PRESTATYN
TOWN COUNCIL

CYNGOR
TREF PRESTATYN

7 Nant Hall Road
Prestatyn
LL19 9LR

7 Ffordd Llys Nant
Prestatyn
LL19 9LR

29th May 2019

29ain Mai 2019

Dear Councillor

You are invited to attend a meeting of **FINANCE AND MANAGEMENT COMMITTEE** to be held in **KINGS HALL COMMUNITY CENTRE**, Kings Avenue, Prestatyn on **Wednesday 5th June 2019** at **6.15pm**

Yours sincerely

Nigel Acott

Town Clerk

Annwyl Gynghorydd

Fe'ch gwahoddir i gyfarfod y **PWYLLGOR CYLLID A RHEOLAETH** yng **NGHANOLFAN GYMUNEDOL NEUADD Y BRENIN,** Rhodfa'r Brenin, Prestatyn ar **Ddydd Mercher 5ed Mehefin 2019 am 6.15**

Yr eiddoch yn gywir

Nigel Acott

Clerc y Dref

1 APOLOGIES

2 CHAIRMAN'S APPOINTMENT 2019/20

3 VICE CHAIRMAN'S APPOINTMENT 2019/20

4 DECLARATIONS OF INTEREST
To receive notice of Councillor personal and/or prejudicial interests in tonight's proceedings as required by Members Code of Conduct legislation.

5 PAID ACCOUNTS
Copy attached

6 FINANCIAL STATEMENTS 2018/19
Copy attached

7 INTERNAL AUDIT 2018/19
Mr Tom Brown Internal Auditor to report

1 YMDDIHEURIADAU

2 PENODI CADEIRYDD 2019/20

3 PENODI IS-GADEIRYDD 2019/20

4 DATGANIAD O DDIDDORDEB
Derbyn hysbysiad am ddiddordebau personol a/neu ragfarnus y Cynghorwyr yng ngweithdrefnau'r cyfarfod heno fel sy'n ofynnol dan ddeddfwriaeth Cod Ymddygiad yr Aelodau.

5 CYFRIFON A DALWYD
Mae copi wedi'i atodi

6 DATGANIADAU ARIANNOL 2018/19
Mae copi wedi'i atodi

7 ARCHWILIAD MEWNOL 2018/19
Mr Tom Brown yr Archwiliwr Mewnol i roi adroddiad

8 ANNUAL RETURN 2018/19
Copy attached. Annual Governance statement to be completed by Council

8 DATGANIAD BLYNYDDOL 2018/19
Mae copi wedi'i atodi. Datganiad Llywodraethu blynyddol i gael ei gwblhau gan y Cyngor

9 STAFFING SUB COMMITTEE
To receive nominations for Staff Sub Committee (3) and Policy Sub Committee (3)

9 IS-BWYLLGOR STAFFIO
Derbyn enwebiadau ar gyfer yr Is-bwyllgor Staff (3) a'r Is-bwyllgor Polisïau (3)

To: All Town Councillors
Officers and Press Representatives
Mr T. Brown – Internal Auditor
Prestatyn Library
www.atprestatyn.co.uk

I: Holl Gynghorwyr y Dref
Swyddogion a Chynrychiolwyr y Wasg
Mr T. Brown - Archwiliwr Mewnol
Llyfrgell Prestatyn
www.atprestatyn.co.uk

FM Agenda Item 5.
05.06.19

PRESTATYN TOWN COUNCIL

CYNGOR TREF PRESTATYN

MARCH 2019

COMMUNITY DEVELOPMENT & REGENERATION COMMITTEE

			Total Excluding VAT	VAT	Total
A	General Services		£	£	£
	BACS 185	Helen Taylor - HLAP ART	80.00		80.00
	BACS 186	Greenacres Caravan Park - Hire of pool HLAP Feb 2019	60.00	12.00	72.00
	BACS201	Barrie Russ - Table Tennis Coach HLAP	30.00		30.00
	BACS 202	Hire of Ty Caradoc HLAP	51.00		51.00
	BACS 203	Hire of Prestatyn Leisure Centre HLAP	61.25	12.25	73.50
	BACS 210	Ruth Moore Williams - Mind Music February 2019	200.00		200.00
	BACS 214	Tennis Coaches X 2 HLAP	60.00		60.00
			542.25	**24.25**	**566.50**
B	Service Organisation / Grants s.137				
			0.00	**0.00**	**0.00**
C	Community / Environmental Services				
	BACS 188	Mr D Letham - Mind Music Volunteer - Mileage Claims (FEB 2019)	13.50		13.50
	BACS 189	Senroc Mini Bus Hire - Mind Music Feb 2019	78.00		78.00
	BACS 190	GWP Electrical - Re-locate De Fib from Ty Pendre to High Street	100.00	20.00	120.00
	BACS 207	Thorncliffe - Battens for shelves @ allotments	25.92	5.18	31.10
					0.00
			217.42	**25.18**	**242.60**
		Total for Development & Regeneration Committee (Community)	**759.67**	**49.43**	**809.10**

FINANCE AND MANAGEMENT COMMITTEE - EXPENDITURE

			Total Excluding VAT	VAT	Total
D	General Administration		£	£	£
	BACS182	Sue Edwards mileage - Feb 2019	50.15		50.15
	BACS 184	Peter Large Council Chamber Valuation	150.00	30.00	180.00
	BACS 197	Francotyop Postalia	175.00	35.00	210.00
	BACS 205	Ellis Whitham	1,817.58	354.00	2,171.58
	BACS 208	Francotyp Postalia	300.00		300.00
	BACS 212	Francotyp Postalia postage download	100.00		100.00
	BACS 213	Conrad Office Supplies	141.28	28.28	169.56
	BACS 215	LiveTech - Service and maintenance February 2019	220.00	44.00	264.00
	BACS 216	Autoclock Time Cards	41.00	8.20	49.20
	D/D	Bank Commission Charge 17.03.19	25.02		25.02
	BACS 225	The Paper Shop 16.02.18 - 09.03.19	26.60		26.60
			3,046.63	**499.48**	**3,546.11**
E	Democracy				
			0.00	**0.00**	**0.00**
F	Personnel				
	BACS 209	BACPR Re validation Sue Edwards	75.00		75.00
	BACS 223	DCC March payroll	15,968.96		15,968.96
	BACS 224	R Astle - February Events and Marketing	682.50		682.50
	BACS 226	Siamo Recruitment - Mrs S Smith (reception cover)	342.74	68.54	411.28
			17,069.20	**68.54**	**17,137.74**
G	Office Accommodation				
	BACS 187	Jacksons (Fire & Security) Ltd - Annual Service	360.77	72.15	432.92
	BACS 193	JTJ Cleaning Services - PTC Offices re: February 2019	90.00		90.00
	BACS 198	SSE Electric - ptc 04.12.18 - 07.03.19	276.96	13.84	290.80
	BACS 199	SSE Electric - ptc 04.12.18-07.03.19	204.25	10.21	214.46
	BACS 200	SSE Gas -ptc 04.12.18 -07.03.19	488.79	24.43	513.22
	BACS 206	Godfrey Group - Window Cleaning-February 19	22.36	4.47	26.83
	BACS 211	SSE Electric -Economy 7 ptc 04.12.18 - 07.03.19	23.32	4.66	27.98
	BACS 221	Datashred (3 regular + 14 additional due to office clear out)	105.00	21.00	126.00
			1,571.45	**150.76**	**1,722.21**
H	Other Expenses				
			0.00	**0.00**	**0.00**
		Total for Finance and Management Committee	**21,687.28**	**718.78**	**22,406.06**

COMMUNITY DEVELOPMENT & REGENERATION COMMITTEE

EXPENDITURE

		Total Excluding VAT £	VAT £	Total
I	Town Regeneration (Services)			
BACS 192	David Ogilvie - WW1 Commemoration seat	1,443.00	288.60	1,731.60
BACS 194	Lets Paint Pottery - Business Breakfast - February 2019	100.00		100.00
BACS 196	Sherratts - Grounds Maintenance - February 2019	751.05	150.21	901.26
BACS 204	SSE Electric- Ty Pendre 06.03.19	115.76	5.78	121.54
BACS 217	Denbighshire CC - Rent Ty Pendre	5.00		5.00
		2,414.81	**444.59**	**2,859.40**
J	Town Regeneration (Development)			
BACS 181	Lloyds Business Communications - Office IT upgrade	1,385.00	277.00	1,662.00
BACS 183	Thorncliffes Skip Hire - office works	100.00	20.00	120.00
BACS 191	BigDug - Shelving for office	129.00	25.80	154.80
BACS 195	Bebbington and Wilson - Office electical upgrade	429.78	85.96	515.74
BACS 218	Denbighshire County Council - Scala Cinema	66,493.00		66,493.00
BACS 219	Iinet - Telephone and Broadband Charges Feb 2019	1,311.34	262.27	1573.61
BACS 222	Lloyds Wireless Access Point- Office	125.00	25.00	150.00
		69,973.12	**696.03**	**70,669.15**
	Total Community Development & Regeneration Cttee (Services/Development)	72,387.93	1,140.62	73,528.55
	TOTAL EXPENDITURE AT 28TH FEBRUARY 2019	**94,834.88**	**1,908.83**	**96,743.71**

PRESTATYN TOWN COUNCIL
CYNGOR TREF PRESTATYN

MARCH 2019

INCOME		A - C E & C	D - H Policy	I TRC (s)	J TRC (d)	VAT	Total Income £
04.03.19	Barclays Bank Interest 03.13.18 - 03.03.19		360.05				360.05
08.03.19	Big Dug Shelving -credit		129.00			25.80	154.80
08.03.19	Barclays Loyalty Reward - 06.03.19		7.51				7.51
08.03.19	Cheque no 706117 - Paper Shop (unpresented)		25.40				25.40
08.03.19	Cheque no 706183 - Jacinta McArdle (unpresented)	150.00					150.00
15.03.19	Andrea's Lettings -hanging basket			65.00			65.00
15.03.19	The Bon - hanging basket			32.50			32.50
19.03.19	Till Reconciliation@19.3.19	310.25					310.25
26.03.19	Conservative Office - hanging basket			65.00			65.00
	Total Income @ 31st March 2019	**460.25**	**521.96**	**162.50**		**25.80**	**1,170.51**

PRESTATYN TOWN COUNCIL

CYNGOR TREF PRESTATYN

APRIL 2019

COMMUNITY DEVELOPMENT & REGENERATION COMMITTEE

	Total Excluding VAT	VAT	Total
	£	£	£
A General Services			
BACS 263 HLAP - Hire of Pool 16.04.19	60.00	12.00	72.00
	60.00	**12.00**	**72.00**
B Service Organisation / Grants s.137			
BACS 259 Wheelie Play Bus - Easter Event	300.00		300.00
BACS 248 Daydream Designs - Easter Poster	140.00	28.00	168.00
BACS 256 Fun Faces - Easter Event	120.00		120.00
BACS 257 Magic Rabbit - Easter Event	300.00		300.00
BACS 260 AM Events - Hire of Chocolate Fountain - Easter Event	300.00		300.00
BACS 261 Jess & Kat - Entertainment & Equipment - Easter Event	200.00		200.00
BACS 262 Medic 1 - First Aid Cover for Easter Event	258.00	51.60	309.60
BACS 264 Siamo Recruitment - Event Staff	375.95	75.19	451.14
BACS 258 R Astle - Reimburse Event Consumables	369.82		369.82
	2,363.77	**154.79**	**2,518.56**
C Community / Environmental Services			
BACS 230 D Letham - Mind Music Volunteer travel expenses	20.70		20.70
BACS 231 Senroc Travel - Miond Music mini bus hire 27/2 19 - 27/3/19	100.00		100.00
BACS 238 D Hughes - repayment of allotment sundries	37.94		37.94
BACS 239 R Moore Williams - Mind Music	100.00		100.00
	258.64	**0.00**	**258.64**
Total for Development & Regeneration Committee (Community)	**2,682.41**	**166.79**	**2,849.20**

FINANCE AND MANAGEMENT COMMITTEE - EXPENDITURE

			Total Excluding VAT	VAT	Total
			£	£	£
D	General Administration				
	BACS 236	S Edwards travel expenses Feb/March 2019	83.58		83.58
	BACS 235	Lloyds IP - Support and Maintenance April 2019 - March 2020	999.00	199.80	1,198.80
	BACS 241	IDEA subscription	456.00	91.20	547.20
	BACS 242	Lloyds IP - Maintenance for Telephone System 2019/20	354.52	70.90	425.42
	BACS 244	Canda Copying - Photocopier copies	151.66	30.33	181.99
	D/D	Bank Charges	23.30		23.30
	Chq706192	Internal Audit fees 1/10/18 - 31/3/19, D B Financial Services	550.00		550.00
	BACS 250	Zurich - Annual Premium for Insurance	5,677.99	681.35	6,359.34
	BACS 251	Canda Copying Rental Agreement & Copies	192.67	38.54	231.21
	BACS 252	The Paper Shop - 16/3/19 - 6/4/19	26.60		26.60
	BACS 253	Conrad Office & Art - Office Consumables	81.96	16.39	98.35
	BACS 265	Digitel - March Call Charges	68.98	13.80	82.78
	BACS 266	Livetech Ltd - Computer Maintenance March 2019	220.00	44.00	264.00
	D/D	Francotyp Postalia - Monthly Franking Machine Rental Charge	156.00		156.00
			9,042.26	**1,186.31**	**10,228.57**
E	Democracy				
	BACS 234	Sian Jones - Translations	27.15		27.15
			27.15	**0.00**	**27.15**
F	Personnel				
	BACS 243	R Astle - Events & Marketing March/April 2019	979.75		979.75
	BACS 264	Siamo - S. Smith Reception Cover	193.00	38.60	231.60
			1,172.75	**38.60**	**1,211.35**
G	Office Accommodation				
	BACS 227	Godfrey Group - Window Cleaning March 2019	44.72	8.94	53.66
	BACS 229	JTJ Cleaning Services - Office Cleaner	140.00		140.00
	BACS 246	DCC - NNDR	4,050.20		4050.20
	BACS 247	Me and Him Removals - Office De clutter to storage	295.00	59.00	354.00
	BACS 255	SSE - Final payment off peak units	4.86	0.97	5.83
	BACS 267	DCC - Waste Collection 1.10.18 - 31.12.18	32.88	0.00	32.88
			4,567.66	**68.91**	**4,636.57**
H	Other Expenses				
			0.00	**0.00**	**0.00**
		Total for Finance and Management Committee	**14,809.82**	**1,293.82**	**16,103.64**

COMMUNITY DEVELOPMENT & REGENERATION COMMITTEE

EXPENDITURE

			Total Excluding VAT	VAT	Total
			£	£	£
	Town Regeneration (Services)				
	BACS 232	Sherratt Landscapes March Maintenance	751.05	150.21	901.26
	BACS 237	Jubilee CC - Building Insurance	571.54		571.54
	BACS 240	Sherratts Landscapes - Public Benches Painting	904.04	180.81	1,084.85
	BACS 245	DCC - Annual subsidy for Fern Avenue car park 2018/19	8,700.00	1,740.00	10,440.00
	BACS 245	DCC - Annual subsidy for Central car park 2018/19	5,000.00	1,000.00	6,000.00
	BACS 249	Lite - Festive Lighting Rental and Storage (instalment 1 of 3)	5,208.50	1,041.70	6,250.20
			21,135.13	**4,112.72**	**25,247.85**
J	Town Regeneration (Development)				
	BACS 233	Barclaycard Payment to Big Dug - office shelving	129.00	25.80	154.80
	BACS 254	Parry Davies Architects - office extension schedule of works	720.00	144.00	864.00
			849.00	**169.80**	**1,018.80**
		Total Community Development & Regeneration Cttee (Services/Development)	21,984.13	4,282.52	26,266.65
			39,476.36	**5,743.13**	**45,219.49**

PRESTATYN TOWN COUNCIL
CYNGOR TREF PRESTATYN

APRIL 2019

INCOME

Date	Description	A - C E & C	D - H Policy	I TRC (s)	J TRC (d)	VAT	Total Income £
04.04.19	Till reconciliation 04.04.19	152.00					152.00
04.04.19	Barclays Loyalty Reward - 04.04.19		6.99				6.99
05.04.19	Williams Estates - Hanging Baskets			195.00			195.00
08.04.19	Prestatyn Business Forum - Hanging Baskets			422.50			422.50
08.04.19	DCC - Mayoral ticket costs for Charity Dinner	70.00					70.00
12.04.19	Powells the Jewellers - Hanging Baskets			130.00			130.00
17.04.19	Jubilee CC - contribution to UPVC doors		2000.00				2000.00
24.04.19	Easter Town Events Donations	316.67					316.67
29.04.19	DCC - Precept No. 1		161838.00				161838.00
		538.67	**163,844.99**	**747.50**	**0.00**	**0.00**	**165,131.16**

External Funding-Grants/Recharges
January 2019

Date	BACS	Detail	Project	Amount	Eligible Recharges	Externally Funded	Code
29.01.19	151	Senroc Travel	MM	93.00	93.00	93.00	C15A
13.12.18	098	Senroc Travel	MM	98.80	98.80	98.80	C15A

External Funding-Grants/Recharges
February 2019

No Recharges

External Funding-Grants/Recharges
March 2019

06.03.19	189	Senroc Travel	MM	78.00	78.00	78.00	C15A

GRANTS	£
DCC - summer holiday playscheme HLAP grant	1200
BCUHB Cardiac Phase 4 - 3hrs per week	2876
Mind Music - transport	1800
Mind Music - room hire	300

FM Agenda Item.6.
05.06.19

PRESTATYN TOWN COUNCIL

FINANCIAL STATEMENTS - 2018/19

1 BUDGET STATEMENTS - EXPENDITURE

2 BUDGET STATEMENTS - INCOME

3 END OF YEAR CASH BOOK SUMMARY

4 PETTY CASH

5 BANK RECONCILIATION

6 GENERAL FINANCIAL STATEMENT

7 STATEMENT OF RESERVES

PRESTATYN TOWN COUNCIL

CYNGOR TREF PRESTATYN

EXPENDITURE

BUDGET STATEMENT @ 31.03.19

EXPENDITURE CODE	ESTIMATE 2018/19	APRIL JUNE	JULY SEPTEMBER	OCTOBER DECEMBER	JANUARY MARCH	TOTAL	BUDGET REMAINING
	£	£	£	£	£	£	£
A General Services	4,650	675.51	2,334.49	588.32	420.78	4,019.10	631
B Service Organisations / Grants s.137	24,900	5,431.00	8,280.00	10,889.57	2,080.62	26,681.19	-1,781
C Community / Environmental Services	10,650	1,788.75	3,223.63	465.44	1,849.61	7,327.43	3,323
D General Administration	31,550	11,494.75	3,535.25	2,465.61	6,421.74	23,917.35	7,633
E Democracy	7,300	3,316.85	949.20	196.60	44.25	4,506.90	2,793
F Personnel	212,200	43,014.66	48,590.12	38,870.71	67,173.66	197,649.15	14,551
G Office Accommodation	12,550	5,591.79	2,776.01	1,319.73	2,386.25	12,073.78	476
H Other Expenses	3,000	0.00	0.00	0.00	0.00	0.00	3,000
I Town Regeneration (Services)	97,500	17,640.96	12,787.40	40,270.28	6,182.86	76,881.50	20,619
J Town Regeneration (Development)	130,995	94,349.18	5,763.88	1,648.78	87,633.26	189,395.10	-58,400
VAT	48,720	8,754.63	4,752.29	8,722.66	7,118.67	29,348.25	19,372
	584,015	192,058.08	92,992.27	105,437.70	181,311.70	571,799.75	12,215
EXTERNALLY FUNDED							
A Grant aid works		0.00	670.30	93.00	176.80	940.10	
B Grant aid works		0.00	0.00	0.00	0.00	0.00	
C Grant aid works		0.00	1,131.72	0.00	0.00	1,131.72	
D Grant aid works		0.00	0.00	0.00	0.00	0.00	
E Grant aid works		0.00	0.00	0.00	0.00	0.00	
F Grant aid works		0.00	0.00	0.00	0.00	0.00	
G Grant aid works		0.00	0.00	0.00	0.00	0.00	
H Grant aid works		0.00	0.00	0.00	0.00	0.00	
I Grant aid works		0.00	0.00	0.00	0.00	0.00	
J Grant aid works		0.00	0.00	0.00	0.00	0.00	
	Total Grants	0.00	1,802.02	93.00	176.80	2,071.82	
TOTAL CASH BOOK		192,058.08	94,794.29	105,530.70	181,488.50	573,871.57	

COMMITMENTS 2019/20

Minute No		£
92/17	Friends of Prestatyn Railway Station	900.00
156/18	Prestatyn Youth Service	4,831.00
51/18	Prestatyn Business Forum	1,000.00
48/18	DCC - Fern Ave/Central Ave Car Parks	13,950.00
146/19	Festival of Walking	1,000.00
157/19	IPRW - Cllr Allowance	3,500.00
159/19 (a)	Benefits Advice	1,800.00
159/19 (b)	Prestatyn Walking Festival	297.00
159/19 (c)	Prestatyn Flower Show	1,000.00
159/19 (d)	Prestatyn Car Show	600.00
		28,878.00

CREDITORS

Sherratt Landscapes Ltd	751.05
Sherratt Landscapes Ltd (se	904.04
DB Financial Services	550.00
	2,205.09

PRESTATYN TOWN COUNCIL
CYNGOR TREF PRESTATYN

INCOME
BUDGET STATEMENT @ 31.03.19

		Estimate 2018/19	APRIL JUNE	JULY SEPTEMBER	OCTOBER DECEMBER	JANUARY MARCH	TOTAL
A-C	General Purposes		£	£	£	£	£
	Donations/Grants	3,500	3,527.06	3,217.04	4,320.96	590.20	11,655.26
D-H	Finance and Management						
	Bank Interest	250	218.37	238.23	347.89	386.59	1,191.08
	HM Customs (VAT)	46,800	17,375.85	8,066.00	4,064.46	8,722.66	38,228.97
	Other income	6,000	94.20	0.00	0.00	207.03	301.23
	Precept	470,745	156,915.00	156,915.00	156,915.00	0.00	470,745.00
I-J	Town Development						
	Grants/Other	15,000	105.00	570.00	100.00	162.50	937.50
	Community Centres	1,200	0.00	286.00	0.00	143.00	429.00
							0.00
	Total Income	543,495.00	178,235.48	169,292.27	165,748.31	10,211.98	523,488.04

Debtors

VAT Outstanding 2018/19	7,788.00
BCUHB Cardiac Rehab	2,932.00
	10,720.00

Receipts in Advance

Hanging Baskets	162.50
Mind Music- Innogy	1,530.20
	1,692.70

PRESTATYN TOWN COUNCIL
CASH BOOK SUMMARY - 31.03.19

	£
Balance b/fwd Revenue	406138.25
Add Income	523,488.04
Less Payments	573871.57
	355,754.72
Petty Cash	70.52
Town Events Petty Cash	0
HLAP	0
Total Holdings	355,825.24

Chairman ____________

Financial Officer ____________

PRESTATYN TOWN COUNCIL

PETTY CASH SUMMARY @ 31.03.19

01.04.17	Opening Balance	0.00
	PTC Cash Advances	800.00
	Less Petty Cash Expenditure	729.48
31.03.18	Balance c/fwd	70.52

Chairman ____________________

Financial Officer ____________________

BANK RECONCILIATION @ 31.03.19

	£
Revenue Account - 603....	0.00
Business Premium Account - 836....	355,754.72
	355,754.72
Less Unpresented Cheques	0.00
Total	355,754.72

Chairman ____________________

Financial Officer ____________________

PRESTATYN TOWN COUNCIL

GENERAL FINANCIAL STATEMENT @31.03.19

2017/18		2018/19
£		£
406,138	Cash Summary	355,754
0	Petty cash	71
2,936	Add Debtors	2,932
17,383	VAT Debtor	7,788
426,457		366,545
108,950	Less Creditors	2,205
	Receipts in Advance	1,693
317,507	Total Funds	362,647

PRESTATYN TOWN COUNCIL

STATEMENT OF RESERVES 2019/20

BALANCES AND RESERVES

	£
Committed Expenditure*	28,878
Property Maintenance Holding Fund	30,000
Elections Holding Fund	8,000
Operational Funds	295,769
	362,647

LONG TERM LOANS

Scala Cinema & Arts Facility	
Service Agreement - 14yrs remaining	66,493

COMMITMENTS

Minute No		£
92/17	Friends of Prestatyn Railway Station	900
156/18	Prestatyn Youth Service	4,831
51/18	Prestatyn Business Forum	1,000
48/18	DCC - Fern Ave/Central Ave Car Parks	13,950
146/19	Festival of Walking	1,000
157/19	IPRW - Cllr Allowance	3,500
159/19 (a)	Benefits Advice	1800
159/19 (b)	Prestatyn Walking Festival	297
159/19 (c)	Prestatyn Flower Show	1,000
159/19 (d)	Prestatyn Car Show	600
		28,878

FUTURE PLANS

Town Council needs to relocate its Council Chamber as Denbighshire County Council (landlord) are disposing of Municipal Offices, Prestatyn to third party later this year. PTC has begun preparations for an extension to PTC Offices that will require financing.

Council is also involved in negotiation with Network Rail and a commmunity group about a community asset transfer of former Prestatyn Signal Box.

genda item 8
05.06.19

Community and Town Councils in Wales
Annual Return for the Year Ended 31 March 2019

LANGUAGE PREFERENCE

Please indicate how you would like us to communicate with you during the audit. Note that audit notices will be issued bilingually.

	Yes	No
ENGLISH		

	Yes	No
WELSH		

	Yes	No
BILINGUALLY		

THE ACCOUNTS AND AUDIT PROCESS

Section 12 of the Public Audit (Wales) Act 2004 requires community and town councils (and their joint committees) in Wales to make up their accounts each year to 31 March and to have those accounts audited by the Auditor General for Wales. Regulation 14 of the Accounts and Audit (Wales) Regulations 2014 states that smaller local government bodies i.e. those with annual income and expenditure below £2.5 million must prepare their accounts in accordance with proper practices.

For community and town councils and their joint committees, proper practices are set out in the One Voice Wales/Society of Local Council Clerks publication **Governance and accountability for local councils in Wales – A Practitioners' Guide** (the Practitioners' Guide). The Practitioners' Guide requires that they prepare their accounts in the form of an Annual Return. This Annual Return meets the requirements of the Practitioners' Guide.

The accounts and audit arrangements follow the process as set out below.

RFO/Clerk prepares accounting statements and Annual Governance Statement. Internal audit completes internal audit report. RFO certifies return (below Part 2 of the Annual Governance Statement) **before 30 June** and presents the return to the body.

→ The body approves the Annual Return by 30 June. This is evidenced by the Chair signing the box below Part 2 of the Annual Governance Statement. RFO/Clerk sends the Annual Return and copies of requested evidence to the external auditor acting on behalf of the Auditor General for Wales.

→ External auditor completes audit and:

Either:
If no amendments are required, certifies the Annual Return and sends it back to the body for publishing by 30 September.

Or:
If amendments are required, reports issues (including amendments) to the body. The body amends the Annual Return, the RFO re-certifies and the body re-approves before sending it back to the auditor. The auditor then certifies the Annual Return and sends it back to the body for publishing by 30 September.

Please read the guidance on completing this Annual Return and complete all sections highlighted in red including BOTH sections of the Annual Governance Statement.

APPROVING THE ANNUAL RETURN

There are two boxes for certification and approval by the body. The second box is only required if the Annual Return has to be amended as a result of the audit. You should only complete the top box before sending the form to the auditor.

The council must approve the Annual Return BEFORE the accounts and supporting documents are made available for public inspection under section 30 of the Public Audit (Wales) Act 2004.

The Auditor General for Wales' Audit Certificate and report is to be completed by the auditor acting on behalf of the Auditor General. It MUST NOT be completed by the Clerk/RFO, the Chair or the internal auditor.

Audited and certified returns are sent back to the body for publication and display of the accounting statements, Annual Governance Statement and the Auditor General for Wales' certificate and report.

Accounting statements 2018-19 for:

Name of body: Insert name of body PRESTATYN TOWN COUNCIL

	Year ending		Notes and guidance for compilers
	31 March 2018 (£)	31 March 2019 (£)	Please round all figures to nearest £. Do not leave any boxes blank and report £0 or nil balances. All figures must agree to the underlying financial records for the relevant year.
Statement of income and expenditure/receipts and payments			
1. Balances brought forward	435,135	317,507	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	464,305	470,745	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	12,285	12,817	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	188,937	197,650	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and related expenses eg. termination costs.
5. (-) Loan interest/capital repayments	0	66,493	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	405,281	174,279	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	317,507	362,647	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
Statement of balances			
8. (+) Debtors and stock balances	20,319	10,720	**Income and expenditure accounts only:** Enter the value of debts owed to the body and stock balances held at the year-end.
9. (+) Total cash and investments	406,138	355,825	**All accounts:** The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	108,950	3,898	**Income and expenditure accounts only:** Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	317,507	362,647	**Total balances should equal line 7 above:** Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	1,566,071	1,570,694	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	623,063	581,525	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

	Yes	No	N/A	Yes	No	N/A	
14. Trust funds disclosure note							The body acts as sole trustee for and is responsible for managing (a) trust fund(s)/assets (readers should note that the figures above do not include any trust transactions).

Annual Governance Statement (Part 1)

We acknowledge as the members of the Council/Board/Committee, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2019, that:

	Agreed? Yes	No*	'YES' means that the Council/Board/Committee:	PG Ref
1. We have put in place arrangements for: • effective financial management during the year; and • the preparation and approval of the accounting statements.			Properly sets its budget and manages its money and prepares and approves its accounting statements as prescribed by law.	6, 12
2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.			Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	6, 7
3. We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the Council/Board/Committee to conduct its business or on its finances.			Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.	6
4. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014.			Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit.	6, 23
5. We have carried out an assessment of the risks facing the Council/Board/Committee and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			Considered the financial and other risks it faces in the operation of the body and has dealt with them properly.	6, 9
6. We have maintained an adequate and effective system of internal audit of the accounting records and control systems throughout the year and have received a report from the internal auditor.			Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	6, 8
7. We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Council/Board/Committee and, where appropriate, have included them on the accounting statements.			Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.	6
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.			Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors.	6, 8, 23

	Yes	No	N/A		
9. Trust funds – in our capacity as trustee, we have: • discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit.				Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.	3, 6

* Please provide explanations to the external auditor on a separate sheet for each 'no' response given; and describe what action is being taken to address the weaknesses identified.

Annual Governance Statement (Part 2)

	Agreed? Yes	No*	N/A	'YES' means that the Council/Board/ Committee:
1. We have adopted standing orders and financial regulations as appropriate.				Has properly established its internal rules setting out how it will conduct its business.
2. We have ensured that the Council's standing orders and financial regulations have been followed for all relevant transactions.				Has followed its internal rules and reviewed its compliance with those rules
3. All committees and sub-committees of the council have been properly established and provided with appropriate terms of reference setting out the delegated responsibilities to make decisions or recommendations.				Has ensured that where applicable, the Council has properly delegated its responsibilities to committees

* Please delete as appropriate.

Council/Board/Committee approval and certification

The Council/Board/Committee is responsible for the preparation of the accounting statements in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014 and for the preparation of the Annual Governance Statement.

Certification by the RFO	Approval by the Council/Board/Committee
I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Council/Board/ Committee, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2019.	I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:
	Insert minute reference and date of meeting
RFO signature: signature required	Chair signature: signature required
Name: name required	Name: name required
Date: dd/mm/yyyy	Date: dd/mm/yyyy

Council/Board/Committee re-approval and re-certification (only required if the Annual Return has been amended at audit)

Certification by the RFO	Approval by the Council/Board/Committee
I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Council/Board/ Committee, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2019.	I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:
	Insert minute reference and date of meeting
RFO signature: signature required	Chair signature: signature required
Name: name required	Name: name required
Date: dd/mm/yyyy	Date: dd/mm/yyyy

Auditor General for Wales' Audit Certificate and report

The external auditor conducts the audit on behalf of, and in accordance with, guidance issued by the Auditor General for Wales. On the basis of their review of the Annual Return and supporting information, they report whether any matters that come to their attention give cause for concern that relevant legislation and regulatory requirements have not been met.

We certify that we have completed the audit of the Annual Return for the year ended 31 March 2019 of:

External auditor's report

[Except for the matters reported below]* On the basis of our review, in our opinion, the information contained in the Annual Return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

[[These matters along with]* Other matters not affecting our opinion which we draw to the attention of the body and our recommendations for improvement are included in our report to the body dated ____________________.]

Other matters and recommendations

On the basis of our review, we draw the body's attention to the following matters and recommendations which do not affect our audit opinion but should be addressed by the body.

(Continue on a separate sheet if required.)

External auditor's name:

External auditor's signature:

Date:

For and on behalf of the Auditor General for Wales

* Delete as appropriate.

Annual internal audit report to:

Name of body: Insert name of body

The Council/Board/Committee's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2019.

The internal audit has been carried out in accordance with the Council/Board/Committee's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council/Board/Committee.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
1. Appropriate books of account have been properly kept throughout the year.					
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.					
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.					
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.					
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.					
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.					
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.					
8. Asset and investment registers were complete, accurate, and properly maintained.					

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
9. Periodic and year-end bank account reconciliations were properly carried out.					
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.					
11. Trust funds (including charitable trusts). The Council/Board/ Committee has met its responsibilities as a trustee.					

For any risk areas identified by the Council/Board/Committee (list any other risk areas below or on separate sheets if needed) adequate controls existed:					
	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
12.					
13.					
14.					

* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

** If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

[My detailed findings and recommendations which I draw to the attention of the Council/Board/Committee are included in my detailed report to the Council/Board/Committee dated ______________________.] * Delete if no report prepared.

Internal audit confirmation

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2017-18 and 2018-19. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit: name required
Internal Auditor address:
Signature of person who carried out the internal audit: signature required
Date: dd/mm/yyyy

PRESTATYN TOWN COUNCIL

NOTES TO ANNUAL RETURN - 2018/19

1 Balance b/fwd £435,135 - £317,507 (-27.03%)
Reducing balance following refurbishment programme for three community centres and as repoted last year.

2 Precept £464,305 - £470,745 (+1.38%)
Inflation increase and need to maintain adequate balance.

3 Total Other Receipts £12,285 - £12,817 (+4.33%)

4 Staff Costs £188,937 - £197,650 (+4.61%)
Costs risen due to appointment of Business Development Officer in August 2018. Unfortunately long term staff sickness has affected operations and temporary/ agency staff engaged to assist with cover in sum of £10,142.00 Figures include permanent, temporary and agency staff. Denbighshire County Council provide payroll services and all posts subject to National Joint Councils, Terms and Conditions of Service.

5 Loan £66,493 No change
2017/18 Figure included within creditors figure. Loan service agreeement with Denbighshire County Council for Scala Cinema and Arts Facility. See 13.

6 Total Other Payments £338,788- £174,279 (-48.61%)
During 2017/18 Council had significant expenditure on the Community Centre Refurbishment programme in sum of £20,434.11. It also had an outstanding creditor figure of £108,950 that included a sum of £66,493 for Scala Cinema and Arts Facility. These figures showed expenditure at a high level that normal and figures for 2018/19 has reduced significantly.
All payments are shown on monthly paid accounts, cash analysis against budget and quarterly financial statements reported to Council.

7 Balances c/fwd £317,507 £362,647 (+14.21%)
Balances beginning to stabilise following period of higher expenditure on community centre works over last two years. Council continues to provide expanding range of local services as Principal Authority withdraws from non statutory services e.g. floral displays, bus shelters, seats.
Financial estimate 2018/19 show forecast expenditure and income for year for all services including staff and administration costs. Preparation work being undertaken for new Council Chamber as existing facility owned by DCC is to be sold this year.

8 Debtors and Stock £20,319 - £10,720 (-47.24%)
Level of debtors reduced significantly with bulk of figure relating to VAT £7788 at financial year end. Details are shown in Financial Statements 2018/19 (copy enclosed).

9 Total Cash and Investments £406,138 - £355,825 (-12.38%)
Cash figure continues to reduce as planned following extensive repairs and completion of improvements to community centre. Council has also increased community services and town regeneration initiatives focusing on business development.

10 Creditors £108,950 - £3,898 (-96.42%)
Large reduction in level of creditors 2017/18 figures included a sum of £66,493 for Scala Cinema and Arts Facility (DCC Loan) as late invoice. The introduction of BACS payments in addition to cheque payments has helped reduce the level of creditors outstanding at year end. Creditors existing shown in Financial Statements (copy enclosed).

11 Balances c/fwd £317,507 -£362,647 (+14.21%)

12 Total fixed and long term assets £1,566,071 - £1,570,694 (+0.29%)
Fixed asset register details all assets held. Changes in 2018/19 include new memorial seating and replacement notice board

13 Total borrowings £623,063 - £581,518 (- 6.25%)
Reduced capital figure of long term service agreement with Denbighshire County Council for Scala Cinema

NOTICE OF APPOINTMENT OF DATE FOR THE EXERCISE OF ELECTORS' RIGHTS
Prestatyn Town Council
Financial year ending 31 March 2019

1. Date of announcement 12th June 2019

2. Each year the annual accounts are audited by the Auditor General for Wales. Prior to this date, any interested person has the opportunity to inspect and make copies of the accounts and all books, deeds, contracts, bills, vouchers and receipts etc. relating to them for 20 working days on reasonable notice. For the year ended 31 March 2019, these documents will be available on reasonable notice on application to:

   Mr. N. Acott, Town Clerk / Financial Officer
   Prestatyn Town Council, 7 Nant Hall Road
   Prestatyn LL19 9LR

   between the hours of 9.30am and 4.00pm on Monday to ~~Friday~~ Thursday

   commencing on 1 July 2019
   and ending on 26 July 2019

3. From 29 July 2019 until the audit has been completed, Local Government Electors and their representatives also have:

- the right to question the Auditor General about the accounts. The Auditor General can be contacted via BDO LLP, Arcadia House, Maritime Walk, Ocean Village, Southampton SO14 3TL; and
- the right to attend before the Auditor General and make objections to the accounts or any item in them. Written notice of an objection must first be given to the Auditor General via BDO LLP, Arcadia House, Maritime Walk, Ocean Village, Southampton, SO14 3TL. A copy of the written notice must also be given to the council.

4. The audit is being conducted under the provisions of the Public Audit (Wales) Act 2004, the Accounts and Audit (Wales) Regulations 2014 and the Auditor General for Wales' Code of Audit Practice.

Electors' rights under the Public Audit (Wales) Act 2004

The basic position

By law any interested person has the right to inspect the council's accounts. If you are entitled and registered to vote in local council elections then you (or your representative) also have the right to ask the Auditor General questions about them, or challenge an item of account contained within them.

The right to inspect the accounts

When a local government body has finalised its accounts for the previous financial year it must advertise that they are available for people to look at. Having given reasonable notice of your intentions, you then have 20 working days to look through the accounts and supporting documents. You will be able to make copies of the accounts and most of the relevant documents from the body. You will probably have to pay a copying charge.

The right to ask the auditor questions about the accounts

You can only ask the Auditor General questions about the accounts. The Auditor General does not have to answer questions about the body's policies, finances, procedures or anything else not related to the accounts. Your question must be about the accounts that are subject to audit. The Auditor General does not have to say whether he thinks something the council has done, or an item in its accounts, is lawful or reasonable.

The right to object to the accounts

If you think that the body has spent money that they shouldn't have, or that someone has caused a loss to the body deliberately or by behaving irresponsibly, you can object to the Auditor General by sending a formal 'notice of objection', which must be in writing to the address below. You must tell the Auditor General why you are objecting. The Auditor General must reach a decision on your objection. If you are not happy with that decision, you can appeal to the courts.

You may also object if you think that there is something in the accounts that the Auditor General should discuss with the council or tell the public about in a 'public interest report'. Again, you must give your reasons in writing to the Auditor General at the address below. In this case, the Auditor General must decide whether to take any action. The Auditor General will normally, but does not have to, give reasons for their decision and you cannot appeal to the courts. You may not use this 'right to object' to make a personal complaint or claim against the body.

If you wish to make a personal complaint or claim, you should take these complaints to your local Citizens' Advice Bureau, local Law Centre or your solicitor. You may also be able to complain to the Public Services Ombudsman for Wales if you believe that a Member of the body has broken the Code of Conduct for Members. The Ombudsman can be contacted at: 1 Old Field Rd, Pencoed, Bridgend CF35 5LJ, (1 Ffordd yr Hen Gae, Pencoed, CF35 5LJ) (tel: (01656) 641 150).

What else you can do

Instead of objecting, you can give the Auditor General information that is relevant to their responsibilities. For example, you can simply tell the Auditor General if you think that something is wrong with the accounts or about waste and inefficiency in the way the council runs its services. You do not have to follow any set time limits or procedures. The Auditor General does not have to give you a detailed report of their investigation into the issues you have raised, but they will usually tell you the general outcome.

A final word

Local government bodies, and so local taxpayers, must meet the costs of dealing with questions and objections. When the Auditor General decides whether to take your objection further, one of a series of factors they must take into account includes the costs that will be involved. They will only continue with the objection if it in the public interest to do so. If you appeal to the courts, you might have to pay for the action yourself.

If you wish to contact the Auditor General please write to: BDO LLP, Arcadia House, Maritime Walk, Ocean Village, Southampton, SO14 3TL