

PEN-Y-FFORDD COMMUNITY COUNCIL

Minutes of the (Zoom) Virtual Meeting held on Wednesday 8th July 2020

Present by Video: Councillors Mr A Wight (Chairman), Mr R Bestwick (Vice Chairman), Mr J Priddin, Mr D Williams, Mr R Wakelam, Mrs M Jones, Mrs P Ransome, Mr M Rothero, Mr D Walker, Mr P Blackman and Mr A Bakewell (Youth Representative)

Present by Phone: Councillor Ms C Hinds

Absent:

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

The Chairman requested one minutes silence to remember and respect the late Cllr Edwina Davies who served her community as a Councillor for over 40 years.

He wished to thank members and residents who paid their respects on her funeral by either lining the streets or attending the crematorium. He would in the future like the council to consider a memorial.

33. Apologies

Apologies were received from Cllr J Smith-Bellis.

34. To Receive any Declaration of Interest – Members Code of Conduct

There were no Declarations of Interest received.

35. Minutes of the Council Meetings held on 10th June and 24th June 2020.

Min 32 - Cllr Williams wished to clarify that the comments made were not a criticism of the fund raising events of the Red Lion, but rather concerns raised by members that the Red Lion could leave themselves in a vulnerable position if there were complaints and the charity commission got involved and the suggestion to speak with them was for their benefit.

Min 32 - Cllr P Ransome also wished to add clarification and note an error. She has helped the Red Lion with their fund raising events and has no cause for concern to how these were organised. Her only concern, which she did also raise with them directly was that the split was not equal between each zoo. She also advised that she did not say she would be speaking with The Red Lion about this matter and if she had been tasked to do this would not have agreed. Cllr Ransome said that if there was any cause for concern that it should be communicated at an official level from council with the red lion rather than individual councillors or word of mouth. The Clerk apologised for this error.

Cllr Williams confirmed that it was he and Cllr Hinds who had agreed that they would speak with the Red Lion regarding collection buckets and that Cllr Hinds had made the kind offer to provide PACA charity buckets in the future as with them being a registered charity, they could possibly coordinate future events with the Red Lion. Unfortunately, Cllr Williams had not had the opportunity to speak to Steve at the Red Lion personally to explain.

The Chair welcomes and appreciates their fund raising efforts and all their hard work. With regard to the concern and the collection buckets the issue is that fundraisers are not allowed to change the beneficiary after the fact. The fundamental matter in all of this is to try to protect the fundraisers.

RESOLVED: The minutes of the meeting held on the 10th June were approved as a correct record.

With exception to the above errors and amendments the minutes of the meeting held on 24th June were approved as a correct record. Both minutes will be formally signed by the Chairman at the first face to face meeting of the council.

36. Matters Arising

Min 18 - Christmas Lighting has been deferred at the time of producing the agenda as no information had been received.

Min 19 - A response was received from Anthony Stanford in relation to the council's letter to FCC regarding Traffic Calming. He advised that due to the recent restrictions associated with the Covid Pandemic, it has not been possible

to attend a Town Council meeting to discuss potential scheme options, however, please let him know if the wider group are in a position to do so and they will do their best to organise a virtual arrangement. Additionally, should a site meeting be more preferable, a representative from their Road Safety and Highway Policy Team would be more than happy to attend.

RESOLVED: the council will request a morning site visit within the next couple of weeks.

Min 31 – Cllr Ransome expressed disappointment that her notes made in response to the Dobshill planning application were based on FCC's own statement of planning material considerations and as such merited inclusion in the response. She feels this is an important aspect of our response to planning applications and should bear in mind for future applications. The Chair noted this comment and appreciated the work involved in preparing the report, however, he supported the council's formal submission which summarised all the diverse views. He encouraged members that as well as a council's response members can and should provide individual response to any contentious planning applications. The Clerk stated that it was proposed and agreed that the response would be a summary of all comments received from residents, businesses and council.

37. Vacancy

Due to the sad death of Cllr Edwina Davies and in accordance with the Local Government Act, 1972 (Section 87(2)) the council are now required to advertise that a vacancy has arisen. The clerk reported the following process will be taken:

- 9th July - Advertise that a Vacancy has arisen due to death of Cllr Davies. Residents then have 14 days to write to FCC to request an election.
SUMMER RECESS
- 9th Sept - Report whether an election was requested or not. If it was, the election would not be held until after 1st Feb 2021 and before 16th April (due to covid 19 and government regulations) a date to be set by FCC. FCC have advised that the approx. costs for an election will be £4000 - £5000. This will depend on the use of polling card and the number of polling stations etc.
- If no election was requested the council would advertise for co-option.
- 14th Oct – If no election was requested the council would potentially interview any applicants and make an appointment.

The Chair commented that this council is a division of Welsh Government and any election process is co-ordinated by Flintshire County Council. At the May 2017 elections there was not actually enough candidates to fill the seats which resulted in them being filled by co-option. Since then the council has had approx. 3 vacancies which again was filled by co-option as no election was requested, but these was contested (more than one applicant). The next full election will be held May 2022.

The role of a councillor has a high workload, it demands hard work and time in between the usual monthly meeting. This is a big commitment for any member to take on.

Cllr Hinds feels that although it is obviously democratic to have an election she noted that the costs involved could be utilised elsewhere in the village especially when the next formal elections are due in 2022.

Cllr Wakelam raised concern that residents may not fully understand how the co-option process works.

The Chair and Cllr Blackman expressed they felt that this is the right time to have an election and to have a democratic process. It is very positive to have such interest in the council.

Cllr Ransome thanked the Chair and Vice Chair for their post on the website detailing the work of the council.

The Chair proposed to provide additional information with the notice together with a copy of the Code of Conduct.

Cllr Rothero hopes that applicants who stand do apply for the right reasons and fully understand the work involved.

Cllr Ransome supported the Chairs proposal as the Code of Conduct is very important and applicants need to understand the expectations. As a councillor you are in the public eye and need to be mindful of behaviour and language etc. The Chair took this opportune moment to remind all members of the councils Social Media Policy in that individual members are not to comment to social media threads. Do not get drawn in. The only occasion where a comment would be acceptable is if someone has put a post that is factually inaccurate and a member commented the correction. Not a personal opinion, but a correction of the fact.

Cllr Walker raised concern that the Election Budget is only £500 and the suggested costs could be in the region of £4000 -£5000. The Chair advised that if an election is requested, this is due process and the council will need to cover the costs.

RESOLVED: the Notice of Vacancy will be displayed and Flintshire County Council informed. This will be included on the September agenda. The Chair will prepare information to accompany the vacancy regarding the role of a councillor.

38. To receive a Report from the Environment Working Group Meeting held on 22nd June 2020.

- i. Hanson Cement – Cllr Bestwick advised there are two proposed actions regarding Noise Complaints and the request of a Health Study. Cllr Williams asked member for support to request a health survey and he would make enquiries to the appropriate process? The Chair supported this request especially the issue of noise, also addressing the issue of noise to the Wellbeing Commissioner and NRW.

Cllr Ransome questioned whether a community survey would also offer support and have weight?

RESOLVED: Cllr Williams will make enquiries regarding the request of a health survey and Cllr Bestwick will liaise with the Wellbeing Commissioner and NRW regarding noise

- ii. The working group have obtained 4 quotes for supply and fitting of 2 x benches and 2 x picnic table at the Millstone Play Area. These were presented to the council with a proposal of option 4 – Brian Davies Ltd £4325. Cllr Walker requested for this to be deferred until next year due to funding. Cllr Bestwick disagreed as the Millstone Play Area does have a budget for improvements and additional seating has previously been approved. He advised the locations have been identified as follows: picnic benches – near the toddler area/adult exercise equipment and benches near the muga/football pitch and skate park.

Cllr Hinds questioned that due to the expected additional costs of the elections, would the overspend need to come from the Millstone? The Clerk advised that the Millstone Play Area has its own budget and bank account. Any excess costs relating to the Elections would be taken from the 'provision of balance' budget

RESOLVED: the council approved to appoint Brian Davies Ltd to supply and install 2 picnic benches and 2 benches.

39. Public Questions

There were no public questions received by the Clerk.

The Chair reported that he has received direct correspondence from a number of people given the recent misunderstanding previously referred to. He has made contact with two people associated with the Red Lion and the recent fundraising, to offer to meet to clear the air of any misunderstanding. One has accepted the offer and the other has declined. Once a date has been confirmed he will inform all members.

40. Planning Applications

a) To review and consider Planning Applications received:

- i. [Ref: 061431](#) Single storey rear extension to form new rear garden room, with internal remodelling works. 4 Green Meadow Rise, Penymynydd. **The Council has no objection, but request any concerns of local residents be forwarded to them for consideration prior to a formal decision being made. Provided the proposal does not negatively impact on neighbours or local environment, streetscene etc and complies with all relevant policy, they will be happy for a delegated decision, but reserve the right to comment further should additional information come to light.**

RESOLVED: the above comments will be reported to Flintshire County Council Planning.

b) To report on the Notifications of Planning Decisions made by Flintshire County Council:

- i. Ref: 061184. Change of use of dwelling to holiday lettings. Clawdd Offa Farm, Wrexham Road, Penyffordd. **Approved**
- ii. Ref: 061337. First floor extension. 10 Corwen Road, Penyffordd. **Approved**
- iii. There has been no formal decision reported to date regarding Ref: 061240. Demolition of existing buildings and erection of a petrol filling station (sui generis) and associated retail facilities (use class A1) and supporting amenities and, a drive-thru coffee shop with associated access, car parking and servicing. Dobshell Garage, Chester Road, Dobshell.

c) Ongoing planning appeals.

- i. To review and consider the current status of appeals.

Cllr Williams reported the following:

- No News yet on date for public inquiry on Vounog Hill

- Concerns put to Inspectorate over Retirement homes has been escalated to independent complaints panel.
- Need to explore if additional evidence can be submitted.
- He circulated correspondence to members several weeks ago and would appreciate feedback for possible further comments. Would help if the communication Cllrs Hinds, Wight and other members have had with the Inspectorate can be circulated in order to collate a full case.
- Full summary to be put on website and social media this week.

Cllr Wight advised that a virtual meeting has been arranged with Jack Sargeant for Thursday 16th July. He has also received correspondence from the Minister which he will circulate and also share with Jack Sargeant and the Wellbeing Commissioner.

He has also received correspondence from Andrew Farrow expressing dismay at the Rhos Road decision and the reasons given. It also offered some confidence with them sharing their housing methodology with Welsh government and asking them to adopt this as their preferred way in the absence of the LDP, which AF was optimistic about.

A number of complaints have been received regarding the Redrow development relating to flooding, noise and foul language. One of these issues was a continuous sewage pump.

- ii. Cllr Wight reported that the Rossett Focus Group are collating a body of evidence for the Wellbeing Commission to get involved with the Inspectorate.

41. Review Of The Electoral Arrangements For The County Of Flintshire

The Local Democracy and Boundary Commission for Wales have completed the final stage of their review of the electoral arrangements for the County of Flintshire. Any views on the Final Recommendations should be addressed to Welsh Government.

Whilst there are no proposed changes for Penyffordd, there are changes recommended for neighbouring communities Higher Kinnerton, Hope and Caergwrle.

RESOLVED: the council will submit a response to the final report, objecting to the recommendations and supporting the proposals submitted by the neighbouring communities.

42. Covid19

- i. The Chair acknowledged that the virus has not gone away and that it is still here, such as the outbreak in Wrexham and that he was aware of people within the village who are symptomatic. We cannot relax about the virus just yet. He also reported that Cheshire West Council have 110,000 people on furlough and they are expecting half of these could potentially be made redundant. This on top of the reports and concerns of job losses at Airbus and the ripple affect the losses will have on the wider communities. This will be a big issue and the council needs to consider how the council could help.

Cllr Blackman advised that the Environment Working Group have briefly discussed this in respect how the council could assist with the wellbeing and mental health of residents and that potentially 'surgery's' could be held at the RBL (obviously with appropriate social distancing measure in place) in support manner.

The Chair thanked all members for all the work involved in the library (books, dvd;s jigsaws), it seems to have been very popular.

The clerk reported that herself and Cllr Williams attended a meeting with FLVC on Tuesday where discussions were had with them and other T&CC on how they have managed matters to date. The main points that were picked up were concerns of preparing exit plans for volunteers, vulnerable people, mental health and wellbeing. Further meeting will be held over the coming month. Cllr Hinds and Jones reported that isolation has been personally extremely difficult and will have been for many other residents.

The Chair advised that there is a demand on Foodbanks and the community may need to consider this and also consider where the food could be stored. Cllr Blackman said the RBL should be able to help with storage if needed. Cllr Ransome suggested linking in with the WMI. Cllr Wakelam advised the WMI will be undertaking a collection on 06/09/2020.

Mr Bakewell stated that Monday was the first day of zero deaths reported which was very positive. Businesses within the village are now reopening and he asked if the council would provide a post for the website/facebook thanking the businesses for their hardwork during the lockdown that were able to remain open and to wish luck to all the businesses that are reopening.

- ii. Clocktower Cobra – will be dealt with under item 13 Millennium Clock and Community Garden.

*** At the time of this meeting this item was classified as Private and Confidential by FCC therefore was not included in the recording of the meeting***

43. Summer Playscheme 2020

The Council reviewed and considered the correspondence from Flintshire County Council as to whether the council would be considering financing a 2 week Playscheme. This will of course be subject to lockdown restrictions being lifted by Welsh Government and children's play areas and recreation grounds being reopened for community use.

RESOLVED: the council will fully support the two week scheme for 2020.

44. Village Scarecrow Competition

Cllr Wakelam undertook a poll on behalf of the council on social media to gain an insight as to the interest in such a competition. There were 49 responses and the results were: Interested = 35 and No Interest = 14.

Cllr Williams proposed that this competition be ran by the community council this year and was happy to co-ordinate. He suggested that the rules be in line with those circulated prior to the last meeting and feels that there be no need for an application form or any entry fee, residents can just submit their name and address. The council could approach the Millstone, Red Lion, Jemoley's, Butchers, Chip shop and Spar for meal/food prizes. Cllr Hinds offered to fund the prizes as her personal contribution. This was welcomed and appreciated but agreed that the council will ask local business to donate the prizes.

He would like to approach the owners of Vounog Hill farmers who have permitted the sledging and dog walking for over fifty years to judge. Judging date will be the last weekend in August.

A further suggestion was the possibility of entries being mounted on the Vounog Hill for publicity about the concerns over the planning appeal that will be viewed by the Inspector prior to the inquiry. Cllr Blackman supported this and felt that it would be a good feature within the village.

Mr Bakewell stated that date of the competition and judging needed to be set asap as the council will not be meeting again until September. He also offered to assist Cllr Williams in this project. Cllr Ransome will prepare a poster.

The Clerk expressed concern of health and safety of asking residents to put scarecrows on the highway and suggested that an option could be that once the competition is over, to ask them to be put on the Vounog hill field for a photo opportunity.

RESOLVED: the community council will host the scarecrow competition for 2020. Cllr Williams will finalise the criteria etc, Cllr Ransome will prepare the poster and Mr Bakewell will assist with promoting the event. The owners of Vounog Hill Farm will be asked if they would like to undertake the role of Judges which will take place the end of August. Residents will be asked to display the scarecrows outside of their homes and then potentially moved to the Vounog Hill for judging (if the field is available and with the owners approval).

45. Millennium Clock Tower and Community Garden

The Environment Group had prepared a proposal for the council to consider which Cllr Bestwick presented. It would include the clock area and garden being renovated and making a focal point of the village and create a memorial garden. Improve seating, enclose the area with a wall, additional planters, rockery around the garden, relocate and mount the silhouettes on the RBL wall, potentially lit up. Cllr Ransome advised that they have liaised with a number of residents about the improvements.

Cllr Priddin asked where the Covid Cobra would be installed. Cllr Bestwick advised that it would be incorporated in the design by either fixing to the floor, wall or around the clock.

Cllr Bestwick advised these works could fall under the Community Improvements budget. They are no costings as yet but asked the council for approval to proceed to obtain costings.

Cllr Wakelam questioned what improvements were planned for the community garden (behind Millstone Play Area)? Cllr Bestwick advised that it was considered there would be a greater benefit in the memorial garden at this time. Cllr Wakelam advised that there is currently only one resident he was aware of looking after this area.

Cllr Wight advised that a proposal of what improvements to the community garden could be made should be prepared by the Environment Working Group during the summer recess for the council to consider.

RESOLVED: the council approved that the Environment Working Group can proceed with obtain costs for the suggested works which will then be presented to full council. The Environment Working Group during the summer recess will also assess and cost what improvements can be made to the community garden.

46. VJ Day/Remembrance Day

Due to VE Day events having to be cancelled, the council discussed whether an event could be held for VJ Day or Remembrance Day. VJ Day - 15th August 2020 and Remembrance Day - Wednesday 11th November / Sunday 8th November.

The Chair feels that with the current restrictions it would not allow for a VJ Event in August. He also stated that he was aware of groups such as scouts, guides etc have been told they are unable to hold any gatherings.

The WMI are looking into options as to whether they are able to co-ordinate something.

** Cllr Hind left the meeting at 8.30pm.

Cllr Blackman advised that should the restrictions remain the same the RBL will be putting something on, similar to VE Day. It will be fitting but subtle.

Cllr Walker commented that he would like to organise a concert on 7th November for Remembrance Day. The Clerk expressed concern that social distancing restrictions even in November would prevent a concert from being held.

The Chair agreed in principle that a concert would be a wonderful event, however, expressed the same concerns as the Clerk.

Cllr Blackman proposed that he and Cllr Walker liaise to prepare the framework of the event should such event be allowed in November.

RESOLVED: Cllrs Wight, Williams and Ransome will liaise with the WMI, Cllrs Wight & Blackman will liaise with the RBL and Cllrs Blackman and Walker will liaise regarding preparing the framework for a Remembrance Concert, should an event be able to be held.

47. Summer Recess – Delegated Powers

The Council was requested to authorise the Chairman and Vice-Chairman to deal with any urgent matters during the summer recess subject to those matters being reported back to Council at the September meeting.

RESOLVED: the above be approved and any matters arising will be reported at the September meeting.

48. 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.

The Chairman requested that for future budget reviews for the clerk to also circulate the accounts in excel format.

Cllr Williams referred to the reserved match funding money for Dobshill/West View play areas. He stated that it has been confirmed that Dobshill will be in receipt of £18,000 S106 to be utilised at the play area. A site meeting with Richard Roberts was held this week and RR will be preparing plans and costings for the suggested improvements needed for both play areas. Cllr Williams asked if the plans/costs were acceptable would the council approve delegated powers to proceed during the summer recess to prevent further delays? The Chair advised that all members should be consulted in these plans. The Clerk advised that due to the potential of these costings being significant this should not be undertaken through delegated powers and an extraordinary meeting should be called to formally approve the plans and costs.

- 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.
- ii. This is not possible due to being unable to meet face to face and therefore this requirement will currently be suspended/waived and additional checks will be made at the earliest opportunity.

49. 2020/21 Expenditure

The purpose of this review was not to amend the existing budget but to consider where expenditure either will not be spent or potentially could be reduced which could assist in preventing an increase to the precept for 2021/22.

There were a number of budget heading where savings could potentially be saved through being unable to spend due to covid or by restricting spends for this financial year. Headings include: Playscheme, playing fields, Millstone play area, civic service, website, community awards, investing in youth, community centre (youth club) and community improvements. It is however, anticipated that there will be an overspend on the elections budget of approx. £4000-£5000 as the current budget is set at £500.

The Chair stated that the budget is not being cancelled but to look at where we can proactively not spend and consciously work to a lower budget to assist where possible in preventing a large increase to the precept in 2021/22.

Cllr Ransome asked whether the unspent money for expected projects would be held in reserves for next year? The Clerk advised that money can only be held for specific projects and agreed spends e.g play area match funding, street lights. However, for example money allocated for the Youth Club, if this expected project did not happen this year, we would not hold those funds in reserves, but would include in the 2021/22 budget.

RESOLVED: the actual budget will not be amended. The Clerk will prepare an additional column to the budget monitoring form which will be represented at the September meeting.

50. Grass Cutting

Cllr Williams reported that he has obtained a quote from local contractor for approx. £500 to undertaken an interim cut of areas around the village. FCC have in previous years completed this work, which they have no obligation to do so, and they have fallen behind this year due to the current situation. He proposed that the council pay for an interim.

RESOLVED: an interim cut of the village be approved as above.

51. Bank Balances and Accounts for Payment

To report balances of all bank accounts and to review and authorise monthly accounts for payment.

Bank Balances as at 8th July 2020	Current	£36,189.65
	Deposit	£158,473.47
	Play Area	£13,601.70

S106 - War Memorial Refurbishment Project

	Agreed Budget	Total Spends
S106 Money	£190,000.00	£170,653.41
2020 Approved Annual Donation	£4,000.00	£0.00
Community Buildings (approx)	£5,100.00	£0.00
Total agreed spends & remaining balance	£199,100.00	£28,446.59

*** the above figures do not include VAT*

Bank Transfers

06/07/2020	Deposit Account	To Current Account	£20,000.00
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Unpresented Cheques/Payments

102196	Poppy Appeal	Poppy Wreath	£50.00
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Accounts for payment up to 8th July 2020

CURRENT ACCOUNT

Payment Method	Payee	Details	Amount
int	Staffing Costs	June-20	£2,162.32
int	Mr G Davies	Bin Bags	£3.98
int	Mrs S Hughes	Stationery, Travel, General Admin etc	£39.22
int	Derwen Joinery	Noticeboard - Jemoleys	£476.09
chq	Bryn Build	WMI Refurb 4 th Interim Invoice (work for june 2020)	£40,195.04
			£42,876.65

RESOLVED: The above accounts be approved and processed for payment. The list of accounts for payment will be signed by the Chairman of Council and/or the Chairman of Finance together with it being countersigned by two bank signatories at the first face to face meeting of the council.

52. Correspondence

The following correspondence was received, acknowledged and noted.

- An invitation from FLVC to attend a virtual meeting on 7th July 2020. Cllrs Williams and the Clerk attended.
- The Clerk received approx. 30 emails from residents due to miscommunication/misunderstanding on social media regarding the election. She has communicated with each person to advise of the correct procedure they will need to follow.

53. Members Items/Future Agenda Items

- Cllr Priddin reported that the dog bins are full again and have been cleared by streetscene. Cllr Williams advised that due to staffing issues at FCC this has been an issue which they are hopefully now on top of. He also reminded members that there are a number of bins around the village which are dual bins e.g accept litter and dog poo.
- Cllr Ransome reported that she has received a number of complaints regarding pot holes on Abbots Lane/ Abbotsford Drive and Penymynydd Rd. The Clerk advised that this has been reported to Streetscene.
- Cllr Ransome also reminded members that the council had previously discussed producing a council leaflet on who we are and what we do and requested it to be included on the next agenda.
RESOLVED: Council Information Leaflet will be included on the September agenda.
- Mr Bakewell reported that due to university commitments he only has one meeting remaining. He is aware that no responses were received from previously advertising his vacancy and asked if the council would approve from him to promote this further on social media.
RESOLVED: the Clerk will update the Vacancy Poster and Mr Bakewell will promote.
- Cllr Williams reported that the new noticeboard at Jemoleys has now been completed and installed.
- Cllr Williams reported that he is continually liaising with Sarah Blake, FCC Transportation regarding bus timetables. Currently there is an issue with the Dobshill stop being withdrawn during the daytime. He will continue to pursue this.
- Cllr Walker advised that the old school field is very overgrown and an eyesore.
RESOLVED: this will be reported to Streetscene
- Cllr Wakelam advised that the grass fly tipping on Penymynydd Road around the trees has not yet been removed (between Fammau View and Crossways).
RESOLVED: Cllr Williams will request if these areas can be cleared by the grass cutting contractor.
- Cllr Wight advised that streetscene issues previously raised on Penymynydd Road have not been address and also no further action has been taken by FCC regarding the salt bin on the White Lion estate.
RESOLVED: Cllr Williams will liaise with Ian Williams, Streetscene.
- The Clerk reported that the September Meeting will also be the council's Annual General Meeting. She asked members to consider in advance of the meeting whether they will be appointing a new Chairman and Vice Chairman or under the current situation whether they will ask the existing members to remain in post.
- A virtual meeting will be held on 16th July, 6.00pm with Jack Sargeant and is open for all members to attend.

The Chairman wished to thank all members for their time at pre-reading all the supporting information before meeting, attending the meetings and for their hard work and efforts in between.

The meeting commenced at 6.30pm and closed at 9.25pm

Chair.....9th September 2020

Images below showing Penyffordd Council Summary of Accounts 2020-2021, Including:

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

Penyffordd Community Council - Summary Accounts			
2020 - 21 Financial Year			
Income			
	Actual	Anticipated	Difference
Precept	32,791.34	98,374.00	-65,582.66
Bank Interest	102.98	500.00	-397.02
Refunds/Other	0.00	0.00	0.00
Grants/Funds(Play Area)	0.00	10,000.00	-10,000.00
Sponsor a Tree	30.00	0.00	30.00
WMI Refurb	0.00	0.00	0.00
VAT Refund	18,304.48	18,304.48	0.00
Total	51,228.80	127,178.48	-75,949.68

Expenditure

	Actual	Agreed Spend	Balance
Parks & Open Spaces	83.53	72,006.70	71,923.17
General Admin etc	2,745.13	15,950.00	13,204.87
Office Costs	696.12	1,210.00	513.88
Staffing Costs (wages, hmrc, pension)	7,124.13	29,050.00	21,925.87
Street Lighting (inc Christmas Lights)	187.39	43,819.60	43,632.21
Highways & Footpaths	0.00	2,450.00	2,450.00
Grants	0.00	4,300.00	4,300.00
Investing in Youth	0.00	5,000.00	5,000.00
Provision of Balances	1,080.00	5,100.00	4,020.00
Community Buildings	0.00	19,000.00	19,000.00
Community Improvements	922.01	8,153.31	7,231.30
S106 Money	97,778.79	144,324.79	46,546.00
Total	110,617.10	350,364.40	239,747.30

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 2020	267,603.12
(+)Income Receipts for 2020/21	51,228.80
(-)Total Expenditure for 2020/21	110,617.10
Gross Balance as at 30th June 2020	208,214.82
Current	£16,139.65
Deposit	£178,473.47
Millstone Play Area	£13,601.70
Reserved - Street Lighting from 2015-2018	23,719.60
Reserved - Melwood Close Play Area Improvements	35,000.00
Reserved - Millstone Play Area Improvements	8,601.70
Reserved - Best Kept Prize Money (Meadow Rise)	100.00
Reserved - Portacabin (Comm Facility) which will be reclaimed vat	635.10
Reserved - S106 Money - WMI Refurb	52,842.46
Reserved - S106 Money Youth Club	10,000.00
Reserved - Sponsor a Tree payments	430.00
Reserved for COVID 19 Support Fund	1,000.00
Reserved - 2019/20 Match Funding (West View or Dobshill)	10,000.00
Net Balance as at	65,885.960
VAT Costs for 2020/21 Financial Year	16,771.19

Penyffordd Community Council		Budget Summary 2020/21		
Details of Expenditure	Budget for 2020/21	Current Spend to Date (inc vat)	Available to Spend to Date	
Parks & Open Spaces				
Gardening Maintenance	£1,000.00	£0.00	£1,000.00	Will be used for grass cutting or improvements to the mill clock garden/community garden
Play Leadership	£2,200.00	£0.00	£2,200.00	Anticipated full budget will not be used
Dobshill Rent	£5.00	£5.00	£0.00	
Bus Shelter Repairs	£250.00	£0.00	£250.00	
Playing Fields	£50,000.00	£0.00	£50,000.00	Anticipated to be spend by year end
<i>(inc £35,000 held in reserves - Melwood Play Area)</i>				
<i>(inc £10,000 held in reserves - West View or Dobshill)</i>				
Bulbs/Shrubs	£400.00	£31.56	£368.44	
Seat/ Memorial Garden(clock)	£100.00	£0.00	£100.00	
Litter Receptacles/equipment	£150.00	£46.97	£103.03	
Millstone Play Area	£13,601.70	£0.00	£13,601.70	New seating to be purchased
<i>(inc £8601.70 held in reserves)</i>				
CCTV	£300.00	£0.00	£300.00	
Environmental Improvements	£4,000.00	£0.00	£4,000.00	
Staff, Admin & Office Costs				
Staffing Costs				
Wages, (inc Employee Pension) HMRC & NI	£22,500.00	£5,921.55	£16,578.45	
Payroll	£350.00	£261.00	£89.00	
Employer Pension	£4,500.00	£539.12	£3,960.88	
Clerks Expenses - Home Allowance & Travel	£1,700.00	£402.46	£1,297.54	
Office Costs				
Postage	£50.00	£18.12	£31.88	
Stationery	£300.00	£0.00	£300.00	
Office Machinery	£200.00	£0.00	£200.00	
IT Services & DPO Services	£660.00	£678.00	£-18.00	
General Administration				
Insurance	£1,800.00	£1,669.73	£130.27	
Civic Service	£250.00	£0.00	£250.00	Not expected to be spent
Audit Fee	£600.00	£248.40	£351.60	Awaiting external audit invoice
Chairmans Name Board	£150.00	£0.00	£150.00	
Elections	£500.00	£0.00	£500.00	Potential could incur costs with vacancy
Clock Tower	£500.00	£0.00	£500.00	Service overdue - awaiting new date of service
Annual Subscriptions	£550.00	£827.00	£-277.00	Over budget due to OVW full membership fee
Training	£1,500.00	£0.00	£1,500.00	
Website	£3,200.00	£0.00	£3,200.00	Upgrade on website due by end of Sept
Members Allowance	£5,000.00	£0.00	£5,000.00	Expected to be spent by yr end
Newsletter	£500.00	£0.00	£500.00	
Community Awards	£400.00	£0.00	£400.00	
Council Email Accounts	£1,000.00	£1,080.00	£-80.00	
Street Lighting				
Electrical Supply	£600.00	£93.72	£506.28	
Electrical Testing	£1,500.00	£0.00	£1,500.00	
Repairs & Maintenance	£33,719.60	£93.67	£33,625.93	expected to be spent 4th quarter
<i>(Incs £23719.60 held in reserves)</i>				
Christmas Tree/ Lighting	£8,000.00	£0.00	£8,000.00	
Highways and Footpaths				
Salt Bins	£200.00	£0.00	£200.00	
Noticeboards	£250.00	£0.00	£250.00	
Footpaths	£2,000.00	£0.00	£2,000.00	
Grants/Donations				
Grants	£4,000.00	£0.00	£4,000.00	exptected to be spent 3rd quarter
CAB	£300.00	£0.00	£300.00	
Investing in Youth	£5,000.00	£0.00	£5,000.00	
Community Buildings				
Community Centre -Youth Club (contingency liability)	£15,000.00	£0.00	£15,000.00	potenitally will not be spent this yr
Pyf War Memorial Institute	£4,000.00	£0.00	£4,000.00	exptected to be spent 3rd quarter
Community Improvements	£8,153.31	£922.01	£7,231.30	
<i>(incs £653.31 held in reserves for Portacabin)</i>				
Provision of balance	£5,100.00	£0.00	£5,100.00	
<i>(inc £100 held in reserve Corwen Way - BKCC)</i>				
S106 Money				
Pyf & Pym War Memorial Institute	£134,324.79	£97,778.79	£36,546.00	(this spend to date incs VAT)
Youth Club - Survey	£10,000.00	£0.00	£10,000.00	
Total Expenditure	£350,364.40	£110,617.10	£239,747.30	

