

Minutes of the Finance Meeting held in the War Memorial Institute on Wednesday 11th April 2018

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

Absent:

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

360. Apologies

Apologies were received from Cllr S Kenworthy and Cllr M Rothero has submitted his apologies for the next 3 months due to having to work out of the country.

361. Declarations of Interest

There were no Declarations of Interest received.

362. Minutes of the meeting held 14th March 2018

Cllr Walker and Jones advised that under Min 334 it was actually a member of Penyffordd Bowling Club who had personally offered a 50% contribution towards a defibrillator and not Penyffordd Bowling Club.

RESOLVED: noting the above correction, these were approved as a correct record and signed by the Chairman.

363. Matters Arising

There were no matters arising.

364. Section 106 Agreement

Cllr Williams reported that he has liaised with members of the WMI and confirmation has been received that they have initiated grant applications for phase 2 of the renovation.

The Clerk reported that following numerous correspondence with Taylor Wimpey and FCC confirmation has now been received that the Community Council may proceed with the submitted proposals.

The Clerk has contacted the War Memorial Institute to request names of the Committee Members who will be forming the Joint Working Group with the Council. Once she is in receipt of this, a mutually convenient date and time will be arranged to hold a meeting with FCC to ascertain the level of their involvement and/or assistance with this project.

RESOLVED: once the names have been confirmed of who will represent the WMI on the Joint Working Group, the Clerk will arrange a mutually convenient date and time for a meeting with FCC.

365. Year Ended 31st March Budget Review

- i. The Clerk provided the Council with copies of the year end 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.

The Clerk also informed the Council that the Internal Audit had been prepared and would be submitted on Thursday 12th April.

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.

366. Bank Balances

Bank Balances as at 11th April 2018	Current	£5,673.89
	Deposit	£66,255.18
	Play Area	£17,016.33
		£88,945.40

Payments Received

22/03/2018 FCC - Summer Playscheme Grant £911.00

RESOLVED: the above be received and noted.

367. Accounts for Payment**CURRENT ACCOUNT**

Payment Method	Payee	Details	Amount
Int	Flintshire County Council	Electricity Charges - Feb 2018	£44.31
Int	Staffing Costs	March Wages	£1,672.08
Int	Mrs S Hughes	Stationery, General Admin etc	£6.59
Chq	Mr R Wakelam	Whiteboard for PYF noticeboard	£16.78
Int	Microshade	Annual PC Anti Virus	£43.20
Int	Microshade	Annual Hosting Fee & GDPR & DPO Service	£621.60
Int	Compacc Complete Accountancy	Payroll 2018/19	£192.00
Int	Compacc Complete Accountancy	Filing of P11D 2017/18	£35.00
Int - Internet Banking			£2,631.56

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.

368. Members Items (AOB)

Chair..... 9th May 2018

Year End Budget Review 31 March 2018

As can be seen from the figures overleaf the Council's precept for 2017/2018 was £69,700. Receipts for the current year together with the balance brought forward from 2016/2017 have amounted to £139,102.61.

Expenditure this year has only amounted to £50,157.21, which is significantly less than expected, leaving a year-end balance of £88,945.40. Due to the significantly low expenditure this figure is substantially more than predicted in the balance forecast in the last quarterly budget review of £18,333.95.

There are a number of factors why the expenditure has been lower than predicted due to elections, garden maintenance, training and investing in youth (please see the Budget Summary below for details).

There is however a retention figure included in the £88,945.40 which totals £52,436.32

• Reserved - Street Lighting from 2015-2017	£24,408.99
• Reserved - Melwood Close Play Area Match Fund (2017/18)	£10,000.00
• Reserved - Millstone Play Area (inc Match Funding paid from FCC)	£17,016.33
• Reserved - Best Kept Prize Money	£100.00
• Reserved - 2018 Playscheme Grant	£911.00

Once the retention sum of £52,436.32 is deducted from the year-end balance it will leave the Council with a net balance of £36,509.08. The Council will also be submitting a VAT Claim of £2933.95.

Note:

Penyffordd Community Council's accounts are produced on a Receipts and Payments basis which requires the council only to consider their actual bank and cash transactions during the year.

	Penyffordd Community Council			
	Budget 2017/18			
	Details of Expenditure	Proposed Expenditure 2017/18	Current Spend to date	Available Spend to date
	Parks & Open Spaces			
1.1	Gardening Maintenance	£1,800.00	£0.00	£1,800.00
1.2	Play Leadership	£1,800.00	£1,309.00	£491.00
1.3	Dobshill Rent	£5.00	£5.00	£0.00
1.4	Bus Shelter Repairs	£250.00	£61.40	£188.60
1.5	Playing Fields	£5,000.00	£0.00	£5,000.00
1.6	Bulbs/Shrubs	£200.00	£0.00	£200.00
1.7	Seat Memorial Garden(clock)	£100.00	£0.00	£100.00
1.8	Litter Receptacles/equipment	£200.00	£40.44	£159.56
1.9	Millstone Play Area (inc £10k c/f match funding)	£15,000.00	£2,988.00	£12,012.00
	General Administration			
2.1	Insurance	£2,115.00	£1,473.80	£641.20
2.2	Annual Contribution	£0.00	£0.00	£0.00
2.3	Civic Service	£250.00	£0.00	£250.00
2.4	Wages, HMRC & NI	£14,500.00	£14,090.38	£409.62
2.5	Payroll	£200.00	£192.00	£8.00
2.6	ER & EE Pension	£2,300.00	£2,142.63	£157.37
2.7	Clerks Expenses	£1,700.00	£1,413.29	£286.71
2.8	Postage	£60.00	£30.46	£29.54
2.9	Stationery	£500.00	£206.89	£293.11
2.11	Audit Fee	£500.00	£402.75	£97.25
2.12	Chairmans Name Board	£150.00	£0.00	£150.00
2.13	Elections	£4,500.00	£247.20	£4,252.80
2.14	Office Machinery	£200.00	£0.00	£200.00
2.15	Christmas Tree/Lighting	£7,000.00	£8,970.00	£-1,970.00
2.16	Clock Tower	£500.00	£294.00	£206.00
2.17	CAB	£275.00	£275.00	£0.00
2.18	Annual Subscriptions	£180.00	£168.00	£12.00
2.19	Training	£1,500.00	£0.00	£1,500.00
2.21	Website	£1,000.00	£720.00	£280.00
2.22	Best Kept Comp Prize Money c/f	£100.00	£0.00	£100.00
	Street Lighting			
3.1	Electrical Supply	£1,500.00	£473.01	£1,026.99
3.2	Electrical Testing	£1,720.00	£630.00	£1,090.00
3.3	Repairs & Maintenance (inc £18625 c/f for upgrades)	£25,625.00	£1,216.01	£24,408.99
	Highways and Footpaths			
4.1	Salt Bins	£500.00	£0.00	£500.00
4.2	Noticeboards	£720.00	£748.20	£-28.20
5	Grants	£8,000.00	£8,450.00	£-450.00
6	Investing in Youth	£4,000.00	£0.00	£4,000.00
7	Provision of balance	£6,000.00	£3,609.75	£2,390.25
	Total Expenditure	£109,950.00	£50,157.21	£59,792.79

Penyffordd Community Council - Summary Accounts
2017 - 18 Financial Year

Income

	Actual	Anticipated	Difference
Precept	69,700.00	69,700.00	0.00
Bank Interest	79.06	50.00	29.06
Refunds/Other	911.00	0.00	911.00
Grants/Funds(Play Area)	10,000.00	0.00	10,000.00
VAT Refund	25,294.97	25,416.37	-121.40
Total	105,985.03	95,166.37	10,818.66

Expenditure

	Actual	Agreed Spend	Balance
Parks & Open Spaces	4,403.84	24,355.00	19,951.16
General Admin etc	14,393.39	20,730.00	6,336.61
Staffing Costs (wages, hmrc, pension)	16,233.01	16,800.00	566.99
Street Lighting	2,319.02	28,845.00	26,525.98
Highways & Footpaths	748.20	1,220.00	471.80
Grants	8,450.00	8,000.00	-450.00
Investing in Youth	0.00	4,000.00	4,000.00
Provision of Balances	3,609.75	6,000.00	2,390.25
Total	50,157.21	109,950.00	59,792.79

Note: the above agreed spend includes the reserved funds carried over £10,000 Parks & Open Space, £18,625 Street Lighting and £100 Gen Admin

Current Summary

Bank Balance as at 31 March 2017	
Current	12,843.10
Deposit	10,270.15
Millstone Play Area	10,004.33
	33,117.58
Total Expenditure	50,157.21
Total Income	105,985.03
Balance as at 31 March 2018	88,945.40
VAT Costs for 2017/18 Financial Year	2,933.95

Year End Summary

Balance c/f as at 31 March 2017	33,117.58
Receipts for 2017/18	105,985.03
Total Receipts	139,102.61
Total Expenditure	50,157.21
Gross Balance as at 31 March 2018	88,945.40
Current	5,673.89
Deposit	66,255.18
Millstone Play Area	17,016.33
Reserved - Street Lighting from 2015-2017	24,408.99
Reserved - Melwood Close Play Area Match Fund (2017/18)	10,000.00
Reserved - Millstone Play Area (inc Match Funding paid from FCC)	17,016.33
Reserved - Best Kept Prize Money	100.00
Reserved - 2018 Playscheme Grant	911.00
Net Balance as at 31 March 2018	36,509.08