# PEN-Y-FFORDD COMMUNITY COUNCIL

# 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 11th 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

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		

Income

	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
Total	68,478.86	95,834.79	-27,355.93

# Expenditure

	Actual	<b>Agreed Spend</b>	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 liabilty)	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
Total	44,895.59	408,066.97	363,171.38

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

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
Gross Balance as at 30 Sept 2019	357,450.07
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
Net Balance as at 30 Sept 2019	90,886.760
VAT Costs for 2019/20 Financial Year	4,801.38

	Penyffordd Community Council				
	Budget Summary 2019/20				
		Proposed Budget	Current Spend to	Available to	
	Details of Expenditure	for 2019/20	Date	Spend to Date	
1 1	Parks & Open Spaces	£1 800 00	£152 00	£1 646 12	To cover additional works where needed
	Gardening Maintenance Play Leadership	£1,800.00 £2,200.00	£153.88 £0.00	,	To cover additional works where needed Invoice due
	Dobshill Rent	£5.00	£5.00	£0.00	
	Bus Shelter Repairs	£250.00	£0.00	£250.00	
					Anticipated Melwood playarea improveme
1.5	Playing Fields	£30,000.00	£0.00	£30,000.00	will be undertaken during 2019/20
	(inc £25,000 held in reserves - Melwood Play Area				Dudget will be utelized by Fedire Wedding
1.6	Bulbs/Shrubs	£200.00	£0.00	£200.00	Budget will be utalised by Enviro Working Group
	Seat/ Memorial Garden(clock)	£100.00	£0.00	£100.00	
	Litter Receptacles/equipment	£150.00	£83.08	£66.92	
					Enviro Working Group looking into additio
1.9	Millstone Play Area	£20,986.33	£134.40	£20,851.93	seating
1 1 1	(inc £15986.33 held in reserves)	£300.00	£47.84	£252.16	
1.11	CCIV	£300.00	147.04	1,252.10	
	Staff, Admin & Office Costs				
	Staffing Costs				
2.1	Wages, (inc Employee Pension) HMRC & NI	£18,886.00	£9,113.70	£9,772.30	
	Payroll	£350.00	£211.00	£139.00	
	Employer Pension	£4,000.00	£1,168.90	£2,831.10	
2.4	Clerks Expenses - Home Allowance & Travel	£1,700.00	£853.72	£846.28	
	Office Costs		·	e	
	Postage	£50.00	£17.84	£32.16	
	Stationery Office Machinery	£500.00 £200.00	£67.25 £0.00	£432.75	
	Office Machinery IT Services & DPO Services	£660.00	£634.80	£20.00	Printer to be purchased
2.0	General Administration	2000.00	2004.00	223.20	
2.9	Insurance	£1,600.00	£1,546.69	£53.31	
.11	Civic Service	£250.00	£0.00	£250.00	
.12	Audit Fee	£500.00	£171.36	£328.64	External Audit invoice due
.13	Chairmans Name Board	£150.00	£0.00	£150.00	
.14	Elections	£1,000.00	£0.00	£1,000.00	
15	Clock Tower	£500.00	£1,448.16	-£948 16	Over spend due to clock face repairs requr
-	Annual Subscriptions	£220.00	£526.00		Over spent due to joining OVW
	Training	£1,500.00	£40.00	£1,460.00	· · · · · · · · · · · · · · · · · · ·
.18	Website	£500.00	£0.00	£500.00	Will be paid in the 3rd quarter
2.19	Members Allowance	£2,500.00	£0.00	£2,500.00	Will be paid in the 3rd quarter
21	Newsletter	£500.00	£0.00	£500.00	Currently in the process of producing a newsletter
	Community Awards	£400.00	£0.00		Expected to be spent in the 3rd quarter
	Community / Wards	2400.00	20.00	2400.00	Expected to be spent in the sid quarter
	Street Lighting				
3.1	Electrical Supply	£800.00	£281.16	£518.84	
3.2	Electrical Testing	£1,720.00	£0.00	£1,720.00	Testing complete - awaiting invoice
	Danie a Milata	040 400 04	2002.00	040 405 70	Balance expected to be spent by the end o
3.3	Repairs & Maintenance (Incs £33468.64 held in reserves)	£43,468.64	£982.92	£42,485.72	5012/50
3 4	(Incs £33468.64 neid in reserves) Christmas Tree/ Lighting	£10,000.00	£17.72	£0 082 28	Invoices due 4th quarter
J. <del>4</del>		210,000.00	211.12	20,002.20	
	Highways and Footpaths				
	Salt Bins	£200.00	£0.00	£200.00	
4.2	Noticeboards	£2,800.00	£1,248.00	£1,552.00	2 x new boards have been ordered
	(inc £1800 held in reserves for 2x new boards)				
F ^	Cronto	00.000.00	0400.00	00.000.00	Will be paid in the 2rd august.
	Grants CAB	£9,000.00 £275.00	£100.00 £0.00		Will be paid in the 3rd quarter Will be paid in the 3rd quarter
	Investing in Youth	£5,000.00	£0.00		Will be used towards matchfunding
	Provision of balance	£6,100.00	£1,430.75	£4,669.25	
	(inc £100 held in reserve Corwen Way - BKCC)	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			
8.0	Community Transport (contingency liability)	£0.00	£0.00	£0.00	
	Community Centre -Youth Club (contingency				
	liability)	£15,000.00	£0.00		Possible asset transfer ongoing
9.1	Community Improvements	£21,746.00	£15,119.76	£6,626.24	Portcabins purchased
	(incs £6500 held in reserves for Portacabin)				
	S106 Money				
	•		00 404 00	£190 E09 34	Project has commenced and will be ongoin
	Pyf & Pym War Memorial Institute	£190,000.00	£9,491.66	£160,506.54	rioject nas commenced and will be ongon
	Pyf & Pym War Memorial Institute Youth Club - Survey	£190,000.00 £10,000.00	£9,491.66 £0.00	£10,000.00	

Appendix A3

						Appendix
		Finance (	Committee - Half Year Review 2019			
Current Ac	c Bal B/f			£5,084.33		
Date	Cheque					
Cashed	No	Payee Details	Details	Amount	Uncleared Cheques	
						T . 1
					£ -	Total uncleared
				Total		
			Balance Carried Forward	£5,084.33	£5,084.33	Bank Statement Balance
Deposit Ac	c Bal B/f			£336,513.81		
Date	Туре		Details	Amount		
Date	туре		Details	Amount		
				Total		
			Balance Carried Forward	£336,513.81	£336,513.81	Bank Statement Balance
Play Area A	Acc Bal B/f			£15,851.93		
D-1-	T		Datailla	A		
Date	Туре		Details	Amount		
				Total		
			Balance Carried Forward	£15,851.93	£15.851.93	Bank Statement Balance
						Total Bank Balance Inc
			Total Available Balance of All Accounts	£357,450.07	£357,450.07	
			- Otal Available Balance of All Accounts	2001,700.01	2001,700.01	C. Tolourou Orloques

