



**PRESTATYN TOWN
COUNCIL**

7 Nant Hall Road
Prestatyn
LL19 9LR

31st August 2022

Dear Councillor

**You are SUMMONED to attend a meeting of
FINANCE AND MANAGEMENT COMMITTEE to
be held in The Chambers, Prestatyn Town
Council, 7 Nant Hall Road, Prestatyn on
Wednesday 7th September 2022 Upon rise of
Full Council.**

**If remote access is required, please contact the
office.**

Yours Sincerely

Town Clerk

1 APOLOGIES

2 DECLARATIONS OF INTEREST

To receive notice of Councillors
personal and/or prejudicial interest in
tonight's proceedings.

3 MINUTES

F & M 13th July 2022 copy attached

4 PAID ACCOUNTS

Appendix i Bacs 8
Appendix ii P5

5 QUARTER 1 APRIL-JUNE 2022

A) Budget virement £25k Trf NL 4000 to 4010

6 PUBLIC PARTICIPATION

7 ANY OTHER BUSINESS

To: All Town Councillors
All County Councillors
Public Notices

**CYNGOR TREF
PRESTATYN**



7 Ffordd Llys Nant
Prestatyn
LL19 9LR

31^{ain} Awst 2022

Annwyl Gynghorydd

**Fe'ch GELWIR i gyfarfod y PWYLLGOR CYLLID
A RHEOLAETH yn Y Siambrau, Cyngor Tref
Prestatyn, 7 Ffordd Llys Nant, Prestatyn ar
Ddydd Mercher 7^{fed} Medi 2022 pan ddaw
cyfarfod y Pwyllgor Cyllid a Rheolaeth i ben.**

**Os byddwch angen mynychu o bell, cysylltwch
â'r swyddfa os gwelwch yn dda**

Yn gywir iawn

Clerc y Dref

1 YMDDIHEURIADAU

2 DATGANIADAU O DDIDDORDEB

Derbyn hysbysiad am ddiddordebau
personol a/neu ragfarnus y
Cynghorwyr yn nhrafodion
y cyfarfod heno

3. COFNODION

Mae copi wedi'i atodi o gofnodion y cyfarfod
Cyllid a Rheolaeth ar 13 Gorffennaf 2022

4 CYFRIFON A DALWYD

Atodiad i Bacs 8
Atodiad ii P5

5 CHWARTER 1 EBRILL-MEHEFIN 2022

A) Hawl trosglwyddo arian y Gyllideb £25k
Trosglwyddo NL 4000 i 4010

6 CYFRANOGAETH Y CYHOEDD

7 UNRHYW FATER ARALL

I'r: Cynghorwyr Tref i Gyd
Cynghorwyr Sir i Gyd

FINANCE AND MANAGEMENT COMMITTEE

Minutes of Finance and Management Committee held on Wednesday 13th July 2022 at 7.11pm - 20.27pm

PRESENT

Councillors: K. Clewett (Chair), T. Jones MBE, B. Murray, H. Irving, C. Holliday, E. Heaton, A. Tomlin, C. Evans, J. Matthews, S. Frobisher, G. German, J. Mclellan, and A. West,
Remote: J. Thompson-Hill and G. Sandilands.

IN ATTENDANCE

Mrs. L. Fearn - Town Clerk/ Responsible Financial Officer. Mrs. C. Ashworth - Administration Officer, Miss. S. Clarke - Community Liaison Officer, and Mr. M. Turner - Finance and Administration Officer.

APOLOGIES

Councillors: - P. Penlington, A. Sampson, B. Williams, and Rev J. Harvey.

59 DECLARATION OF INTEREST

Councillors were reminded of need to disclose personal and/or prejudicial interests in tonight's proceedings.

60 MINUTES

RESOLVED: Town Clerk to chase for an update on the fire doors in the Jubilee Community Centre.

The Minutes from the Finance and Management Committee held on 22nd June 2022 were approved and signed.

61 COMPLETION OF 2019/20 EXTERNAL AUDIT REPORT

RESOLVED: All findings noted, and report received.

62 COMPLETION OF 2020/21 EXTERNAL AUDIT REPORT

RESOLVED: All findings noted, and report received.

63 AUDIT NOTICE 2019/20 and 2020/21

RESOLVED: All agreed and accepted notice.
Town Clerk to put the notice on the website and notice board.

64 COMPLETION OF INTERNAL AUDIT 2021/22

RESOLVED: All findings noted, and report received

65 ANNUAL RETURN 2021/22

RESOLVED: All agreed to accept Annual Return 2021/22. Chair of Finance and Management Committee signed.

66 NOTICE OF EXTERNAL AUDIT 2021/22

RESOLVED: Agreed annual return to be sent to external auditor and advertised on the website and notice boards.

67 INTERNAL AUDIT 2022/23

RESOLVED: All agreed expression of Interest advertised in the coming months.

68 WELLBEING PLAN 2022

RESOLVED: All approved and adopted.

69 RISK ASSESSMENT 2022

RESOLVED: All approved and adopted.

70 PAID ACCOUNTS

RESOLVED: Town Clerk answered queries. BACS 6, 7, and BACS 1 Mayoral.
All approved.

71 IRPW RETURN

RESOLVED: All agreed to include a policy in Prestatyn Town Council's Financial Regulations when they are updated.

72 BANK MANDATE

RESOLVED: Cllr K. Clewett, Cllr B. Murray, and Cllr J. Matthews to be added as signatories on the bank mandate.

Councilor's considered using Principality instead of Barclays to show support to a local bank. However, Barclays is more compatible with the new accounts system. The Town Clerk is to investigate using Principality for the Mayoral Charity account.

73 BACS SYSTEM

RESOLVED: All approved Net Barclays online payment system to be used for BACs payments.

74 BARCLAYS CHARGE CARD

RESOLVED: All approved Barclays Charge Card application to be completed and card used when needed.

75 NEET SCHEME

RESOLVED: All agreed the Town Clerk is to sign Prestatyn Town Council up to the scheme.

Town Clerk updated members with the latest staffing arrangements and introduced the team. Town Clerk reassured members the previous agreed organisation chart is the structure.

Cllr H. Irving emphasised that Town Councillors are responsible for policy making not operational matters.

Cllr S. Frobisher thanked the Town Clerk for her hard work over the past months and asked for it to be noted.

Chairman_____

2022 - BACS 8

	PAYMENT TOTALS	£10,171.69	£366.47	£10,538.16	
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Lisa Fearn

PRESTATYN TOWN COUNCIL

August 2022 - BACS 09

BACS REF	DATE	PAYEE	DETAILS / INVOICE Nos. ETC	NON-VAT	VAT @ 20%	TOTAL PAID	AUTHORISED BY (as per mandate)			EXP CODE (FOR OFFICE USE ONLY)	
							Fin/Ad m OFF	Town Clrks	Exp Clerk	Nominal	Additional Processing Notes
101	01/07/22	G-Force	Invoice 220700066238, Account 1003220, Line rental to 31/7/22, Install 15/6, FTTp 330:50 1/7-31/7	£386.75	£73.35	£440.10	MT	LF	4400	PO44202	
118	13/08/22	My Tidy Garden	Invoice 4149, Geral Bed Maintenance Water Hanging Baskets, Water Beds	£2,880.00	£0.00	£2,880.00	SC	LF	4600	OLD PO 004/22-23	
119	13/08/22	Vodafone	Invoice 102035689, August Mobile Phone rentals	£20.00	£4.00	£24.00	MT	LF	4400	CON10032022	
120	31/07/22	Bebbington & Wilson	voice 16715, sagging cable for Xmas lighting replaced at Coronation Garden	£114.00	£22.80	£136.80	MT	LF	4610	PO512022	
121	03/08/22	Viking Direct	Viking Customer No. 2769691 - Stationery, Invoice No. 9019881	£46.31	£9.26	£55.57	MT	LF	4330	£49.21 + VAT + (4.38car + Ins) PO452022	
122	01/08/22	Rhyl Community Table Tennis Club	Barrie Russ Ty Caradoc PingPong 25/7 &1/8	£94.00	£0.00	£94.00	MT	LF	4700	PO522022	
123	05/08/22	Daydream Designs	SSL Cert Annual Renewal, Invoice INV-6601	£30.00	£6.00	£36.00	MT	LF	4920	CON10012022	
124	01/08/22	G-Force	Invoice 220600070491, Account 1003220, Horizon Licence 1/8-31/8/22, Analogue29-31/7, FTTp 330:50 1/8-31/8	£140.48	£28.10	£168.58	MT	LF	4400	PO742022	
125	11/08/22	Helen Taylor	Sketch Draw Paint, Holiday Leisure Activity week 4 plus expenses	£116.30	£0.00	£116.30	MT	LF	4700	EMR - Tesco PO712022	
126	11/08/22	Restore Datashtred	Account 4933895, Invoice 1536736 Waste paper collection August	£61.64	£12.33	£73.97	MT	LF	4490	CON10052022	
127	28/07/22	Pottles Premier Plants Ltd	Invoice No. 12310, PO912022 Additional Bedding Plants	£264.20	£52.84	£317.04	SC	LF	4600	PO912022	
128	16/08/22	Restore Datashtred	Account No. 4933895, Invoice 153802, Annual Duty of Care	£74.95	£14.99	£89.94	SC	LF	4490	CON10052022	
129	12/08/22	Charterhouse Voice & Data Ltd	Invoice SI129062, Account 8785, Microsoft 365 licences x7, August	£85.80	£13.16	£78.96	SC/MT	LF	4460	CON10122022	
130	18/08/22	Helen Taylor	sketch Draw Paint, Holiday Leisure Activity week 5 plus expenses	£83.29	£1.66	£84.95	SC/MT	LF	4700	EMR - Tesco PO962022	
131	18/08/22	The Pay Role Ltd	Invoice 2022/166 - August Payroll Service	£23.00	£0.00	£23.00	SC/MT	LF	4210	PO972022	
132	18/08/22	Rhyl Community Table Tennis Club	barrie Russ Ty Caradoc PingPong 8/8, 15/8, 22/8	£141.00	£0.00	£141.00	SC/MT	LF	4700	PO952022	
133	22/08/22	Greengrass Services Ltd	Invoice 12092, Repairs to benches on 25/7	£217.15	£43.43	£260.58	SC/MT	LF	4615	PO942022	
134	25/08/22	Helen Taylor	Sketch Draw Paint, Holiday Leisure Activity week 6 plus expenses	£75.00	£0.00	£75.00	MT	LF	4700	EMR - Tesco PO992022	
135	26/07/22	Viking Direct	Viking Customer No. 2769691 - Stationery, Invoice No. 7294035	£59.98	£12.00	£71.98	MT	LF	4330	PO372022	
136	31/08/22	JTJ Cleaning Services	Invoice PTC 0048, August Office Cleaning	£36.00	£0.00	£36.00	SC	LF	4490	PO N/a	
137	01/09/22	Sian Jones Translation Ltd	Invoice PTC126, Translation work March - August 2022	£32.49	£0.00	£32.49	MT	LF	4350	PO1002022	
138	05/09/22	My Tidy Garden	Invoice 4160, Geral Bed Maintenance Water Hanging Baskets, Water Beds	£2,880.00	£0.00	£2,880.00	MT	LF	4600	OLD PO 004/22-23	
						£0.00					
						£0.00					

	PAYMENT TOTALS	£7,822.34	£293.92	£8,116.26
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BANKING PREPARED BY	Mark Turner & Sadie Clarke	Date: 06/09/22
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BANKING AUTHORISED BY	Cllr Kelly Clewett & Sharon Frobisher	Date: 07/09/22
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PRESTATYN TOWN COUNCIL

PAYROLL, PENSION, PAYE FOR PAYMENT BY ONLINE BANKING METHODS

P5

P5							EXP CODE (FOR OFFICE USE ONLY)	
BACS REF	DATE	PAYEE	DETAILS / INVOICE Nos. ETC	TOTAL PAID	UTHORISED BY (as per mandate)			
					Fin/Admin Off	Cllrs		TC/RFO
P13	16/08/2022	NET SALARY LF/SC/CA/MT	AUG 22 SALARY MTH 5	£8,015.25	CR		LF	4000
P14	16/08/2022	CLWYD PENSION FUND	SUPER ANN -£500 MTH 5	£2,705.17	CR		LF	4020
P15	16/08/2022	HMRC	PAYE MTH 5	£3,788.33	CR		LF	4010

BANKING PREPARED BY	THE PAY ROLE	Date: 15/08/22
	signed	
BANKING AUTHORISED BY	Email from Cllrs -	Date: 16/08/22
	signed	
PAYMENT BY	LISA FEARN TC/RFO	Date: 16/08/22

Detailed Income & Expenditure by Account 30/06/2022

Month No: 3

PTC Q1 Inc & Exp 2022/23

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<u>Income Detail</u>						
1076 Precept	164,874	494,622	329,748			33.3%
1100 Rental Income	1,525	6,200	4,675			24.6%
1200 Grants Received	(15,617)	10,000	25,617			(156.2%)
1300 Activities / Charges	7	0	(7)			0.0%
1400 Donations	1,000	2,500	1,500			40.0%
1500 Bank Interest	39	450	411			8.6%
1600 DCC DEED OF SURRENDER	(50,000)	0	50,000			0.0%
1700 Other Income	496	0	(496)			0.0%
Total Income	102,324	513,772	411,448			19.9%
<u>Expenditure Detail</u>						
4000 Net Salaries	32,029	144,000	111,971		111,971	22.2%
4010 PAYE	9,546	40,810	31,264		31,264	23.4%
4020 Superannuation	11,106	32,980	21,874		21,874	33.7%
4030 Staff Contingency e.g. Agency	248	1,200	953		953	20.6%
4040 Travelling - Officers	0	500	500		500	0.0%
4050 Training & Development	0	700	700		700	0.0%
4100 Mayor - Public Participation	2,500	2,500	0		0	100.0%
4110 Mayor's Allowance	800	800	0		0	100.0%
4120 IRPW & Councillor Allowance	2,250	2,700	450		450	83.3%
4130 Councillor Training	0	300	300		300	0.0%
4140 Travelling - Councillors	0	250	250		250	0.0%
4150 Elections / Democracy	0	5,500	5,500		5,500	0.0%
4200 Audit	(1,000)	1,050	2,050		2,050	(95.2%)
4210 Legal / Professional Expenses	362	1,500	1,138	36	1,102	26.5%
4215 Bank Charges	47	0	(47)		(47)	0.0%
4220 Subscriptions/Publications/Lic	257	1,400	1,143		1,143	18.4%
4240 Insurance	5,204	6,000	796		796	86.7%
4300 Advertising / Marketing	0	1,500	1,500		1,500	0.0%
4310 Website	0	2,500	2,500		2,500	0.0%
4320 Social Media/Events	0	7,250	7,250		7,250	0.0%
4330 Printing & Stationery	185	2,800	2,615	148	2,467	11.9%
4340 Postage	532	1,000	468		468	53.2%
4350 Welsh Translation	0	650	650		650	0.0%
4400 Telephones / Broadband	123	5,000	4,877	140	4,737	5.3%
4440 Business / Water Rates	5,977	8,000	2,023		2,023	74.7%
4450 Electricity / Gas	3,812	7,500	3,688		3,688	50.8%
4460 IT Support and IT Software	1,597	4,000	2,403	592	1,811	54.7%
4470 Photocopying	260	1,500	1,240	590	650	56.7%
4480 Repairs & Maintenance	0	1,500	1,500		1,500	0.0%

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Detailed Income & Expenditure by Account 30/06/2022

Month No: 3

PTC Q1 Inc & Exp 2022/23

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4490 Cleaning Services	291	2,000	1,709	123	1,586	20.7%
4500 Petty Cash	0	1,500	1,500		1,500	0.0%
4510 Miscellaneous	0	900	900		900	0.0%
4520 Contingency	0	3,000	3,000		3,000	0.0%
4600 Environmental-Flowers/Amenity	2,885	26,650	23,766		23,766	10.8%
4605 Hanging Baskets / Troughs	9,414	10,000	586		586	94.1%
4610 Festive Lighting Installation	132	25,000	24,868		24,868	0.5%
4615 Public Seats - Maintenance	0	3,500	3,500		3,500	0.0%
4625 Notice Boards	0	5,000	5,000		5,000	0.0%
4630 Tourism Signage	0	2,000	2,000		2,000	0.0%
4635 Footway Improvements	0	1,000	1,000		1,000	0.0%
4640 Car Parks	87	13,700	13,613		13,613	0.6%
4645 Bus Shelters - Maintenance	0	2,500	2,500		2,500	0.0%
4650 Crime Prevention CCTV / Radio	0	12,000	12,000		12,000	0.0%
4655 Play Areas	0	5,000	5,000		5,000	0.0%
4660 Community Centre Expenditure	806	6,000	5,194		5,194	13.4%
4665 Scala Cinema & Art Centre Loan	0	66,495	66,495		66,495	0.0%
4670 Local community services	0	7,000	7,000		7,000	0.0%
4700 Holiday Leisure Activity	304	5,000	4,696	2	4,694	6.1%
4710 Festival / Youth Activities	0	1,000	1,000		1,000	0.0%
4720 PTC Events /Activities / Promo	3,020	22,000	18,980		18,980	13.7%
4730 Environmental / Community	1,777	4,000	2,223		2,223	44.4%
4740 Mind Music	0	2,500	2,500		2,500	0.0%
4750 Mental Health Well Being	86	2,500	2,414		2,414	3.4%
4760 Community Volunteers	0	500	500		500	0.0%
4770 Countryside Project	0	1,000	1,000		1,000	0.0%
4775 Coastal Project	0	5,000	5,000		5,000	0.0%
4800 Grants- New Local Organisation	0	500	500		500	0.0%
4810 Grants- Existing Organisation	0	2,500	2,500		2,500	0.0%
4820 Cultural Grants / Eisteddfod	0	750	750		750	0.0%
4830 Carnival Committee	0	1,650	1,650		1,650	0.0%
4840 Flower show	0	1,000	1,000		1,000	0.0%
4850 Car show	600	600	0		0	100.0%
4860 Wales / Britain in Bloom	0	1,000	1,000		1,000	0.0%
4870 Benefits Advice Shop/ Other	2,000	2,000	0		0	100.0%
4880 Citizens Advice Bureau	0	2,500	2,500		2,500	0.0%
4890 Walks Programme / Festival	0	2,000	2,000		2,000	0.0%
4895 Business Support	0	6,000	6,000		6,000	0.0%
4900 Office Furnishings/Equipment	120	1,000	880		880	12.0%
4910 IT Equipment	1,441	2,000	559		559	72.0%
4930 Community Centres Improvements	0	3,000	3,000		3,000	0.0%

Continued over page

31/08/2022

Prestatyn Town Council

Page 3

17:17

Detailed Income & Expenditure by Account 30/06/2022

Month No: 3

PTC Q1 Inc & Exp 2022/23

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4940 Health/Sport/Leisure	0	5,000	5,000		5,000	0.0%
Total Overhead	98,795	553,635	454,840	1,632	453,209	18.1%
Total Income	102,324	513,772	411,448			19.9%
Total Expenditure	98,795	553,635	454,840	1,632	453,209	18.1%
Net Income over Expenditure	3,529	(39,863)	(43,392)			
plus Transfer from EMR	22,389					
less Transfer to EMR	480					
Movement to/(from) Gen Reserve	25,438					

30/08/2022

Prestatyn Town Council

Page 1

14:50

Virement Date: 22/08/2022

Virement Ref No: 1

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
4000	Net Salaries	250	Personnel	change in calculation	25,000	
4010	PAYE	250	Personnel	change in calculation		25,000
Virement Totals					25,000	25,000

Narrative: Change in calculation of Net Salaries (4000) where NI is now included in PAYE (4010), meaning a requirement to shift budget allowance of £25000 from 4000 to 4010 to compensate. MT/LF