

PEN-Y-FFORDD COMMUNITY COUNCIL

Minutes of the Finance Meeting held in the War Memorial Institute on Wednesday 9th January 2019

Present: Councillors Mr A Wight (Committee Chairman), Mr J Priddin (Chairman of the Council), Ms C Hinds, Mr D Walker, Mrs M Jones, Mrs E Davies, Mr R Bestwick, Mr D Williams, Mr R Wakelam, Mrs P Ransome, Dr J Smith-Bellis and Mr P Blackman

Absent:

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

258. Apologies

Apologies were received from Councillor Mr M Rothero.

259. Declarations of Interest

There were no Declarations of Interest received.

260. Minutes of the meeting held 12th December 2018

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

261. Matters Arising

Min 238 - the Clerk advised that receipts and letters of thanks for the grants awards have been received from all but bar one groups/organisations.

Min 208 – Cllr Wight asked whether the Clerk had managed to establish a 'back up system' for staff payments should the Clerk be absent. She advised that she had liaised with fellow Clerks and the only reasonable option would be, in accordance to the Financial Regulations, for salaries to be made by banker's standing order. However, to undertake this process both members of staff would require static monthly hours rather than at present, weekly hours which vary due to 4 or 5 weeks months.

RESOLVED: that Staff Payments (salaries, hmrc, pension) will be made on a monthly basis by standing order as from the 1st April 2019. Clerk - 17 hours per week x 52/12 = 73.66 hours per month. Street Operative – 16 hours per week x 52/12 = 69.33. The Clerk will make the necessary arrangements and will include this on the February agenda.

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

Cllr Wight reported that the original plans are now being handled by the architects Lovelock Mitchell. They are being reviewed and worked upon with the committee. Amendments he was aware of are that both kitchens may possibly be removed and rebuilt and a new boiler installed.

There will be two public consultations taking place Saturday 19th January and Sunday 27th January at the War Memorial Institute which he asked for members to attend and support. Following the consultations, the final plans will be drawn up ready for submitting to planning.

Cllr Wakelam advised that repairs to the roof will be undertaken imminently.

Cllr Williams stressed that the council needs to ensure 3 estimates are requested for the refurbishment work supported by the s106 and other grants are worked upon. He was also concerned that the institute had only received one quote for the roof repairs they are undertaking imminently and questioned why this work could not have been undertaken as part of the refurbishment project.

The Clerk provided a brief report on information received to date regarding VAT. Further information is being collated from both the SLCC and Auditors, as there is a strong possibility that VAT may not be able to be claimed as the building is not owned by the Community Council. She also received a response from Neal Cockerton regarding our request for the s106 funds to be transferred to the community council, however, his response acknowledge the proposed work, but did not address the request for monetary transfer. This has been followed up by the Clerk and she will report again once a response has been received.

RESOLVED: the above report was received and noted. Councillors will endeavour to attend the public consultations on the 19th and 27th January. The Clerk will continue to pursue advice relating to VAT and Neal Cockerton, FCC with regard to the request from the S106 money to be transferred to the Community Council.

263. Quarterly Budget Review

- i. The Clerk provided the Council with copies of the quarterly summary, budget monitoring report and bank reconciliation (appendix A). She provided a revised report as the copy issued with the agenda highlighted a £3 variance in the current bank account which was due to a pension payment error which has now been rectified. 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 Wight reviewed a selection of invoices and payment receipts which were certified as correct.

264. 2019-20 National Pay Agreement

The Clerk reported that information has been received from the National Joint Council for Local Government Services (NJC) where it has been agreed the new pay scales for 2019-2020 to be implemented from 1 April 2019. In accordance with the revised salary scaling the clerk's SCP will change from 25 to 17. This does reflect an increase of 3.2%. Home Allowance will also increase by the 3.2%. The Street Operative's salary scaling will change from 11 to 3 reflecting an increase of 6.23%.

RESOLVED: the above was received, noted and approved with effect from 1st April 2019.

265. Defibrillator

Cllr Walker provided dates to the Clerk that Mr Grimshaw will be available for a site meeting with the council and FCC. The Clerk will co-ordinate a meeting to review and agree the exact location for the defibrillator. Once this has been determined, the cabinet will be ordered.

RESOLVED: the Clerk will co-ordinate a site meeting as previously agreed with Cllrs Walker, Priddin, Jones Mr Grimshaw and FCC.

266. Millennium Clock

The Clerk provided the Council information received from Smiths of Derby following a site visit/service with regard to the damaged clock faces. They have advised the following:

Two of the three dials have damage. Each skeleton dial is made up of standard GRP backed with a sheet of opal acrylic. Each of the two damaged dials has two cracks in the acrylic, running from the centre hole where the movement is fixed. The GRP dials appear to be intact.

This is a most unusual fault and in order to investigate why it has happened and to rectify it would be best to bring the dials into the workshop and this is the subject of the quotation below:

- ❖ To prepare in our workshop two blanking panels
- ❖ To attend on site; remove the hands, movements and dials from the two damaged sides and fit the blanking panels
- ❖ In our workshop to remove the damaged acrylic panels; make and fit new panels - fully secured and sealed; transfer the movements and hands to the new panels, return to site, remove the blanking panels and re fit the dials, set up and leave in good order would cost £1,724 (One Thousand, Seven Hundred and Twenty Four Pounds) net plus VAT

Members questioned whether the above costs include the usual annual service? The Clerk will clarify this and report back.

The Clerk also advised that she has spoken with Zurich Insurance and provided the above information in preparation should the report state the damage was as a result of the car accident.

RESOLVED: the council authorised for the above work to be undertaken and are aware that should Smiths of Derby not report the damage was due to the car accident that the council will be liable for the payment. The Clerk will ascertain whether the quote also includes the cost of the annual servicing of the clock.

267. Bank Balances

Bank Balances as at 9th January 2019	Current	£17,197.71
	Deposit	£117,585.61
	Play Area	£21,044.33

Payments Received

27/12/2018	FCC - Precept	£29,409.00
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Bank Transfers

13/12/2018	Deposit to Current Account	£10,000.00
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Unpresented Cheques/Payments

102171	Flintshire CC	Planning App Fee	£50.00
102172	Penyffordd Tennis Club	Grant	£200.00
102173	War Memorial	Grant	£4,000.00
102174	Bonfire Committee	Grant	£450.00
102175	Penyffordd Run Club	Grant	£200.00
102180	Penyffordd Scout Explorers	Grant	£200.00
102182	St Johns Church	Grant	£300.00
102183	Penyffordd Brownies	Grant	£200.00
		Total Uncleared	£5,600.00

RESOLVED: the above be received and noted.

268. Accounts for Payment

To authorise the following accounts for payment:

Payee	Details	Amount
Staff Costs	Dec 2018	£1104.24
Mrs S Hughes	Stationery, Travel & General Admin	£25.82
		£1130.06

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.

269. Members Items (AOB)

The finance and ordinary meetings were closed at 9.00pm

Chair..... 13th February 2019

Images below showing Penyffordd Council Summary of Accounts, Including:

- Income and expenditure
- Current summary
- Quarterly review
- Budget detail

Penyffordd Community Council - Summary Accounts
2018 - 19 Financial Year

Income

	Actual	Anticipated	Difference
Precept	88,227.00	88,227.00	0.00
Bank Interest	169.48	70.00	99.48
Refunds/Other	6,658.66	0.00	6,658.66
Grants/Funds(Play Area)	0.00	0.00	0.00
VAT Refund	2,933.95	2,933.95	0.00
Total	97,989.09	91,230.95	6,758.14

Expenditure

	Actual	Agreed Spend	Balance
Parks & Open Spaces	8,799.14	42,732.00	33,932.86
General Admin etc	4,399.20	20,285.00	15,885.80
Staffing Costs (wages, hmrc, pension)	13,936.31	20,225.00	6,288.69
Street Lighting	582.99	37,128.99	36,546.00
Highways & Footpaths	50.00	1,000.00	950.00
Grants	7,000.00	8,000.00	1,000.00
Investing in Youth	0.00	5,000.00	5,000.00
Provision of Balances	1,939.20	6,000.00	4,060.80
Community Transport (contingency liability)	0.00	11,840.00	11,840.00
Total	36,706.84	152,210.99	115,504.15

Note: the above agreed spend includes the reserved funds carried over £27,927 Parks & Open Space, £24,408.99 Street Lighting and £100 Gen Admin

Current Summary

Balance c/f as at 31 March 2018	88,945.40
(+)Income Receipts for 2018/19	97,989.09
(-)Total Expenditure for 2018/19	36,706.84
Gross Balance as at 31 December 2018	150,227.65
Current	17,397.71
Deposit	117,585.61
Millstone Play Area	21,044.33
Reserved - Street Lighting from 2015-2017	24,408.99
Reserved - Melwood Close Play Area Match Fund (2017/18) inc FCC contribution of £5000 paid from FCC)	15,000.00
Reserved - Best Kept Prize Money	100.00
Reserved - 2018 Playscheme Grant	0.00
Net Balance as at 31 December 2018	93,702.33
VAT Costs for 2018/19 Financial Year	952.50

Penyffordd Community Council

Budget 2018/19

Details of Expenditure		Proposed Expenditure 2018/19	Current Spend to date	Available Spend to date	Comments
Parks & Open Spaces					
1.1	Gardening Maintenance	£1,800.00	£919.18	£880.82	Looking to appt a grass contractor
1.2	Play Leadership (incs FCC £911 Grant)	£2,911.00	£2,220.00	£691.00	Est cost £1664. Inv due 3rd quarter
1.3	Dobshill Rent	£5.00	£5.00	£0.00	
1.4	Bus Shelter Repairs	£250.00	£0.00	£250.00	
1.5	Playing Fields (c/f incs £10,000 Melwood Close Match Fund)	£15,000.00	£0.00	£15,000.00	
1.6	Bulbs/Shrubs	£200.00	£0.00	£200.00	
1.7	Seat Memorial Garden(clock)	£100.00	£835.00	-£735.00	
1.8	Litter Receptacles/equipment	£150.00	£66.55	£83.45	
1.9	Millstone Play Area (c/f inc £17,016)	£22,016.00	£1,772.00	£20,244.00	£800 variance to bank balance due to Hanson donation
1.11	CCTV	£300.00	£2,988.00	-£2,688.00	
General Administration					
2.1	Insurance	£1,600.00	£1,490.85	£109.15	
2.2	Annual Contribution	£0.00	£0.00	£0.00	
2.3	Civic Service	£250.00	£0.00	£250.00	
2.4	Wages, HMRC & NI Employee Pension (Staffing Costs)	£16,500.00	£12,402.47	£4,097.53	
2.5	Payroll	£325.00	£227.00	£98.00	
2.6	Employer Pension (Staffing Costs)	£1,700.00	£1,533.84	£166.16	
2.7	Clerks Expenses - Home Allowance & Travel	£1,700.00	£1,072.83	£627.17	
2.8	Postage	£60.00	£12.22	£47.78	
2.9	Stationery	£500.00	£158.68	£341.32	
2.11	Audit Fee	£500.00	£478.05	£21.95	
2.12	Chairmans Name Board	£150.00	£0.00	£150.00	
2.13	Elections	£1,000.00	£0.00	£1,000.00	
2.14	Office Machinery	£200.00	£43.20	£156.80	
2.15	Christmas Tree/Lighting	£10,000.00	£0.00	£10,000.00	Inv due end of the year, approx £3k
2.16	Clock Tower	£500.00	£0.00	£500.00	Service due Jan
2.17	CAB	£275.00	£275.00	£0.00	To be paid with grants
2.18	Annual Subscriptions	£200.00	£168.00	£32.00	
2.19	Training	£1,500.00	£0.00	£1,500.00	
2.21	Website	£1,000.00	£216.00	£784.00	
2.22	Members Allowance	£1,950.00	£0.00	£1,950.00	Payments to be made Feb/March
2.23	Newsletter	£500.00	£234.00	£266.00	
2.24	c/f Best Kept Prize Money	£100.00	£0.00	£100.00	
Street Lighting					
3.1	Electrical Supply	£1,000.00	£368.49	£631.51	
3.2	Electrical Testing	£1,720.00	£0.00	£1,720.00	Inspections for winter months
3.3	Repairs & Maintenance (inc c/f £24,408.99 for upgrades)	£34,408.99	£214.50	£34,194.49	Work currently being done
Highways and Footpaths					
4.1	Salt Bins	£200.00	£0.00	£200.00	
4.2	Noticeboards	£800.00	£66.78	£733.22	
5	Grants	£8,000.00	£7,000.00	£1,000.00	Usually paid in Dec
6	Investing in Youth	£5,000.00	£0.00	£5,000.00	
7	Provision of balance	£6,000.00	£1,939.20	£4,060.80	
8	Community Transport (contingency liability)	£11,840.00	£0.00	£11,840.00	Unlikely to be utilised this year
Total Expenditure		£152,210.99	£36,706.84	£115,504.15	

