

PEN-Y-FFORDD COMMUNITY COUNCIL

Minutes of the Finance Meeting held in the War Memorial Institute on Wednesday 9th May 2018

Present: Councillors Mr J Priddin (Chairman), Mr D Williams, Ms C Hinds, Mr D Walker, Mrs M Jones, Mrs E Davies, Mr R Bestwick and Dr Smith-Bellis

Absent:

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

10. Apologies

Apologies were received from Councillors Mrs S Kenworthy, Mr M Rothero, Mr R Wakelam, Mrs L Vidamour and Mr A Wight.

11. Declarations of Interest

There were no Declarations of Interest received.

12. Minutes of the meeting held 11th April 2018

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

13. Matters Arising

There were no matters arising.

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

- i. On the recommendation of the auditor, the Clerk prepared and circulated a draft Terms of Reference for the Council to review and consider
- ii. The Clerk advised that she received correspondence from Mr Guy on 8th May which had been circulated to members of the Working Group. Members of the Working Group felt very disappointed with the contents of the email and that as the Council is a key stakeholder in the project that members of the Council should be included in their process from the beginning. Cllr Williams proposed for the Council to write again to the Institute informing them that the Council requires a more active input into their process and also suggested providing them with a copy of the draft Terms of Reference.

RESOLVED:

- i. The draft Terms of Reference was accepted by the Council as a starting point and will be included on the June agenda.
- ii. A letter will be sent to Penyffordd War Memorial Institute informing them that the Council were disappointed with their response and that the Council as a key stakeholder require a more active input into their process.

15. Bank Balances

Bank Balances as at 9th May 2018			Current	£13,059.11
			Deposit	£85,664.18
			Play Area	£17,016.33
Payments Received	30/04/2018	FCC - Precept		£29,409.00
Bank Transfers	08/05/2018	Deposit to Current		£10,000.00
Unpresented Cheques/Payments	102169	Mr R Wakelam		£43.20

RESOLVED: the above be received and noted.

16. **Accounts for Payment**

CURRENT ACCOUNT

Payment Method	Payee	Details	Amount
Int	Flintshire County Council	Electricity & Repair Charges - March 2018	£258.81
Int	Staffing Costs	April	£1,900.12
Int	Mrs S Hughes	Stationery, General Admin etc	£14.18
Int	Mrs S Davies	Safety Clothing	£48.98
Int	JDH Business Services	2017/18 Internal Audit	£166.80
Int	Zurich Municipal	Annual Insurance Premium	£TBC

The Clerk requested approval from the Council for 5 hours overtime which would be processed in the next month's payroll. The increase in hours is due to year end, the internal and external audit and GDPR, she also advised that it is anticipated a possible increase in hours worked for the month of May.

RESOLVED:

- i. 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.
- ii. The Council also approved the 5 hours overtime for the Clerk which will be paid in the May payroll.
- iii. The Council approved and authorised the Clerk to make the payment to Zurich on receipt of the revised quotation.

17. **Members Items (AOB)**

Chair..... 13th June 2018