

Minutes of the Finance Meeting held in the War Memorial Institute on Wednesday 8th May 2019

Present: Councillors Mr R Bestwick (Chairman of the Committee), Mr A Wight (Chairman of the Council), Mr J Priddin, Mr D Williams, Ms C Hinds, Mrs E Davies, Mr D Walker, Mr R Wakelam, Mrs P Ransome, Mr P Blackman, Mr M Rothero and Mr A Bakewell (Youth Representative)

Absent: Cllr Mrs M Jones

In attendance: Mrs S Hughes, Clerk & RFO to the Council

29. Apologies

Apologies were received from Councillor Dr J Smith-Bellis.

30. Declarations of Interest

There were no Declarations of Interest received.

31. Minutes of the meeting held 10th April 2019

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

32. Matters Arising

Min 358 – Cllr Williams reported that FCC have undertaken the second grass cutting of the year this week.

33. Penyffordd War Memorial Refurbishment Project (Section 106 Agreement)

The Clerk provided members with a report of the amendments made to the revised Terms of Reference for the Working Group in accordance with the Internal Audit comments, which has subsequently been approved by the Auditors.

Due to the amendments of the ToR and advice from the Auditors the Clerk advised that in order for regular expenditure to be approved, the Council should consider the creation of a WMI Refurbishment Committee where there will be a new Terms of Reference together with authorisation giving delegated powers. Should this be approved, she would draw up a new ToR which would set out the delegated budget and these amounts would then be reported back to full council.

The Clerk stated that further to the comments made in the Internal Audit referring to neither the WMI Committee or Working Group can not commit the council to a liability or expenditure that the council should request the WMI to provide them with the budget for the project. Cllr Blackman had also echoed this request.

The Clerk also raised the issue that the internet banking facility only permits of up to £15,000 per day which could be an issue once larger invoices are received. Cllr Wight commented that this could be reviewed as and when required. Cllr Bestwick suggested that any larger payments could be made via cheque.

RESOLVED: the Council approved that a WMI Refurbishment Committee will be created with the following members, Cllrs Wight, Wakelam, Priddin, Bestwick, Blackman and Williams. The Clerk will draw up the necessary Terms of Reference, which will be presented to the Auditors for approval and then submitted to the Council at the June Meeting.

Cllr Wight will request a budget from the WMI Committee.

34. Payments to Members

OVW have provided a Guide which the clerk circulated for information purposes. They also advised that they are continuing its efforts to seek a blanket dispensation for all Councils in respect of the payment of tax of the basic allowance of £150. They have recently been provided with a key contact in the HMRC and are awaiting contact so that they can present the case that the allowance should be free of any taxable liability.

RESOLVED: the above report was received, noted and approved.

35. Council Email Addresses

The Clerk reported that Froya are now in the process of setting up the new email addresses. They will initially complete and implement the Clerks before rolling out to all members.

The Chairman requested this to be included on the June agenda.

RESOLVED: the report was received and noted. This will be included again on the June agenda.

36. Bank Balances

| | | | | |
|---|----------------|----------------------------|-------------|-------------|
| Bank Balances as at 8th May 2019 | | Current | £14,186.84 | |
| | | Deposit | £327,643.95 | |
| | | Play Area | £15,986.33 | |
| S106 - War Memorial Refurbishment Project | | Total Spend to Date | Vat | Balance |
| | | £5,700.00 | £855 | £185,152.00 |
| Payments Received | 30/04/2019 | Flintshire County Council | Precept | £29,609.00 |
| Bank Transfers | 07/05/2019 | Deposit to Current Account | Transfer | £10,000.00 |
| Unpresented Cheques | Flintshire CAB | Sleepout Event (Grant) | | £100.00 |

RESOLVED: the above be received and noted.

37. Accounts for Payment

To authorise the following accounts for payment:

| Payee | Details | Amount |
|----------------------------------|---|------------------|
| Curvature Ltd | WMI Project - Topographic survey | £900.00 |
| Lucion Environmental Ltd | WMI Project - Refurbishment Survey | £630.00 |
| JDH Business Services | 2018/19 Internal Audit | £171.36 |
| Staff Cost | Apr-19 | £2,080.79 |
| Mrs S Hughes | Stationery, Travel, General Admin etc | £33.66 |
| Mr G Davies | Expenses - Bin Bags | £4.00 |
| Hawarden Estates / Williams Hall | Rent - Dobshill Play Area | £5.00 |
| Noticeboard Company | 2 x Noticeboards: Dobshill & Penyffordd | £1,248.00 |
| Zurich Insurance | Annual Insurance Premium | £1,546.69 |
| | | £6,619.50 |

The Clerk requested for the council to approve 14 hours' overtime. These additional hours have accrued since January and are mainly down to issues with payments to members, end of year, accounts, pensions, reports, internal and external audits and AGM. If approved this would be processed in the June Payroll

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.

The Council approved the overtime hours for the Clerk which will be processed and paid in the June payroll.

38. Members Items (AOB)

The AGM, finance and ordinary meetings were closed at 9.15pm

Chair..... 12th June 2019