

## Minutes of the Finance Meeting held in the War Memorial Institute on Wednesday 15<sup>th</sup> January 2020

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

**Absent:**

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

### 266. Apologies

Apologies were received from Councillors Mrs E Davies, Mr J Priddin and Mr D Walker.

### 267. Declarations of Interest

Cllr Wight declared an interest in relation to agenda item 5 and completed the Declaration of Interest form.

### 268. Minutes of the meeting held 11<sup>th</sup> December 2019

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

### 269. Matters Arising

**Min 236** - The revised policy from Zurich Insurance and total invoice received was for £104.66, however, it was then noted that they had applied 2 x £14,400 values for the portacabins rather than 1 x total cost of £14,400. This has been amended and therefore reduced the additional premium to £53.25. This was paid on 16.12.2019.

### 270. Website Accessibility

The government introduced new Website Accessibility Regulation which came into force in 2018 and as a council we are required to have this implemented by Sept 2020. In brief, making our website or mobile app accessible means making sure it can be used by as many people as possible. This includes those with: impaired vision motor difficulties, cognitive impairments or learning disabilities, deafness or impaired hearing.

A quote of £2380 has been received from our currently provider to undertake a full review of the current website and make all the necessary improvements, however, as the work required states it should be proportional, it was suggested by Cllr Bestwick that sufficient improvements could be made to the website within a budget of £1000.

The Clerk advised she will liaise with the provider to seek appropriate training so that as soon as reasonably possible any future additions to the website adhere to the requirements.

**RESOLVED:** the council approved £1000 for the website improvements. Training will be requested as soon as possible so that any future additions to the website adhere to the requirements.

### 271. Quarterly 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 question the unrepresented cheques which the Clerk advised this quarterly report was as at 31<sup>st</sup> December and all bar one has now been cleared. The cheque for the Poppy Wreath has not yet been cashed. 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 requires 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. Cllr Hinds will contact the Royal British Legion Poppy Appeal to request the cheque be banked as soon as possible.
- ii. Cllrs Mrs Jones & Mr Rothero reviewed a selection of invoices and payment receipts which were certified as correct.

**272. Bank Balances**

Bank Balances as at 15th January 2020	Current	£26,189.68
	Deposit	£331,680.45
	Play Area	£20,683.93
S106 - War Memorial Refurbishment Project	Spend to Date	Balance
	£10,123.15	£179,876.85
<i>Possible VAT to be claimed (tbc)</i>		£1,592.19
Payments Received		
30-Dec Flintshire County Council	Precept	£29,609.00
Bank Transfers		
13/01/2020	From Deposit Acc To Current Acc	£10,000.00
14/01/2020	From Deposit Acc To Current Acc	£10,000.00
Unpresented Cheques/Payments		
102196	Poppy Appeal Poppy Wreath	£50.00
102205	PYF Run Clyb Grant	£300.00

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

**273. Accounts for Payment**

To authorise the following accounts for payment:

**CURRENT ACCOUNT**

Payment Method	Payee	Details	Amount
int	Mega Electrical	PYF & PYM Christmas Lights	£6,222.00
int	Mega Electrical	Dobshill Christmas Lights	£1,278.00
int	Printcentre Wales Ltd	Printing Bus Timetables (& newsletters)	£171.00
int	Printcentre Wales Ltd	Printing Newsletters (& bus timetables)	£260.00
int	Staffing Costs	Dec-19	£2,219.64
int	Mr G Davies	Bin Bags	£3.98
int	Mrs S Hughes	Stationery, Travel, General Admin etc	£63.27
int	Mrs S Hughes	2 x JCT Minor Works Building Contracts 2016 (WMI)	£73.49
chq	St Johns Church	Grant	£250.00
chq	Flintshire County Council	9x street columns supply, install & commuted sum	£18,000.00
			<b>£28,541.38</b>

**PLAY AREA ACCOUNT**

Payment Method	Payee	Details	Amount
int	Sutcliffes	Supply of Youth Shelter - Millstone	£6,914.88
			<b>£6,914.88</b>

**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.

**274. Members Items (AOB)**

There were no items raised.

The finance and ordinary meetings were closed at 9.40pm

Chair..... 12<sup>th</sup> February 2020

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

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

Penyffordd Community Council - Summary Accounts			
2019 - 20 Financial Year			
Income			
	Actual	Anticipated	Difference
Precept	88,827.00	88,827.00	0.00
Bank Interest	1,010.71	200.00	810.71
Refunds/Other	16,690.75	0.00	16,690.75
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>108,836.25</b>	<b>95,834.79</b>	<b>13,001.46</b>

## Expenditure

	Actual	Agreed Spend	Balance
Parks & Open Spaces	3,230.13	55,991.33	52,761.20
General Admin etc	3,901.57	9,620.00	5,718.43
Office Costs	663.96	1,410.00	746.04
Staffing Costs (wages, hmrc, pension)	17,396.01	24,936.00	7,539.99
Street Lighting (inc Christmas Lights)	1,680.77	55,988.64	54,307.87
Highways & Footpaths	1,248.00	3,000.00	1,752.00
Grants	8,500.00	9,275.00	775.00
Investing in Youth	0.00	5,000.00	5,000.00
Provision of Balances	1,839.75	6,100.00	4,260.25
Community Centre/Youth Club (contingency liability)	0.00	15,000.00	15,000.00
Community Improvements	15,989.14	21,746.00	5,756.86
S106 Money	10,049.66	200,000.00	189,950.34
<b>Total</b>	<b>64,498.99</b>	<b>408,066.97</b>	<b>343,567.98</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	108,836.25
(-)Total Expenditure for 2019/20	64,498.99
<b>Gross Balance as at 31 Dec 2019</b>	<b>378,204.06</b>
Current	£5,839.68
Deposit	£351,680.45
Millstone Play Area	£20,683.93
Reserved - Street Lighting from 2015-2018	33,468.64
Reserved - Melwood Close Play Area Improvements	35,000.00
Reserved - Millstone Play Area Improvements	20,683.93
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	189,950.34
Reserved - 2 x Noticeboards	0.00
Reserved - Grow Wild Grant	0.00
<b>Net Balance as at 31 Dec 2019</b>	<b>98,001.150</b>
<b>VAT Costs for 2019/20 Financial Year</b>	<b>5,190.08</b>



Penyffordd Community Council  
Budget Summary 2019/20

	Proposed Budget for 2019/20	Current Spend to Date	Available to Spend to Date
<b>Details of Expenditure</b>			
<b>Parks &amp; Open Spaces</b>			
1.1 Gardening Maintenance	£1,800.00	£153.88	£1,646.12
1.2 Play Leadership	£2,200.00	£2,083.95	£116.05
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 <i>(inc £35,000 held in reserves - Melwood Play Area)</i>	£40,000.00	£0.00	£40,000.00
1.6 Bulbs/Shrubs (incs spends £500 Grow Wild Grant)	£200.00	£550.00	-£350.00
1.7 Seat/ Memorial Garden(clock)	£100.00	£0.00	£100.00
1.8 Litter Receptacles/equipment	£150.00	£87.06	£62.94
1.9 Millstone Play Area <i>(inc £15986.33 held in reserves)</i>	£20,986.33	£302.40	£20,683.93
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	£14,107.49	£4,778.51
2.2 Payroll	£350.00	£211.00	£139.00
2.3 Employer Pension	£4,000.00	£1,804.01	£2,195.99
2.4 Clerks Expenses - Home Allowance & Travel	£1,700.00	£1,273.51	£426.49
<b>Office Costs</b>			
2.5 Postage	£50.00	£26.91	£23.09
2.6 Stationery	£500.00	£118.36	£381.64
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	£1,599.94	£0.06
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
2.16 Annual Subscriptions	£220.00	£526.00	-£306.00
2.17 Training	£1,500.00	£40.00	£1,460.00
2.18 Website	£500.00	£0.00	£500.00
2.19 Members Allowance	£2,500.00	£0.00	£2,500.00
2.21 Newsletter	£500.00	£0.00	£500.00
2.22 Community Awards	£400.00	£0.00	£400.00
<b>Street Lighting</b>			
3.1 Electrical Supply	£800.00	£374.88	£425.12
3.2 Electrical Testing	£1,720.00	£0.00	£1,720.00
3.3 Repairs & Maintenance <i>(Incs £33468.64 held in reserves)</i>	£43,468.64	£982.92	£42,485.72
3.4 Christmas Tree/ Lighting	£10,000.00	£322.97	£9,677.03
<b>Highways and Footpaths</b>			
4.1 Salt Bins	£200.00	£0.00	£200.00
4.2 Noticeboards <i>(inc £1800 held in reserves for 2x new boards)</i>	£2,800.00	£1,248.00	£1,552.00
5.0 Grants	£9,000.00	£8,200.00	£800.00
5.1 CAB	£275.00	£300.00	-£25.00
6.0 Investing in Youth	£5,000.00	£0.00	£5,000.00
7.0 Provision of balance <i>(inc £100 held in reserve Conwen Way - BKCC)</i>	£6,100.00	£1,839.75	£4,260.25
8.0 Community Transport (contingency liability) Community Centre -Youth Club (contingency liability)	£0.00	£0.00	£0.00
9.0 Community Improvements <i>(incs £6500 held in reserves for Portacabin)</i>	£15,000.00	£0.00	£15,000.00
9.1 Community Improvements	£21,746.00	£15,989.14	£5,756.86
<b>S106 Money</b>			
10.1 Pyf & Pym War Memorial Institute	£190,000.00	£10,049.66	£179,950.34
10.2 Youth Club - Survey	£10,000.00	£0.00	£10,000.00
<b>Total Expenditure</b>	<b>£418,066.97</b>	<b>£64,498.99</b>	<b>£353,567.98</b>

