PRESTATYN
TOWN COUNCIL

CYNGOR
TREF PRESTATYN

7 Nant Hall Road
Prestatyn
LL19 9LR

7 Ffordd Llys Nant
Prestatyn
LL19 9LR

21st September 2016

21ain Medi 2016

Dear Councillor

You are invited to attend a meeting of **FINANCE AND MANAGEMENT COMMITTEE** to be held in Council Chamber, Municipal Offices, Nant Hall Road, Prestatyn on **Wednesday 28th September 2016 upon rise of Town Planning Committee**

Yours sincerely

Nigel Acott

Town Clerk

Annwyl Gynghorydd

Fe'ch gwahoddir i gyfarfod y **PWYLLGOR CYLLID A RHEOLAETH** yn Siambr y Cygnor, Swyddfeydd y Cyngor, Ffordd Llys Nant, Prestatyn ar **Ddydd Mercher 28ain Medi 2016 pan ddaw'r Pwyllgor Cynllunio Tref i ben**

Yr eiddoch yn gywir

Nigel Acott

Clerc y Dref

1 APOLOGIES

2 PAID ACCOUNTS
Copy attached

3 SEABANK DRIVE COMMUNITY CENTRE PM 143 (2015/16)
To provide update on current position regarding Management Association

4 TOWN SHOPPER'S BUS SERVICE PM 57
Copy attached

5 FINANCIAL ESTIMATES 2017/18
To identify any significant plans or changes to service operations for consideration during preparation of financial estimates

6 EXCLUSION OF PUBLIC AND PRESS
To consider exclusion of Public and Press in accordance with Local Government Act 1972 Schedule 12A Parts 1 & 8

7 COMMUNITY EVENTS OFFICER
To consider future of this post
Copy attached

8 TOWN SUPPORT OFFICER
To consider future of this vacant post

9 STAFF

To report upon staff situation and update on actions pending

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

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

FM Agenda Item

PRESTATYN TOWN COUNCIL
CYNGOR TREF PRESTATYN

JUNE 2016

COMMUNITY DEVELOPMENT & REGENERATION COMMITTEE

		Total Excluding VAT	VAT	Total
A	General Services	£	£	£
705204	Helen Taylor - Art Sessions (03/06/16) - hlap	75.00		75.00
705219	Prestatyn Tennis Club - Tennis Session (03.06.16) - hlap	70.00		70.00
		145.00	0.00	145.00
B	Service Organisation / Grants s.137			
705193	Prestatyn in Bloom - s.137 Payment (F&M 01.06.16)	1,000.00		1,000.00
705216	Knockout Roadshow Ltd - Its' A Knockout Event (26.6.16)	1,850.00		1,850.00
705220	Colin McGivern (Events Medical Team) - It's A Knockout First Aider Cover	120.00		120.00
		2,970.00	0.00	2,970.00
C	Community / Environmental Services			
705186	Ruth Moore-Williams - Mind Music Sessions (4,11,18th May 2016) - MM	150.00		150.00
705201	Cycle Training Wales - Cycle Training Course x2 Volunteers - 27.05.16	110.00		110.00
705203	J Pritchard (Elwy Crafts) - Community Vegetable Growing Sessions x4 (May 2016)	300.00		300.00
		560.00	0.00	560.00
	Total for Development & Regeneration Committee (Community)	**3,675.00**	**0.00**	**3,675.00**

FINANCE AND MANAGEMENT COMMITTEE - EXPENDITURE

		Total Excluding VAT	VAT	Total
D	General Administration	£	£	£
705179	Community Health Development Manager-Register of Exercise Renewal 2016/17	40.00		40.00
705183	Mr Ron Bell - Interview Travel Expenses re: Town Events Officer Post	18.90		18.90
705187	High Street News - Publications @ 25/05/16	23.00		23.00
105188	Digitel Europe (T/a Inet) - Telephone Calls / Line Rental / Broadband (April 16)	129.36	25.87	155.23
705189	Francotyp Postalia Ltd - Franking Machine Credit	150.00		150.00
705190	Petty Cash	100.00		100.00
705195	Autoclock Systems Ltd - Clock Cards x200	41.00	8.20	49.20
705198	EukHost - Domain Renewal (Prestatyntowncouncil.gov.uk) - 2016/18	91.67	18.33	110.00
705206	Francotyp Postalia Ltd - Machine Rental (June to September 2016)	60.00	12.00	72.00
705209	Conrad Office & Art Ltd - Stationery Supplies	317.68	63.54	381.22
705212	Digitel Europe (T/a Inet) - Telephone Calls / Line Rental / Broadband (May 16)	131.29	26.26	157.55
705218	High Street News - Publications @ 25/06/16	23.00	0.00	23.00
Direct	Barclays Bank Fee re: x1 stopped cheque (705126 - Clos Brothers)	12.50		12.50
		1,138.40	154.20	1,292.60
E	Democracy			
				0.00
		0.00	0.00	0.00
F	Personnel			
705181	Nation Recruit - Agency Staff re: Clerical Support (w/e 29.05.16)	160.19	32.04	192.23
705185	Denbighshire County Council - Payroll re: May 2016	12,789.87		12,789.87
705200	Nation Recruit Ltd - Agency Staff re: Clercial Support (w/e 05.06.16)	202.83	40.57	243.40
705208	Nation Recruit Ltd - Agency Staff re: Clercial Support (w/e 12.06.16)	162.17	32.43	194.60
705214	Nation Recruit Ltd - Agency Staff re: Clercial Support (w/e 19.06.16)	192.23	38.45	230.68
705222	Nation Recruit Ltd - Agency Staff re: Receptionist (w/e 26.06.16 & w/e 29.06.16)	181.51	36.30	217.81
		13,688.80	179.79	13,868.59
G	Office Accommodation			
705178	Denbighshire County Council - Caretaker Recharges (23/9/15 to 16/12/15)	750.00		750.00
705182	Stephen R Tomlinson - Office Cleaning Services (27th Feb to 3rd April 2016)	608.00		608.00
705205	CEMMS - Window Cleaning at PTC Offices (May 2016)	21.50	4.30	25.80
705211	Clwyd Heating Ltd - Annual Maintenance Plan / Works to PTC Boiler	432.00	86.40	518.40
705221	SSE - Electricity and Gas Supplies to PTC Offices (March to June 16)	607.95	30.39	638.34
		2,419.45	121.09	2,540.54
H	Other Expenses			
		0.00	0.00	0.00
	Total for Finance and Management Committee	**17,246.65**	**455.08**	**17,701.73**

COMMUNITY DEVELOPMENT & REGENERATION COMMITTEE

EXPENDITURE		Total Excluding VAT	VAT	Total
I Town Regeneration (Services)		£	£	£
705180	Sherratt Landscapes - Contract Services for April 2016		138.00	138.00
	- Bus Shelter Maintenance x 43 per month	279.50		279.50
	- Notice Boards (Clean x19)	45.00		45.00
	- Notice Boards (Change x19)	45.00		45.00
	- Inspection of Art Works	20.00		20.00
	- Grounds Maintenance (Boulevard)	39.17		39.17
	- Grounds Maintenance (Pendre Memorial Gardens)	98.17		98.17
	- Windblown Litter Collection & Disposal (The Boulevard)	8.00		8.00
	- Windblown Litter Collection & Disposal (Pendre Memorial Gdns)	124.83		124.83
	- Windblown Litter Collection & Disposal (Town Council Offices)	30.34		30.34
705184	GK Evans - Replace Water Heater at Ty Pendre Community Building	220.15	44.03	264.18
705196	Mr R Michael - Window Cleaning Services @ Jubilee C.C. re: 06/06/16 - JCC	24.00		24.00
705199	Spotless Solutions - Cleaning at Jubilee C.C. x25 Visits @ 29/05/16 - JCC	305.00	61.00	366.00
705202	Sherratt Landscapes - Contract Services for May 2016		138.00	138.00
	- Bus Shelter Maintenance x 43 per month	279.50		279.50
	- Notice Boards (Clean x19)	45.00		45.00
	- Notice Boards (Change x19)	45.00		45.00
	- Inspection of Art Works	20.00		20.00
	- Grounds Maintenance (Boulevard)	39.17		39.17
	- Grounds Maintenance (Pendre Memorial Gardens)	98.17		98.17
	- Windblown Litter Collection & Disposal (The Boulevard)	8.00		8.00
	- Windblown Litter Collection & Disposal (Pendre Memorial Gdns)	124.83		124.83
	- Windblown Litter Collection & Disposal (Town Council Offices)	30.34		30.34
705207	Greengrass Services Ltd - Inspection and Maintenance of Alleyway at Church of Holy Spirit re: May 2016	25.00	5.00	30.00
705210	GK Evans - Electrical Works at Ty Pendre Community Building	378.32	75.66	453.98
705213	SSE - Electricity Supplies @ Ty Pendre Community Building (March to June 16)	89.94	4.49	94.43
705215	SR Tomlinson (Top Coat Painters & Decorators) - Maintenance & Painting of x22 Benches / Inspection / Paint Railings @ Ty Pendre	545.00		545.00
705217	Westlund - Ground Maintenance / Grass Cutting - Seabank Drive CC	220.00		220.00
		3,187.43	466.18	3,653.61
J Town Regeneration (Development)				
				0.00
		0.00	0.00	0.00
	Total For Community Development & Regeneration Committee (Services/Development)	**3,187.43**	**466.18**	**3,653.61**
	TOTAL EXPENDITURE FOR JUNE 2016	**24,109.08**	**921.26**	**25,030.34**

PRESTATYN TOWN COUNCIL
CYNGOR TREF PRESTATYN

JUNE 2016

INCOME

		A - C E & C	D - H Policy	I TRC (s)	J TRC (d)	VAT	Total Income £
01.06.16	Cheque 705126 (Clos Brothers) Missing in Post - Cancelled & Paid Back Into PTC Revenue A/c			406.57			406.57
03.06.16	It's A Knockout Team Entry Fees- x9 Teams re: Event - 26.06.16	900.00					900.00
03.06.16	Meliden Community Centre - Annual Rentals (2015/16 & 2016/17)			280.00			280.00
10.06.16	PTC Mayoral A/c - Reimburse PTC re: Presbyterian Church Coffee Morning	25.00					25.00
16.06.16	Bank Interest - a/c 836 (7th March to 5th June 2016)		57.29				57.29
20.06.16	Donations re: Hire of Ty Pendre (Various Organisations)			140.00			140.00
	Total Income for June 2016	**925.00**	**57.29**	**826.57**	**0.00**	**0.00**	**1,808.86**

PRESTATYN TOWN COUNCIL
CYNGOR TREF PRESTATYN

July 2016

COMMUNITY DEVELOPMENT & REGENERATION COMMITTEE

		Total Excluding VAT	VAT	Total
A	General Services	£	£	£
705252	Helen Taylor - Art Sessions (22/07/16) - hlap	171.00		171.00
		171.00	0.00	171.00
B	Service Organisation / Grants s.137			
705232	Traditional Fairground Company-Lifes A Beach 26.08.16	408.00		408.00
705247	Prestatyn Flower Show- (replacement cheque for 705194)	1,000.00		1,000.00
705248	Prestatyn & District Community Action Group (replacement cheque for 705191)	1,000.00		1,000.00
705249	Events Medical Team Lifes A Beach 26.08.16	350.00		350.00
705260	Vintage Bus Hire (26 August & 3 December 2016)	600.00		600.00
		3,358.00	0.00	3,358.00
C	Community / Environmental Services			
705230	J Pritchard (Elwy Crafts) - Community Vegetable Growing Sessions x3 (June 2016)	225.00		225.00
705234	Ruth Moore Williams-Mind Music 15.06.16	50.00		50.00
705239	George Evans-Musician (25 June & 6 July)	50.00		50.00
705240	Kings Hall Neuadd Y Brenin- Hire For Mind Music	240.00		240.00
705241	Fred Hobbs-History of Prestayn Books	180.00		180.00
705249	S D Edwards- Materials re: Mosaic Project	32.61		32.61
		777.61	0.00	777.61
	Total for Development & Regeneration Committee (Community)	**4,306.61**	**0.00**	**4,306.61**

FINANCE AND MANAGEMENT COMMITTEE - EXPENDITURE

		Total Excluding VAT	VAT	Total
		£	£	£
D	General Administration			
705225	Live Technologies-Computer It Support for May	220.00	44.00	264.00
705236	Petty Cash	100.00		100.00
705237	Francotyp Postalia Ltd - Franking Machine Credit	115.00	23.00	138.00
705250	Digitel Europe (T/a Inet) - Telephone Calls / Line Rental / Broadband (May 16)	133.30	26.66	159.96
Direct	Barclays Bank Fee re: x3 stopped cheque+ Commision charges	69.86		69.86
		638.16	93.66	731.82
E	Democracy			
				0.00
		0.00	0.00	0.00
F	Personnel			
705224	Denbighshire County Council - 1st Aid Refresher Course (SE)	40.00		40.00
705238	Denbighshire County Council - Payroll re: June 2016	12,913.08		12,913.08
705243	Nation Recruit Ltd - Agency Staff re: Clercial Support (w/e 03.07.16)	436.88	87.38	524.26
705258	Denbighshire County Council - Payroll re: July 2016	15,084.02		15,084.02
		28,473.98	87.38	28,561.36
G	Office Accommodation			
705235	CEMMS - Window Cleaning at PTC Offices (June 2016)	21.50	4.30	25.80
705242	OCS Group UK Ltd-July to September	98.94	19.79	118.73
705251	Jacksons Fire & Security- Alarm Systems & Security Services	131.00	26.20	157.20
		251.44	50.29	301.73
H	Other Expenses			
		0.00	0.00	0.00
	Total for Finance and Management Committee	**29,363.58**	**231.33**	**29,594.91**

COMMUNITY DEVELOPMENT & REGENERATION COMMITTEE

EXPENDITURE

		Total Excluding VAT £	VAT £	Total £
I	Town Regeneration (Services)			
705226	Sherratt Landscapes - June Maintenance of grounds,bus shelters, notice boards Littter pick	690.01	138.00	828.01
705227	Ms D Hamer-Seabank Centre Caretaker-July	400.00		400.00
705228	Spotless Solutions-Seabank Centre Cleaners	336.00		336.00
705233	Sherratt Landscapes - Maintenance of Notice Boards & Fittings	134.00	26.80	160.80
705245	SR Tomlinson (Top Coat Painters & Decorators) - Maintenance of public seats	487.26		487.26
705253	Drain Doctor-Seabank Drive	243.28	48.66	291.94
705254	Green Grass Services Ltd-Seabank Drive Alleyways	115.00	23.00	138.00
705255	Barclaycard - AON Insurance re: Seabank CC	1053.28		1,053.28
705284	Sherratt Landscapes - July Maintenance of grounds,bus shelters, notice boards Littter pick	2689.00	537.80	3,226.80
DD	Barclaycard -AON Insurance re: Seabank Insurance	1,053.27		1,053.27
		7,201.10	774.26	7,975.36
J	Town Regeneration (Development)			
705244	Denbighshire County Council-Promotional signs for A55	5,000.00	1,000.00	6,000.00
		5,000.00	1,000.00	6,000.00
	Total For Community Development & Regeneration Committee (Services/Development)	**12,201.10**	**1,774.26**	**13,975.36**
	TOTAL EXPENDITURE FOR JULY 2016	**45,871.29**	**2,005.59**	**47,876.88**

PRESTATYN TOWN COUNCIL
CYNGOR TREF PRESTATYN

July 2016

INCOME

	A - C E & C	D - H Policy	I TRC (s)	J TRC (d)	VAT	Total Income £
05.07.16 Knockout Events Donations	90.68					90.68
14.07.16 Ty Caradoc Community Centre			280.00			280.00
28.07.16 HLAP	500.00					500.00
06.07.16 Barclays Loyalty Refund		9.71				9.71
Total Income for July 2016	**590.68**	**9.71**	**280.00**	**0.00**	**0.00**	**880.39**

PRESTATYN TOWN COUNCIL
CYNGOR TREF PRESTATYN

AUGUST 2016

COMMUNITY DEVELOPMENT & REGENERATION COMMITTEE

		Total Excluding VAT	VAT	Total
		£	£	£
A General Services				
705266/	Helen Taylor - Art Sessions (29/07/16) - hlap	75.00		75.00
73/86/98/310	Helen Taylor - Art Sessions (05/12/19/26/08.16) - hlap	300.00		300.00
705311	Alys McDonald-Street Dance August-hlap	216.75		216.75
705312	Kick it-hlap	118.75		118.75
705314	Lesley Wilde-Griffiths-Swimming Lessons-hlap	365.00		365.00
705219	Prestatyn Tennis Club - Tennis Session - hlap	150.00		150.00
		1,225.50	0.00	1225.50
B Service Organisation / Grants s.137				
705261	Music Mine Studios-August High Street Entertainment (04/011/018/25.08.16)	1,225.00		1,225.00
705262	Glen Mitchell-Lifes a Beach 26.08.16	120.00		120.00
705263	Magico-Lifes A Beach 26.08.16	75.00		75.00
705265	Katie Sheridan-Lifes A Beach 26.08.16	70.00		70.00
705267	Daydream Designs-Lifes A Beach 26.08.16	22.50	4.50	27.00
705282	Prestatyn Classic Car Show	650.00		650.00
705283	Prestatyn Carnivlal Association	1,650.00		1,650.00
705290	Mr B Kenny-Cross Foxes-Lifes A Beach 26.08.16	75.00		75.00
705291	Cornerstone Security Consultants Ltd-Lifes A Beach 26.08.16	550.00	110.00	660.00
705296	King Of The Castles-Bouncy Castle Hire-Lifes A Beach 26.08.16	65.00		65.00
705297	Lee Davies-Milton Wilbur (Live Band)-Lifes A Beach 26.08.16	400.00		400.00
705300	Katie Sheridan-Lifes A Beach 26.08.16	100.00		100.00
705301	Ukanumi-Circus Skills Workshop Lifes A Beach 26.08.16	200.00		200.00
705305	David Barker-Lifes A Beach 26.08.16	100.00		100.00
705306	Mike Lewis (DJ Kuta)-Lifes Beach 26.08.16	250.00		250.00
705313	Clive Beattie-Lifes A Beach 26.08.16	160.00		160.00
		5,712.50	114.50	5,827.00
C Community / Environmental Services				
705276	Ruth Moore-Williams - Mind Music Sessions (13 & 27th July) - MM	100.00		100.00
705277	J Pritchard (Elwy Crafts) - Community Vegetable Growing Sessions x4 (July 2016)	300.00		300.00
705280	Malcolm Wilkinson-Instant Print	32.16	0.83	32.99
705296	George Evans-Musician	75.00		75.00
705309	DCC-Y Morfa Allotment Rental 2016.17	50.00		50.00
		557.16	0.83	557.99
	Total for Development & Regeneration Committee (Community)	**7,495.16**	**115.33**	**7,610.49**

FINANCE AND MANAGEMENT COMMITTEE - EXPENDITURE

		Total Excluding VAT	VAT	Total
D	General Administration	£	£	£
705269	Canda Copying Ltd - August	383.88	76.78	460.66
705270	Conrad Office & Art Ltd - Stationery Supplies	142.76	28.56	171.32
705278	Schwarz Opticians -Re-embursement for Eye Test (NA)	25.00		25.00
705289	F Lewis - Interview travel expenses Re: Town Events Officer	10.44		10.44
705299	Crescent Press-Provision of Flyers	75.00		75.00
705304	High Street News - Publications @ 20.08.16	46.00		46.00
705293/4	Petty Cash	300.00		300.00
Direct	Commission Charges to Barclays Bank	47.32		47.32
Direct	Barclays Bank Fee re: x1 stopped cheque	12.50		12.50
		1,042.90	105.34	1,148.24
E	Democracy			
705275	Ms Sian Jones-Translation Services	17.55		17.55
		17.55	0.00	17.55
F	Personnel			
705281	Nation Recruit - Agency Staff re: Clerical Support (w/e 17,24 & 31 July)	480.84	96.17	577.01
705285	Nation Recruit Ltd - Agency Staff re: Clercial Support (w/e 07.08.16)	160.24	32.05	192.29
705288	Nation Recruit Ltd - Agency Staff re: Clercial Support (w/e 14.08.16)	109.15	21.83	130.98
705292	Ms Sue Edwards-Membership of BACPR (Cardiac Rehab)	31.50		31.50
705302	Nation Recruit Ltd - Agency Staff re: Clercial Support (w/e 14 & 21.08)	227.18	45.44	272.62
705307	Denbighshire County Council - Payroll re: August 2016	14,924.25		14,924.25
		15,933.16	195.49	16,128.65
G	Office Accommodation			
705264	CEMMS - Window Cleaning at PTC Offices (july 2016)	21.50	4.30	25.80
705309	DCC-Maintenance of Flower Beds	25.92		25.92
705303	SR Tomlinson (Top Coat Painters & Decorators) - Maintenance	315.00	9.50	324.50
		362.42	13.80	376.22
H	Other Expenses			
		0.00	0.00	0.00
	Total for Finance and Management Committee	**17,356.03**	**314.63**	**17,670.66**

COMMUNITY DEVELOPMENT & REGENERATION COMMITTEE

EXPENDITURE

		Total Excluding VAT £	VAT £	Total £
I	Town Regeneration (Services)			
705268	Sherratt Landscapes-Remove broken glass from bus shelter at ffordd Penrhwylfa	50.00	10.00	60.00
705271	GSL-Litter Picking- Alleyway by Seabank Drive CC- June 2016	25.00	5.00	30.00
705272	Ms Sue Edwards-Re-embursement for Flowers re: Planter	9.98		9.98
705274	Rich Brothers-Repairs to Roof at Seabank Drive CC	235.00	47.00	282.00
705202	Sherratt Landscapes - Floral beds/baskets/planters- Summer 2016	10528.41	2105.68	12,634.09
705284	Sherratt Landscapes - Contract Services-July 2016. Notice boards/litter/bus shelters	690.01	138.00	828.01
705287	GSL-Litter Picking - Alleyway by Seabank Drive CC - July 2016	25.00	5.00	30.00
DD	Barclaycard - AON re: Seabank Drive CC	1,053.28		1,053.28
		12,616.68	2,310.68	14,927.36
J	Town Regeneration (Development)			
				0.00
		0.00	0.00	0.00
	Total For Community Development & Regeneration Committee (Services/Development)	**12,616.68**	**2,310.68**	**14,927.36**
	TOTAL EXPENDITURE FOR AUGUST 2016	**37,467.87**	**2,740.64**	**40,208.51**

PRESTATYN TOWN COUNCIL
CYNGOR TREF PRESTATYN

AUGUST 2016

INCOME	**A - C E & C**	**D - H Policy**	**I TRC (s)**	**J TRC (d)**	**VAT**	**Total Income £**
04.08.16 VAT Refund					4,750.71	4,750.71
04.08.16 Loyalty Refund-Direct by Barclays		14.20				14.20
19.08.16 Event Donations -Town Centre	105.86					105.86
30.08.16 Event Donations-Lifes A Beach	131.13					131.13
24.08.16 Receipt Refund-Direct by Barclays		55.77				55.77
30.08.16 DCC Precept		152,767.00				152,767.00
Total Income for August 2016	**236.99**	**152,836.97**	**0.00**	**0.00**	**4,750.71**	**157,824.67**

PRESTATYN TOWN COUNCIL
CYNGOR TREF PRESTATYN

EXPENDITURE
BUDGET STATEMENT @ 30TH JUNE 2016

EXPENDITURE CODE	ESTIMATE 2016/17	APRIL JUNE	JULY SEPTEMBER	OCTOBER DECEMBER	JANUARY MARCH	TOTAL	BUDGET REMAINING
	£	£	£	£	£	£	£
A General Services	4,250	796.33				796.33	3,454
B Service Organisations / Grants s.137	31,500	8,110.00				8,110.00	23,390
C Community / Environmental Services	17,500	2,150.40				2,150.40	15,350
D General Administration	34,100	9,294.54				9,294.54	24,805
E Democracy	7,450	3,307.20				3,307.20	4,143
F Personnel	204,100	27,403.18				27,403.18	176,697
G Office Accommodation	13,750	6,083.01				6,083.01	7,667
H Other Expenses	3,000	0.00				0.00	3,000
I Town Regeneration (Services)	99,000	3,812.62				3,812.62	95,187
J Town Regeneration (Development)	109,995	25,401.50				25,401.50	84,594
VAT		5,334.16				5,334.16	-5,334
	524,645	91,692.94	0.00	0.00	0.00	91,692.94	432,952

EXTERNALLY FUNDED	APRIL JUNE	JULY SEPTEMBER	OCTOBER DECEMBER	JANUARY MARCH	TOTAL
A Grant aid works					0.00
B Grant aid works					0.00
C Grant aid works	3,811.48				3,811.48
D Grant aid works					0.00
E Grant aid works					0.00
F Grant aid works					0.00
G Grant aid works					0.00
H Grant aid works					0.00
I Grant aid works	4,400.37				4,400.37
J Grant aid works					0.00
Total Grants	8,211.85	0.00	0.00	0.00	8,211.85
Total Cash Book	99,904.79	0.00	0.00	0.00	99,904.79

COMMITMENTS 2016/17

Minute No	Exp Code		£
213(1)12/13	J4	Tourism Signage A55	5,000
142/11	J13	BMX Pump Track Project (PTC/DCC)	20,000
81/14	J4	Tourism Frames (TCP grant)	6,651
81/14	D15/J5	Interactive Business/Promotions (TCP grant)	3,240
42/15	C20	Coed y Morfa Signs	380
78/15	C20	Mind Music 2016 (Lottery Grant)	4,837
			40,108

CYNGOR TREF PRESTATYN

INCOME
BUDGET STATEMENT @ 30TH JUNE 2016

		Estimate 2016/17	APRIL JUNE	JULY SEPTEMBER	OCTOBER DECEMBER	JANUARY MARCH	TOTAL
A-C	General Purposes		£	£	£	£	£
	Donations/Grants	15,000	8,611.83				8,611.83
	Town Events		900.00				900.00
D-H	Finance and Management						
	Bank Interest	2,000	57.29				57.29
	HM Customs (VAT)	27,000	5,079.06				5,079.06
	Other income	1,500	0.00				0.00
	Precept	455,680	152,767.00				152,767.00
I-J	Town Development						
	Donations		275.00				275.00
	Community Centres	420	280.00				280.00
	Grants / Other	10,000	3,937.57				3,937.57
	Total Income	511,600.00	171,907.75	0.00	0.00	0.00	171,907.75

External Funding-Grants/Recharges
April- June 2016

Date	Cheque	Detail	Project	Amount	Eligible Recharges	Externally Funded	Code
17.04.16	705128	Hampshire Flag	TCP	191.50	191.50	191.50	J4A
21.04.16	705132	D. Hamer	SCM	400.00	400.00	400.00	I1A
28.04.16	705137	Lite (Catenary)	TCP	1,210.00	1,210.00	1,210.00	I4A
				1,801.50	1,801.50	1,801.50	

Date	Cheque	Detail	Project	Amount	Eligible Recharges	Externally Funded	Code
02.05.16	705139	Ruth Moore Williams	Mind Music	100.00	100.00	100.00	C17A
05.05.16	705145	Kings Hall	Mind Music	120.00	120.00	120.00	C17A
10.05.16	705147	Northern Polytunnel Suppl	GYM	2,846.77	2,846.77	2,846.77	C17A
10.05.16	705149	Elwy Valley Crafts	GYM	190.71	190.71	190.71	C20A
16.05.16	705152	Spotless Solutions	SDCC	387.60	387.60	387.60	I7A
16.05.16	705153	R Michael	SDCC	48.00	48.00	48.00	I7A
24.05.16	705165	Presents With A Differenc	Mind Music	9.00	9.00	9.00	C17A
24.05.16	705170	D Hamer	SDCC	500.00	500.00	500.00	I1A
26.05.16	705174	DCC Planning	GYM	95.00	95.00	95.00	C17A
				4,297.08	4,297.08	4,297.08	

Date	Cheque	Detail	Project	Amount	Recharges	Funded	Code
03.06.16	705186	Ruth Moores Williams	Mind Music	150.00	150.00	150.00	C17A
07.06.16	705199	Spotless Solutions	SDCC	366.00	366.00	366.00	I7A
08.06.16	705203	Elwy Valley	GYM	300.00	300.00	300.00	C20A
08.06.16	705196	R.Michael	SDCC	24.00	24.00	24.00	I7A
30.06.16	705217	Westlund	SDCC	220.00	220.00	220.00	I7A
				1,060.00	1,060.00	1,060.00	

CR=Cardiac Rehab (100%)
TAP = Town and Area Plan Project (100%)
TCP=Town Centre Partnership(100%)
GYM=Gwynt Y Mor-Allotment Project (90%)
Big Lottery Mind Music (100%)
SDCC=Seabank Drive Community Centre (100%)

DRAFT

57 TOWN SERVICE BUS No.38

Council had received notice from Denbighshire Couny Council that the commerical operator had recently given notice to quit service 38 town service on Tuesday 13th September 2016. A special County Member Area Group meeting had been called earlier this week and Town Councillors invited to attend.

Denbighshire County Council officals had confirmed that no public subsidy was available for this service although County Council would be reviewing their policy on discretionary support for transport services later this month.

It was also reported by County officials that the main service users of the town service were bus pass holders (99% of service users) and to date no other bus companies were in a position to take over the commerical loss maiking route. Some usage figures were available from DCC but they showed little income other than via concenary bus pass travel. Both County and Town Councillors had been lobbied about retention of town service and a petition had been presented to County and bus operator.

Committe was informed that the bus operator had today contacted Town Council indicating that they would consider a reduced service if some form of additional financial support could be provided albeit on a temporary trial basis.

RESOLVED

1. That information from Voel Coaches be forwarded to passenger transport services, Denbighshire County Council (DCC).

2 That DCC be asked if they have any alternative plans in place and/or if they would be willing to support reduced town service operation subject to Traffic Commissioners agreement.

3 That in event DCC cannot make alternative service provision that Town Council consider a short trial service in partnership with Voel Coaches.

Financial/Legal Implications: £2100 has been allocated in Town Centre Partnership to help develop shoppers bus service. Transport Act 1985 and local Ratey Act 1997

Chairman______________________________

PRESTATYN TOWN COUNCIL

CYNGOR TREF PRESTATYN

JOB DESCRIPTION

JOB TITLE:	Community Events Officer
REPORT TO:	Town Clerk/Financial Officer
POSITION:	20 hrs per week – part-time temporary post (to include occasional evening and weekend work). Three/six month secondment opportunity.
SALARY:	SCP 24 -31 £21,530 - £27,123 pro rata £11,637 -£14,661pa plus local government pension NJC terms and conditions apply

PURPOSE OF JOB

To help develop community based events and initiatives to help regenerate town's economy and community/business participation. To assist Town Clerk Clerk/Financial Officer with grant funded projects as required.

Management of information systems relating to "Whats'At Prestatyn" web site, social media and use of creative publisher software. To cascade knowledge of modern technology throughout workplace and project assistance as required.

Development of corporate events, community support and cooperation with Denbighshire County Council, Economic Regeneration and Tourism/Marketing Teams.

PRINCIPAL ACCOUNTABILITIES

1. To develop and deliver with other parties/contractors annual programme of local community events

2. To engage with local groups, businesses and community agencies under the direction of Town Clerk/Financial Officer or other nominated manager.

3. Assistance with branding, marketing and promotional events organised by Town Council and/or in partnership with other parties.

4. To assist with maintenance and development of "At Prestatyn" website and social media including construction of online survey data collection and interpretation.

5. To ensure details of events, licensing approvals, insurance and other statutory requirements are in place prior to activity. Risk assesments to be completed for all town events when required.

6. To liaise with funding partners to help gain sponsorship for future actvities, projects and events.

7. To maintain accurate records and details of events correspondences etc. Provision of efficient administrative and financial support systems relevant to activities of post.

8. Regular contact and reporting to Community Development and Regeneration Commitee on events programme and outcomes

9. To develop working relationships with local media and recognise importance of good crisis management in relation to external events.

10. Any other similar duties consistent with scale and terms of post.

VISION CONTEXT

The post is designed to enhance town's corporate working and support of community based events. Successful working relationships between council and businesses are required to maximise town's growth potential. Development of quality internal and external working relationships and first class communications systems is essential.

The post requires a certain amount of physical activity, occasional weekend and outside working.

CONTACTS

Internal - Town Clerk/Financial Officer and Town Centre Manager
Other members of staff and trainees
Local Councillors
Volunteers

External – Denbighshire County Council
Prestatyn Business Forum
Local Organisations
Voluntary Bodies
General Public
Welsh Assembly Government
External Funding Providers

KNOWLEDGE AND EXPERIENCE

A knowledge of local government work and general financial processes essential. High level of communication skill and educational ability essential.

Experience of computerised systems, word processing, numerate accuracy, publisher and working under pressure and to strict deadlines required.

Degree level qualification in relevant discipline e.g Events Management, Marketing Promotions and Publicity, Finance and Business Management

Proven track record of events management

Experience of working under pressure at high level of business whilst meet multiple service challenges within strict deadlines required

DIMENSIONS

Council expenditure £524,645 plus external grants to assist with indvidual projects.

Council will engage external partners to assist in community development work.

ORGANISATION

Prestatyn Town Council is a customer focused organisation developing locally based community/environmental services for the benefit of the town's residents, businesses and visitors.

18 unpaid elected Town Councillors, 2 full-time, 5 part-time staff plus trainees.
Engages service contractors and other support services as required..

Signed ______________________
(Community Events Officer

Signed ______________________
(Town Clerk/Financial Officer)

Date ______________________

Date ______________________

File Ref: 04.04.16