

## Minutes of the Finance Meeting held in the War Memorial Institute on Wednesday 9<sup>th</sup> October 2019

**Present:** Councillors Mr R Bestwick (Vice Chair and Chairman of Finance), Mr A Wight, Mr J Priddin, Ms C Hinds, Mr D Walker, Mr R Wakelam, Mrs P Ransome, Mrs M Jones, Mr D Williams, Dr J Smith-Bellis and Mr A Bakewell (Youth Representative)

**Absent:** Mr P Blackman

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

### 166. Apologies

Apologies were received from Councillors Mrs E Davies and Mr M Rothero

### 167. Declarations of Interest

There were no Declarations of Interest received.

### 168. Minutes of the meeting held 11<sup>th</sup> September 2019

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

### 169. Matters Arising

There were no matters arising.

### 170. Council Email Addresses

All the new email accounts have been issued and most using them. To date the Clerk is waiting for Cllrs Williams Blackman, Smith-Bellis to confirm they are all set up and using the account. Cllr Walker will assist Cllrs Hinds and Jones. Cllr Davies is currently off due to ill health so will be put on hold.

**RESOLVED:** the members yet to activate their new accounts will endeavour to do this by the November meeting.

### 171. Half Year Budget Review

- i. The Clerk provided the Council with copies of the quarterly summary, budget monitoring report and bank reconciliation (appendix A1-A3). Cllr Bestwick questions the figures of the Play Area Account balance as there were discrepancies. On review, the Clerk provided an explanation, the main reason being that the £5,000 that was budgeted for the Millstone Play Area had not been transferred into the Play Area Account. She will action this and update the figures.
- 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. The Clerk will transfer the agreed £5000 budget for the Millstone Play Area from the deposit account to play area account and amend the figures accordingly.
- ii. Cllr C Hinds reviewed a selection of invoices and payment receipts which were certified as correct.

### 172. Annual Grant Application

The Annual Grant Application Forms and Posters have been prepared for approval with a closing date of the 8<sup>th</sup> November 2019.

**RESOLVED:** Posters will be advertised on the noticeboards and application forms available on the website. The closing date for all applications will be Friday 8<sup>th</sup> November 2019.

**173. Bank Balances**

Bank Balances as at 9th October 2019	Current	£5,084.33
	Deposit	£336,513.81
	Play Area	£15,851.93
S106 - War Memorial Refurbishment Project	Spend to Date	Balance
	£9,491.66	£180,508.34
Possible VAT to be claimed (tbc)	£1,486.94	

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

**174. Accounts for Payment**

To authorise the following accounts for payment:

**CURRENT ACCOUNT**

Payment Method	Payee	Details	Amount
int	Staffing Costs	Sep-19	£1,729.25
int	Mr G Davies	Bin Bags	£3.98
int	Mrs S Hughes	Stationery, Travel, General Admin etc	£93.79

**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.

**175. Members Items (AOB)**

There were no items raised.

The finance and ordinary meetings were closed at 9.50pm

Chair..... 13<sup>th</sup> November 2019

Images below showing Penyffordd Council Summary of Accounts 2019-20, Including:

- Income and expenditure
- Current Summary
- Half Year review
- Budget detail
- Overview of Bank Balances

Penyffordd Community Council - Summary Accounts			
2019 - 20 Financial Year			
<b>Income</b>			
	Actual	Anticipated	Difference
Precept	59,218.00	88,827.00	-29,609.00
Bank Interest	453.07	200.00	253.07
Refunds/Other	6,500.00	0.00	6,500.00
Grants/Funds(Play Area)	500.00	5,000.00	-4,500.00
VAT Refund	1,807.79	1,807.79	0.00
<b>Total</b>	<b>68,478.86</b>	<b>95,834.79</b>	<b>-27,355.93</b>

**Expenditure**

	Actual	Agreed Spend	Balance
Parks & Open Spaces	424.20	55,991.33	55,567.13
General Admin etc	3,797.21	9,620.00	5,822.79
Office Costs	654.89	1,410.00	755.11
Staffing Costs (wages, hmrc, pension)	11,347.32	24,936.00	13,588.68
Street Lighting (inc Christmas Lights)	1,281.80	55,988.64	54,706.84
Highways & Footpaths	1,248.00	3,000.00	1,752.00
Grants	100.00	9,275.00	9,175.00
Investing in Youth	0.00	5,000.00	5,000.00
Provision of Balances	1,430.75	6,100.00	4,669.25
Community Centre/Youth Club (contingency liability)	0.00	15,000.00	15,000.00
Community Improvements	15,119.76	21,746.00	6,626.24
S106 Money	9,491.66	200,000.00	190,508.34
<b>Total</b>	<b>44,895.59</b>	<b>408,066.97</b>	<b>363,171.38</b>

**Note:** the above agreed spend includes all the reserved funds carried over (details on budget summary)

**Current Summary**

Balance c/f as at 31 March 2019	333,866.80
(+)Income Receipts for 2019/20	68,478.86
(-)-Total Expenditure for 2019/20	44,895.59
<b>Gross Balance as at 30 Sept 2019</b>	<b>357,450.07</b>
Current	£5,084.33
Deposit	£336,513.81
Millstone Play Area	£15,851.93
Reserved - Street Lighting from 2015-2018	33,468.64
Reserved - Melwood Close Play Area Improvements	25,000.00
Reserved - Millstone Play Area Improvements	15,986.33
Reserved - Best Kept Prize Money	100.00
Reserved - Portacabin (Comm Facility) this is the £1000 vat which will be reclaimed	1,000.00
Reserved - S106 Money	190,508.34
Reserved - 2 x Noticeboards	0.00
Reserved - Grow Wild Grant	500.00
<b>Net Balance as at 30 Sept 2019</b>	<b>90,886.760</b>
<b>VAT Costs for 2019/20 Financial Year</b>	<b>4,801.38</b>



