the Place Plan the Council will be able to identify and list the needs of the community/improvement projects for the future.

Once these needs have been identified, together with potential financial costing, it will allow the Council to future plan in relation to funds received such as S.106 monies.

He envisaged that between now and the May Annual Meeting information could be collated and an initial strategy drawn up.

RESOLVED: the above was fully supported by the Council. The Council will endeavour to collect the information with a view to submitting a Village Investment Strategy in May 2018.

267. Bank Balances

Bank Balances as at 10th January 2018		Current	£19,322.18
		Deposit	£75,344.18
		Play Area	£17,754.33
			£112,420.69
Payments Received			
28/12/2017	FCC	Precept	£23,233.34
Bank Transfers			
09/01/2018	Deposit to Current Account		£10,000.00

RESOLVED: the above be received and noted.

268. Accounts for Payment

- i. At the December Meeting Cllr Williams proposed to pay employees a christmas bonus of £25, which was unanimously agree.

CURRENT ACCOUNT

Payment Method	Payee	Details	Amount
Int	Flintshire County Council	Street Light Electricity & Repairs Nov 17	£187.31
Int	Staffing Costs	Dec-17	£1,553.89
Int	Mrs S Hughes	Stationery, General Admin etc	£36.40
Chq	Penyffordd Tennis Club	Grant	£200.00

Chq	Penyffordd Beaver Scout Colony	Grant	£150.00
Chq	War Memorial Institute	Grant	£4,000.00
Chq	Bonfire Committee	Grant	£450.00
Chq	Penyffordd Bowling Club	Grant	£250.00
Chq	St John's Church	Grant	£300.00
Chq	Penyffordd Brownies	Grant	£200.00
Chq	Penyffordd Scout Troop	Grant	£250.00
Chq	Penyffordd Cub Scout Pack	Grant	£200.00
Chq	Penyffordd Flower Club	Grant	£100.00
Chq	Friends of Penyffordd School	Grant	£100.00
Chq	Penyffordd Area Community Assoc	Grant	£200.00
Chq	Pontblyddyn Cricket Club	Grant	£200.00
Chq	Penyffordd Run Club	Grant	£100.00
Chq	Welsh Border Community Transport (WBCT)	Grant	£1,500.00
Chq	Flintshire Citizens Advice	Annual Grant	£275.00
	Mr D Williams	Reimbursement for xmas tree and cctv elec work	£70.00
Int - Internet Banking			£10,322.60

PLAY AREA ACCOUNT

Payment Method	Payee	Details	Amount
Int = Internet Banking			£0.00

RESOLVED:

- i. The employee bonus was approved and processed through the payroll system.
- ii. 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.

269. Members Items (AOB)

Chair..... 14th February 2018

Penyffordd Community Council - Summary Accounts			
2017 - 18 Financial Year			

Income

	Actual	Anticipated	Difference
Precept	69,700.00	69,700.00	0.00
Bank Interest	79.06	50.00	29.06
Refunds/Other	0.00	0.00	0.00
Grants/Funds(Play Area)	10,000.00	0.00	10,000.00
VAT Refund	25,294.97	25,416.37	-121.40
Total	105,074.03	95,166.37	9,907.66

Expenditure

	Actual	Agreed Spend	Balance
Parks & Open Spaces	3,665.84	24,355.00	20,689.16
General Admin etc	5,293.92	20,730.00	15,436.08
Staffing Costs (wages, hmrc, pension)	10,446.12	16,800.00	6,353.88
Street Lighting	1,757.09	28,845.00	27,087.91
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	3,609.75	6,000.00	2,390.25
Total	25,770.92	109,950.00	84,179.08

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
	33,117.58
Total Expenditure	25,770.92
Total Income	105,074.03
Balance as at 31 December 2017	112,420.69
VAT Costs for 2017/18 Financial Year	1,140.88

End of Year Prediction

Balance as at 31 March 2017	33,117.58
+ Total Anticipated Income	95,166.37
- Total Anticipated Expenditure	109,950.00
Anticipated Closing Balance as at 31 March 2018	18,333.95

Finance Committee - Quarterly Budget Review 31st December 2017					
<div>Current Acc Bal B/f</div>				£9,322.18	
Date Cashed	Cheque No	Payee	Details	Amount	
					Uncleared Cheques
					£0.00
				Total	
Balance Carried Forward				£9,322.18	£9,322.18 Bank Statement Balance
<div>Deposit Acc Bal B/f</div>				£85,344.18	
Date	Type		Details	Amount	
				Total	
Balance Carried Forward				£85,344.18	£85,344.18 Bank Statement Balance
<div>Play Area Acc Bal B/f</div>				£17,754.33	
Date	Type		Details	Amount	
				Total	
Balance Carried Forward				£17,754.33	£17,754.33 Bank Statement Balance
			Total Available Balance of All Accounts	£112,420.69	Total Bank Balance Inc Uncleared £112,420.69 Cheques

Penyffordd Community Council			
Budget 2017/18			
Details of Expenditure	Proposed Expenditure 2017/18	Current Spend to date	Available Spend to date
Parks & Open Spaces			
Gardening Maintenance	£1,800.00	£0.00	£1,800.00
Play Leadership	£1,800.00	£1,309.00	£491.00
Dobshill Rent	£5.00	£5.00	£0.00
Bus Shelter Repairs	£250.00	£61.40	£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
General Administration			
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	£10,446.12	£4,053.88
Payroll	£200.00	£192.00	£8.00
ER & EE Pension	£2,300.00	£1,572.10	£727.90
Clerks Expenses	£1,700.00	£1,063.34	£636.66
Postage	£60.00	£30.46	£29.54
Stationery	£500.00	£144.27	£355.73
Audit Fee	£500.00	£402.75	£97.25
Chairmans Name Board	£150.00	£0.00	£150.00
Elections	£4,500.00	£247.20	£4,252.80
Office Machinery	£200.00	£0.00	£200.00
Christmas Tree/Lighting	£7,000.00	£0.00	£7,000.00
Clock Tower	£500.00	£0.00	£500.00
CAB	£275.00	£0.00	£275.00
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
Street Lighting			
Electrical Supply	£1,500.00	£340.08	£1,159.92
Electrical Testing	£1,720.00	£630.00	£1,090.00
Repairs & Maintenance (inc £18625 c/f for upgrades)	£25,625.00	£787.01	£24,837.99
Highways and Foothpaths			
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	£3,609.75	£2,390.25
Total Expenditure	£109,950.00	£25,770.92	£84,179.08