# PEN-Y-FFORDD COMMUNITY COUNCIL

# Minutes of the Finance Meeting held in the War Memorial Institute on Wednesday 11<sup>th</sup> July 2018

Present: Councillors Mr A Wight (Chairman of the Committee) Mr J Priddin (Chairman of the Council). Ms C

Hinds, Mr D Walker, Mrs M Jones, Mrs E Davies, Mr R Bestwick, Mr R Wakelam and Mrs L Vidamour

Absent:

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

1 x member of the public

## 89. Apologies

Apologies were received from Councillors Mr M Rothero, Mr D Williams and Dr Smith-Bellis.

#### 90. Declarations of Interest

There were no Declarations of Interest received.

# 91. Minutes of the meeting held 13<sup>th</sup> June 2018

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

#### 92. Matters Arising

Min 67 – the Clerk has provided all members with the appropriate Members Allowance Claim Forms.

## 93. Penyffordd War Memorial Refurbishment Project (Section 106 Agreement)

Mr Guy has responded and advised they are currently working to create a draft project execution plan (PEP). When appropriately developed they will be in a position to brief the Council with a considered plan. They would like to reassure the council that they value the support and look forward to providing an informative briefing. Upon concluding their draft PEP they will respond and coordinate a mutually convenient meeting for the PCC working group. The Institute has also confirmed they are happy for representatives to attend their July or September meeting.

**RESOLVED:** a council representative will attend the Institutes September Meeting.

#### 94. Defibrillator – Penyffordd Bowling Club

Mr H Grimshaw is very keen to get the defibrillator installed asap and is happy to purchase the equipment to be installed inside of the Bowling Club, should the council wish to contribute, this can be by way of purchasing an outdoor cabinet and installing it outside of the bowling club. This would be on the post outside of the gate.

Members considered that as FCC will be installing a defibrillator at the new Penyffordd Junior School and it was suggested that this could be installed outside of the building and made available to the public.

Cllr Hinds reported that she is still currently in possession of signage for the defibrillator which was installed at the Institute. Cllr Wakelam agreed that he would be happy to install them.

**RESOLVED:** the Council will write to FCC to request if the proposed defibrillator could in fact be installed on the outside of the building to be available to the public. Cllr Wakelam will arrange for the defibrillator signs to be installed.

## 95. Quarterly Budget Review

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

## 96. Village Grass Cutting

Cllr Williams has liaised with the Clerk and a report was provided to members.

Flintshire have agreed to do all of the two main entrances by Penymynydd roundabout into the village and from the Wrexham end between Platt Lane and the main road, the bank facing as you turn in and the grass on the right. Mike Eastwood and Steve Jones have been very cooperative over this. These are not on the agreed schedule any longer, so we have reached a compromise for them to do the above this time, and the Community Council will then take over for the remainder of the summer.

One quotation has been received of £195+vat, Cllr Williams and the Clerk will meet a further Contractor on his return from holiday.

For information the counties agreed schedule for grass cutting is as follows:

- 40, 50 and 60 MPH One single swathe width cut per year, usually early July.
- Exceptions to this are on safety grounds for visibility areas. This is normally at junctions but there may be exceptions near busy and possible isolated residential properties.
- Rural highway verges within 30 mph and built up areas, ie through the village. 4 single swathes widths per year.
- Amenity area within the village centres and greens. Mowed up to 13 times a year.
- Public rights of way where public footpath signs are erected. Phone streetscene & report to Rights of Way for the attention of John Griffiths.

Concerns were raised that the above areas should in fact be covered by FCC and not he Community Council. Previously the Council did employ a Contractor who covered a number of areas around the village which did not fall under responsibility of FCC and that these areas should be considered again.

Cllr Wakelam and Davies both suggested alternative contractors which the Clerk will follow up.

\*\*6.55pm Cllr D Walker arrived.

The Chairman proposed that to move this matter on he would liaise with Cllrs Williams and the Clerk and report on the September meeting.

**RESOLVED:** the Chairman will liaise with Cllr Williams and the Clerk to review all the locations previously maintained by the Community Council and obtain additional quotes which will be reported at the September meeting.

#### 97. Bank Balances

Bank Balances as at 11<sup>th</sup> July 2018 Current £6,446.52

Deposit £88,652.95

Play Area £21,044.33

Payments Received

25/06/2018 FCC Match Funding (Melwood Close)

£5,000.00

(This amount together with the Community Council's contribution of £10,000 will be held in reserves solely for the use on Melwood Close Play Area)

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

## 98. Accounts for Payment

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#### **CURRENT ACCOUNT**

Payment Method	Payee	Details	Amount			
Int	Royal British Legion	3x Silent Solider Silhouettes	£750.00			
Int	Flintshire County Council	Electricity & Repair Charges - May 2018	Not rec.			
Int	Staffing Costs	June	£1,806.20			
Int	Mrs S Hughes	Stationery, General Admin etc	£20.08			
Int - Interne	Int - Internet Banking					

## **PLAY AREA ACCOUNT**

Payment Method	Payee	Details	Amount
Chq	Clwyd Fencing	Millstone Fencing	£1,550.00
			£1,550.00

The Clerk sought approval to obtain Corel PDF Fusion at a cost of 1 x £25.00 and 12 x £2.50 which would be supplied via Microshade.

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.
  - The Council approved the Clerk to purchase the above PDF package supplied via Microshade.
- 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

## 99. Members Items (AOB)

The meeting was closed at 8.40pm

Chair	12 <sup>th</sup> September 2018

Images below showing Penyffordd Council Summary of Accounts, Including:

- Income and expenditure
- End of year prediction
- Quarterly review
- Budget detail

Penyffordd Community Council - Summary Accounts		
2018 - 19 Financial Year		

## Income

	Actual	Anticipated	Difference
Precept	29,409.00	88,227.00	-58,818.00
Bank Interest	54.82	70.00	-15.18
Refunds/Other	5,800.00	0.00	5,800.00
Grants/Funds(Play Area)	0.00	0.00	0.00
VAT Refund	2,933.95	2,933.95	0.00
Total	38,197.77	91,230.95	-53,033.18

# Expenditure

	Actual	<b>Agreed Spend</b>	Balance
Parks & Open Spaces	1,825.98	42,732.00	40,906.02
General Admin etc	2,486.21	20,285.00	17,798.79
Staffing Costs (wages, hmrc, pension)	4,966.89	20,225.00	15,258.11
Street Lighting	348.69	37,128.99	36,780.30
Highways & Footpaths	0.00	1,000.00	1,000.00
Grants	0.00	8,000.00	8,000.00
Investing in Youth	0.00	5,000.00	5,000.00
Provision of Balances	1,371.60	6,000.00	4,628.40
Community Transport (contingency liabilty)	0.00	11,840.00	11,840.00
Total	10,999.37	152,210.99	141,211.62

Note: the above agreed spend includes the reserved funds carried over £27,927 Parks & Open Space, £24,408.99
Street Lighting and £100 Gen Admin

	Street Lighting and £100 Ge					
Current Sur	nmary					
	Balance c	fas at 31 N	/larch 2018		88,945.40	
	(+)Income	Receipts for	or 2018/19		38,197.77	
	(-)Total Expenditure for 2018/19				10,999.37	
	Gross Balance as at 30 June 2018			116,143.80		
	Current				6,446.52	
	Deposit				94,452.95	
	Millstone F	Play Area			15,244.33	
	Reserved -	Street Ligh	nting from 2	015-2017	24,408.99	
	(2017/18) i	nc FCC co	ntribution of	£5000	15,000.00	
	paid from I	FCC)			17,016.33	
	Reserved -	Best Kept	Prize Mone	Э <b>у</b>	100.00	
	Reserved -	2018 Play	scheme Gra	ant	911.00	
		_				
	Net Balan	ce as at 30	June 201	8	58,707.48	
	VAT Costs	for 2018/1	9 Financia	ıl Year	193.32	
End of Year	Prediction	1				
	Balance as	s at 31 Mar	ch 2018		88,945.40	
					,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
	(+) Total A	nticipated I	ncome 201	8/19	91,230.95	
	(-) Total Anticipated Expenditure 2018/19				152,210.99	
	,					
	Anticipated	d Closina B	alance as a	at 31 March 2019	27,965.36	
				2. 2.1 = 2 1 2	,,,,,,,,,	
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Appendix A2

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	Financ	e Committee - C	Quarterly Budget Review 30th J	une 2018						
urrent Acc	Bal B/f			£6,446.52						
Date	Cheque									
Cashed	No	Payee	Details	Amount	Uncleared C	Shoallos				
Casileu	140	rayee	Details	Amount	Uncleared	rieques		-		
								-		
								-		
								-	-	+
									-	-
						£0.00	)	-		
				Total						
			Balance Carried Forward	£6,446.52		£6,446.52	Bank Statement Balance			
Deposit Acc	Bal B/f			£94,452.95						
Date	Type		Details	Amount						
								-		
								-		
								-		
				Total						
			Balance Carried Forward	£94,452.95		£94,452.95	Bank Statement Balance			<u>-</u>
Play Area A	cc Bal B/f			£15,244.33						
Date	Туре		Details	Amount						
								-		
	-							-	-	+
				Total				+	+	+
			Balance Carried Forward	£15,244.33		£15 244 22	Bank Statement Balance			
			Dalance Carneu Forward	£10,244.03		£ 10,244.33	Dank Statement Dalance			
	-							-	-	-
								-	-	
			Total Available Balance of All							
			Accounts	£116,143.80	l l	£116,143.80	Total Bank Balance Inc U	ncleared	Cheque	s

	Penyffordd Community Council				
	Budget 2018/19				
	Dauget 2010/13				
		Proposed			
		Expendtiure	Current Spend to	Available Spend	
	Details of Expenditure	2018/19	date	to date	Comments
	Parks & Open Spaces				
1.1	Gardening Maintenance	£1,800.00	£0.00	£1,800.00	Looking to appt a grass contractor
1.2	Play Leadership (incs FCC £911 Grant)	£2,911.00	£0.00	£2,911.00	Est cost £1664. Inv due 3rd quarte
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 (c/f incs £10,000 Melwood Close Match Fund	£15,000.00	£0.00	£15,000.00	
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	£150.00	£55.57	£94.43	
					£800 variance to bank balance due t
	Millstone Play Area (c/f inc £17,016)	£22,016.00			Hanson donation
1.11	CCTV	£300.00	£0.00	£300.00	
	General Administration				
2.1	Insurance	£1,600.00	£1,490.85	£109.15	
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 Employee Pension (Staffing Costs)	£16,500.00	£4,462.53	£12,037.47	
2.5	Payroll	£325.00	£227.00	£98.00	
2.6	Employer Pension (Staffing Costs)	£1,700.00	£504.36	£1,195.64	
2.7	Clerks Expenses - Home Allowance & Travel	£1,700.00	£349.68	£1,350.32	
2.8	Postage	£60.00	£0.00	£60.00	
2.9	Stationery	£500.00	£57.31	£442.69	
2.11	Audit Fee	£500.00	£166.80	£333.20	Internal received, awaiting External
2.12	Chairmans Name Board	£150.00	£0.00	£150.00	
2.13	Elections	£1,000.00	£0.00	£1,000.00	
2.14	Office Machinery	£200.00	£43.20	£156.80	
2.15	Christmas Tree/Lighting	£10,000.00	£0.00	£10,000.00	Inv due end of the year
2.16	Clock Tower	£500.00	£0.00	£500.00	Service due Jan
2.17	CAB	£275.00	£0.00	£275.00	To be paid with grants
2.18	Annual Subcriptions	£200.00	£128.00	£72.00	
2.19	Training	£1,500.00	£0.00	£1,500.00	
2.21	Website	£1,000.00	£0.00	£1,000.00	
2.22	Members Allowance	£1,950.00	£0.00	£1,950.00	
2.23	Newsletter	£500.00	£0.00	£500.00	
	c/f Best Kept Prize Money	£100.00			
	Street Lighting				
3.1	Electrical Supply	£1,000.00	£134.19	£865.81	
	Electrical Testing	£1,720.00			Inspections for winter months
	Repairs & Maintenance (inc c/f £24,408.99 for upgrades)	£34,408.99			Work currently being done
	Highways and Foothpaths	, , , , , , , , , , , , , , , , , , , ,			
4.1	Salt Bins	£200.00	£0.00	£200.00	
	Noticeboards	£800.00			
	Grants	£8,000.00			Usually paid in Dec
	Investing in Youth	£5,000.00		£5,000.00	· · · · · · · · · · · · · · · · · · ·
	Provision of balance	£6,000.00			
	Community Transport (contingency liability)	£11,840.00			Unlikely to be utalised this year
	Samuella, Haroport (continguity industry)	211,040.00	20.00	211,040.00	ominary to be duffised this year
	Total Expenditure	£152,210.99	£10,999.37	£141,211.62	