

# PEN-Y-FFORDD COMMUNITY COUNCIL

## Minutes of the Finance Meeting held in the War Memorial Institute on Wednesday 10<sup>th</sup> July 2019

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

**Absent:**

**In attendance:** Mrs S Hughes, Clerk & RFO to the Council  
3 x Members of the Public

### 91. Apologies

Apologies were received from Councillors Mr A Wight, Mrs E Davies and Dr J Smith-Bellis.

### 92. Declarations of Interest

There were no Declarations of Interest received.

### 93. Minutes of the meeting held 12<sup>th</sup> June May 2019

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

### 94. Matters Arising

There were no matters arising.

### 95. Quarterly Budget Review

- i. The Clerk provided the Council with copies of the quarterly summary, budget monitoring report and bank reconciliation (appendix A1-A3). 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 M Jones reviewed a selection of invoices and payment receipts which were certified as correct.

### 96. Dobshill – Defibrillator

Communication from Jessica Satchwell was reported that there have been undue delays whereby her original contact in Wates has since left the company and JS was now required to submit a formal application. An application has been submitted and a response has now been received with Wates agreeing to financial support the purchase of a defibrillator.

**RESOLVED:** the report was received and noted and the Council will await further information and request from Ms Satchwell.

### 97. Council Email Addresses

The Clerk reported that she has commenced rolling out the new email addresses which she had scheduled to do in 3 phases, however, she advised due to the summer recess she will roll out the remaining 2 phases together in order to be able to assist people as they transfer over during the recess.

**RESOLVED:** all members will receive their new email account during the summer recess with a view to them all being fully functional by September.

### 98. Bank Balances

Bank Balances as at 10th July 2019  
(\* incs the S106 balance below)

Current	£7,453.66
Deposit	£320,404.81*

Play Area £15,986.33

S106 - War Memorial Refurbishment Project

Spend to Date Balance

£9,491.66 £180,508.34

Possible VAT to be claimed (tbc)

£1,486.94

Unpresented Cheques

102194 Flintshire County Council

Planning App Fees - changing room, Abbots lane

£50.00

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

**99. Accounts for Payment**

- i. To authorise the following accounts for payment:

**CURRENT ACCOUNT**

Payment Method	Payee	Details	Amount
int	Mr R Bestwick (Jansen Display Ltd)	Brochure Holders	£69.36
int	One Voice Wales	Training - R Bestwick	£40.00
int	NSP - Normanton Screenprint	250 x Way Markers - Circular Walks	£395.40
int	Flintshire County Council	Electricity Charges - May 19	£46.86
int	Staffing Costs	Jun-19	£1,920.74
int	Mr G Davies	Bin Bags	£5.97
int	Mrs S Hughes	Stationery, Travel, General Admin etc	£45.38
int	Mrs S Hughes - Local IQ, Newsquest London Ltd	WMI Refurb Tender Invitation Advert - Evening Leader	£192.96
int	Mrs S Hughes - Reach Publishing Services Ltd	WMI Refurb Tender Invitation Advert - Chronicle	£419.90
Int - Internet Banking			<b>£3,136.57</b>

- ii. To authorise delegated powers for payments during the summer recess.

**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 Clerk will obtain the required two bank signatories in accordance with the bank mandate for payments during the summer recess, these will then be reported in the September Meeting where the report will be signed by the Chairman and/or Chairman of Finance.

**100. Members Items (AOB)**

There were no items raised.

The finance and ordinary meetings were closed at 9.20pm

Chair..... 11<sup>th</sup> September 2019

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

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

Appendix A1

<b>Penyffordd Community Council - Summary Accounts</b>			
<b>2019 - 20 Financial Year</b>			
<b>Income</b>			
	<b>Actual</b>	<b>Anticipated</b>	<b>Difference</b>
Precept	29,609.00	88,827.00	-59,218.00
Bank Interest	453.07	200.00	253.07
Refunds/Other	0.00	0.00	0.00
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>32,369.86</b>	<b>95,834.79</b>	<b>-63,464.93</b>

**Expenditure**

	<b>Actual</b>	<b>Agreed Spend</b>	<b>Balance</b>
Parks & Open Spaces	275.87	55,991.33	55,715.46
General Admin etc	3,717.21	9,620.00	5,902.79
Office Costs	644.24	1,410.00	765.76
Staffing Costs (wages, hmrc, pension)	5,522.24	24,936.00	19,413.76
Street Lighting (inc Christmas Lights)	420.50	55,988.64	55,568.14
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	1,330.00	6,100.00	4,770.00
Community Centre/Youth Club (contingency liability)	0.00	15,000.00	15,000.00
Community Improvements	255.00	21,746.00	21,491.00
S106 Money	8,878.80	200,000.00	191,121.20
<b>Total</b>	<b>22,391.86</b>	<b>408,066.97</b>	<b>385,675.11</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	32,369.86
(-)Total Expenditure for 2019/20	22,391.86
<b>Gross Balance as at 30 June 2019</b>	<b>343,844.80</b>
Current	7,453.66
Deposit	320,404.81
Millstone Play Area	15,986.33
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)	6,500.00
Reserved - S106 Money	191,121.20
Reserved - 2 x Noticeboards	0.00
Reserved - Grow Wild Grant	500.00
<b>Net Balance as at 30 June 2019</b>	<b>71,168.630</b>
<b>VAT Costs for 2019/20 Financial Year</b>	<b>2,199.38</b>

Penyffordd Community Council				
Budget Summary 2019/20				
Details of Expenditure	Proposed Budget for 2019/20	Current Spend to Date	Available to Spend to Date	
<b>Parks &amp; Open Spaces</b>				
1.1 Gardening Maintenance	£1,800.00	£153.88	£1,646.12	To cover additional works where needed
1.2 Play Leadership	£2,200.00	£0.00	£2,200.00	Invoice due after summer
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 (inc £25,000 held in reserves - Melwood Play Area)	£30,000.00	£0.00	£30,000.00	Anticipated that the Melwood play area improvements will be undertaken during 2019/20
1.6 Bulbs/Shrubs	£200.00	£0.00	£200.00	Budget will be utilised by Enviro Working Group
1.7 Seat/ Memorial Garden(clock)	£100.00	£0.00	£100.00	
1.8 Litter Receptacles/equipment	£150.00	£69.15	£80.85	
1.9 Millstone Play Area (inc £15986.33 held in reserves)	£20,986.33	£0.00	£20,986.33	Enviro Working Group looking into additional seating
1.11 CCTV	£300.00	£47.84	£252.16	
<b>Staff, Admin &amp; Office Costs</b>				
<b>Staffing Costs</b>				
2.1 Wages, (inc Employee Pension) HMRC & NI	£18,886.00	£4,287.15	£14,598.85	
2.2 Payroll	£350.00	£211.00	£139.00	
2.3 Employer Pension	£4,000.00	£591.13	£3,408.87	
2.4 Clerks Expenses - Home Allowance & Travel	£1,700.00	£432.96	£1,267.04	
<b>Office Costs</b>				
2.5 Postage	£50.00	£9.44	£40.56	
2.6 Stationery	£500.00	£65.00	£435.00	
2.7 Office Machinery	£200.00	£0.00	£200.00	
2.8 IT Services & DPO Services	£660.00	£634.80	£25.20	
<b>General Administration</b>				
2.9 Insurance	£1,600.00	£1,546.69	£53.31	
2.11 Civic Service	£250.00	£0.00	£250.00	
2.12 Audit Fee	£500.00	£171.36	£328.64	
2.13 Chairmans Name Board	£150.00	£0.00	£150.00	
2.14 Elections	£1,000.00	£0.00	£1,000.00	
2.15 Clock Tower	£500.00	£1,448.16	£-948.16	Over spend due to clock face repairs required
2.16 Annual Subscriptions	£220.00	£486.00	£-266.00	Over spend due to joining OVW
2.17 Training	£1,500.00	£0.00	£1,500.00	
2.18 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
2.21 Newsletter	£500.00	£0.00	£500.00	Currently in the process of producing a newsletter
2.22 Community Awards	£400.00	£0.00	£400.00	Will more than likely be spent in the 3rd quarter
<b>Street Lighting</b>				
3.1 Electrical Supply	£800.00	£93.72	£706.28	
3.2 Electrical Testing	£1,720.00	£0.00	£1,720.00	
3.3 Repairs & Maintenance (Incs £33468.64 held in reserves)	£43,468.64	£309.06	£43,159.58	Balance expected to be spent by the end of 2019/20
3.4 Christmas Tree/ Lighting	£10,000.00	£17.72	£9,982.28	
<b>Highways and Footpaths</b>				
4.1 Salt Bins	£200.00	£0.00	£200.00	
4.2 Noticeboards (inc £1800 held in reserves for 2x new boards)	£2,800.00	£1,248.00	£1,552.00	2 x new boards have been ordered
5.0 Grants	£9,000.00	£100.00	£8,900.00	Will be paid in the 3rd quarter
5.1 CAB	£275.00	£0.00	£275.00	
6.0 Investing in Youth	£5,000.00	£0.00	£5,000.00	
7.0 Provision of balance (inc £100 held in reserve Corwen Way - BKCC)	£6,100.00	£1,330.00	£4,770.00	
8.0 Community Transport (contingency liability)	£0.00	£0.00	£0.00	
Community Centre -Youth Club (contingency liability)	£15,000.00	£0.00	£15,000.00	Possible asset transfer ongoing
9.1 Community Improvements (incs £6500 held in reserves for Portacabin)	£21,746.00	£255.00	£21,491.00	£6500 will be spent imminently
<b>S106 Money</b>				
10.1 Pyf & Pym War Memorial Institute	£190,000.00	£8,878.80	£181,121.20	Project has commenced and will be ongoing into 2nd quarter
10.2 Youth Club - Survey	£10,000.00	£0.00	£10,000.00	
<b>Total Expenditure</b>	<b>£408,066.97</b>	<b>£22,391.86</b>	<b>£385,675.11</b>	

Finance Committee -1st Quarter Budget Review 30th June 2019						
<b>Current Acc Bal B/f</b>					£7,453.66	
<b>Date Cashed</b>	<b>Cheque No</b>	<b>Payee</b>	<b>Details</b>	<b>Amount</b>	<b>Uncleared Cheques</b>	
					£ 50.00	FCC - Planning App Feed
					£ 229.44	Mr David Williams
					£ 279.44	Total uncleared
				<b>Total</b>		
<b>Balance Carried Forward</b>				<b>£7,453.66</b>	<b>£7,733.10</b>	<b>Bank Statement Balance</b>
<b>Deposit Acc Bal B/f</b>					£320,404.81	
<b>Date</b>	<b>Type</b>	<b>Details</b>		<b>Amount</b>		
				<b>Total</b>		
<b>Balance Carried Forward</b>				<b>£320,404.81</b>	<b>£320,404.81</b>	<b>Bank Statement Balance</b>
<b>Play Area Acc Bal B/f</b>					£15,986.33	
<b>Date</b>	<b>Type</b>	<b>Details</b>		<b>Amount</b>		
				<b>Total</b>		
<b>Balance Carried Forward</b>				<b>£15,986.33</b>	<b>£15,986.33</b>	<b>Bank Statement Balance</b>
<b>Total Available Balance of All Accounts</b>				<b>£343,844.80</b>	<b>£344,124.24</b>	<b>Total Bank Balance Inc Uncleared Cheques</b>

Penyffordd Community Council					?	
<b>Balances</b>					<b>Help</b>	<b>Print</b>
<b>Overview of balances</b>						
Please select an 'Account number' to view more details on the account balance.						
Balances are as at: 03 Jul 2019 12:24:20						
Account name	Account type	Sort code	Account number		Balances	
PENYFFO PLAY	COMMUNITY	401601	<a href="#">01285645</a>	GBP	<a href="#">15986.33</a>	
PENY COMM COUNC	DEPOSIT A/C	401601	<a href="#">43035867</a>	GBP	<a href="#">320404.81</a>	
PENY COMM COUNC	COMMUNITY	401601	<a href="#">91029770</a>	GBP	<a href="#">7733.10</a>	