



PRESTATYN  
TOWN COUNCIL

1

CYNGOR  
TREF PRESTATYN



7 Nant Hall Road  
Prestatyn  
LL19 9LR

7 Ffordd Llys Nant  
Prestatyn  
LL19 9LR

18<sup>th</sup> July 2023

18<sup>fed</sup> Gorffennaf 2023

Dear Councillor

Annwyl Gyngorydd

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 26<sup>th</sup> July 2023** Upon rise of **Town Planning**.

Fe'ch **GELWIR** i gyfarfod y **PWYLLGOR CYLLID A RHEOLAETH** yn Y Siambrau, Cyngor Tref Prestatyn, 7 Ffordd Llys Nant, Prestatyn ar **Ddydd Mercher 26<sup>ain</sup> Gorffennaf 2023** pan ddaw'r cyfarfod Cynllunio Tref i ben.

If remote access is required, please contact the office.

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

Yours Sincerely

Yn gywir iawn

Town Clerk

Clerc y Dref

**1 APOLOGIES**

**1 YMDDIHEURIADAU**

**2 DECLARATIONS OF INTEREST**

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

**2 DATGANIADAU O DDIDDORDEB**

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

**3 PUBLIC PARTICIPATION**

**3 CYFRANOGAETH Y CYHOEDD**

**4 ACCOUNTS**

Appendix i Mth 3 June 2023  
Inc & Exp/Trial Bal/Bal Sheet  
Appendix ii Income Received  
Appendix iii VAT

**4 COFNODION**

Atodiad i Mth 3 Mehefin 2023  
Inc a Gwa/Mant Brawf/Mantolen  
Atodiad ii Incwm a Dderbyniwyd  
Atodiad iii TAW

**5 BACS**

Appendix iv BACS 5,P4,and M4

**5 BACS**

Atodiad iv BACS 5 (l ddilyn) a P4

**6 VIREMENTS**

Appendix v Virement

**6 HAWLIAU TROSLWYDDO ARIAN**

Atodiad v Hawliau Trosglwyddo Arian

**7 FINANCIAL CONTROLS**

Appendix vi Policy for  
SO, DD, CC, DC, Petty Cash, etc.

**7 RHEOLAETH ARIANNOL**

Atodiad vi Polisi ar gyfer AS, DU, CC, CD,  
Arian mân, ac ati

**8 DIRECT DEBIT/STANDING ORDERS SCHEDULE**  
Appendix vii Direct Debit/Standing Orders Schedule

**9 ENVIRONMENTAL CONTRACTS UPDATE**  
Appendix viii Report

**10 URGENT REPAIRS/MAINTENANCE**  
Appendix ix Report

**8 AMSERLEN DEBYDAU UNIONGYRCHOL/ARCHEBION SEFYDLOG**  
Atodiad viii Y Cynnig Debydau  
Uniongyrchol/Archebion Sefydlog

**9 Y DIWEDDARAF AM Y CONTRACTAU AMGYLCHEDDOL**  
Atodiad viii Adroddiad

**10 ADRODDIAD CYNNAL A CHADW/ ATGYWEIRIADAU BRYN**  
Atodiad ix Adroddiad

To: All Town Councillors  
All County Councillors  
Public Notices

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

04/07/2023

## Prestatyn Town Council

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## Detailed Income &amp; Expenditure by Budget Heading 30/06/2023

Month No: 3

## Cost Centre Report - Period ending 30 June 2023

|                                     | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent | Transfer<br>to/from EMR |
|-------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| <b>100 Council</b>                  |                       |                        |                       |                          |                          |                    |         |                         |
| 1076 Precept                        | 0                     | 165,766                | 497,299               | 331,533                  |                          |                    | 33.3%   |                         |
| 1100 Rental Income                  | 900                   | 3,460                  | 4,985                 | 1,525                    |                          |                    | 69.4%   |                         |
| 1200 Grants Received                | 0                     | 0                      | 10,000                | 10,000                   |                          |                    | 0.0%    |                         |
| 1400 Donations                      | 140                   | 182                    | 0                     | (182)                    |                          |                    | 0.0%    |                         |
| 1500 Bank Interest                  | 1,090                 | 1,090                  | 450                   | (640)                    |                          |                    | 242.2%  |                         |
| 1700 Other Income                   | 385                   | 385                    | 0                     | (385)                    |                          |                    | 0.0%    |                         |
| 4100 Mayor - Public Participation   | 0                     | 0                      | (1,500)               | 1,500                    |                          | 1,500              | 0.0%    |                         |
| 4110 Mayor's Allowance              | 0                     | 0                      | (800)                 | 800                      |                          | 800                | 0.0%    |                         |
| 4120 IRPW & Councillor Allowance    | 0                     | 0                      | (3,500)               | 3,500                    |                          | 3,500              | 0.0%    |                         |
| 4130 Councillor Training            | 0                     | 0                      | (750)                 | 750                      | (38)                     | 712                | 5.1%    |                         |
| 4140 Traveling - Councillors        | 0                     | 0                      | (250)                 | 250                      |                          | 250                | 0.0%    |                         |
| 4150 Elections / Democracy          | 0                     | 0                      | (5,500)               | 5,500                    |                          | 5,500              | 0.0%    |                         |
| <b>150 Administration</b>           |                       |                        |                       |                          |                          |                    |         |                         |
| 4200 Audit                          | (1,050)               | 1,000                  | (2,000)               | 3,000                    | (1,000)                  | 2,000              | 0.0%    |                         |
| 4210 Legal / Professional Expenses  | 0                     | 0                      | (750)                 | 750                      | (490)                    | 260                | 65.3%   |                         |
| 4215 Bank Charges                   | (9)                   | (26)                   | (500)                 | 476                      |                          | 476                | 5.1%    |                         |
| 4220 Subscriptions/Publications/Lic | 0                     | (3,697)                | (3,500)               | (197)                    |                          | (197)              | 105.6%  |                         |
| 4240 Insurance                      | (4,912)               | (4,042)                | (6,000)               | 1,058                    | (133)                    | 925                | 84.6%   |                         |
| 4300 Advertising / Marketing        | 0                     | 0                      | (1,000)               | 1,000                    |                          | 1,000              | 0.0%    |                         |
| 4310 Website                        | 0                     | 0                      | (1,000)               | 1,000                    | (176)                    | 824                | 17.6%   |                         |
| 4320 Social Media/Events            | 0                     | 0                      | (1,000)               | 1,000                    |                          | 1,000              | 0.0%    |                         |
| 4330 Printing & Stationery          | (163)                 | (471)                  | (2,800)               | 2,320                    | (761)                    | 1,568              | 44.0%   |                         |
| 4340 Postage                        | 0                     | (210)                  | (750)                 | 540                      |                          | 540                | 28.0%   |                         |
| 4350 Welsh Translation              | (8)                   | (28)                   | (250)                 | 222                      | (21)                     | 201                | 19.5%   |                         |
| 4500 Petty Cash                     | (25)                  | (89)                   | (500)                 | 411                      |                          | 411                | 17.8%   |                         |
| <b>250 Personnel</b>                |                       |                        |                       |                          |                          |                    |         |                         |
| 4000 Net Salaries                   | (10,682)              | (35,598)               | (173,000)             | 137,402                  |                          | 137,402            | 20.6%   |                         |
| 4010 PAYE                           | (1,745)               | (6,802)                | (37,000)              | 30,198                   |                          | 30,198             | 18.4%   |                         |
| 4020 Superannuation                 | (3,324)               | (11,614)               | (26,000)              | 14,386                   |                          | 14,386             | 44.7%   |                         |
| 4030 Staff Contingency e.g. Agency  | 0                     | (62)                   | (1,000)               | 938                      | (328)                    | 610                | 39.0%   |                         |
| 4040 Traveling - Officers           | 0                     | 0                      | (500)                 | 500                      |                          | 500                | 0.0%    |                         |
| 4050 Training & Development         | 0                     | 0                      | (1,000)               | 1,000                    | (106)                    | 894                | 10.6%   |                         |
| <b>300 Office</b>                   |                       |                        |                       |                          |                          |                    |         |                         |
| 4400 Telephones / Broadband         | (130)                 | (443)                  | (2,000)               | 1,567                    | (1,350)                  | 207                | 89.7%   |                         |
| 4440 Business / Water Rates         | (118)                 | (6,270)                | (7,000)               | 730                      |                          | 730                | 89.6%   |                         |
| 4450 Electricity / Gas              | (618)                 | 2,882                  | (12,000)              | 14,882                   | (3,500)                  | 11,382             | 5.1%    |                         |
| 4460 IT Support and IT Software     | (221)                 | (1,847)                | (7,500)               | 5,653                    | (5,060)                  | 594                | 92.1%   |                         |
| 4470 Photocopying                   | 0                     | (110)                  | (1,500)               | 1,390                    | (330)                    | 1,060              | 29.3%   |                         |
| 4480 Repairs & Maintenance          | 0                     | (65)                   | (2,250)               | 2,186                    | (625)                    | 1,561              | 30.6%   |                         |

04/07/2023

## Prestatyn Town Council

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## Detailed Income &amp; Expenditure by Budget Heading 30/06/2023

Month No: 3

## Cost Centre Report - Period ending 30 June 2023

|                                     | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent | Transfer<br>to/from EMR |
|-------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| 4490 Cleaning Services              | 0                     | (168)                  | (2,750)               | 2,582                    | (2,523)                  | 59                 | 97.9%   |                         |
| <u>550 Town</u>                     |                       |                        |                       |                          |                          |                    |         |                         |
| 4600 Envir Flowers/Amenity/Watering | (1,583)               | (1,583)                | (26,650)              | 25,067                   | (24,562)                 | 505                | 98.1%   |                         |
| 4605 Hanging Baskets / Troughs      | 0                     | 0                      | (10,000)              | 10,000                   | (10,412)                 | (412)              | 104.1%  |                         |
| 4610 Festive Lighting Installation  | 0                     | 0                      | (25,000)              | 25,000                   | (22,320)                 | 2,680              | 89.3%   |                         |
| 4615 Public Seats - Maintenance     | 0                     | 0                      | (3,500)               | 3,500                    | (3,105)                  | 395                | 88.7%   |                         |
| 4620 Public Gardens                 | (208)                 | (208)                  | (2,500)               | 2,292                    | (2,292)                  | 0                  | 100.0%  |                         |
| 4625 Notice Boards                  | 0                     | 0                      | (2,000)               | 2,000                    | (2,030)                  | (30)               | 101.5%  |                         |
| 4630 Tourism Signage                | 0                     | 0                      | (500)                 | 500                      | (500)                    | 0                  | 100.0%  |                         |
| 4640 Car Parks                      | 0                     | 0                      | (12,700)              | 12,700                   | (12,700)                 | 0                  | 100.0%  |                         |
| 4645 Bus Shelters - Maintenance     | 0                     | 0                      | (10,000)              | 10,000                   | (7,600)                  | 2,400              | 76.0%   |                         |
| 4650 Crime Prevention CCTV / Radio  | 0                     | 0                      | (10,000)              | 10,000                   | (10,000)                 | 0                  | 100.0%  |                         |
| 4655 Play Areas                     | 0                     | (4,840)                | (5,000)               | 160                      |                          | 160                | 96.8%   |                         |
| 4660 Community Centre Expenditure   | (116)                 | (749)                  | (6,000)               | 5,251                    | (822)                    | 4,429              | 26.2%   |                         |
| 4665 Scala Cinema & Art Centre Loan | 0                     | 0                      | (66,495)              | 66,495                   | (66,493)                 | 2                  | 100.0%  |                         |
| 4670 Local community services       | 0                     | 1,973                  | (7,000)               | 8,973                    | (10,540)                 | (1,568)            | 122.4%  | 2,424                   |
| <u>700 Projects</u>                 |                       |                        |                       |                          |                          |                    |         |                         |
| 4700 Holiday Leisure Activity       | (240)                 | (1,624)                | (5,000)               | 3,376                    | (3,285)                  | 91                 | 98.2%   |                         |
| 4720 PTC Events /Activities / Promo | (460)                 | (5,581)                | (15,000)              | 9,419                    | (145)                    | 9,274              | 38.2%   | 30                      |
| 4730 Environmental / Community      | 0                     | 0                      | (20,000)              | 20,000                   |                          | 20,000             | 0.0%    |                         |
| 4740 Mind Music                     | (285)                 | (570)                  | (2,500)               | 1,930                    | (513)                    | 1,417              | 43.3%   |                         |
| 4750 Mental Health Well Being       | 0                     | 0                      | (2,500)               | 2,500                    |                          | 2,500              | 0.0%    |                         |
| 4760 Community Volunteers           | 0                     | 0                      | (500)                 | 500                      |                          | 500                | 0.0%    |                         |
| 4770 Countryside Project            | 0                     | 0                      | (1,000)               | 1,000                    |                          | 1,000              | 0.0%    |                         |
| 4775 Coastal Project                | 0                     | 0                      | (1,000)               | 1,000                    |                          | 1,000              | 0.0%    |                         |
| <u>800 Grants</u>                   |                       |                        |                       |                          |                          |                    |         |                         |
| 4800 Grants- New Local Organisation | 0                     | 0                      | (1,000)               | 1,000                    |                          | 1,000              | 0.0%    |                         |
| 4810 Grants- Existing Organisation  | 0                     | (1,700)                | (3,000)               | 1,300                    |                          | 1,300              | 56.7%   |                         |
| 4820 Cultural Grants / Elsteddled   | 0                     | 0                      | (500)                 | 500                      |                          | 500                | 0.0%    |                         |
| 4830 Carnival Committee             | 0                     | 0                      | (2,000)               | 2,000                    |                          | 2,000              | 0.0%    |                         |
| 4840 Flower show                    | 0                     | 0                      | (1,000)               | 1,000                    |                          | 1,000              | 0.0%    |                         |
| 4850 Car show                       | 0                     | 0                      | (1,000)               | 1,000                    |                          | 1,000              | 0.0%    |                         |
| 4860 Wales / Britain in Bloom       | 0                     | 0                      | (1,000)               | 1,000                    |                          | 1,000              | 0.0%    |                         |
| 4870 Benefits Advice Shop/ Other    | 0                     | (2,000)                | (2,000)               | 0                        |                          | 0                  | 100.0%  |                         |
| 4880 Citizens Advice Bureau         | 0                     | 0                      | (2,500)               | 2,500                    |                          | 2,500              | 0.0%    |                         |
| 4890 Walks Programme / Festival     | 0                     | 0                      | (2,000)               | 2,000                    |                          | 2,000              | 0.0%    |                         |
| 4895 Business Support               | (300)                 | (300)                  | (2,000)               | 1,700                    | (300)                    | 1,400              | 30.0%   |                         |
| <u>900 Assets</u>                   |                       |                        |                       |                          |                          |                    |         |                         |
| 4900 Office Furnishings/Equipment   | (168)                 | (298)                  | (1,000)               | 702                      | (728)                    | (26)               | 102.5%  |                         |
| 4910 IT Equipment                   | 0                     | 0                      | (2,000)               | 2,000                    | (839)                    | 1,161              | 42.0%   |                         |



04/07/2023

## Prestatyn Town Council

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Detailed Income &amp; Expenditure by Budget Heading 30/06/2023

Month No: 3

Cost Centre Report - Period ending 30 June 2023

|                                     | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent | Transfer<br>to/from EMR |
|-------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| 4930 Community Centres Improvements | 0                     | 0                      | (12,000)              | 12,000                   |                          | 12,000             | 0.0%    |                         |
| Grand Totals:- Income               | 2,515                 | 170,883                | 512,734               | 341,851                  |                          |                    | 33.3%   |                         |
| Expenditure                         | 26,374                | 86,040                 | 573,695               | 487,655                  | 195,626                  | 292,029            | 49.1%   |                         |
| Net Income over Expenditure         | (23,859)              | 84,843                 | (60,961)              | (145,804)                |                          |                    |         |                         |
| plus Transfer from EMR              | 10                    | 2,454                  |                       |                          |                          |                    |         |                         |
| Movement to/(from) Gen Reserve      | (23,849)              | 87,297                 |                       |                          |                          |                    |         |                         |

Dated 26<sup>th</sup> July 2023

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Town Clerk / Responsible Financial Officer

.....

Chair

Date : 04/07/2023

## Prestatyn Town Council

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Time: 12:50

Trial Balance for Month No: 3

User : MARK

Account Number Order

| A/c Code | Account Name                   | Centre | Centre Name    | Debit      | Credit     |
|----------|--------------------------------|--------|----------------|------------|------------|
| 105      | VAT Control A/c                |        |                | 2,029.35   |            |
| 200      | Barclays Premium / Current     |        |                | 519,248.51 |            |
| 210      | Mayoral Account                |        |                | 132.46     |            |
| 220      | Petty Cash Account             |        |                | 171.26     |            |
| 310      | General Reserves               |        |                |            | 421,689.32 |
| 325      | EMR - Mind Music               |        |                |            | 1,684.08   |
| 326      | EMR - GYM Enabling Virt Comms  |        |                |            | 1,996.11   |
| 328      | EMR - Well Being               |        |                |            | 26.41      |
| 329      | EMR - Meliden CC Roof Repairs  |        |                |            | 4,378.19   |
| 502      | Mayoral Account                |        |                |            | 132.46     |
| 520      | Receipts in Advance            |        |                |            | 4,378.19   |
| 1076     | Precept                        | 100    | Council        |            | 165,766.00 |
| 1100     | Rental Income                  | 100    | Council        |            | 3,460.00   |
| 1400     | Donations                      | 100    | Council        |            | 182.16     |
| 1500     | Bank Interest                  | 100    | Council        |            | 1,089.81   |
| 1700     | Other Income                   | 100    | Council        |            | 385.00     |
| 4000     | Net Salaries                   | 250    | Personnel      | 35,598.15  |            |
| 4010     | PAYE                           | 250    | Personnel      | 6,802.39   |            |
| 4020     | Superannuation                 | 250    | Personnel      | 11,614.18  |            |
| 4030     | Staff Contingency e.g. Agency  | 250    | Personnel      | 62.25      |            |
| 4200     | Audit                          | 150    | Administration |            | 1,000.00   |
| 4215     | Bank Charges                   | 150    | Administration | 25.50      |            |
| 4220     | Subscriptions/Publications/Lic | 150    | Administration | 3,697.00   |            |
| 4240     | Insurance                      | 150    | Administration | 4,941.76   |            |
| 4330     | Printing & Stationery          | 150    | Administration | 470.51     |            |
| 4340     | Postage                        | 150    | Administration | 210.37     |            |
| 4350     | Welsh Translation              | 150    | Administration | 27.66      |            |
| 4400     | Telephones / Broadband         | 300    | Office         | 442.86     |            |
| 4440     | Business / Water Rates         | 300    | Office         | 6,270.14   |            |
| 4450     | Electricity / Gas              | 300    | Office         |            | 2,882.27   |
| 4460     | IT Support and IT Software     | 300    | Office         | 1,846.68   |            |
| 4470     | Photocopying                   | 300    | Office         | 110.00     |            |
| 4480     | Repairs & Maintenance          | 300    | Office         | 64.50      |            |
| 4490     | Cleaning Services              | 300    | Office         | 168.09     |            |
| 4500     | Petty Cash                     | 150    | Administration | 89.07      |            |
| 4600     | Envir Flowers/Amenity/Watering | 550    | Town           | 1,583.33   |            |
| 4620     | Public Gardens                 | 550    | Town           | 208.33     |            |
| 4655     | Play Areas                     | 550    | Town           | 4,840.00   |            |
| 4660     | Community Centre Expenditure   | 550    | Town           | 749.16     |            |
| 4670     | Local community services       | 550    | Town           |            | 1,972.50   |
| 4700     | Holiday Leisure Activity       | 700    | Projects       | 1,623.59   |            |
| 4720     | PTC Events /Activities / Promo | 700    | Projects       | 5,580.90   |            |

Date : 04/07/2023

**Prostatyn Town Council**

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Time: 12:50

Trial Balance for Month No: 3

User : MARK

Account Number Order

| <u>A/c Code</u>        | <u>Account Name</u>           | <u>Centre</u> | <u>Centre Name</u> | <u>Debit</u>      | <u>Credit</u>     |
|------------------------|-------------------------------|---------------|--------------------|-------------------|-------------------|
| 4740                   | Mind Music                    | 700           | Projects           | 570.00            |                   |
| 4810                   | Grants- Existing Organisation | 800           | Grants             | 1,700.00          |                   |
| 4870                   | Benefits Advice Shop/ Other   | 800           | Grants             | 2,000.00          |                   |
| 4895                   | Business Support              | 800           | Grants             | 300.00            |                   |
| 4900                   | Office Furnishings/Equipment  | 900           | Assets             | 298.00            |                   |
| 6000                   | Transfer from EMR             | 550           | Town               |                   | 2,423.50          |
| 6000                   | Transfer from EMR             | 700           | Projects           |                   | 30.00             |
| Trial Balance Totals : |                               |               |                    | <u>613,476.00</u> | <u>613,476.00</u> |
| Difference             |                               |               |                    | 0.00              |                   |

**Dated 26<sup>th</sup> July 2023**

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**Town Clerk / Responsible Financial Officer**

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**Chair**

04/07/2023

**Prestatyn Town Council**

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**Detailed Balance Sheet - Excluding Stock Movement**

Month 3 Date 04/07/2023

| <u>A/c</u>                                   | <u>Description</u>            | <u>Actual</u>  |
|----------------------------------------------|-------------------------------|----------------|
| <b><u>Current Assets</u></b>                 |                               |                |
| 105                                          | VAT Control A/c               | 2,029          |
| 200                                          | Barclays Premium / Current    | 519,249        |
| 210                                          | Mayoral Account               | 132            |
| 220                                          | Petty Cash Account            | 171            |
| <b>Total Current Assets</b>                  |                               | <b>521,582</b> |
| <b><u>Current Liabilities</u></b>            |                               |                |
| 502                                          | Mayoral Account               | 132            |
| 520                                          | Receipts in Advance           | 4,378          |
| <b>Total Current Liabilities</b>             |                               | <b>4,511</b>   |
| <b>Net Current Assets</b>                    |                               | <b>517,071</b> |
| <b>Total Assets less Current Liabilities</b> |                               | <b>517,071</b> |
| <b><u>Represented by :-</u></b>              |                               |                |
| 300                                          | Current Year Fund             | 84,843         |
| 310                                          | General Reserves              | 424,143        |
| 325                                          | EMR - Mind Music              | 1,684          |
| 326                                          | EMR - GYM Enabling Virt Comms | 1,996          |
| 328                                          | EMR - Well Being              | 26             |
| 329                                          | EMR - Meliden CC Roof Repairs | 4,378          |
| <b>Total Equity</b>                          |                               | <b>517,071</b> |

Dated 26<sup>th</sup> July 2023

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**Town Clerk / Responsible Financial Officer**

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**Chair**

RAISED INVOICE INFORMATION 2023 - 2024

PTC INVOICE INFORMATION - 2023 - 2024.xlsx



Date: 05/07/2023

Prestatyn Town Council

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Time: 12:00

VAT Return: 01/04/2023 - 30/06/2023

User: LISA

| <u>Source</u>                                                                                                         | <u>Ledger</u> | <u>Ref No</u> | <u>Month</u> | <u>Code</u> | <u>Gross</u>         | <u>Net</u>       | <u>VAT</u>       |
|-----------------------------------------------------------------------------------------------------------------------|---------------|---------------|--------------|-------------|----------------------|------------------|------------------|
|                                                                                                                       |               |               |              |             | 0.00                 | 0.00             | 0.00             |
| Cashbook                                                                                                              | 3             |               | 1            |             | 12.57                | 12.57            | 0.00             |
|                                                                                                                       |               | <b>INPUT</b>  | <b>Total</b> | <b>E</b>    | <b>12.57</b>         | <b>12.57</b>     | <b>0.00</b>      |
| Purchase Ledger                                                                                                       | 1             | 60            | 3            |             | 787.51               | 750.02           | 37.49            |
|                                                                                                                       |               | <b>INPUT</b>  | <b>Total</b> | <b>F</b>    | <b>787.51</b>        | <b>750.02</b>    | <b>37.49</b>     |
| Purchase Ledger                                                                                                       | 1             | 55            | 1            |             | 5,503.25             | 4,586.05         | 917.20           |
| Purchase Ledger                                                                                                       | 1             | 58            | 2            |             | 1,862.66             | 1,552.10         | 310.56           |
| Purchase Ledger                                                                                                       | 1             | 60            | 3            |             | 4,577.93             | 3,814.92         | 763.01           |
| Cashbook                                                                                                              | 3             |               | 3            |             | 6.55                 | 5.46             | 1.09             |
|                                                                                                                       |               | <b>INPUT</b>  | <b>Total</b> | <b>S</b>    | <b>11,950.39</b>     | <b>9,958.53</b>  | <b>1,991.86</b>  |
| <b>VAT Return Summary:</b>                                                                                            |               |               |              |             | <b>0.00</b>          | <b>0.00</b>      | <b>0.00</b>      |
|                                                                                                                       |               |               |              |             | <b>Total Outputs</b> | <b>0.00</b>      | <b>0.00</b>      |
|                                                                                                                       |               |               |              |             | <b>Total Inputs</b>  | <b>12,750.47</b> | <b>10,721.12</b> |
|                                                                                                                       |               |               |              |             |                      |                  | <b>2,029.35</b>  |
| VAT due in the period on sales and other outputs                                                                      |               |               |              |             |                      | <b>Box 1</b>     | <b>0.00</b>      |
| VAT due in the period on acquisitions of goods made in Northern Ireland from EU Member States                         |               |               |              |             |                      | <b>2</b>         | <b>0.00</b>      |
| <b>Total VAT due</b>                                                                                                  |               |               |              |             |                      | <b>3</b>         | <b>0.00</b>      |
| VAT reclaimed in the period on purchases and other inputs (including acquisitions in Northern Ireland from EU member  |               |               |              |             |                      | <b>4</b>         | <b>2,029.35</b>  |
| <b>Net VAT to reclaim from HMRC</b>                                                                                   |               |               |              |             |                      | <b>5</b>         | <b>2,029.35</b>  |
| <b>Total value of sales and all other outputs excluding any VAT</b>                                                   |               |               |              |             |                      | <b>6</b>         | <b>0.00</b>      |
| <b>Total value of purchases and all other inputs excluding any VAT</b>                                                |               |               |              |             |                      | <b>7</b>         | <b>10,721.00</b> |
| Total value of dispatches of goods and related costs (excluding VAT) from Northern Ireland to EU Member States        |               |               |              |             |                      | <b>8</b>         | <b>0.00</b>      |
| Total value of acquisitions of goods and related costs (excluding VAT) made in Northern Ireland from EU Member States |               |               |              |             |                      | <b>9</b>         | <b>0.00</b>      |
| VAT on acquisitions of goods and related costs made in Northern Ireland from EU Member States                         |               |               |              |             |                      |                  | <b>0.00</b>      |

Dated 26<sup>th</sup> July 2023

Town Clerk / Responsible Financial Officer

Chair

**PAYROLL, PENSION, PAYE FOR PAYMENT BY ONLINE BANKING METHODS**

**JUL2023 - BACS P4**

[illegible]

BANKING PREPARED BY

|                                 |               |
|---------------------------------|---------------|
| Chrissie Ross - the Payrole Ltd | DATE 17/07/23 |
|---------------------------------|---------------|

BANKING AUTHORISED BY

|                                                 |                             |
|-------------------------------------------------|-----------------------------|
| <p><i>Cltr B Murray and Cltr C Holliday</i></p> | <p><b>DATE 17/07/23</b></p> |
|-------------------------------------------------|-----------------------------|

PAYMENT BY

|                   |               |
|-------------------|---------------|
| <i>Lisa Fearn</i> | DATE 17/07/23 |
|-------------------|---------------|

PRESTATYN TOWN COUNCIL

Item 5 Appendix iv

INVOICES FOR PAYMENT BY ONLINE BANKING METHODS

2023 - BACS 05

| BACS REF | DATE     | PAYEE                         | DETAILS / INVOICE Nos. ETC                                                                                                 | NON-VAT    | VAT @ 20% | TOTAL PAID | EXP CODE (FOR OFFICE USE ONLY) |                             |
|----------|----------|-------------------------------|----------------------------------------------------------------------------------------------------------------------------|------------|-----------|------------|--------------------------------|-----------------------------|
|          |          |                               |                                                                                                                            |            |           |            | Nominal                        | Additional Processing Notes |
| 101      | 13/06/23 | Charterhouse Voice & Data Ltd | Invoice SI142553 - Microsoft 365 licence for June                                                                          | £65.80     | £13.16    | £78.96     | 4460                           | CON10062023                 |
| 102      | 11/04/00 | Dwr Cymru / Welsh Water       | Account 3732156201 Invoice 4043324695 - Water charges 1/6 to 6/6                                                           | £5.89      | £0.00     | £5.89      | 4440                           | n/a                         |
| 103      | 20/06/23 | Classic Car Show              | Grant monies - S144, approval Full Council Minute 55 page 16 28 Jun 23                                                     | £1,200.00  | £0.00     | £1,200.00  | 4850                           | n/a                         |
| 104      | 16/06/23 | Jessica Owens                 | DBS check - staff                                                                                                          | £18.00     | £0.00     | £18.00     | 4050                           | PO802023                    |
| 105      | 09/06/23 | Potties Premier Plants Ltd    | Invoice 13324 - Summer plants delivered as per tendered contract approved 5 April 2023                                     | £3,023.40  | £604.68   | £3,628.08  | 4600                           | CON10162023                 |
| 106      | 03/07/23 | Greengrass Services Ltd       | Invoice 12415 - repair to PTC bench Prestatyn High St/Penisardre Road                                                      | £55.00     | £11.00    | £66.00     | 4615                           | PO862023                    |
| 107      | 13/06/23 | Vodafone                      | Invoice 104072191 - line rental 07909581015 1 - 30 June 2023                                                               | £10.00     | £2.00     | £12.00     | 4400                           | CON10082023                 |
| 108      | 23/06/23 | Amazon                        | Invoice INV-GB-1373726455-2023-61153 - 6 packs 100 x A4 plastic wallets                                                    | £14.88     | £3.00     | £17.88     | 4330                           | PO822023                    |
| 109      | 22/06/23 | Amazon                        | Invoice INV-GB-133821031-2023-45658 10 x 500 A4 printer paper                                                              | £39.60     | £7.90     | £47.50     | 4330                           | PO822023                    |
| 110      | 23/06/23 | Amazon                        | Invoice INV-GB-1284439545-2023-198065 12 x black permanent markers                                                         | £3.32      | £0.67     | £3.99      | 4330                           | PO822023                    |
| 111      | 25/06/23 | Amazon                        | Invoice GB315CZJABE1 6 x Index Dividers                                                                                    | £21.61     | £4.32     | £25.93     | 4330                           | PO822023                    |
| 112      | 15/06/23 | My Tidy Garden                | Invoice 4429 - bedding displays and garden maintenance as per annual service contract 26 May - 26 June 2023                | £1,791.66  | £358.33   | £2,149.99  | 4600                           | CON10122023                 |
| 113      | 28/06/23 | Denbighshire County Council   | Invoice 801974911 - Annual contribution to DCC CCTV Partnership 23/24                                                      | £10,000.00 | £0.00     | £10,000.00 | 4650                           | CON10242023                 |
| 114      | 22/06/23 | Obsidian Networks             | Invoice INV-27479 - June Monthly IT Support and Microsoft 365 commitment - CN-27571 for licences paid through Charterhouse | £135.60    | £27.12    | £162.72    | 4460                           | CON10342023                 |
| 115      | 22/06/23 | Obsidian Networks             | Invoice INV-27478 - HP290 G9 Desktop PC Intel i5 6Core CPU, 16GB RAM, 512GB SSD, Windows 11 Pro & 500GB SSD                | £599.28    | £119.86   | £719.14    | 4910                           | PO592023                    |
| 116      | 29/06/23 | The Pay Role Ltd              | Invoice 2022662 - June payroll service                                                                                     | £29.50     | £0.00     | £29.50     | 4030                           | CON10372023                 |
| 117      | 27/06/23 | Cathedral Leasing Ltd         | Contract 125739 Invoice MI1517571 - Hygiene Services Q2 2023                                                               | £64.98     | £13.00    | £77.98     | 4490                           | CON10302023                 |
| 118      | 20/06/23 | Denbighshire County Council   | Invoice 801967737 - reinstallation of banners in High Street dislodged in wind March 23                                    | £45.00     | £9.00     | £54.00     | 4720                           | PO532023                    |
| 119      | 03/07/23 | Gracie Macaulay               | DBS check - staff                                                                                                          | £18.00     | £0.00     | £18.00     | 4050                           | PO932023                    |
| 120      | 02/07/23 | Sian Jones Translation Ltd    | Invoice PTC134 - translation work undertaken in February, March and June                                                   | £21.12     | £0.00     | £21.12     | 4350                           | PO922023                    |
| 121      | 03/07/23 | Canda Copying Ltd             | Invoice 460132 - Q1 photocopier printing 8459 x black and white @ £0.002657 and 24812 x colour @ £0.026565                 | £681.61    | £136.32   | £817.93    | 4330                           | PO912023                    |
| 122      | 03/07/23 | SSE - Gas                     | Account 9365099313 - 7 Nant Hall Road Q1 charges up to 30 April 23                                                         | £601.82    | £30.08    | £631.90    | 4450                           | n/a                         |
| 123      | 03/07/23 | Canda Copying Ltd             | Invoice 459688 - Q2 photocopier rental 1 July - 30 Sep 2023                                                                | £110.00    | £22.00    | £132.00    | 4470                           | CON10032023                 |
| 124      | 04/07/23 | Lisa Feam                     | Zoom One Pro licence 16 June 23 - 15 June 24                                                                               | £119.90    | £0.00     | £119.90    | 4460                           | PO942023                    |
| 125      | 04/07/23 | Ruth Barr                     | DBS check - staff                                                                                                          | £18.00     | £0.00     | £18.00     | 4050                           | PO952023                    |
| 126      | 05/07/23 | Mayors Charity Account        | Collection from Mayors Civic Service                                                                                       | £50.00     | £0.00     | £50.00     | 1400                           | n/a                         |



|                |          |                                  |                                                                                                                           |            |           |            |      |             |
|----------------|----------|----------------------------------|---------------------------------------------------------------------------------------------------------------------------|------------|-----------|------------|------|-------------|
| 127            | 05/07/23 | Mayors Charity Account           | Donations for Mayor's Charity BIGHUN                                                                                      | £89.96     | £0.00     | £89.96     | 1400 | n/a         |
| 128            | 05/07/23 | Mayoral Account 22-23 - Transfer | Mayoral Allowance transferred to Mayor Account                                                                            | £1,500.00  | £0.00     | £1,500.00  | 4100 | n/a         |
| 129            | 05/07/23 | Croner Group Ltd                 | Invoice C000710143 - July HR and H&S Services                                                                             | £285.90    | £50.22    | £316.12    | 4460 | CON10292023 |
| 130            | 06/07/23 | Obsidian Networks                | Invoice INV-27575 - 2 x Iiyama 24" IPS Full HD monitor                                                                    | £239.98    | £48.00    | £287.98    | 4910 | PO872023    |
| 131            | 10/07/23 | G Burley & Sons Ltd / Plantscape | Invoice 14014468 - 10 x hanging baskets                                                                                   | £442.50    | £88.50    | £531.00    | 4900 | PO672023    |
| 132            | 12/07/23 | My Tidy Garden                   | Invoice 4462 - remove waste from Vent pipe, TA Centre                                                                     | £65.00     | £13.00    | £78.00     | 4670 | PO852023    |
| 133            | 12/07/23 | G Burley & Sons Ltd / Plantscape | Invoice 14014362 - Annual contract for floral displays (troughs, planters, hanging baskets)                               | £10,412.00 | £2,082.40 | £12,494.40 | 4605 | CON10152023 |
| 134            | 13/07/23 | Obsidian Networks                | Invoice INV-27610 - July Monthly IT Support and Microsoft 365 commitment- CN-27636 for licences paid through Charterhouse | £135.60    | £27.12    | £162.72    | 4460 | CON10342023 |
| 135            | 14/07/23 | GleamtTeam                       | Invoice 18303 - PTC office cleaning May                                                                                   | £136.00    | £27.20    | £163.20    | 4490 | CON10312023 |
| 136            | 14/07/23 | GleamtTeam                       | Invoice 18363 - PTC office cleaning June                                                                                  | £170.00    | £34.00    | £204.00    | 4490 | CON10312023 |
| 137            | 14/07/23 | Crescent Press                   | Invoice 10655 - Printed Compliments slips (500) and A4 letterheads (1000)                                                 | £220.00    | £0.00     | £220.00    | 4330 | PO892023    |
| 138            | 14/07/23 | G Tunnicliffe                    | Invoice 139 - Wheelie Playbus hire for July and August - 6 days over 6 wards                                              | £2,500.00  | £0.00     | £2,500.00  | 4700 | PO882023    |
| 139            | 14/07/23 | Charterhouse Voice & Data Ltd    | Invoice S1142553 - Microsoft 365 licence for June                                                                         | £65.80     | £13.16    | £78.96     | 4460 | CON10062023 |
| 140            | 19/07/23 | G-Force Communications           | Invoice 230700093821 - July telephone system and Broadband FTTP 330.50                                                    | £139.29    | £27.86    | £167.15    | 4460 | CON10342023 |
| 141            | 19/07/23 | My Tidy Garden                   | Invoice 4466 - bedding displays and garden maintenance as per annual service contract 26June - 26 July 2023               | £1,791.66  | £358.33   | £2,149.99  | 4670 | PO852023    |
| 142            | 19/07/23 | The Pay Role Ltd                 | Invoice 2022706 - July payroll service                                                                                    | £32.75     | £0.00     | £32.75     | 4030 | CON10372023 |
| 143            | 19/07/23 | Vodafone                         | Invoice 104229187 - line rental 07909581015 - 1-31 July 2023                                                              | £10.00     | £2.00     | £12.00     | 4400 | CON10082023 |
| 144            | 19/07/23 | Greengrass Services Ltd          | Invoice 12435 - repair to bench 2671                                                                                      | £55.00     | £11.00    | £66.00     | 4615 | PO962023    |
| 145            | 19/07/23 | Mega Electrical NVV Ltd          | Invoice INV-9403 Hire of operative and MEWP to clear ivy vent TA Centre                                                   | £200.00    | £40.00    | £240.00    | 4670 | PO842023    |
| 146            | 19/07/23 | Restore Datashtred Limited       | Invoice 1723158 - confidential waste collection July 23                                                                   | £69.84     | £13.97    | £83.81     | 4490 | CON10322023 |
| PAYMENT TOTALS |          |                                  |                                                                                                                           | £37,285.25 | £4,199.20 | £41,484.45 |      |             |

## BANKING PREPARED BY

Mark Turner

Date: 19 July 2023

## BANKING AUTHORISED BY

Cllr Holliday and Cllr Frohbieter

Date: 19th July 2023

## PAYMENT BY

Lisa Fearn

Date: 20th July 2023



03/07/2023

## Prestatyn Town Council

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| Virement Date: 28/06/2023                                                                                      |             |        |             |                           | Virement Ref No: 10 |                  |
|----------------------------------------------------------------------------------------------------------------|-------------|--------|-------------|---------------------------|---------------------|------------------|
| A/c Code                                                                                                       | Description | Centre | Description | Virement Description      | Amount Decreased    | Amount Increased |
| 4840                                                                                                           | Flower show | 800    | Grants      | Agreed FC 28June to4850   | 200                 |                  |
| 4850                                                                                                           | Car show    | 800    | Grants      | Agreed FC 28June from4850 |                     | 200              |
| Narrative: Agreed at Full Council meeting 28 Juno 2023 to meet with grant request for Classic Car Show 2023 LF |             |        |             | Virement Totals           | 200                 | 200              |

Prestatyn Town Council is a registered charity with the Charity Commission. The Council's financial statements are audited by the charity auditor, who is responsible for ensuring that the financial statements are true and fair. The Council's financial statements are available on the Council's website.





# **Prestatyn Town Council**

## **Financial Controls Policy July 2023**

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## General

Following the approval of Prestatyn Town Council's new Financial Regulations Policy by A.G.M. on 3 May 2023, a review has been undertaken of various methods by which payments are made to bring improvements and efficiencies in reducing errors to strengthen financial controls and reduce administration.

This document details the present situation surrounding payment methods for Standing Orders, Direct Debits, the BACS transactions settlement process, Cash, Debit Cards and Credit Cards, and highlights areas by which improvements may be made with recommendations, and enhance the Financial Regulations Policy to meet with specific requirements.

.....

## Part 1 – Automation of Regular Payments through Bankers Standing Order / Direct Debit

### Background Situation

Arrangements with most contractors to date have been to settle outstanding debt following receipt of invoice received either through the post or electronically. Only one existing contract (Francotyp Postilia – for the office franking machine) is settled through a perpetual direct debit method. Prior to May 2023, the Financial Regulations used by Prestatyn Town Council did not address the methodology to utilise settlement through banker's orders.

There are regular invoices from several suppliers that do not fluctuate on a monthly/quarterly basis (particularly those classed under contracts). These payments require prior approval before settlement which can delay the transfer of monies, which can be problematic to the provision of services. Some suppliers are now introducing administration surcharges if not settling by direct debit methodology.

### Action

Following the introduction of new Financial Regulations adopted by PTC at AGM in May 2023, more clarity is now given to allow the settlement of certain contractual obligations through electronic means, as opposed to monthly BACS payments.

- Clause 6.7 allows for certain utility-style bills (electricity, water, telephones etc) to be settled through direct debits.
- Clause 6.8 allows for certain other items to be settled through standing orders.

A full extract of the clauses from the Financial Regulations are shown in the Appendix.

A review is to be undertaken of existing contracts for which regular payments are made to consider the introduction of settlement through one of the two methods detailed above.

### Proposal

- Agreement must be made to initiate automated settlement with companies that fall within the parameters of clauses 6.7 and 6.8.
- Contact to be made with those suppliers approved to instigate direct debit payments with them moving forward.
- Alternatively, arrangements to be made to set up regular standing order payments to those companies that do not support direct debit payment methods, or do not fall within the remit of clause 6.7.
- The consideration in adding further contracts to the direct debit scheme or standing orders would be made by the Town Clerk/RFO and presented to the relevant committee on an individual basis as and when circumstances dictate for suitable authorisation.
- All automated settlement agreements will be reviewed in-line with contract expiry or at least every two years in line with clauses 6.7 and 6.8.

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## Part 2 – BACS transactions

### Present process

Upon the receipt of invoices for payment, these are checked against any appropriate Purchase Order that was previously authorised through the Financial Regulations procedures and then added to a monthly “BACS” spreadsheet, which is verified initially by the Town Clerk/RFO before authorisation is obtained from two councillors, then taken to the appropriate committee. This is in accordance with Financial Regulation section 5, for gaining approval to settle.

Once approval is received, settlement is then made using internet banking transfers online through Barclays Bank in accordance with Financial Regulation clause 6.10.

Verification of all transactions are then made and reconciled between the bank statements and the Omega accounting platform for month-end approvals.

### Proposal

The first part of the existing process to gain authority to pay is to remain unchanged.

A new method of processing through Barclays Bank, utilising the Barclays.Net system, will improve the settlement step and will add further checks/authorisations.

Authority has been granted to the Finance Officer and the Office Manager to access Barclays.Net online to view bank statements for reconciliation purposes and input any BACS list transactions approved for payment by the Town Clerk/RFO, through this online banking system. This authority will allow the payments in future to be bulk loaded online and await approval by the Town Clerk/RFO. Streamlining this process, enabling a secondary check to verify and using Omega will promote accuracy. This process also falls in line with Financial Regulation section 6.15 as the Town Clerk/RFO is appointed as Service Administrator and retains the authority to approve settlement of transactions with the authorisation of two councillors and the Town Council where appropriate.

.....



## Part 3 - Cash Handling

### Background and present process

In order to make minor purchases, a cash till is utilised at the council offices; this reduces the burden of completing Purchase Orders for items below a nominal sum and assists in the sporadic requirement to make local purchases at short notice. Cash funds are held in a cash till under the supervision and control of the Finance Officer who can access under the authorisation of the Town Clerk/RFO. The till is balanced monthly and reconciled to the Omega accounting system, which is evidenced and validated by the Town Clerk / Responsible Financial Officer on a monthly basis, in accordance with Standing Order regulation 20(a) and Financial Regulation clause 6.21.

Whilst access to funds in this manner cannot be removed completely, and a safe medium is required whenever cash is being presented to the office from clients, a reduction in the value of cash held at the office, by utilising other means of payment, is considered to be a more secure alternative.

Furthermore, local retail stores have become more amenable in accepting minor purchase payments by means of debit card transactions and many prefer this to cash.

An additional issue in utilising cash is a need to replenish cash holdings should the till float be depleted, which may temporarily raise the value of cash held on the premises and increase any associated risks.

### Proposal

Cash replenishment will be controlled through the use of a Debit Card to withdraw funds from the bank current account held with Barclays Bank. The limit of cash withdrawal is to be set at the maximum allowed as described under Financial Regulations clause 6.21, presently being £250.

All such transactions will form part of a monthly report which is described in more detail in the proposal for Part 4 – Debit Cards; identifying financial reconciliations between the method of payment or transfer, the PTC bank accounts and the Omega record will provide a robust system of authorisation and financial propriety.

.....

## Part 4 – Debit Cards

### Background and present process

At present a debit card is held by the Town Clerk /RFO, the use of which is restricted as the current account to which it is associated requires a funds transfer to be effected from the interest bearing deposit account on the processing day of a purchase to enable the transaction to complete. There is presently no figure detailed in the Financial Controls authorising the Town Clerk / RFO to facilitate the use of the debit card without prior consent from council, further restricting use of this medium.

### Action

Clauses 6.18 and 6.19 of the new Financial Regulations (see Appendix) refers to the use of Debit Cards; incorporating the use of these means of payment will help to reduce cash held in the office, at the same time allowing officers to undertake small purchases.

In addition to this, some online purchases that are required in the day-to-day operations for small items require settlement by means of a card payment. These forms of transaction are normally undertaken by means of credit cards (which also includes safeguarding by guarantee from the service provider), however they can usually also be undertaken using debit card methodology.

Whilst this will not fully address any need to replenish funds (a pre-paid debit card will need to be topped up) it does reduce further cash held in the office, with sole responsibility being in the hands of the cardholder. Additionally, should the debit card be lost or mislaid, record of its usage should be obtainable from the Bank and a replacement obtained with no loss of funds.

The Appendix includes copies of the relevant sections covering this matter.

### Proposal

The Town Clerk / Responsible Financial Officer currently has possession of a debit card issued by Barclays Bank on the current account of Prestatyn Town Council, which operates on a daily cleared balance of Zero to maximise interest attracted to funds held in the deposit account and falls in line with the current Investment Strategy Summary. To enable any purchases will require an initial manual transfer from the deposit account to the current account to cover the value, and this proposal is to accept Financial Regulations clauses 6.18 and 6.19, and in turn allow a waiver which allows the Town Clerk/RFO to enable purchases for items up to £500 required under normal office operations (providing such expenditure remains within pre-set budgetary limits), facilitated by transfers between the deposit and current accounts without prior consent from members; all transfers will be retrospectively evidenced and verified through normal month-end procedures and presented to the relevant council meeting accordingly using a suitable form to document authorisation.

.....

## Part 5 – Credit Cards

### Present Process

Financial Regulation clause 6.20 (see Appendix) specifically states the usage of a credit card to be held and utilised solely by the Town Clerk / Responsible Financial Officer. This card is to be cleared at each month end automatically.

Prestatyn Town Council already have this methodology in place, the credit card having been issued by Barclays Bank to the Town Clerk/RFO.

The section also prohibits the usage of personal cards by staff in day-to-day operations. Inclusion of pre-paid debit cards as detailed in the previous section would help to reduce the impact in adhering to this restriction should the Town Clerk not be available to settle immediate payment of small items that would normally be made utilising a cash till.

### Proposal

The credit card already exists and is available to the Town Clerk / RFO. The proposal is to make use of this facility moving forward, adhering to the regulations as detailed.

The credit card limit is currently set at £1000 which is considered sufficient for normal usage, and falls below the maximum amount already afforded to the Town Clerk / RFO under Financial Regulation, section 4.

All transactions undertaken using this medium will be retrospectively evidenced and verified through normal month-end procedures and presented to the relevant council meeting accordingly using a suitable form to document authorisation; identifying financial reconciliations between the method of payment or transfer, the PTC bank accounts and the Omega record to provide a robust system of authorisation and financial propriety.

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## Appendix

### Extract from Financial Regulations Section 6 – Instructions for the Making of Payments

6.7. *If thought appropriate by the Council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to Council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the Council at least every two years.*

6.8. *If thought appropriate by the Council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to Council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the Council at least every two years.*

6.18. *Any Debit Card issued for use will be specifically restricted to the Town Clerk/RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by Council or finance committee in writing before any order is placed.*

6.19. *A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Finance and Management committee. Transactions and purchases made will be reported to the Finance and Management committee and authority for topping-up shall be at the discretion of the Finance and Management committee.*

6.20. *Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the Town Clerk/RFO and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.*

### Annual Document Review Table

| Review Date | Committee Name       | Approved/Amended | Minute Number |
|-------------|----------------------|------------------|---------------|
| 26/07/23    | Finance & Management |                  |               |
|             |                      |                  |               |
|             |                      |                  |               |

Report of: Town Clerk / Responsible Financial Officer

Subject: Standing Orders and Direct Debits – automated payments

Date and meeting: Finance and Management Committee – 26<sup>th</sup> July 2023



### Foreward

This proposal follows acceptance of the Financial Controls Policy July 2023 to address and streamline the settlement process for payments to suppliers contracted by Prestatyn Town Council.

### Current Situation

Following the introduction of new Financial Regulations adopted by PTC at AGM in May 2023, more clarity is now given to allow the settlement of certain contractual obligations through electronic means, as opposed to monthly BACS payments.

- Clause 6.7 allows for certain utility-style bills (electricity, water, telephones etc) to be settled through direct debits.
- Clause 6.8 allows for certain other items to be settled through standing orders.

A review has now been undertaken of existing contracts for which regular payments are made to consider the introduction of settlement through one of the two methods detailed above.

### Recommendations

In line with the Financial Controls Policy July 2023, the following chart has now been drawn which details those existing contractual obligations which have been identified to convert from manual settlement methods to automated; clarification on the payment method may still be required. In addition;

- Contact is to be made with those suppliers approved by council to instigate either direct debit or standing order payments with them moving forward.
- Arrangements are to be made to set up regular standing orders to those companies that do not support direct debit payment methods, or do not fall within the remit of clause 6.7.
- All automated settlement agreements will be reviewed in-line with any planned contract expiry date or at least every two years in line with clauses 6.7 and 6.8 and re-presented to council as appropriate for agreement to continue.

Initiating these methods of payment will;

- Improve efficiencies in settlement with contractors, negating potential errors and delays, which could bear a financial cost.
- Reduce administration to authorise settlement of regular payments within the office.
- Comply with present Financial Regulations.



| Company                      | Service/relevant info        | Contact/e-mail/Account Reference | Contract Start date | Contract End date | s/o or d/d | Monthly | Quarterly | Half Yearly | Annually | Approx Annual Total | Main Nominal Ref |
|------------------------------|------------------------------|----------------------------------|---------------------|-------------------|------------|---------|-----------|-------------|----------|---------------------|------------------|
| Canda Copying Ltd            | Photocopier                  | 132503                           | 01/04/2021          | 31/03/2024        | s/o        |         | 110       |             |          | 440                 | 4470             |
| Vodafone                     | Mobile Phone                 | 7909581015                       | ongoing             | ongoing           | s/o        | 10      |           |             |          | 120                 | 4400             |
| G-force Communications Ltd   | Broadband & Call Charges     | 1003220                          | 01/06/2022          | ongoing           | s/o        | 139     |           |             |          | 1668                | 4400             |
| Denbighshire County Council  | Trade Waste collection       | 103004                           | ongoing             | perpetual         | d/d        |         | 170       |             |          | 680                 | 4490             |
| Croner Group                 | Croner & Bright              | 909646                           | 01/04/2023          | 13/04/2024        | s/o        | 232     |           |             |          | 2784                | 4460             |
| Cathedral Hygiene            | PTC Sanitary Unit            | 125739                           | 01/07/2023          | 30/06/2026        | s/o        |         | 65        |             |          | 260                 | 4490             |
| Restore Data shed            | Confidential Waste           | 4933695                          | 23/10/2019          | October           | s/o        |         | 70        |             |          | 280                 | 4490             |
| Restore Data shed            | Annual Duty of Care fee £75  | 4933695                          | 23/10/2019          | October           | s/o        |         |           |             | 75       | 75                  | 4490             |
| Obsidian                     | Office IT Microsoft services | n/a                              | 01/06/2023          | 30/06/2024        | s/o        | 202     |           |             |          | 2424                | 4460             |
| SSE - Electricity            | 7 Nant Hall Road             | 5453189315                       | ongoing             | 01/04/2025        | d/d        |         | 800       |             |          | 3200                | 4450             |
| SSE - Gas                    | 7 Nant Hall Road             | 9365099313                       | ongoing             | 01/04/2025        | d/d        |         | 1000      |             |          | 4000                | 4450             |
| Dwr Cymru / Welsh Water      | 7 Nant Hall Road             | 3732156201                       | ongoing             | perpetual         | d/d        |         |           | 120         |          | 240                 | 4440             |
| My Tidy Garden               | Gardens/floral               | n/a                              | ongoing             | 31/03/2024        | s/o        | 1792    |           |             |          | 21504               | 4600/4620        |
| Gleam Team Cleaning Services | Cleaning PTC Offices         | n/a                              | 29/04/2023          | 31/03/2024        | s/o        | 150     |           |             |          | 1800                | 4490             |

## ENVIRONMENTAL CONTRACT UPDATES JULY 2023

**BENCHES** – PTC have responsibility for 105 benches sited throughout the six wards. The Full Council agreed funding of £10,275 to refurbish eighty-eight of the benches. To date fifty-six of the benches have received attention and a further thirty-two benches are to be completed. Within the programme of updates two benches have been removed. The bench from Coed Bell Cemetery has been repaired and reinstated securely on site. A second bench from Fforddlas has been removed due to being unsafe. *If replaced note this is private land.*

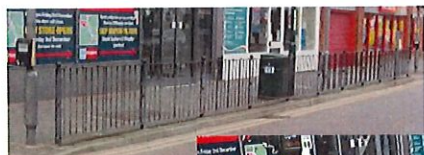


Ty Pendre Gardens  
04.05.23.

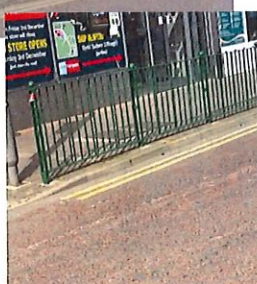


The benches are inspected monthly in line with the annual contract terms (condition of timber, metal frames, and fixings). A report is submitted as evidence with the invoice.

**STREET FURNITURE** – PTC paid £5000 for the painting of the High Street clock, fencing, five finger posts, and four vent posts with 'Prestatyn Green' paint and gold highlighting where applicable. Completion has been evidenced.



High Street  
26.04.23



Lower High Street  
26.04.23

**PLAY AREAS** – PTC funded a £5000 (2022/23 Budget) contribution toward the painting of play areas within Prestatyn & Meliden, as part of Recreational Open Space initiative through Denbighshire County Council. Completion has been evidenced.



South Avenue Play Area 17.03.23





Meliden Road 07.07.23

**NOTICE BOARDS** – new noticeboard installed in Meliden recently, we now have sixteen PTC noticeboards. The information is regularly updated with news and events. The noticeboard situated outside the PTC offices houses the required Agendas, Minutes and notices of the formal Council meetings as required.

All noticeboards are regularly inspected once a month for wear & tear or damage to ensure they are safe and can be easily used (for example when a lock/key no longer works). During the inspection, the noticeboards are cleaned, and photographs are taken to establish the current level of condition. Greengrass Services Ltd conduct the inspection, cleaning, and report in line with their annual contract. A report is submitted along with photographic evidence.

**ALLEYWAYS** – we have a contract in place for the inspection and cleaning of Gingers Alleyway and Jubilee Community Centre Alleyway. The contract covers the removal of litter, sharps, and weeds. Where graffiti and removing breakages is required as part of an emergency call out, a fee would be chargeable of £24 per hour per person. A report is submitted along with the invoice as evidence.

**BUS SHELTERS** – DCC (Planning, Public Protection & Countryside Services) have undertaken a comprehensive Bus Shelter Audit and determined that nine shelters need refurbishing at an estimated cost of £1500 each, three shelters need replacing at a cost of approximately £5000-£7000 each and four further shelters need removing. DCC are replacing flags and timetable cases for each of the bus shelters that require them through their Transport Officer (Public).

DCC hold the annual contract for the cleaning the bus shelters, the schedule is as follows.  
Monthly Apr- Oct Twice monthly Nov – Mar.

Note that they did the first cleaning in May free of charge whilst conducting the audit.



Coast Road 24.07.23



**LANDSCAPING** –My Tidy Garden hold the contract (started 26/04/23) for all the bedding, floral displays (flower beds, hanging baskets, tiers, and troughs), and gardens; planting, maintaining, watering, weeding, feeding, lawns, etc; Plantscape supplied the tiered planters, troughs, and hanging baskets. An additonal 20 hanging baskets were hired by bussinesses. Pottles supplied all the plants.



High Street outside Church 19.07.23



Lower High Street 16.07.23



Nant Hall Road 18.07.23



Top of High Street 18.07.23





Meliden outside Church 20.07.23



Behind Tu Mundo 20.07.23



Coast Road 11.07.23



Ty Pendre Gardens  
July 2023





Report of: Town Clerk / Responsible Financial Officer

Subject: Urgent repairs and maintenance report for PTC property

Date and meeting: Finance and Management Committee – 26<sup>th</sup> July 2023

## **PROPOSAL**

The following repairs and maintenance issues have recently been identified as critical requirements, involving associated costs as detailed, and Council approval is being sought to proceed with the resolutions as indicated in advance of any other work commencing.

### **1 – COMMUNITY CENTRES**

- Ty Caradoc Community Centre: the heating system in this building is now beyond economical repair, as all wall heaters have been disconnected for safety reasons and replacement parts can no longer be sourced. These needs completing before the seasonal change in weather to allow the community centre to function. There are insufficient funds available in the Community Centre Expenditure nominal 4660 (annual budget £6,000). However, the cost for this work can be met from the Environmental and Community nominal code 4730, the available balance at the beginning of July is presently standing at £20,000 (budget has a provision of £15,000/£2,500 for Community Support Officer). Three quotes have been sourced from reputable companies.
- Meliden Community Centre require new lighting throughout the property to improve efficiencies and electrical safety. Funding for this repair can be met from the Community Centre Expenditure nominal 4660, the available balance at the beginning of July presently standing at £4,429. Again, three independent quotes have been sourced for consideration.
- Jubilee Community Centre has suffered issues with their boiler system, and three quotes are being sought for replacement boiler to resolve this matter. This affects use of the kitchen and utility room. **A quote has been obtained from A Jones and Son, who presently undertake gas and boiler work for PTC, who advise that a new boiler fitted with a 12 year guarantee would cost £2,250. This figure could be reduced by approximately £400 should a lower 5 year guarantee be accepted. The cost could be met from nominal code 4930 with an available balance of £12,000 (earmarked for renovation work to Ty Pendre) or reserves if there are insufficient funds available under the Community Centre Expenditure nominal 4660.**

### **2 – OTHER ASSETS**

- Bus shelters – following a comprehensive audit undertaken by DCC (Planning, Public Protection & Countryside Services), 9 shelters have been identified requiring refurbishing at an estimated cost of £1,500 each, 3 shelters need replacing at a cost of approximately £5000-£7000 each and 7 shelters in total need removing, for which DCC are obtaining quotes. **The refurbishment costs for 6 shelters need to be met by PTC and DCC have agreed to pay for the other 3 together with replacement costs of 3 shelters together with the removal of 7 shelters.** Several additional shelters require attention but are not urgent currently. DCC are also replacing flags and timetable cases for each of the bus shelters that require them through their Transport Officer (Public).  
Costing for this project will have to be borne from reserve funds as this expense was not included in the budget for 2023/24. However, it is proposed that, to minimise costs for this year, the refurbishments are **undertaken over a 3-year plan (2 shelters per year), resulting in an initial outlay in 2023/24 of approximately £3,000.** Bus shelters nominal code 4645 currently has an available balance of £2,400 (after maintenance contract paid) which can partially cover the 2023 outlay.
- Residual Current Devices & Time Clock Controls – 14 units to be supplied and installed to improve safety and cost efficiency, which are required in advance of this year's festive lighting installation. Most of the cost for this project can be facilitated through the Festive Lighting Installation budget, which currently has £2,680 in uncommitted funds. However, electricity charges for the lights will need to be paid through the electricity account.  
**In addition, there are currently festive displays that should be installed in Meliden which cannot be utilised due to the omission of similar electrical connectivity. To correct this matter a further cost of £2,000 would be incurred and would have to be met from reserves.**





- Speed Indicator Devices – following the proposal of March 2023 a present costing per unit (1 per ward) of maximum £4,525 has been intimated, which includes all preparation costs and installation by DCC (£1,000) and supply of the unit (£3,525) which DCC will also arrange. PTC would cover any Public Liability responsibility.  
There were no funds set aside in this year's budget to cover for these SID's. It is proposed that, to reduce initial outlay, a maximum of two SID's are installed per year, over three years, costing approximately £9,050 per annum, and the funding for this year's installations will need to be met from reserves.

| Community Centres                                                                                | Issue                 | Company                   | Appx. Overall Cost to PTC | PTC Outlay 2023-24 | Year 2    | Year 3    |
|--------------------------------------------------------------------------------------------------|-----------------------|---------------------------|---------------------------|--------------------|-----------|-----------|
| Ty Caradoc                                                                                       | Replacement heating   | 1 A Jones & Son           | £8,166.67                 | c.£9000.00         | NIL       | NIL       |
|                                                                                                  |                       | 2 Clwyd Heating           | £8,395.00                 |                    |           |           |
|                                                                                                  |                       | 3 PHR                     | £9,850.00                 |                    |           |           |
| Meliden                                                                                          | Lighting              | 1 Prism                   | £1,750.00                 | c.£2000.00         | NIL       | NIL       |
|                                                                                                  |                       | 2 Nick Evans Electrical   | £2,047.20                 |                    |           |           |
|                                                                                                  |                       | 3 Sharp Electrical        | £1,115.00                 |                    |           |           |
| Jubilee                                                                                          | Replacement boiler    | A Jones & Son             | £2,250.00*                | £2,250.00*         | NIL       | NIL       |
| Other Assets                                                                                     |                       |                           |                           |                    |           |           |
| Bus Shelters                                                                                     | 9 x Refurbishments    | DCC - to pay for 3        | £9,000.00                 | £3,000.00          | £3,000.00 | £3,000.00 |
|                                                                                                  | 3 x Replacements      | DCC - to pay              | n/a                       | NIL                | NIL       | NIL       |
|                                                                                                  | 7 x Removals          | DCC - to pay              | n/a                       | NIL                | NIL       | NIL       |
|                                                                                                  | Non-urgent updates    | tbc                       | £25,500.00                | t.b.c.             | t.b.c.    | t.b.c.    |
| RCDs & Time Clock Control for festive lighting                                                   | High Street x 14      | Mega Electrical           | £3,360.00                 | t.b.c.             | NIL       | NIL       |
|                                                                                                  |                       | Highline Electrical Raven | £2,632.00 t.b.c.          |                    |           |           |
|                                                                                                  | Meliden x 8           | Mega Electrical           | £2,560.00                 | t.b.c.             | NIL       | NIL       |
|                                                                                                  |                       | Highline Electrical Raven | £1,944.00 t.b.c.          |                    |           |           |
| Speed Indicator Devices                                                                          | New installations x 6 | DCC                       | £27,150.00                | £9,050.00          | £9,050.00 | £9,050.00 |
| *Figure quoted is with 12 year guarantee, which can be reduced to £1,850 with a 5 year guarantee |                       |                           |                           |                    |           |           |

## OTHER CONSIDERATIONS

For awareness, a Health and Safety Report has recently been received which requires further clarification before presentation, however an indication of areas of concern are included in this report and will be updated once reviewed appropriately.

### Health & Safety Report – Summary of Costs

| H&S Report Reference & Description |                                                                                                                       | Provider                                | Cost         |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------|-----------------------------------------|--------------|
| 2.2                                | Portable Electrical Equipment testing (PTC, JUB, CARA, TYPEN)                                                         | 1<br>2<br>3                             | TBC          |
| 3.6                                | Emergency evacuation routes – signage (PTC, JUB, CARA, TYPEN)                                                         |                                         | *            |
| 3.15                               | Fire doors – repairs, gaps within tolerances & intumescent strips replaced where appropriate. (PTC, JUB, CARA, TYPEN) | 1<br>2<br>3                             | *            |
| 4.4                                | Emergency First Aid at Work (propose 2 people to cover absences)                                                      | St John's Ambulance (Birkenhead)        | £122.00 each |
| 4.5                                | First Aid Kits – two kits, one for each floor                                                                         | Amazon – First Aid Workplace Kit BS8599 | £15.95 each  |





|      |                                                                                                                                                             |              |        |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|--------|
| 5.3  | Electrical Installation Condition Report – 5 years                                                                                                          | Under review | £1155  |
| 5.5  | Building survey has determined asbestos presence (Report 103/1389) – requires a management plan (if external input there will be costs)                     | PARS Ltd     | TBC    |
| 5.7  | Hot water in downstairs toilet                                                                                                                              |              | TBC    |
| 5.11 | Replace/repair tripping hazard flooring throughout premises.                                                                                                | 1<br>2<br>3  | *      |
| 5.14 | Radon gas measurement – testing is based on ground floor rooms that are used routinely, which would primarily relate to the reception area and meeting room | Ukradon.org  | £22.00 |
| 5.18 | Review if adequate electrical sockets                                                                                                                       |              | *      |
| 7.2  | H&S signage; to be identified within Risk Assessments and to meet BS EN ISO 7010                                                                            |              | *      |

\*To be identified during Workplace Inspection

**NOTE THE ABOVE H&S RECOMMENDATIONS WILL NEED TO BE DUPLICATED IN ALL OTHER BUILDINGS OWNED BY PTC AS RESPONSIBLE LANDLORDS. This will be addressed in a separate document in due course.**

**NOTE ALL ELECTRICAL TESTING IS OVERDUE AND AWAITING QUOTES FOR ALL 5 BUILDINGS.**

**UPDATE TO ELECTRICAL TESTING 21 JULY;**

**Three companies have been approached for quotes and we have received the following information to date;**

| H&S Report Reference 5.3                                                                                                                                                                       | Issue                                                                                      | Company             | Appx. Overall Cost                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|---------------------|-----------------------------------------------|
| <b>Electrical works to all PTC properties, including;</b><br>- Council Office<br>- Meliden CC<br>- Jubilee CC<br>- Ty Caradoc CC<br>- Ty Pendre building<br>- Feeder pillar in Shopping Parade | <b>EICR certifications overdue and required for all premises (next review due by 2028)</b> | Highline Electrical | £1,155.00                                     |
|                                                                                                                                                                                                |                                                                                            | Mega Electrical     | £1,800.00                                     |
|                                                                                                                                                                                                |                                                                                            | Raven               | £2,820.00<br>(does not include feeder pillar) |



## RECOMMENDATIONS

The following recommendations are proposed to address the immediate repairs and maintenance as detailed above:

1 – Ty Caradoc Community Centre; accept quote from A Jones & Son and instruct them, on the caveat that their quote includes all costs to make good upon completion, to supply and install new central heating system immediately; cost to be charged to nominal code 4730.

2 – Meliden Community Centre; accept quote from Sharp Electrical and instruct them, on the caveat that their quote includes all costs to make good upon completion, to supply and install new lighting immediately; cost to be charged to nominal code 4660.

3 – Jubilee Community Centre; instruct A Jones & Son to supply and install new boiler with 12 year guarantee (as opposed to a 5 year guarantee); cost to be charged to nominal code 4660, which may require funding from reserves.

4 – Bus Shelters; agree to instruct DCC to refurbish the 9 bus shelters identified at a rate of 3 per year, at a cost of £1,500 each totalling £4,500 per financial year; cost to be charged through nominal code 4645 and overspend to be met from reserves; expenditure in future years are to be considered in budget reviews.

5 - Residual Current Devices & Time Clock Controls; agree to instruct MEGA to initiate the upgrades required to the devices identified and charge cost through nominal code 4610, any applied excess to be met from reserves.

6 - Speed Indicator Devices; agree to install two units at a cost of approximately £4525 each per financial year over a 3 year term, the wards and locations to be agreed separately, and the annual cost of £9050 to be charged to nominal code 4730; expenditure in future years to be considered in budget reviews.

7 – Electrical Installation Condition Report certification – as Prestatyn Town Council have a legal obligation as Landlord to ensure that all electrical certification is up to date, this work requires immediate resolution; agree to instruct Highline Electrical to undertake work as described at a cost of £1,155 to meet requirements; cost to be met from nominal code 4480 (Office Repairs and Maintenance) for office-related costs which should be within budget, and nominal code 4660 (Community Centre Expenditure) for all other costs which may require funding from reserves.

The following table explains the costing of these charges over the next three years.

| Asset location                                                                                   | Issue                    | Appx. Overall Cost | Nominal Code | PTC Cost 2023-24 | Potential Excess 2023-24 | Year 2    | Year 3    |
|--------------------------------------------------------------------------------------------------|--------------------------|--------------------|--------------|------------------|--------------------------|-----------|-----------|
| Ty Caradoc                                                                                       | Replacement heating      | £8,166.67          | 4730         | £8,166.67        | -                        | NIL       | NIL       |
| Meliden                                                                                          | Lighting                 | £1,115.00          | 4660         | £1,115.00        | -                        | NIL       | NIL       |
| Jubilee                                                                                          | Replacement boiler       | £2,250.00*         | 4660         | £2,250.00*       | -                        | NIL       | NIL       |
| <b>Other Assets</b>                                                                              |                          |                    |              |                  |                          |           |           |
| Bus Shelters                                                                                     | Refurbishments 3/year    | £9,000.00          | 4645         | £3,000.00        | £600.00                  | £3,000.00 | £3,000.00 |
|                                                                                                  | Non-urgent updates       | £25,500.00         |              | t.b.c.           |                          | t.b.c.    | t.b.c.    |
| RCDs & Time Clock Control                                                                        | High Street x 14 units   | £3,360.00          | 4610         | £3,360.00        | £680.00                  | NIL       | NIL       |
| Speed Indicator Devices                                                                          | New installations 2/year | £27,150.00         | 4730         | £9,050.00        | -                        | £9,050.00 | £9,050.00 |
| EICR                                                                                             | Certifications required  | £1,155.00          | 4480/4660    | £1,155.00        | -                        | NIL       | NIL       |
| *Figure quoted is with 12 year guarantee, which can be reduced to £1,850 with a 5 year guarantee |                          |                    |              |                  |                          |           |           |