

PEN-Y-FFORDD COMMUNITY COUNCIL

Minutes of the Finance Meeting held in the War Memorial Institute on Wednesday 11th March 2020

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

Absent:

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

322. Apologies

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

323. Declarations of Interest

There were no declarations of interest.

324. Minutes of the meeting held 12th February 2020

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

325. Matters Arising

There were no matters arising.

326. Independent Review Panel for Wales

- i. A copy of the Independent Remuneration Panel for Wales draft Supplementary Report – the principles relating to the reimbursement of costs of care was circulated to all members. Any representations about this report should be received by no later than 9 April 2020.
- ii. The Independent Remuneration Panel for Wales Annual Report was circulated to all members to be reviewed and considered. In accordance with the report Penyffordd Community Council falls under Group B (Income or Expenditure for 2019/20 of £30,000 - £199,999).

The rates specified, if adopted, cannot be amended although an individual may decline to receive part, or all, of the payments if they so wish. This must be done in writing and is an individual matter. A community or town council member wishing to decline payments must themselves write to their proper officer to do so.

Determination	
42 <i>Mandated</i>	All community and town councils must make available a payment to each of their members of £150 per year as a contribution to costs and expenses.
44 <i>Optional</i>	Community and town councils in Groups B or C can make an annual payment of up to £500 each to up to 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.
45 <i>Optional</i>	Community and town councils can make payments to each of their members in respect of travel costs for attending approved duties. Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances as below: <ul style="list-style-type: none"> • 45p per mile up to 10,000 miles in the year. • 25p per mile over 10,000 miles. • 5p per mile per passenger carried on authority business. • 24p per mile for private motor cycles. • 20p per mile for bicycles.
46 <i>Optional</i>	If a community or town council resolves that a particular duty requires an overnight stay, it can authorise reimbursement of subsistence expenses to its members at the maximum rates set out below on the basis of receipted claims: <ul style="list-style-type: none"> • £28 per 24-hour period allowance for meals, including breakfast where not provided.

	<ul style="list-style-type: none"> • £200 London overnight. • £95 elsewhere overnight. • £30 staying with friends and/or family overnight.
47 <i>Optional</i>	Community and town councils can pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties as follows: <ul style="list-style-type: none"> • Up to £55.00 for each period not exceeding 4 hours. • Up to £110.00 for each period exceeding 4 hours but not exceeding 24 hours.
48 <i>Mandated</i>	All community and town councils must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement must be for the additional costs incurred by members to enable them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer.
51 <i>Mandated</i>	Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is Leader, Deputy Leader or Executive Member) cannot receive any payment from any community or town council, other than travel and subsistence expenses and reimbursement of costs of care.

RESOLVED:

- i. The report was received and noted. No comments will be submitted by the council.
- ii. The Council will adopt for 2020/21 all of the above Determinations. With regard to Determination 44 – Senior Role Payment, this will be applicable to the Chairman and Vice Chairman.
 - Payments will be made to members at the end of the financial year February or March.
 - Payments will be as one lump sum.
 - As payments will be made at the end of the financial year it should reduce the requirement to recover any payments made to a member who leaves their role during the financial year.
 - Should a member leave part way through a year, a pro rata payment will be made at that time.
 - Payments will be processed via payroll where appropriate tax and ni will be deducted and payments will then be made via cheque or bacs.

327. Summer Playscheme 2020

FCC have confirmed a grant has been received from Welsh Government for the 2020 Summer Playscheme and therefore the actual cost of the basic offer for 2020 i.e. for a playscheme operating locally for 3 weeks, Monday to Friday (15 x sessions AM or PM) with 2 members of staff will be £1,428.90. Additional weeks can be provided at a cost of £476.30 per site location, per week.

Last year's figures: Wk1 - 34 Wk2 - 32 Wk3 - 29 Wk4 - 24 Wk5 – 18

The Clerk advised that the Council agreed a budget of £2,200 for next year. A 4 week scheme would cost £1905.20 and a 5 week scheme would cost £2381.50 which would be over budget.

There were mixed views on how many weeks the council should provide Cllr Wight proposed a 4 week scheme which would be within budget, seconded by Cllr Priddin. A vote was taken and the majority agreed to a 4 week scheme.

The council requested that the clerk makes a note for the 2021/22 budget to increase the funds to allow for a 5 week scheme. The clerk agreed that this will be done, however, as the costings from FCC do not come until after the budget is set it is hard to determine the full costs.

RESOLVED: the council will provide 4 weeks of summer Playscheme. A note will be added to ensure that the 2021/22 budget allows for a 5 week scheme taking into consideration that funding may not be received from FCC.

328. Bank Balances

Bank Balances as at 11th March 2020	Current	£69,546.49
	Deposit	£252,124.67
	Play Area	£8,601.70

S106 - War Memorial Refurbishment Project (Spend incs VAT which will be reclaimed)	Spend to Date	Balance
	£68,922.96	£121,077.04

Payments Received			
12/02/2020	Jill Pye	Sponsor a Tree	£30.00
22/02/2020	Rich Williams	Sponsor a Tree	£30.00
23/02/2020	Mark Rothero	Sponsor a Tree	£30.00
28/02/2020	Daleside Vets	Sponsor a Tree	£30.00

04/03/2020	HSBC	Interest	£164.22
Bank Transfers			
10/03/2020	Deposit Account	To Current Account	£60,000.00
Unpresented Cheques/Payments			
102196	Poppy Appeal	Poppy Wreath	£50.00

RESOLVED: the above be received and noted.

329. Accounts for Payment

To authorise the following accounts for payment:

Payment Method	Payee	Details	Amount
int	Printcentre Wales Ltd	Circular Walk Leaflets	£142.80
int	Pottles Premier Plants	Part payment of total balance £910.74 - trees & plants	£360.74
int	Pottles Premier Plants	Additional plants/trees	£131.34
int	Flintshire County Council	Hire of Community Room - council meetings x 6	£90.00
int	One Voice Wales	Training - Cllr R Bestwick	£40.00
int	Staffing Costs	Feb-20	£2,406.81
int	Mr G Davies	Expenses	£3.98
int	Mrs S Hughes	Stationery, Travel, General Admin etc	£198.62
int	Cllr R Bestwick	Mileage Claim - Training & Meeting	£38.85
chq	Bryn Build	1st Interim Invoice - inv100672	£56,549.10
int	Flintshire County Council	Electrical Testing of all street columns	£1,687.50
int	Cascade Productions	Annual Website Hosting	£216.00
int	Flintshire County Council	Street light Repairs Sept 19	£124.20
int	Flintshire County Council	Street light Repairs Oct 19	£89.32
int	Flintshire County Council	Street light Repairs Nov 19	£297.00
int	Flintshire County Council	Street light Repairs Dec 19	£154.44
int	Flintshire County Council	Street light Repairs Feb 20	£101.16
Int - Internet Banking			£62,631.86

The Clerk sought approval from the council to process an additional 8.5 hours' overtime for attendance of the 2 x day Practitioners Conference. If approved they would be processed in the March Payroll

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. The council also approved the process of 8.5 hours' overtime in relation to attending the SLCC Practitioners Conference.

330. Members Items (AOB)

There were no items raised.

The finance and ordinary meetings were closed at 9.30pm

Chair..... 8th April 2020