



PRESTATYN
TOWN COUNCIL

CYNGOR
TREF PRESTATYN



7 Nant Hall Road
Prestatyn
LL19 9LR

7 Ffordd Llys Nant
Prestatyn
LL19 9LR

15th September 2021

15 Medi 2021

Dear Councillor

Annwyl Gyngorydd

You are invited to attend a meeting of **FINANCE AND MANAGEMENT COMMITTEE** to be held in **NEW COUNCIL CHAMBER**, 7 Nant Hall Road, Prestatyn on **Wednesday 22nd September 2021** upon rise of **Special Full Council**

Fe'ch gwahoddir i gyfarfod o'r **PWYLLGOR CYLLID A RHEOLAETH** yn **SIAMBR NEWYDD Y CYNGOR**, 7 Ffordd Llys Nant, Prestatyn ar **Ddydd Mercher 22 Medi 2021** pan ddaw cyfarfod **Arbennig y Cyngor Llawn** i ben

Yours sincerely

Town Clerk

Yr eiddoch yn gywir

Clerc y Dref

PLEASE NOTE THAT THIS WILL BE A HYBRID MEETING WITH CHOICE OF FACE-TO-FACE ATTENDANCE OR REMOTELY BY CONFERENCE VIDEO MEETING WILL BE OPEN TO THE PUBLIC (Tel: 01745 857185 for details)

NODWCH OS GWELWCH YN DDA, BYDD HWN YN GYFARFOD HYBRID. GALLWCH DDEWIS DOD I'R CYFARFOD WYNEB YN WYNEB NEU YMUNO O BELL DRWY FIDEO-GYNADLEDDA. BYDD Y CYFARFOD YN AGORED I'R CYHOEDD (Ffoniwch: 01745 857185 i gael y manylion)

- 1 APOLOGIES
- 2 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.
- 3 MINUTES FROM SPECIAL FINANCE AND MANAGEMENT COMMITTEE 01.09.21
Copy attached
- 4 PAID ACCOUNTS
Copy attached
- 5 FINANCIAL STATEMENTS
Copy attached

- 1 YMDDIHEURIADAU
- 2 DATGANIAD O DDIDDORDEB
Derbyn hysbysiad am ddiddordebau personol a/neu ragfarnus y Cyngorwyr yng ngweithdrefnau'r cyfarfod heno fel sy'n ofynnol dan ddeddfwriaeth Cod Ymddygiad yr Aelodau.
- 3 COFNODION Y PWYLLGOR CYLLID A RHEOLAETH ARBENNIG
Mae copi wedi'i atodi
- 4 CYFRIFON A DALWYD
Mae copi wedi'i atodi
- 5 DATGANIADAU ARIANNOL
Mae copi wedi'i atodi

PRESTATYN TOWN COUNCIL
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INCOME

BUDGET STATEMENT @30TH JUNE 2021

	Budget	APRIL	JULY	OCTOBER	JANUARY		
	2021/20	JUNE	SEPTEMBER	DECEMBER	MARCH	TOTAL	BALANCE
A-C <u>General Purposes</u>		£	£	£	£	£	
Donations/Other	2,500	150.00				150.00	2,350.00
Grants	5,000	2,000.00				2,000.00	3,000.00
D-H <u>Finance and Management</u>							
Bank Interest / Rewards	450	10.65				10.65	439.35
HM Customs (VAT)	25,000	7,888.25				7,888.25	17,111.75
Other income	5,000	820.00				820.00	4,180.00
Precept	495,960	165,320.00				165,320.00	330,640.00
I-J <u>Town Development</u>							
Donations / Other						0.00	0.00
Community Centres	6,200	1,525.00				1,525.00	4,675.00
Total Income	<u>540,110</u>	<u>177,713.90</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>177,713.90</u>	<u>362,396.10</u>

PRESTATON TOWN COUNCIL

EXPENDITURE RECHARGES

JULY & AUGUST 2021

BACS NO.	EXPENDITURE DETAIL	NON VAT AMOUNT	EXP CODE	GRANT AWARDED (a) OR RECHARGE INFORMATION (b)	EV Bal	EV Rec'd	Date Rec'd
1042	Vodafone Ltd - X8 Mobile Simms (June 21)	216.88	C17 (a)	Gwynn Y Mor - Enabling Virtual Communities Grant	2,480.25	7436.22	Jan-21
1059	CCTV BURBO BANK Replacement Cameras	6,000.00	J2(a)	CCTV BURBO BANK Replacement Cameras	18,000.00	74,000.00	PART JAN-21
1087	Thorncliffe Building Supplies - Collection of Waste from Melden CC (June & July)	37.50	I7 (i)	Melden Community Centre - Recharge			
1091	Vodafone Ltd - x8 Mobile Simms (July 21)	216.88	C17(a)	Gwynn Y Mor - Enabling Virtual Communities Grant	2,583.87	7436.22	Jan-21
		<u>6,471.26</u>					

FINANCE AND MANAGEMENT COMMITTEE

EXPENDITURE

D General Administration

BACS/Chq No.

		Total Excluding VAT	VAT	Total
		£	£	£
Transfer	Barclays Bank Commission (14h June to 12th July 2021)	7.40		7.40
1056	Elin Hughes-Jones - Events/Marketing/Social Media Contractor - July 21	356.25		356.25
1057	Daydream Designs - Business Cards x250 - Town Clerk & Deputy Town Clerk/RFO	95.00	19.00	114.00
1058	Lloyds (Charterhouse Voice & Data Ltd) - Phone / Line Rental / Broadband / Hosting re: July 21	198.12	39.62	237.74
1062	The Paper Shop - Newspapers (3, 10, 17 & 24 July 21)	33.00		33.00
1065	Vodafone - PTC Mobile Phones (KT & LF) re: July 21	20.00	4.00	24.00
1067	Hacker Young - Audit Services re: Year End at 31.03.21	1,000.00	200.00	1,200.00
1069	Daydream Designs - Annual SSL - 2021.22	30.00	6.00	36.00
1072	Deputy Town Clerk/Responsible Financial Officer - Eye Test Reimbursement	22.50		22.50
1073	Vodafone - Reimburse CE re: PTC Mobile Phone payment - re: July 21	14.71	2.95	17.66
1074	Daydream Designs - Updating & Maintenance of AtPrestatyn Website (August 21)	220.00	44.00	264.00
1076	Lloyds (Charterhouse Voice & Data Ltd) - Phone / Line Rental / Broadband / Hosting re: August 21	190.80	38.16	228.96
1078	Vaughtons - Additional Bar to Past Mayor's Badge / Ribbon & Case re: Cllr G Frobisher	64.27	12.85	77.12
1079	Viking Direct - Office Stationery	50.47	10.09	60.56
D/D	Barclaycard Payment - Payment Error (to be reimbursed to Barclaycard)	7.99		7.99
1083	Vodafone - PTC Mobile Phones (KT & LF) re: August 21	20.00	4.00	24.00
1086	Spurcroft Civic - Framed A3 Scroll on Parchment re: Retirement Gift for Former Town Clerk/Financial Officer (Mr N Acott) / Re-draw Coat of Arms and supply copies on JPEG / PDF	300.95	60.19	361.14
1090	The Paper Shop - Newspapers (31 July / 7, 14 & 21 Aug 21)	33.60		33.60
		<u>2,665.06</u>	<u>440.86</u>	<u>3,105.92</u>

E Democracy

1081	Cllr T Flynn - IRPW payment 2021.22	150.00		150.00
		<u>150.00</u>	<u>0.00</u>	<u>150.00</u>

F Personnel

1063	Denbighshire County Council - Payroll Recharge re: July 21	24,416.06		24,416.06
1082	Denbighshire County Council - Payroll Recharge re: August 21	17,061.09		17,061.09
		<u>41,477.15</u>	<u>0.00</u>	<u>41,477.15</u>

G Office Accommodation

1060	JTJ Cleaning Services - Office Cleaning (July)	12.00		12.00
1066	Restore Datashred Ltd - Confidential Waste Collection (15.07.21)	57.13	11.43	68.56
1068	Raven Fire & Security Ltd - Call out to Investigate Fire Alarm Issue (16.7.21)	55.00	11.00	66.00
1071	Green Grass Services Ltd Power wash PTC Offices post flood	270.00	54.00	324.00
1077	Denbighshire County Council - Trade Waste & Recycling Collections April to June 21	88.60		88.60
1085	Restore Datashred Ltd - Annual Duty of Care Licence (Aug 21 to Aug 22)	74.95	14.99	89.94
		<u>557.68</u>	<u>91.42</u>	<u>649.10</u>

H Other Expenses

				0.00
		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

Total for Finance and Management Committee	<u>44,849.89</u>	<u>532.28</u>	<u>45,382.17</u>
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PRESTATYN TOWN COUNCIL

CYNGOR TREF PRESTATYN

AUGUST 2021

INCOME

	A - C E & C	D - H Policy	I TRC (s)	J TRC (d)	VAT	Total Income £
04.08.21						
Barclays Bank Loyalty Reward (14th June to 12th July 2021)		0.27				0.27
09.08.21						
Clwyd Pension Fund - Lump Sum 2021.22		5,300.00				5,300.00
18.08.21						
Jubilee CC - Annual Rental (2021/22)			1,370.00			1,370.00
31.08.21						
DCC Precept (no.2)		166,320.00				166,320.00
	0.00	171,620.27	1,370.00	0.00	0.00	172,990.27

FINANCE AND MANAGEMENT COMMITTEE

EXPENDITURE

D General Administration

BACS/Chq No.

		Total Excluding VAT £	VAT £	Total £
Transfer	Barclays Bank Commission (13th May to 13th June 2021)	9.20		9.20
1031	Francotyp Postalia Ltd - Ink Cartridges for Franking Machine	114.39	22.88	137.27
1034	Zurich Municipal - Additional Insurance re: Jubilee CC (Building Only)	116.85	14.02	130.87
1035	The Paper Shop - Newspapers (5th to 26 June 21)	33.00		33.00
1038	Vodafone - Town Clerk / Deputy Town Clerk - Mthly Mobile Charges (June)	20.00	4.00	24.00
1039	Vodafone (CE) - PTC Mobile Phone (5th June to 4th July 21)	15.26	3.05	18.31
1043	Canda Copying Ltd - Photocopier Rental / Copies	275.36	55.07	330.43
1047	Daydream Designs - Updating & Maintenance of AtPrestatyn Website (July 21)	220.00	44.00	264.00
D/D	Barclaycard (Zoom) - x2 Zoom Licences (NA & CE)	239.80	47.96	287.76
D/D	Francotyp Postalia Ltd - Franking Machine Rental (April to June 21)	95.00	19.00	114.00
		<u>1,138.86</u>	<u>209.98</u>	<u>1,348.84</u>

E Democracy

1044	Sian Jones Translation Services - Welsh Translations (April, May & June 21)	19.91		19.91
		<u>19.91</u>	<u>0.00</u>	<u>19.91</u>

F Personnel

				0.00
		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

G Office Accommodation

1041	Denbighshire County Council - Repairs to Slates (PTC roof)	174.15	34.83	208.98
1045	Boylan Woods Ltd - x6 Mthly Fire Alarm Check at PTC Offices	80.00	16.00	96.00
1046	Greengrass Services Ltd - Clear Out Gutters at PTC Offices / Clear Debris from Flat Roof at PTC	44.00	8.80	52.80
1048	JTJ Cleaning Services - Office Cleaning (June)	54.00		54.00
1049	SSE - Electricity Charges at PTC Offices (11.03.21 to 18.06.21)	607.94	30.39	638.33
1050	SSE - Gas Charges at PTC Offices (11.03.21 to 18.06.21)	256.86	12.84	269.70
1054	Ann Fee re: Sanitary Unit / Waste Transfer Charge (22.07.21 to 21.07.22)	216.96	43.39	260.35
1049	SSE - Overpayment Error - to be deducted from next invoice	50.00		50.00
		<u>1,483.91</u>	<u>146.25</u>	<u>1,630.16</u>

H Other Expenses

				0.00
		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

Total for Finance and Management Committee	<u>2,642.68</u>	<u>356.23</u>	<u>2,998.91</u>
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PRESTATYN TOWN COUNCIL

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JULY 2021

INCOME

	A - C E & C	D - H Policy	I TRC (s)	J TRC (d)	VAT	Total Income £
05.07.21						
Barclays Bank Loyalty Reward (13th April to 12th May 2021)		0.81				0.81
12.07.21						
Gwynt Y Mor (G.Y.M.) Grant Funding re: Jubilee CC Toilet & Facilities Improvements			22,368.61			22,368.61
26.07.21						
Zurich - Insurance Claim Settlement re: Flooding at PTC Offices		5,844.84				5,844.84
31.07.21						
Chq 706211 (Petty Cash) Paid Back into Account as Unable to Cash		100.00				100.00
	0.00	5,945.65	22,368.61	0.00	0.00	28,314.26

FINANCE AND MANAGEMENT COMMITTEE

EXPENDITURE

D General Administration

BACS/Chq No.

		Total Excluding VAT £	VAT £	Total £
Transfer	Barclays Bank Commission (13th April to 12th May 2021)	7.40		7.40
989	Lloyds (Charterhouse Group) Ltd - Annual Hosting (Broadband / Line Rental) 2021/2022	1,333.40	266.68	1,600.08
990	Vodafone Ltd (Reimburse CE) - PTC Mobile Phone Usage (April & May 2021)	30.53	6.10	36.63
994	Mobile Shop (Reimburse SE) - Computer Cable Adaptor	30.00		30.00
997	Petty Cash Monies (Reimburse NA)	100.00		100.00
998	The Paper Shop (10th April to 29th May 2021)	66.00		66.00
999	Vodafone Ltd (Reimburse CE) - PTC Mobile Phone Usage (June 2021)	43.87	8.77	52.64
1003	Elin Hughes-Jones - Events/Media/Marketing Contractor - May 2021	250.00		250.00
1004	Daydream Designs Ltd - Updating AtPrestatyn Website (June 2021)	220.00	44.00	264.00
1023	Viking Direct - Office Stationery / Equipment for Deputy Town Clerk	195.01	39.00	234.01
1030	Lloyds (Charterhouse Group) Ltd - Broadband / Line Rental / Hosting - June 2021	331.40	66.28	397.68
		<u>2,607.61</u>	<u>430.83</u>	<u>3,038.44</u>

E Democracy

1005	Cllr P Penlington - Councillor IRPW Mandatory Payment 2021/22	150.00		150.00
1006	Cllr G Percival - Councillor IRPW Mandatory Payment 2021/22	150.00		150.00
1007	Cllr K Jones - Councillor IRPW Mandatory Payment 2021/22	150.00		150.00
1008	Cllr G Frobisher - Councillor IRPW Mandatory Payment 2021/22	150.00		150.00
1009	Cllr A Sampson - Councillor IRPW Mandatory Payment 2021/22	150.00		150.00
1010	Cllr B Murray - Councillor IRPW Mandatory Payment 2021/22	150.00		150.00
1011	Cllr G Sandilands - Councillor IRPW Mandatory Payment 2021/22	150.00		150.00
1012	Cllr R Flynn - Councillor IRPW Mandatory Payment 2021/22	150.00		150.00
1013	Cllr L Muraca - Councillor IRPW Mandatory Payment 2021/22	150.00		150.00
1014	Cllr A Tomlin - Councillor IRPW Mandatory Payment 2021/22	150.00		150.00
1015	Cllr S Frobisher - Councillor IRPW Mandatory Payment 2021/22	150.00		150.00
1016	Cllr S Frobisher - Mayoral Public Participation Allowance (2021/22)	800.00		800.00
1024	One Voice Wales - Understanding the Law Course (Module 4) -Town Clerk (NH)	50.00		50.00
		<u>2,500.00</u>	<u>0.00</u>	<u>2,500.00</u>

F Personnel

988	Payroll Recharge - May 2021	18,077.78		18,077.78
1003	Elin Hughes-Jones - Events/Media/Marketing Contractor - May 2021	156.25		156.25
1028	Payroll Recharge - June 2021	19,397.34		19,397.34
		<u>37,631.37</u>	<u>0.00</u>	<u>37,631.37</u>

G Office Accommodation

988	Greengrass Services Ltd - Clear Gutters at PTC Offices	44.00	8.80	52.80
992	Restore Datashred - Confidential Waste Collection (20.05.21)	57.13	11.43	68.56
995	Dwr Cymru / Welsh Water - PTC Water Charges (26.11.20 to 14.5.21)	59.32		59.32
996	Footsteps (Reimburse CE) - x2 Keys re: New Staff	9.99		9.99
1001	JTJ Cleaning Services - Office Cleaning (x5 wks)	60.00		60.00
		<u>230.44</u>	<u>20.23</u>	<u>250.67</u>

H Other Expenses

			0.00
	0.00	0.00	0.00
			0.00
			0.00

Total for Finance and Management Committee

42,969.42	451.06	43,420.48
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PRESTATYN TOWN COUNCIL

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JUNE 2021

INCOME

	A - C E & C	D - H Policy	I TRC (s)	J TRC (d)	VAT	Total Income £
03.06.21		VAT Repayment (Jan, Feb & March 2021)	7,888.25			7,888.25
03.06.21		Barclays Bank Loyalty Award (13th April to 12th May 2021)	0.27			0.27
07.06.21		Bank Interest Earned (836... a/c) - 8th March to 6th June 2021	9.39			9.39
09.06.21		Ty Caradoc Community Centre - Annual Rental 2021/22	1,525.00			1,525.00
11.06.21	150.00	Cllr L Muraca - Donation to Mind Music				150.00
	150.00	7,897.91	1,525.00	0.00	0.00	9,572.91

FINANCE AND MANAGEMENT COMMITTEE**EXPENDITURE**

		Total Excluding VAT	VAT	Total
		£	£	£
D	<u>General Administration</u>			
	<u>BACS/Chq No.</u>			
	Transfer Barclays Bank Commission (15th March to 12th April 2021)	7.40		7.40
967	Elin Hughes-Jones - Events/Social Media & Marketing Contractor re: April 2021	200.00		200.00
968	Hemming Group - Local Government Job Vacancy Advertisements on Website re: Town Clerk & Deputy Town Clerk/Responsible Financial Officer	1,350.00	270.00	1,620.00
969	Daydream Designs - Updating AtPrestatyn Website & Maintenance re: May 2021	220.00	44.00	264.00
Barclaycard	Indeed.Com - Job Vacancy Advertisements (x2) / Amazon - Gazebos / Zoom - Licence Fee	102.18		102.18
981	Daydream Designs - Updating AtPrestatyn Website & Maintenance re: June 2021	220.00	44.00	264.00
985	Franking Machine - Postage Download	100.00		100.00
986	Town Clerk - Telephone Line Rental (Jan 2020 to May 2021)	305.67	61.13	366.80
		2,505.25	419.13	2,924.38
E	<u>Democracy</u>			
				0.00
		0.00	0.00	0.00
F	<u>Personnel</u>			
967	Elin Hughes-Jones - Events / Social Media & Marketing Contractor re: April 21	162.50		162.50
		162.50	0.00	162.50
G	<u>Office Accommodation</u>			
970	JTJ Cleaning - PTC Office Cleaning Services (18th & 25th April)	30.00		30.00
971	Denbighshire County Council - Trade Waste Collections	127.32		127.32
976	Raven Fire & Security - PTC Annual Intruder & Fire Alarm Maintenance Contract & Equipment Maintenance	387.00	77.40	464.40
		544.32	77.40	621.72
H	<u>Other Expenses</u>			
				0.00
		0.00	0.00	0.00
Total for Finance and Management Committee		3,212.07	496.53	3,708.60

PRESTATYN TOWN COUNCIL

CYNGOR TREF PRESTATYN

MAY 2021

INCOME

A - C E & C	D - H Policy	I TRC (s)	J TRC (d)	VAT	Total Income £
	0.27				0.27
0.00	0.27	0.00	0.00	0.00	0.27

06.05.21 Barclays Bank Loyalty Reward
(15th March to 12th April 2021)