PRESTATYN
TOWN COUNCIL

7 Nant Hall Road
Prestatyn
LL19 9LR

2nd July 2024

Dear Councillor

**You are invited 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 10th July 2024 Upon rise of Community Development and Regeneration Committee.**

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

Yours Sincerely
Nigel Acott
Locum Town Clerk

1 **APOLOGIES**

2 **DECLARATIONS OF INTEREST**
To receive notice of Councillors personal and/or prejudicial interest in tonight's proceedings.

3 **PUBLIC PARTICIPATION**

4 **FINANCIAL EXPENDITURES**
Appendix i SODD01, and PrevYear
Appendix ii BACS 1, BACS 2, BACS 3, BACS 4, BACS 5, M1, P1, P2, and P3

5 **ACCOUNTS APRIL AND MAY 2024**
Appendix iii April 2024 M1 Inc & Exp, Bal Sheet, and Trial Bal
Appendix iv May 2024 M2 Inc & Exp, Bal Sheet, and Trial Bal

6 **ANNUAL RETURN 2023/2024**
Appendix v

To: All Town Councillors
All County Councillors
Public Notices

CYNGOR TREF
PRESTATYN

7 Ffordd Llys Nant
Prestatyn
LL19 9LR

2il Gorffennaf 2024

Annwyl Gynghorydd

**Fe'ch gwahoddir i gyfarfod y PWYLLGOR CYLLID A RHEOLAETH yn Y Siambrau, Cyngor Tref Prestatyn,7 Ffordd Llys Nant, Prestatyn ar Ddydd Mercher 10fed Gorffennaf 2024 pan ddaw'r cyfarfod Pwyllgor Datblygu ac Adfywio Cymuned i ben.**

**Os byddwch angen mynychu ar-lein, cysylltwch â'r swyddfa os gwelwch yn dda.**

Yn gywir iawn
Nigel Acott
Clerc y Dref Locwm

1 **YMDDIHEURIADAU**

2 **DATGANIADAU O DDIDDORDEB**
Derbyn hysbysiad am ddiddordebau personol a/neu ragfarnus y Cynghorwyr yn nhrafodion y cyfarfod heno.

3 **CYFRANOGAETH Y CYHOEDD**

4 **GWARIANNAU ARIANNOL**
Atodiad i ASDU01, a'r Flwyddyn Flaenorol
Atodiad ii BACS 1, BACS 2, BACS 3, BACS 4, BACS 5, M1, P1, P2, a P3

5 **CYFRIFON EBRILL 2024**
Atodiad iii Ebrill 2024 M1 Incwm a Gwariant, Mantolen, a Mantolen Brawf
Atodiad iv Mai 2024 M2 Incwm a Gwariant, Mantolen, a Mantolen Brawf

6 **DATGANIAD BLYNYDDOL 2023/2024**
Atodiad v

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

# Standing Orders and Direct Debits

List of automated transactions processed through Barclays Bank for the month of Jun-24 SODD02

| Ref; | Method (S/O, D/D) | Date of Payment/ Transaction | Payee | Description | Invoice Ref | Contract Order | Nominal Code(s) | 24/25 Contract Value | This bill amount GROSS | Breakdown - VAT | Breakdown - NET | Contract Reducing Value |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| BDD1 | DC | 05-Jun | SSE Energy Nant Hall gas | 15/02-15/05/2024 | IV00944492 | AGR0261563 | 4450 | £2,700.00 | £911.15 | £43.39 | £867.76 | £1,832.24 |
| | | | | | | | 4450 | | -£369.73 | -£17.61 | -£352.12 | |
| | | | | | | | | | | | | |
| | | | | | | | TOTAL | | £541.42 | £25.78 | £515.64 | |

Dated 26 June 2024

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Town Clerk / Responsible Financial Officer

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Chair

Item 4 Appendix i

PRESTATYN TOWN COUNCIL

INVOICES FOR PAYMENT BY ONLINE BANKING METHODS

2024 - PrevYear

| BACS REF | Invoice DATE | PAYEE | DETAILS / INVOICE Nos. ETC | NON-VAT | VAT @20% | TOTAL PAID | EXP CODE (FOR OFFICE USE ONLY) Nominal | Additional Processing Notes |
|---|---|---|---|---|---|---|---|---|
| 01/PrevYear | 23/03/24 | Ffrith Bowl Centre | FBC-23/02 Juniors coaching balance at the end of March | £60.00 | £0.00 | £60.00 | 4720 | PO8662023 |
| 02/PrevYear | 02/04/24 | Canda Copying Ltd | 469128 Meter reads from 28/12 to 28/03/2024 | £467.69 | £93.54 | £561.23 | 4330 | PO8752023 |
| 03/PrevYear | 31/03/24 | Salford Children | 226JW2024/TC - March 24 Warm Hub | £881.00 | £0.00 | £881.00 | 4750 | PO2702023 |
| 04/PrevYear | 28/03/24 | The Pay Role Ltd | 2023148 - March payroll service | £36.00 | £0.00 | £36.00 | 4030 | PO8712023 |
| 05/PrevYear | 27/03/24 | Deva Church | 0025 Warm Hub 19 and 26 March 2024 | £196.00 | £0.00 | £196.00 | 4750 | PO8652023 |
| 06/PrevYear | 28/03/24 | Gleam Team | 18878 March office clean | £170.00 | £34.00 | £204.00 | 4490 | PO8672023 |
| 07/PrevYear | 31/03/24 | Sadie Clarke | March 24 Milage claim One Voice Wales awards | £115.65 | £0.00 | £115.65 | 4040 | PO8692023 |
| 08/PrevYear | 27/03/24 | One Voice Wales | One Wales Awards ticket, 2 attendees | £60.00 | £0.00 | £60.00 | 4050 | PO8682023 |
| 09/PrevYear | 28/03/24 | Festival Church | 28 March Warm Hub | £168.00 | £0.00 | £168.00 | 4750 | PO8762023 |
| 10/PrevYear | 20/03/24 | Jubilee Prestatyn North West | 03/2024 06 and 20 March Warm Hub | £132.50 | £0.00 | £132.50 | 4750 | PO8802023 |
| | | | PAYMENT TOTALS | £2,286.84 | £127.54 | £2,414.38 | | |

| | | |
|---|---|---|
| BANKING PREPARED BY | Bea Shaw | Date: 10/04/2024 |
| BANKING AUTHORISED BY | Carol Holliday / Rob Murray | Date: 10/04/2024 |
| PAYMENT BY | Carol Holliday | Date: 11/04/2024 |

Item 4 Appendix ii

PRESTATYN TOWN COUNCIL

## INVOICES FOR PAYMENT BY ONLINE BANKING METHODS

**2024 - BACS 01**

| ACS REF | Invoice DATE | PAYEE | DETAILS / INVOICE Nos. ETC | NON-VAT | VAT @ 20% | TOTAL PAID | EXP CODE (FOR OFFICE USE ONLY) Nominal | Additional Processing Notes |
|---|---|---|---|---|---|---|---|---|
| 1 | 01/04/24 | Denbigh CC | 802109730 Rent Pentre Gardens Prestatyn | £5.00 | £0.00 | £5.00 | 4660 | CON32024 |
| 2 | 01/04/24 | Benefits Advice Shop | Grant fund- S144 approval Full Council minutes 277 page 88 | £2,500.00 | £0.00 | £2,500.00 | 4870 | |
| 3 | 01/04/24 | Friends of Ffrith | Grant fund- S144 approval Full Council minutes 279 page 88 | £1,000.00 | £0.00 | £1,000.00 | 4810 | |
| 4 | 01/04/24 | Friends of the Prestatyn Railway Station | Grant fund- S144 approval Full Council minutes 281 page 88 | £1,000.00 | £0.00 | £1,000.00 | 4810 | |
| 5 | 02/04/24 | Canda Copying Ltd | 468694 April-June rental | £110.00 | £22.00 | £132.00 | 4330 | CON12024 |
| 6 | 01/04/24 | Rialtas | SM30106 Annual Omega License | £999.00 | £199.80 | £1,198.80 | 4220 | CON22024 |
| 7 | 04/04/24 | Amazon | 1M6P-XJQL-F9DQ office chairs | £299.95 | £59.99 | £359.94 | 4900 | PO132024/ PO3562023 |
| 8 | 03/04/24 | Amazon | GB4BS0XABEY - blue towel, notepads, etc | £70.18 | £14.03 | £84.21 | 4330 | PO142024/ PO3572023 |
| 9 | 02/04/24 | Amazon | GB41IPRJABEI - notebooks | £4.99 | £1.00 | £5.99 | 4330 | PO142024/ PO3572023 |
| 10 | 02/04/24 | Amazon | 144283080 - ID holders and lanyards | £11.25 | £2.25 | £13.50 | 4330 | PO142024/ PO3572023 |
| 11 | 02/04/24 | Amazon | 12400 - cellopate rolls | £11.58 | £2.32 | £13.90 | 4330 | PO142024/ PO3572023 |
| 12 | 02/04/24 | Amazon | 90203 - blue tack | £9.36 | £1.87 | £11.23 | 4330 | PO142024/ PO3572023 |
| 13 | 03/04/24 | Helen Taylor | Easter 24 - Meliden Community and PTC | £216.66 | £0.00 | £216.66 | 4700 | PO32024, 72024/ PO2972023 |
| 14 | 04/04/24 | BEAUFORT Park Hotel | 25 April meeting Lisa Fearn with Marches | £174.00 | £34.80 | £208.80 | 4210 | PO3772023/ PO152024 |
| | | This Item has been removed | | | | | | |
| 16 | 10/04/24 | Cllr Holliday | Costco Receipt annual membership | £22.00 | £4.40 | £26.40 | 4220 | PO162024 |
| 17 | 27/03/24 | North and Mid Wales Association Of Local Council | 15/04 meeting | £46.00 | £0.00 | £46.00 | 4130 | PO172024 |
| 18 | 06/04/24 | Croner | C000833315 April HR cost | £265.90 | £50.22 | £316.12 | 4460/4240 | CON72024 |
| 19 | 01/04/24 | Rialtas | SM30107 - Annual make the tax digital | £110.00 | £22.00 | £132.00 | 4220 | CON92024 |
| | | | | | | £0.00 | | |
| | | | PAYMENT TOTALS | £6,855.87 | £414.68 | £7,270.55 | | |

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|---|---|---|
| NKING PREPARED BY | Bea Shaw | Date: 10/04/2024 |
| NKING AUTHORISED BY | Carol Holliday/ Rob Murray | Date: 10/04/2024 |
| 'MENT BY | Carol Holliday | Date: 17/04/2024 |

## INVOICES FOR PAYMENT BY ONLINE BANKING METHODS

## 2024 - BACS 02

| BACS REF | Invoice DATE | PAYEE | DETAILS / INVOICE Nos. ETC | NON-VAT | VAT @ 20% | TOTAL PAID | EXP CODE (FOR OFFICE USE ONLY) Nominal | Additional Processing Notes |
|---|---|---|---|---|---|---|---|---|
| 20 | 13/04/24 | Vodafone | 105800497 April charges | £10.00 | £2.00 | £12.00 | 4400 | CON52024 |
| 21 | 09/04/24 | A&R Locksmiths | Inv0429 - Kings Av noticeboard to open and supply new keys | £120.00 | £0.00 | £120.00 | 4930 | PO92024 |
| 22 | 09/04/24 | A&R Locksmiths | Inv0433 - Ty Pendre - repl locks, S&F handle | £130.00 | £0.00 | £130.00 | 4930 | PO102024 |
| 23 | 18/04/24 | GSL | 12750 Repairs to benches | £260.00 | £52.00 | £312.00 | 4615 | PO3592023/PO222024 |
| 24 | 18/04/24 | The Pay Role Ltd | 2023195 - April Payroll services | £36.00 | £0.00 | £36.00 | 4030 | PO112024 |
| 25 | 01/04/24 | G-Force Communications Ltd | 240400113854 - Line rental and broadband | £141.20 | £28.24 | £169.44 | 4400 | CON42024 |
| 26 | 13/04/24 | Obsidian | INV-29257 - Monthly IT support, Microsoft 365 licence | £202.20 | £40.44 | £242.64 | 4460 | CON62024 |
| 27 | 12/04/24 | Vaughtons | 63153 MayorJewel in Wallet, Slide bar, engravings | £145.28 | £29.06 | £174.34 | 4120 | PO42024/ PO492024 |
| 28 | 19/04/24 | Restore | 1929213 3 bags confidential waste datashred | £77.30 | £15.45 | £92.75 | 4490 | CON112024 |
| 29 | 22/04/24 | Raven Fire & Security | 29364 annual charges, PTC, Jubilee, Ty Caradoc, Meliden Community Centre alarms, fire extinguishers, emergency lighling (not PTC) | £1,134.00 | £226.80 | £1,360.80 | 4480 | CON102024 |
| 30 | 20/04/24 | Marches HR | INV-050136 - 01-20 April HR investigation SC | £1,264.00 | £0.00 | £1,264.00 | 4210 | PO182024 |
| 31 | 20/04/24 | Marches HR | INV-50145 - 27 March to 20 April HR investigation MLD | £2,568.75 | £0.00 | £2,568.75 | 4210 | PO192024 |
| 32 | 19/04/24 | Cllr C Holliday | Morrisons Community Awards Catering | £127.00 | £0.00 | £127.00 | 4100 | PO202024 |
| 33 | 14/04/24 | Amazon | GB426KAABEC - foldback clips, returned | -£8.03 | -£1.61 | -£9.64 | 4330 | |
| 34 | 23/04/24 | Denbighshire CC | 802141549 - part payment for 12 bus shelters refurbishment | £12,007.00 | £0.00 | £12,007.00 | 4950 | PO122024 |
| 35 | 29/04/24 | Prestatyn Classic Car Show | Grant F&M meeting 24/04 p96, number 303 | £1,200.00 | £0.00 | £1,200.00 | 4810 | |
| 36 | 29/04/24 | Bespoke Event Planners | INV35 D-day Event | £550.00 | £0.00 | £550.00 | 4720 | PO242024 |
| 37 | 09/04/24 | Mega Electrical NW Ltd | INV-10096 Meliden Community outside lights call out | £150.00 | £30.00 | £180.00 | 4660 | PO362024 |
| 38 | 13/03/24 | Mega Electrical NW Ltd | INV-10031 Christmas 2023 S&F 18 strings multicoloured lights and 1 no transformer | £637.12 | £127.42 | £764.54 | 4610 | PO352024 |
| 39 | 30/04/24 | Denbighshire CC | 802149172 - part payment for 12 bus shelters refurbishment | £6,900.00 | £0.00 | £6,900.00 | 4645 | CON192024 |
| 40 | 01/05/24 | Amazon | 2793- extra large binder clips | £12.50 | £0.00 | £12.50 | 4330 | PO342024 |
| 41 | 30/04/24 | GleamTeam | 18961 Contract Cleaning Services April 24 | £141.78 | £28.36 | £170.14 | 4490 | CON202024 |
| 42 | 01/05/24 | DCC | 3476-40092 D-Day Event road closure fee | £21.00 | £0.00 | £21.00 | 4720 | PO372024 |
| | | | | | | | £2.86 | |
| | | | PAYMENT TOTALS | £27,827.10 | £578.16 | £28,405.26 | | |

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|---|---|---|
| NKING PREPARED BY | Bea Shaw | Date: 02/05/2024 |
| NKING AUTHORISED BY | Carol Holliday/Rob Murray | Date: 02/05/2024 |
| YMENT BY | Carol Holliday | Date: 03/05/2024 |

Bills due end of May

**INVOICES FOR PAYMENT BY ONLINE BANKING METHODS**

**2024 - BACS 03**

| BACS REF | Invoice DATE | PAYEE | DETAILS / INVOICE Nos. ETC | NON-VAT | VAT @20% | TOTAL PAID | EXP CODE (FOR OFFICE USE ONLY) Nominal | Additional Processing Notes |
|---|---|---|---|---|---|---|---|---|
| 43 | 30/04/24 | Sherratt | 11878 - Monthly Ground Maintenance April 24 | £2,988.67 | £597.73 | £3,586.40 | 4600/4605/ 4620 | CON122024 |
| 44 | 06/05/24 | Croner | C000841659 - HR consultancy, EAP, Bright | £265.90 | £50.22 | £316.12 | 4460/4240 | CON72024 |
| 45 | 02/05/24 | Amazon | 189856394 - Toilet paper holder | £6.32 | £1.26 | £7.58 | 4330 | PO342024 |
| 45a | 10/05/24 | Amazon | 10058276 - Full credit for toilet paper holder | -£6.32 | -£1.26 | -£7.58 | 4330 | PO342024 |
| 46 | 07/05/24 | Amazon | GB4/1MSABEY - 2 pack of polyester cloth for AGM meeting | £19.15 | £3.83 | £22.98 | 4130 | PO402024/422024 |
| 47 | 20/03/24 | Drain Doctor | 51035 call out to blocked drains at Jubilee | £210.00 | £42.00 | £252.00 | 4660 | PO4420244 |
| 48 | 30/04/24 | Sian Jones Translation Ltd | PTC140 - March and April 24 Welsh translations | £8.88 | £0.00 | £8.88 | 4350 | PO432024 |
| 49 | 01/04/24 | Denbighshire County Council | 201586543 31/0 - 7 Nant Hall Office - Council Tax | £6,463.00 | £0.00 | £6,463.00 | 4440 | PO452024 |
| 50 | 01/04/24 | Denbighshire County Council | 20159668892500 - Ty Pendre Council Tax | £528.28 | £0.00 | £528.28 | 4660 | PO462024 |
| 51 | 07/05/24 | Beata Shaw | Aldi - expenses, milk, tea, biscuits for meetings | £5.51 | £0.00 | £5.51 | 4500 | PO522024 |
| 52 | 18/05/24 | The Pay Role Ltd | 2023245 May Payroll service | £36.00 | £0.00 | £36.00 | 4030 | PO112024 |
| 53 | 14/05/24 | Liquid Window Cleaners | 2359 - PTC office window clean April 24 | £15.00 | £0.00 | £15.00 | 4490 | CON132024 |
| 54 | 14/05/24 | Liquid Window Cleaners | 2358 - Ginger Alleyway, PTC Nant Hall alleyway April 24 | £68.00 | £0.00 | £68.00 | 4600 | CON182024/CON242024 |
| 55 | 14/05/24 | Liquid Window Cleaners | 2357 - first deep clean of 40 bus shelters Prestatyn and Meliden April 24 | £1,400.00 | £0.00 | £1,400.00 | 4645 | PO302024 |
| 56 | 12/05/24 | Liquid Window Cleaners | 2356 - Cleaning and inspection of Notice Boards Prestatyn and Meliden - April 24 | £160.00 | £0.00 | £160.00 | 4625 | CON172024 |
| 57 | 12/05/24 | Liquid Window Cleaners | 2355 - Cleaning Bus Shelters Prestatyn and Meliden - April 24 | £835.50 | £0.00 | £835.50 | 4645 | CON152024 |
| 58 | 13/05/24 | Deli on the Hill | 1002 - buffet for AGM meeting 15/05 | £367.50 | £0.00 | £367.50 | 4130/ 4100 | PO482024/PO572024 |
| 59 | 10/05/24 | The Little Cheesemonger | Inv-0122 Hampers for Cllr West, Cllr Murray | £76.99 | £0.00 | £76.99 | 4130/ 4100 | PO472024/PO582024 |
| 60 | 09/05/24 | Gary Ansell | Inv 102 - Ty Pendre roof repairs | £4,300.00 | £0.00 | £4,300.00 | 4930 | PO312024 EMR.. |
| 61 | 15/05/24 | Beaufort Park Hotel | EVNT002707 - 04/06 meeting Marches and LF | £174.00 | £34.80 | £208.80 | 4210 | PO512024 |
| 62 | 01/05/24 | G-Force | 240500115372 - May line rental and April call charges | £143.02 | £28.60 | £171.62 | 4400 | CON42024/PO532024 |
| 63 | 13/05/24 | Obsidian | inv-29432 - monthly IT support, software fee | £202.20 | £40.44 | £242.64 | 4460 | CON52024 |
| 64 | | ST Johns Ambulance donation | D-Day event assistance | £100.00 | | £100.00 | | |
| 65 | 11/04/24 | TT Drainage | 47729 - Jubilee Centre manhole cover repl | £345.00 | £69.00 | £414.00 | 4930 | PO552024 |
| 66 | 17/05/24 | Marches HR | Inv-50152 - HR investigation 01-31 May 2024 | £1,738.00 | £0.00 | £1,738.00 | 4210 | PO542024 |
| 67 | 14/05/24 | Vodafone | 105991914 - May rental | £10.00 | £2.00 | £12.00 | 4400 | CON52024 |
| 68 | 21/05/24 | Sadie Clarke | Specsavers - eye test | £35.00 | £0.00 | £35.00 | 4050 | PO562024 |
| 69 | 20/05/24 | SSE | M00932239 - electricity Ty Pendre to 14/02/2024 | £161.03 | £8.05 | £169.08 | 4550 | CON232024 |
| 70 | 20/05/24 | SSE | M00932240 - electricity Ty Pendre 15/02 to 14/05/2024 | £172.92 | £8.65 | £181.57 | 4500 | CON232024 |
| | | | PAYMENT TOTALS | £20,829.55 | £885.32 | £21,714.87 | | £14.81 PO4240/ 4245 |
| | | | | | | | | 50.22, Net £251.09 PO4460 |

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|---|---|---|
| BANKING PREPARED BY | Bea Shaw | Date: 23/05/2024 |
| BANKING AUTHORISED BY | Carol Holliday/ Rob Murray | Date: 23/05/2024 |
| PAYMENT BY | Carol Holliday | Date: 24/05/2024 |

Item 4 Appendix ii

INVOICES FOR PAYMENT BY ONLINE BANKING METHODS

2024 - BACS 04

| BACS REF | Invoice DATE | PAYEE | DETAILS / INVOICE Nos. ETC | NON-VAT | VAT @ 20% | TOTAL PAID | EXP CODE (FOR OFFICE USE | |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | Nominal | Additional Processing Notes |
| 71 | 28/05/2024 | Helen Taylor | May 24 - 28 May PTC, 29 May Meliden, materials | £223.96 | £0.00 | £223.96 | 4700 | PO3722023/PO392024 |
| 72 | 22/05/2024 | Zurich Insurance | Annual Liability 01 June - 31 May 2025 | £5,047.00 | £0.00 | £5,047.00 | 4240 | PO632024 |
| 73 | 09/04/2024 | Caer Health Services Ltd | INV-28861 - Telephone referral | £109.00 | £0.00 | £109.00 | 4235 | PO642024 |
| 74 | 28/05/2024 | Core Highways (Projects) Ltd | 241 D-Day traffic management charges | £810.00 | £162.00 | £972.00 | 4720 | PO602024 |
| 75 | 23/05/2024 | Nigel Acott | Bevans Ltd - Ty Pendre smoke alarm | £11.24 | £2.25 | £13.49 | 4660 | PO652024 |
| 76 | 30/05/2024 | Mayor Adrian West | Taxi from AGM meeting 15/05/2024 | £4.25 | £0.00 | £4.25 | 4140 | PO662024 |
| 77 | 29/05/2024 | Marches | Inv-50151 - May HR investigation | £375.25 | £0.00 | £375.25 | 4210 | PO682024 |
| 78 | 31/05/2024 | Welsh Translation | PTC141 - voicemails translation, Ration book text | £19.56 | £0.00 | £19.56 | 4350 | PO702024 |
| | | | | | | £0.00 | | |
| | | | | | | £0.00 | | |
| | | | | | | £0.00 | | |
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| | | | | | | | | |
| | | | PAYMENT TOTALS | £6,600.26 | £164.25 | £6,764.51 | | |

| | | |
|---|---|---|
| ANKING PREPARED BY | Bea Shaw | Date: 05/06/2024 |
| ANKING AUTHORISED BY | Carol Holliday/Rob Murray | Date: 05/06/2024 |
| AYMENT BY | Carol Holliday | Date: 06/06/2024 |

Bills due end of June

**INVOICES FOR PAYMENT BY ONLINE BANKING METHODS**

**2024 - BACS 05**

| BACS REF | Invoice DATE | PAYEE | DETAILS / INVOICE Nos. ETC | NON-VAT | VAT @ 20% | TOTAL PAID | EXP CODE (FOR OFFICE USE ONLY) Nominal | Additional Processing Notes |
|---|---|---|---|---|---|---|---|---|
| 79 | 28/05/24 | LWC | 2360 - April 24 Inspection and Cleaning Benches | £525.00 | £0.00 | £525.00 | 4615 | CON162024 |
| 80 | LINE REMOVED | LINE REMOVED | LINE REMOVED | LINE REMOVED | LINE REMOVED | LINE REMOVED | 4602/4605/ 4620 | CON122024 |
| 81 | 31/05/24 | Canda Copying | 470510 - Meter read to 31/05/2024 | £327.46 | £65.49 | £392.95 | | |
| 82 | 31/05/24 | Vale of Clwyd Mind | PMG/24-25/03 June 2024 groups | £228.00 | £0.00 | £228.00 | 4740 | PO762024 |
| 83 | 31/05/24 | Vale of Clwyd Mind | PMG/24-25/02 May 2024 groups | £228.00 | £0.00 | £228.00 | 4740 | PO762024 |
| 84 | 31/05/24 | Vale of Clwyd Mind | PMG/24-25/01 April groups | £228.00 | £0.00 | £228.00 | 4740 | PO762024 |
| 85 | 08/06/24 | Helen Taylor | D-day event Sketch and Draw activity | £309.41 | £0.00 | £309.41 | 4700 | PO622024/ PO592024 |
| 86 | 06/06/24 | LWC | 2364 - May 2024 benches clean | £525.00 | £0.00 | £525.00 | 4615 | CON162024 |
| 87 | 03/06/24 | LWC | 2363 - May 2024 Alleyways | £68.00 | £0.00 | £68.00 | 4600 | CON182024 |
| 88 | 13/06/24 | LWC | 2366 - June 24 Alleyways | £68.00 | £0.00 | £68.00 | 4600 | CON182024 |
| 89 | 13/06/24 | Obsidian | INV-29622 Monthly IT support, Microsoft 365, Cloud Backup, Anti-virus, Backups | £202.20 | £40.44 | £242.64 | 4460 | CON62024 |
| 90 | LINE REMOVED | LINE REMOVED | LINE REMOVED | LINE REMOVED | LINE REMOVED | LINE REMOVED | 4050 | PO842024 |
| 91 | 13/06/24 | SLCC | QL205516-1 Jess Owens ILCA Qualifications | £120.00 | £24.00 | £144.00 | 4050 | PO852024 |
| 92 | 11/06/24 | SLCC | QL205502-1 Sadie Clarke ILCA Qualifications | £120.00 | £24.00 | £144.00 | 4050 | PO822024 |
| 93 | 11/06/24 | SLCC | QL205499-1 Courtney Ashworth ILCA Qualifications | £120.00 | £24.00 | £144.00 | 4050 | PO812024 |
| 93a | 13/06/24 | SLCC | QL204967-2 - M Deakin credit for FILCA | -£84.00 | -£16.80 | -£100.80 | 4050 | |
| 94 | 06/06/24 | Croner | C000850140 - Monthly HR Consultancy, Bright | £265.90 | £50.22 | £316.12 | 4460/4240 | CON72024 |
| 95 | 03/06/24 | Gleam team | 19008 - May cleaning services | £184.45 | £36.89 | £221.34 | 4490 | CON202024 |
| 96 | 03/06/24 | Canda Copying | 470703 - June printer Rental | £85.18 | £17.04 | £102.22 | 4335 | |
| 97 | 07/06/24 | Amazon | 71965 - Blue paper | £12.49 | £2.50 | £14.99 | 4330 | PO752024 |
| 98 | 09/06/24 | Amazon | 251727628 - 12 month dividers | £12.13 | £2.43 | £14.56 | 4330 | PO752024 |
| 99 | 13/06/24 | Amazon | 259915991 fridge magnets | £16.54 | £3.30 | £19.84 | 4330 | PO832024 |
| 100 | 10/06/24 | Amazon | Credit GB43ZLIABEC - fridge magnets | -£5.82 | -£1.16 | -£6.98 | 4330 | PO752024 |
| 101 | 10/06/24 | Beaufort Park Hotel | EVNT002757 - HR Room hire 10/06/2024 | £117.50 | £23.50 | £141.00 | 4210 | |
| 102 | 09/06/24 | Amazon | GB4NSDWABEY - storage boxes, paper clips, paperclips etc | £107.17 | £21.41 | £128.58 | 4330 | PO752024 |
| 103 | 01/05/24 | Cathedral Leasing Ltd | MI/1592447 - Qrt 1 invoice | £64.98 | £13.00 | £77.98 | 4490 | |
| 104 | 11/06/24 | Raven | 29457 - Carbon Dioxide Extinguisher | £150.90 | £30.18 | £181.08 | 4660 | PO672024 |
| 105 | LINE REMOVED | LINE REMOVED | LINE REMOVED | LINE REMOVED | LINE REMOVED | LINE REMOVED | | |
| 106 | 30/06/24 | The Pay Role | 2023305 - June Payroll services | £36.00 | £0.00 | £36.00 | 4030 | PO112024 |
| 107 | 17/06/24 | Restore Datashred | 1968132 - 3 units data shred | £77.30 | £15.45 | £92.75 | 4490 | CON112024 |
| 108 | 17/06/24 | Beata Shaw | Specsavers eye test | £25.00 | £0.00 | £25.00 | 4050 | |
| 109 | 10/06/24 | AE&AT Lewis Ltd | 10560 - portable toilet hire D-Day | £260.00 | £52.00 | £312.00 | | |
| 110 | 01/06/24 | G-Force | 240600117273 - June Monthly bill | £141.40 | £28.28 | £169.68 | 4400 | CON42024 |
| 111 | 15/06/24 | LWC | 2365 - June 24 Inspections and cleaning of Notice Boards | £180.00 | £0.00 | £180.00 | 4625 | CON172024 |
| 112 | 12/06/24 | Zurich Insurance | Claim 27230000244 - Meliden wall damage 24/05/2023 | £100.00 | £0.00 | £100.00 | 4540 | |
| 113 | 19/06/24 | LWC | 2367 - Bus shelters June 24 | £835.50 | £0.00 | £835.50 | 4645 | CON152024 |
| 114 | 17/06/24 | Hampshire Flag Company Ltd | INV26385 - four printed banners | £115.30 | £23.06 | £138.36 | 4630 | PO802024 |
| 115 | 18/06/24 | Marches | INV-50156 - HR Investigation 1-24 June 24 | £2,765.00 | £553.00 | £3,318.00 | 4210 | |
| 116 | 15/06/24 | Vodafone | 106160747 -June 24 rental | £10.00 | £2.00 | £12.00 | 4400 | CON52024 |
| | | | | | | £0.00 | | |
| | | | PAYMENT TOTALS | £8,541.99 | £1,034.23 | £9,576.22 | | £14.81 PO4240/ 4245 |
| | | | | | | | | 50.22 , Net £251.09 PO4460 |

| | | |
|---|---|---|
| NKING PREPARED BY | Bea Shaw | Date: 27/06/2024 |
| NKING AUTHORISED BY | Carol Holliday/ Rob Murray | Date: 27/06/2024 |
| YMENT BY | Carol Holliday | Date: 28/06/2024 |

Item 4 Appendix ii

# PRESTATYN TOWN COUNCIL - MAYOR ACT

## INVOICES FOR PAYMENT BY ONLINE BANKING METHODS

## 2024 - BACS 1 MAYOR

| BACS REF | DATE | PAYEE | DETAILS / INVOICE Nos. ETC | TOTAL PAID |
|---|---|---|---|---|
| 2341 | 15-May | Teresa Taylor | 15/05 bouquet of Fowers | £35.00 |
| | | | | |
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| | | | | |
| | | | PAYMENT TOTALS | £35.00 |

| EXP CODE (FOR OFFICE | |
|---|---|
| | ADDITIONAL NOT |
| 502 | M01/24-25 |
| 502 | |
| 502 | |
| 502 | |
| 502 | |
| 502 | |
| 502 | |
| 502 | |
| 502 | |

| | | |
|---|---|---|
| BANKING PREPARED BY | Bea Shaw | Date: 22/05/2024 |
| BANKING AUTHORISED BY | Carol Holliday | Date: 22/05/2024 |
| PAYMENT BY | Carol Holliday/ Bob Murray | Date: 23/05/2024 |

Item 4 Appendix ii

# PRESTATYN TOWN COUNCIL

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

### APRIL 2024 - BACS P1

| BACS REF | DATE | PAYEE | DETAILS | TOTAL PAID | NL CODE |
|---|---|---|---|---|---|
| P1 | 17/04/2024 | NET PAY | For the Month of April 2024 | £12,311.59 | 4000 |
| P2 | 17/04/2024 | PAYE HMRC | For the Month of April 2024 | £2,109.70 | 4010 |
| P3 | 17/04/2024 | PENSION CPF (-£1387) - new annual allowance £16.6k | For the Month of April 2024 | £3,316.10 | 4020 |
| | | | | | |
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| | | | | | |
| | | | PAYMENT TOTALS | £17,737.39 | |

| | | |
|---|---|---|
| BANKING PREPARED BY | Chrissie Ross - the Payrole Ltd | Date: 17/04/2023 |
| BANKING AUTHORISED BY | Cllr C Holliday/ Mayor R Murray | Date: 17/04/2024 |
| PAYMENT BY | Cllr C Holliday | Date: 17/04/2023 |

# PRESTATYN TOWN COUNCIL

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

### May 2024 - BACS P2

| BACS REF | DATE | PAYEE | DETAILS | TOTAL PAID | NL CODE |
|---|---|---|---|---|---|
| P4 | 17/05/2024 | NET PAY | For the Month of May 2024 | £10,388.50 | 4000 |
| P5 | 17/05/2024 | PAYE HMRC | For the Month of May 2024 | £1,341.92 | 4010 |
| P6 | 17/05/2024 | PENSION CPF (-£1357) - new annual allowance £16.6k | For the Month of May 2024 | £3,660.89 | 4020 |
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| | | | | | |
| | | | PAYMENT TOTALS | £15,391.31 | |

| | | |
|---|---|---|
| BANKING PREPARED BY | Chrissie Ross - the Payroll Ltd | Date: 17/05/2023 |
| BANKING AUTHORISED BY | Cllr C Holliday/ Mayor R Murray | Date: 17/05/2023 |
| PAYMENT BY | Cllr C Holliday | Date: 17/05/2023 |

Item 4 Appendix ii

# PRESTATYN TOWN COUNCIL

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

### June 2024 - BACS P3

| BACS REF | DATE | PAYEE | DETAILS | TOTAL PAID | NL CODE |
|---|---|---|---|---|---|
| P7 | 18/06/2024 | NET PAY | For the Month of June 2024 | £14,645.57 | 4000 |
| P8 | 18/06/2024 | PAYE HMRC | For the Month of June 2024 | £3,232.15 | 4010 |
| P9 | 18/06/2024 | PENSION CPF (-£1387) - new annual allowance £16.6k | For the Month of June 2024 | £2,175.26 | 4020 |
| | | | | | |
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| | | | | | |
| | | | PAYMENT TOTALS | £20,052.98 | |

| | | |
|---|---|---|
| BANKING PREPARED BY | Chrissie Ross - The Pay Role Ltd | Date: 17/06/2023 |
| BANKING AUTHORISED BY | Cllr C Holliday/ Mayor R Murray | Date: 17/06/2023 |
| PAYMENT BY | Cllr C Holliday | Date: 18/06/2023 |

Item 5 Appendix iii



16:30

**Detailed Income & Expenditure by Budget Heading 02/05/2024**

**Month No: 1** **Cost Centre Report**

| | | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|---|
| **100** | **Council** | | | | | | | | |
| 1076 | Precept | 177,237 | 177,237 | 0 | (177,237) | | | 0.0% | |
| 4100 | Mayor - Public Participation | 0 | 0 | (2,500) | 2,500 | (127) | 2,373 | 5.1% | |
| 4110 | Mayor's Allowance | 0 | 0 | (800) | 800 | | 800 | 0.0% | |
| 4120 | IRPW & Councillor Allowance | 0 | 0 | (3,000) | 3,000 | (134) | 2,866 | 4.5% | |
| 4125 | IRPW Senior Councillor | 0 | 0 | (500) | 500 | | 500 | 0.0% | |
| 4130 | Councillor Training / Meetings | (46) | (46) | (250) | 204 | | 204 | 18.4% | |
| 4140 | Travelling - Councillors | 0 | 0 | (250) | 250 | | 250 | 0.0% | |
| 4150 | Elections / Democracy | 0 | 0 | (5,500) | 5,500 | | 5,500 | 0.0% | |
| **150** | **Administration** | | | | | | | | |
| 4200 | Audit | 0 | 0 | (1,000) | 1,000 | | 1,000 | 0.0% | |
| 4205 | Audit - Internal | 0 | 0 | (1,050) | 1,050 | | 1,050 | 0.0% | |
| 4210 | Legal / Professional Expenses | (174) | (174) | (250) | 76 | (3,868) | (3,792) | 1616.8% | |
| 4215 | Bank Charges | (36) | (36) | (250) | 214 | | 214 | 14.3% | |
| 4220 | Subscriptions/Publications/Lic | (1,131) | (1,131) | (3,750) | 2,619 | | 2,619 | 30.2% | |
| 4230 | Licencing Fees | 0 | 0 | (200) | 200 | | 200 | 0.0% | |
| 4235 | Professional Fees | 0 | 0 | (400) | 400 | | 400 | 0.0% | |
| 4240 | Insurance | (15) | (15) | (5,000) | 4,985 | (163) | 4,822 | 3.6% | |
| 4245 | Insurance - Other | 0 | 0 | (200) | 200 | | 200 | 0.0% | |
| 4300 | Advertising / Marketing | 0 | 0 | (500) | 500 | | 500 | 0.0% | |
| 4310 | Website | 0 | 0 | (500) | 500 | | 500 | 0.0% | |
| 4320 | Social Media/Events | 0 | 0 | (100) | 100 | | 100 | 0.0% | |
| 4330 | Printing & Stationery | (685) | (685) | (1,500) | 815 | (20) | 795 | 47.0% | |
| 4335 | Printing/Photocopying Costs | 0 | 0 | (2,000) | 2,000 | | 2,000 | 0.0% | |
| 4340 | Postage | (135) | (135) | (750) | 615 | (190) | 425 | 43.3% | |
| 4350 | Welsh Translation | 0 | 0 | (250) | 250 | | 250 | 0.0% | |
| 4500 | Petty Cash | (14) | (14) | (500) | 486 | | 486 | 2.7% | |
| 4510 | Miscellaneous | 0 | 0 | (250) | 250 | | 250 | 0.0% | |
| **250** | **Personnel** | | | | | | | | |
| 4000 | Net Salaries | (12,312) | (12,312) | (150,000) | 137,688 | | 137,688 | 8.2% | |
| 4010 | PAYE | (2,110) | (2,110) | (65,000) | 62,890 | | 62,890 | 3.2% | |
| 4020 | Superannuation | (3,316) | (3,316) | (48,000) | 44,684 | | 44,684 | 6.9% | |
| 4030 | Staff Contingency e.g. Agency | (36) | (36) | (500) | 464 | (530) | (66) | 113.2% | |
| 4040 | Travelling - Officers | (116) | (116) | (250) | 134 | | 134 | 46.3% | |
| 4050 | Training & Development | (60) | (60) | (1,000) | 940 | (280) | 660 | 34.0% | |
| **300** | **Office** | | | | | | | | |
| 4400 | Telephones / Broadband | 0 | 0 | (2,000) | 2,000 | (1,788) | 212 | 89.4% | |
| 4440 | Business / Water Rates | 0 | 0 | (6,250) | 6,250 | | 6,250 | 0.0% | |
| 4445 | Water Rates | 0 | 0 | (350) | 350 | | 350 | 0.0% | |
| 4450 | Electricity / Gas | 0 | 0 | (8,000) | 8,000 | | 8,000 | 0.0% | |

Continued over page

Item 5 Appendix iii



| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|
| 4460 IT Support and IT Software | (251) | (251) | (9,000) | 8,749 | (5,188) | 3,561 | 60.4% | |
| 4480 Repairs & Maintenance | 0 | 0 | (2,500) | 2,500 | (1,134) | 1,366 | 45.4% | |
| 4490 Cleaning Services | (189) | (189) | (2,750) | 2,561 | (689) | 1,872 | 31.9% | |
| 550 Town | | | | | | | | |
| 4600 Envir Flowers/Amenity/Watering | 0 | 0 | (6,000) | 6,000 | (8,972) | (2,972) | 149.5% | |
| 4602 Floral Maintenance | 0 | 0 | (18,000) | 18,000 | (11,364) | 6,636 | 63.1% | |
| 4605 Hanging Baskets / Troughs | 0 | 0 | (12,000) | 12,000 | (18,000) | (6,000) | 150.0% | |
| 4610 Festive Lighting Installation | 0 | 0 | (25,000) | 25,000 | (637) | 24,363 | 2.5% | |
| 4615 Public Seats - Maintenance | 0 | 0 | (3,000) | 3,000 | (6,560) | (3,560) | 218.7% | |
| 4617 Public Seats - Repair Replace | 0 | 0 | (1,000) | 1,000 | | 1,000 | 0.0% | |
| 4620 Ty Pendre - Boulevard Gardens | 0 | 0 | (6,500) | 6,500 | (6,500) | 0 | 100.0% | |
| 4625 Notice Boards | 0 | 0 | (2,500) | 2,500 | (1,920) | 580 | 76.8% | |
| 4630 Tourism Signage | 0 | 0 | (500) | 500 | | 500 | 0.0% | |
| 4635 Alleyways Maintenance | 0 | 0 | (2,000) | 2,000 | | 2,000 | 0.0% | |
| 4640 Car Parks | 0 | 0 | (12,700) | 12,700 | | 12,700 | 0.0% | |
| 4645 Bus Shelters - Maintenance | 0 | 0 | (10,000) | 10,000 | (18,362) | (8,362) | 183.6% | |
| 4650 Crime Prevention CCTV / Radio | 0 | 0 | (12,000) | 12,000 | | 12,000 | 0.0% | |
| 4655 Play Areas | 0 | 0 | (5,000) | 5,000 | | 5,000 | 0.0% | |
| 4660 Community Centre Expenditure | (5) | (5) | (5,000) | 4,995 | (150) | 4,845 | 3.1% | |
| 4665 Scala Cinema & Art Centre Loan | 0 | 0 | (66,495) | 66,495 | | 66,495 | 0.0% | |
| 700 Projects | | | | | | | | |
| 4700 Holiday Leisure Activity | (217) | (217) | (5,000) | 4,783 | (62) | 4,721 | 5.6% | |
| 4710 Festival / Youth Activities | 0 | 0 | (2,000) | 2,000 | | 2,000 | 0.0% | |
| 4720 PTC Events /Activities / Promo | (90) | (90) | (10,000) | 9,910 | (3,679) | 6,231 | 37.7% | 10 |
| 4740 Mind Music | 0 | 0 | (2,500) | 2,500 | | 2,500 | 0.0% | |
| 4750 Warm Hubs | (1,245) | (1,245) | (15,000) | 13,755 | | 13,755 | 8.3% | |
| 4760 Community Volunteers | 0 | 0 | (500) | 500 | | 500 | 0.0% | |
| 800 Grants | | | | | | | | |
| 4800 Grants- New Local Organisation | 0 | 0 | (1,000) | 1,000 | | 1,000 | 0.0% | |
| 4810 Grants- Existing Organisation | (2,000) | (2,000) | (3,000) | 1,000 | | 1,000 | 66.7% | |
| 4820 Cultural Grants / Eisteddfod | 0 | 0 | (500) | 500 | | 500 | 0.0% | |
| 4830 Carnival Committee | 0 | 0 | (2,000) | 2,000 | | 2,000 | 0.0% | |
| 4850 Car show | 0 | 0 | (1,500) | 1,500 | | 1,500 | 0.0% | |
| 4860 Wales / Britain in Bloom | 0 | 0 | (1,000) | 1,000 | | 1,000 | 0.0% | |
| 4870 Benefits Advice Shop/ Other | (2,500) | (2,500) | (2,000) | (500) | | (500) | 125.0% | |
| 4880 Citizens Advice Bureau | 0 | 0 | (2,500) | 2,500 | | 2,500 | 0.0% | |
| 4890 Walks Programme / Festival | 0 | 0 | (1,000) | 1,000 | | 1,000 | 0.0% | |
| 4895 Business Support | 0 | 0 | (1,000) | 1,000 | | 1,000 | 0.0% | |

Continued over page

**Prestatyn Town Council**

**Detailed Income & Expenditure by Budget Heading 02/05/2024**

**Cost Centre Report**



| | | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|---|
| 900 | Assets | | | | | | | | |
| 4900 | Office Furnishings/Equipment | (300) | (300) | (1,000) | 700 | | 700 | 30.0% | |
| 4910 | IT Equipment | 0 | 0 | (2,000) | 2,000 | | 2,000 | 0.0% | |
| 4930 | Community Centres Improvements | 0 | 0 | (18,000) | 18,000 | (4,570) | 13,430 | 25.4% | |
| 4950 | Bus Shelters | 0 | 0 | 0 | 0 | (12,007) | (12,007) | 0.0% | |
| 4955 | SIDs | 0 | 0 | 0 | 0 | (3,200) | (3,200) | 0.0% | |
| | Grand Totals:- Income | 177,237 | 177,237 | 0 | (177,237) | | | 0.0% | |
| | Expenditure | 26,981 | 26,981 | 586,045 | 559,064 | 110,094 | 448,970 | 23.4% | |
| | **Net Income over Expenditure** | 150,256 | 150,256 | (586,045) | (736,301) | | | | |
| | plus Transfer from EMR | 10 | 10 | | | | | | |
| | **Movement to/(from) Gen Reserve** | 150,266 | 150,266 | | | | | | |

**Prestatyn Town Council**

**Detailed Balance Sheet - Excluding Stock Movement**

**Month 1 Date 30/04/2024**

| A/c | Description | Actual | | |
|---|---|---|---|---|
| | *Current Assets* | | | |
| 105 | VAT Control A/c | 573 | | |
| 200 | Barclays Premium / Current | 539,380 | | |
| 210 | Mayoral Account | 315 | | |
| 220 | Petty Cash Account | 20 | | |
| | **Total Current Assets** | | 540,288 | |
| | *Current Liabilities* | | | |
| 501 | Other Creditors | 50 | | |
| 502 | Mayoral Account | 315 | | |
| | **Total Current Liabilities** | | 365 | |
| | **Net Current Assets** | | | 539,924 |
| | **Total Assets less Current Liabilities** | | | 539,924 |
| | *Represented by :-* | | | |
| 300 | Current Year Fund | 150,256 | | |
| 310 | General Reserves | 373,049 | | |
| 322 | EMR - Elections Holding Fund | 5,500 | | |
| 325 | EMR - Mind Music | 1,634 | | |
| 326 | EMR - GYM Enabling Virt Comms | 1,916 | | |
| 329 | EMR - Meliden CC Roof Repairs | 4,378 | | |
| 335 | EMR - SID Installation costs | 3,200 | | |
| 336 | EMR - GYM Enabling Virt Comms | (10) | | |
| | **Total Equity** | | | 539,924 |

**Dated 12 June 2024**

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**Town Clerk / Responsible Financial Officer**

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**Chair**

| Date : 22/05/2024 | Prestatyn Town Council | Page 1 |
|---|---|---|
| Time: 16:58 | Trial Balance for Month No: 1 | User : BEATA |
| | Account Number Order | |

| A/c Code | Account Name | Centre | Centre Name | Debit | Credit |
|---|---|---|---|---|---|
| 105 | VAT Control A/c | | | 573.09 | |
| 200 | Barclays Premium / Current | | | 539,380.04 | |
| 210 | Mayoral Account | | | 314.83 | |
| 220 | Petty Cash Account | | | 20.42 | |
| 310 | General Reserves | | | | 373,039.23 |
| 322 | EMR - Elections Holding Fund | | | | 5,500.00 |
| 325 | EMR - Mind Music | | | | 1,634.06 |
| 326 | EMR - GYM Enabling Virt Comms | | | | 1,916.11 |
| 329 | EMR - Meliden CC Roof Repairs | | | | 4,378.19 |
| 335 | EMR - SID Installation costs | | | | 3,200.00 |
| 336 | EMR - GYM Enabling Virt Comms | | | 10.00 | |
| 501 | Other Creditors | | | | 50.00 |
| 502 | Mayoral Account | | | | 314.83 |
| 1076 | Precept | 100 | Council | | 177,237.00 |
| 4000 | Net Salaries | 250 | Personnel | 12,311.59 | |
| 4010 | PAYE | 250 | Personnel | 2,109.70 | |
| 4020 | Superannuation | 250 | Personnel | 3,316.10 | |
| 4030 | Staff Contingency e.g. Agency | 250 | Personnel | 36.00 | |
| 4040 | Travelling - Officers | 250 | Personnel | 115.65 | |
| 4050 | Training & Development | 250 | Personnel | 60.00 | |
| 4130 | Councillor Training / Meetings | 100 | Council | 46.00 | |
| 4210 | Legal / Professional Expenses | 150 | Administration | 174.00 | |
| 4215 | Bank Charges | 150 | Administration | 35.80 | |
| 4220 | Subscriptions/Publications/Lic | 150 | Administration | 1,131.10 | |
| 4240 | Insurance | 150 | Administration | 14.81 | |
| 4330 | Printing & Stationery | 150 | Administration | 685.05 | |
| 4340 | Postage | 150 | Administration | 134.60 | |
| 4460 | IT Support and IT Software | 300 | Office | 251.09 | |
| 4490 | Cleaning Services | 300 | Office | 169.25 | |
| 4500 | Petty Cash | 150 | Administration | 13.54 | |
| 4660 | Community Centre Expenditure | 550 | Town | 5.00 | |
| 4700 | Holiday Leisure Activity | 700 | Projects | 216.66 | |
| 4720 | PTC Events /Activities / Promo | 700 | Projects | 90.17 | |
| 4760 | Warm Hubs | 700 | Projects | 1,245.00 | |
| 4810 | Grants- Existing Organisation | 800 | Grants | 2,000.00 | |
| 4870 | Benefits Advice Shop/ Other | 800 | Grants | 2,500.00 | |
| 4900 | Office Furnishings/Equipment | 900 | Assets | 299.95 | |
| 6000 | Transfer from EMR | 700 | Projects | | 10.00 |
| | | | Balance Totals : | 567,279.44 | 567,279.44 |
| | | | Difference | 0.00 | |

Dated 12 June 2024

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Town Clerk / Responsible Financial Officer

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Chair

**Prestatyn Town Council**

**Detailed Income & Expenditure by Budget Heading 31/05/2024**

**Cost Centre Report**



| | | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|---|
| 100 | Council | | | | | | | | |
| 1076 | Precept | 0 | 177,237 | 531,711 | 354,474 | | | 33.3% | |
| 1500 | Bank Interest | 12 | 12 | 0 | (12) | | | 0.0% | |
| | Council :- Income | 12 | 177,249 | 531,711 | 354,462 | | | 33.3% | 0 |
| 4100 | Mayor - Public Participation | 571 | 571 | 2,500 | 1,929 | 77 | 1,852 | 25.9% | |
| 4110 | Mayor's Allowance | 0 | 0 | 800 | 800 | | 800 | 0.0% | |
| 4120 | IRPW & Councillor Allowance | 145 | 145 | 3,000 | 2,855 | | 2,855 | 4.8% | |
| 4125 | IRPW Senior Councillor | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4130 | Councillor Training / Meetings | 19 | 65 | 250 | 185 | 1 | 184 | 26.4% | |
| 4140 | Travelling - Councillors | 4 | 4 | 250 | 246 | | 246 | 1.7% | |
| 4150 | Elections / Democracy | 0 | 0 | 5,500 | 5,500 | | 5,500 | 0.0% | |
| | Council :- Indirect Expenditure | 740 | 786 | 12,800 | 12,014 | 78 | 11,936 | 6.7% | 0 |
| | Net Income over Expenditure | (728) | 176,463 | 518,911 | 342,448 | | | | |
| 150 | Administration | | | | | | | | |
| 4200 | Audit | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4205 | Audit - Internal | 0 | 0 | 1,050 | 1,050 | | 1,050 | 0.0% | |
| 4210 | Legal / Professional Expenses | 6,120 | 6,294 | 250 | (6,044) | 70 | (6,114) | 2545.4% | |
| 4215 | Bank Charges | 48 | 83 | 250 | 167 | | 167 | 33.3% | |
| 4220 | Subscriptions/Publications/Lic | 0 | 1,131 | 3,750 | 2,619 | | 2,619 | 30.2% | |
| 4230 | Licencing Fees | 0 | 0 | 200 | 200 | | 200 | 0.0% | |
| 4235 | Professional Fees | 109 | 109 | 400 | 291 | | 291 | 27.3% | |
| 4240 | Insurance | 5,062 | 5,077 | 5,000 | (77) | 133 | (210) | 104.2% | |
| 4245 | Insurance - Other | 0 | 0 | 200 | 200 | | 200 | 0.0% | |
| 4300 | Advertising / Marketing | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4310 | Website | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4320 | Social Media/Events | 0 | 0 | 100 | 100 | | 100 | 0.0% | |
| 4330 | Printing & Stationery | 4 | 690 | 1,500 | 810 | 75 | 735 | 51.0% | |
| 4335 | Printing/Photocopying Costs | 327 | 327 | 2,000 | 1,673 | | 1,673 | 16.4% | |
| 4340 | Postage | 0 | 135 | 750 | 615 | 190 | 425 | 43.3% | |
| 4350 | Welsh Translation | 6,491 | 6,491 | 250 | (6,241) | | (6,241) | 2596.6% | |
| 4500 | Petty Cash | 117 | 131 | 500 | 369 | | 369 | 26.1% | |
| 4510 | Miscellaneous | 100 | 100 | 250 | 150 | | 150 | 40.0% | |
| | Administration :- Indirect Expenditure | 18,379 | 20,568 | 18,450 | (2,118) | 468 | (2,586) | 114.0% | 0 |
| | Net Expenditure | (18,379) | (20,568) | (18,450) | 2,118 | | | | |
| 250 | Personnel | | | | | | | | |
| 4000 | Net Salaries | 10,389 | 22,700 | 150,000 | 127,300 | | 127,300 | 15.1% | |

Continued over page

| | | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|---|
| 4010 | PAYE | 1,342 | 3,452 | 65,000 | 61,548 | | 61,548 | 5.3% | |
| 4020 | Superannuation | 3,661 | 6,977 | 48,000 | 41,023 | | 41,023 | 14.5% | |
| 4030 | Staff Contingency e.g. Agency | 72 | 108 | 500 | 392 | 422 | (30) | 106.0% | |
| 4040 | Travelling - Officers | 0 | 116 | 250 | 134 | 140 | (6) | 102.3% | |
| 4050 | Training & Development | 35 | 95 | 1,000 | 905 | 280 | 625 | 37.5% | |
| | Personnel :- Indirect Expenditure | 15,498 | 33,447 | 264,750 | 231,303 | 842 | 230,461 | 13.0% | 0 |
| | Net Expenditure | (15,498) | (33,447) | (264,750) | (231,303) | | | | |
| 300 | Office | | | | | | | | |
| 4400 | Telephones / Broadband | 304 | 304 | 2,000 | 1,696 | 1,341 | 355 | 82.3% | |
| 4440 | Business / Water Rates | 139 | 139 | 6,250 | 6,111 | 6,463 | (352) | 105.6% | |
| 4445 | Water Rates | 0 | 0 | 350 | 350 | | 350 | 0.0% | |
| 4450 | Electricity / Gas | 0 | 0 | 8,000 | 8,000 | | 8,000 | 0.0% | |
| 4460 | IT Support and IT Software | 655 | 907 | 9,000 | 8,093 | 4,080 | 4,014 | 55.4% | |
| 4480 | Repairs & Maintenance | 1,134 | 1,134 | 2,500 | 1,366 | | 1,366 | 45.4% | |
| 4490 | Cleaning Services | 1,634 | 1,823 | 2,750 | 927 | 2,105 | (1,179) | 142.9% | |
| | Office :- Indirect Expenditure | 3,867 | 4,307 | 30,850 | 26,543 | 13,989 | 12,554 | 59.3% | 0 |
| | Net Expenditure | (3,867) | (4,307) | (30,850) | (26,543) | | | | |
| 550 | Town | | | | | | | | |
| 4600 | Envir Flowers/Amenity/Watering | 0 | 0 | 6,000 | 6,000 | 8,156 | (2,156) | 135.9% | |
| 4602 | Floral Maintenance | 2,500 | 2,500 | 18,000 | 15,500 | 8,864 | 6,636 | 63.1% | |
| 4605 | Hanging Baskets / Troughs | 2,500 | 2,500 | 12,000 | 9,500 | 15,885 | (6,385) | 153.2% | |
| 4610 | Festive Lighting Installation | 637 | 637 | 25,000 | 24,363 | | 24,363 | 2.5% | |
| 4615 | Public Seats - Maintenance | 785 | 785 | 3,000 | 2,215 | 5,250 | (3,035) | 201.2% | |
| 4617 | Public Seats - Repair Replace | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4620 | Ty Pendre - Boulevard Gardens | 977 | 977 | 6,500 | 5,523 | 5,523 | 0 | 100.0% | |
| 4625 | Notice Boards | 160 | 160 | 2,500 | 2,340 | 1,580 | 760 | 69.6% | |
| 4630 | Tourism Signage | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4635 | Alleyways Maintenance | 68 | 68 | 2,000 | 1,932 | 612 | 1,320 | 34.0% | |
| 4640 | Car Parks | 0 | 0 | 12,700 | 12,700 | | 12,700 | 0.0% | |
| 4645 | Bus Shelters - Maintenance | 7,736 | 7,736 | 10,000 | 2,265 | 9,791 | (7,527) | 175.3% | |
| 4650 | Crime Prevention CCTV / Radio | 0 | 0 | 12,000 | 12,000 | | 12,000 | 0.0% | |
| 4655 | Play Areas | 0 | 0 | 5,000 | 5,000 | | 5,000 | 0.0% | |
| 4660 | Community Centre Expenditure | 1,083 | 1,088 | 5,000 | 3,912 | 750 | 3,162 | 36.8% | |
| 4665 | Scala Cinema & Art Centre Loan | 0 | 0 | 66,495 | 66,495 | | 66,495 | 0.0% | |
| | Town :- Indirect Expenditure | 16,446 | 16,451 | 187,695 | 171,244 | 56,411 | 114,833 | 38.8% | 0 |
| | Net Expenditure | (16,446) | (16,451) | (187,695) | (171,244) | | | | |

Continued over page

**Detailed Income & Expenditure by Budget Heading 31/05/2024**

**Month No: 2** **Cost Centre Report**

| | | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|---|
| 700 | Projects | | | | | | | | |
| 4700 | Holiday Leisure Activity | 224 | 441 | 5,000 | 4,559 | 1,221 | 3,338 | 33.2% | |
| 4710 | Festival / Youth Activities | 0 | 0 | 2,000 | 2,000 | 1,700 | 300 | 85.0% | |
| 4720 | PTC Events /Activities / Promo | 1,401 | 1,491 | 10,000 | 8,509 | 3,398 | 5,111 | 48.9% | 30 |
| 4740 | Mind Music | 684 | 684 | 2,500 | 1,816 | 2,052 | (236) | 109.4% | |
| 4750 | Warm Hubs | 0 | 1,245 | 15,000 | 13,755 | | 13,755 | 8.3% | |
| 4760 | Community Volunteers | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| | Projects :- Indirect Expenditure | 2,309 | 3,861 | 35,000 | 31,139 | 8,371 | 22,768 | 34.9% | 30 |
| | Net Expenditure | (2,309) | (3,861) | (35,000) | (31,139) | | | | |
| 6000 | plus Transfer from EMR | 20 | 30 | | | | | | |
| | Movement to/(from) Gen Reserve | (2,289) | (3,831) | | | | | | |
| 800 | Grants | | | | | | | | |
| 4800 | Grants- New Local Organisation | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4810 | Grants- Existing Organisation | 1,350 | 3,350 | 3,000 | (350) | | (350) | 111.7% | |
| 4820 | Cultural Grants / Eisteddfod | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4830 | Carnival Committee | 0 | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| 4850 | Car show | 0 | 0 | 1,500 | 1,500 | | 1,500 | 0.0% | |
| 4860 | Wales / Britain in Bloom | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4870 | Benefits Advice Shop/ Other | 0 | 2,500 | 2,000 | (500) | | (500) | 125.0% | |
| 4880 | Citizens Advice Bureau | 0 | 0 | 2,500 | 2,500 | | 2,500 | 0.0% | |
| 4890 | Walks Programme / Festival | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4895 | Business Support | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| | Grants :- Indirect Expenditure | 1,350 | 5,850 | 15,500 | 9,650 | 0 | 9,650 | 37.7% | 0 |
| | Net Expenditure | (1,350) | (5,850) | (15,500) | (9,650) | | | | |
| 900 | Assets | | | | | | | | |
| 4900 | Office Furnishings/Equipment | 0 | 300 | 1,000 | 700 | | 700 | 30.0% | |
| 4910 | IT Equipment | 0 | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| 4930 | Community Centres Improvements | 4,895 | 4,895 | 18,000 | 13,105 | 20 | 13,085 | 27.3% | 4,300 |
| 4950 | Bus Shelters | 12,007 | 12,007 | 0 | (12,007) | | (12,007) | 0.0% | |
| 4955 | SIDs | 0 | 0 | 0 | 0 | 3,200 | (3,200) | 0.0% | |
| | Assets :- Indirect Expenditure | 16,902 | 17,202 | 21,000 | 3,798 | 3,220 | 578 | 97.2% | 4,300 |
| | Net Expenditure | (16,902) | (17,202) | (21,000) | (3,798) | | | | |
| 6000 | plus Transfer from EMR | 4,300 | 4,300 | | | | | | |
| | Movement to/(from) Gen Reserve | (12,602) | (12,902) | | | | | | |

**Prestatyn Town Council**

**Detailed Income & Expenditure by Budget Heading 31/05/2024**

**Month No: 2**

**Cost Centre Report**

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|
| Grand Totals:- Income | 12 | 177,249 | 531,711 | 354,462 | | | 33.3% | |
| Expenditure | 76,491 | 102,472 | 586,045 | 483,573 | 83,379 | 400,193 | 31.7% | |
| **Net Income over Expenditure** | (76,480) | 74,776 | (54,334) | (129,110) | | | | |
| plus Transfer from EMR | 4,320 | 4,330 | | | | | | |
| **Movement to/(from) Gen Reserve** | (71,160) | 79,106 | | | | | | |

**Prestatyn Town Council**

**Detailed Balance Sheet - Excluding Stock Movement**

**Month 2 Date 04/06/2024**

| A/c | Description | Actual | | |
|---|---|---|---|---|
| | *Current Assets* | | | |
| 105 | VAT Control A/c | 2,864 | | |
| 200 | Barclays Premium / Current | 471,565 | | |
| 210 | Mayoral Account | 2,235 | | |
| 220 | Petty Cash Account | 89 | | |
| | **Total Current Assets** | | **476,753** | |
| | *Current Liabilities* | | | |
| 500 | Purchase Ledger Creditors | 11,953 | | |
| 501 | Other Creditors | 50 | | |
| 502 | Mayoral Account | 306 | | |
| | **Total Current Liabilities** | | **12,309** | |
| | **Net Current Assets** | | | **464,444** |
| | **Total Assets less Current Liabilities** | | | **464,444** |
| | *Represented by :-* | | | |
| 300 | Current Year Fund | 74,776 | | |
| 310 | General Reserves | 377,369 | | |
| 322 | EMR - Elections Holding Fund | 5,500 | | |
| 325 | EMR - Mind Music | 1,634 | | |
| 326 | EMR - GYM Enabling Virt Comms | 1,886 | | |
| 329 | EMR - Meliden CC Roof Repairs | 78 | | |
| 335 | EMR - SID Installation costs | 3,200 | | |
| | **Total Equity** | | | **464,444** |

**10 July 2024**

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**Town Clerk / Responsible Financial Officer**

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**Chair**

Account Number Order

| A/c Code | Account Name | Centre | Centre Name | Debit | Credit |
|---|---|---|---|---|---|
| 105 | VAT Control A/c | | | 2,864.39 | |
| 200 | Barclays Premium / Current | | | 471,565.36 | |
| 210 | Mayoral Account | | | 2,234.84 | |
| 220 | Petty Cash Account | | | 88.52 | |
| 310 | General Reserves | | | | 373,039.23 |
| 322 | EMR - Elections Holding Fund | | | | 5,500.00 |
| 325 | EMR - Mind Music | | | | 1,634.08 |
| 326 | EMR - GYM Enabling Virt Comms | | | | 1,886.11 |
| 329 | EMR - Meliden CC Roof Repairs | | | | 78.19 |
| 335 | EMR - SID Installation costs | | | | 3,200.00 |
| 500 | Purchase Ledger Creditors | | | | 11,952.86 |
| 501 | Other Creditors | | | | 50.00 |
| 502 | Mayoral Account | | | | 306.33 |
| 1076 | Precept | 100 | Council | | 177,237.00 |
| 1500 | Bank Interest | 100 | Council | | 11.70 |
| 4000 | Net Salaries | 250 | Personnel | 22,700.09 | |
| 4010 | PAYE | 250 | Personnel | 3,451.62 | |
| 4020 | Superannuation | 250 | Personnel | 6,976.99 | |
| 4030 | Staff Contingency e.g. Agency | 250 | Personnel | 108.00 | |
| 4040 | Travelling - Officers | 250 | Personnel | 115.65 | |
| 4050 | Training & Development | 250 | Personnel | 95.00 | |
| 4100 | Mayor - Public Participation | 100 | Council | 571.49 | |
| 4120 | IRPW & Councillor Allowance | 100 | Council | 145.28 | |
| 4130 | Councillor Training / Meetings | 100 | Council | 65.15 | |
| 4140 | Travelling - Councillors | 100 | Council | 4.25 | |
| 4210 | Legal / Professional Expenses | 150 | Administration | 6,294.00 | |
| 4215 | Bank Charges | 150 | Administration | 83.30 | |
| 4220 | Subscriptions/Publications/Lic | 150 | Administration | 1,131.10 | |
| 4235 | Professional Fees | 150 | Administration | 109.00 | |
| 4240 | Insurance | 150 | Administration | 5,076.62 | |
| 4330 | Printing & Stationery | 150 | Administration | 689.52 | |
| 4335 | Printing/Photocopying Costs | 150 | Administration | 327.46 | |
| 4340 | Postage | 150 | Administration | 134.60 | |
| 4350 | Welsh Translation | 150 | Administration | 6,491.44 | |
| 4400 | Telephones / Broadband | 300 | Office | 304.22 | |
| 4440 | Business / Water Rates | 300 | Office | 138.93 | |
| 4460 | IT Support and IT Software | 300 | Office | 906.58 | |
| 4480 | Repairs & Maintenance | 300 | Office | 1,134.00 | |
| 4490 | Cleaning Services | 300 | Office | 1,823.33 | |
| 4500 | Petty Cash | 150 | Administration | 130.60 | |
| 4510 | Miscellaneous | 150 | Administration | 100.00 | |
| 4602 | Floral Maintenance | 550 | Town | 2,500.00 | |

Continued over page

| A/c Code | Account Name | Centre | Centre Name | Debit | Credit |
|---|---|---|---|---|---|
| 4605 | Hanging Baskets / Troughs | 550 | Town | 2,500.00 | |
| 4610 | Festive Lighting Installation | 550 | Town | 637.12 | |
| 4615 | Public Seats - Maintenance | 550 | Town | 785.00 | |
| 4620 | Ty Pendre - Boulevard Gardens | 550 | Town | 977.34 | |
| 4625 | Notice Boards | 550 | Town | 160.00 | |
| 4635 | Alleyways Maintenance | 550 | Town | 68.00 | |
| 4645 | Bus Shelters - Maintenance | 550 | Town | 7,735.50 | |
| 4660 | Community Centre Expenditure | 550 | Town | 1,088.47 | |
| 4700 | Holiday Leisure Activity | 700 | Projects | 440.62 | |
| 4720 | PTC Events /Activities / Promo | 700 | Projects | 1,491.17 | |
| 4740 | Mind Music | 700 | Projects | 684.00 | |
| 4750 | Warm Hubs | 700 | Projects | 1,245.00 | |
| 4810 | Grants- Existing Organisation | 800 | Grants | 3,350.00 | |
| 4870 | Benefits Advice Shop/ Other | 800 | Grants | 2,500.00 | |
| 4900 | Office Furnishings/Equipment | 900 | Assets | 299.95 | |
| 4930 | Community Centres Improvements | 900 | Assets | 4,895.00 | |
| 4950 | Bus Shelters | 900 | Assets | 12,007.00 | |
| 6000 | Transfer from EMR | 700 | Projects | | 30.00 |
| 6000 | Transfer from EMR | 900 | Assets | | 4,300.00 |
| | | | **Trial Balance Totals :** | **579,225.50** | **579,225.50** |
| | | | **Difference** | **0.00** | |

**Dated 10 July 2024**

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**Town Clerk / Responsible Financial Officer**

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**Chair**

# Community and Town Councils in Wales
# Annual Return for the Year Ended 31 March 2024

## Accounting statements 2023-24 for:

**Name of body:** Prestatyn Town Council

| | Year ending | | Notes and guidance |
|---|---|---|---|
| | 31 March 2023 (£) | 31 March 2024 (£) | **Please round all figures to nearest £. Do not leave any boxes blank and report £0 or nil balances. All figures must agree to the underlying financial records for the relevant year.** |
| **Statement of income and expenditure/receipts and payments** | | | |
| 1. Balances brought forward | 411,724 | 432,234 | Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year. |
| 2. (+) Income from local taxation/levy | 494,622 | 497,299 | Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies. |
| 3. (+) Total other receipts | 16,430 | 25,123 | Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants. |
| 4. (-) Staff costs | 199,572 | 241,631 | Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, taxable allowances, PAYE and NI (employees and employers), pension contributions and termination costs. Exclude reimbursement of out-of-pocket expenses. |
| 5. (-) Loan interest/capital repayments | 66,493 | 66,493 | Total expenditure or payments of capital and interest made during the year on external borrowing (if any). |
| 6. (-) Total other payments | 224,477 | 262,640 | Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5). |
| 7. (=) Balances carried forward | 432,234 | 383,892 | Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6). |
| **Statement of balances** | | | |
| 8. (+) Debtors | 10,941 | 15,122 | **Income and expenditure accounts only:** Enter the value of debts owed to the body at the year-end. |
| 9. (+) Total cash and investments | 437,700 | 374,880 | **All accounts:** The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation. |
| 10. (-) Creditors | 16,407 | 6,110 | **Income and expenditure accounts only:** Enter the value of monies owed by the body (except borrowing) at the year-end. |
| 11. (=) Balances carried forward | 432,234 | 383,892 | **Total balances should equal line 7 above:** Enter the total of (8+9-10). |
| 12. Total fixed assets and long-term assets | 1,635,929 | 1,667,155 | The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March. |
| 13. Total borrowing | 415,392 | 373,854 | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB). |

# Annual Governance Statement

We acknowledge as the members of the Council, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2024, that:

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

| | Yes | No | N/A | | |
|---|---|---|---|---|---|
| 9. Trust funds – The Council acts as sole trustee for and is responsible for managing trust fund(s)/assets. We exclude transactions related to these trusts from the Accounting Statement. In our capacity as trustee, we have discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit. | | | N/A | Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts. | 3, 6 |

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

## Additional disclosure notes*

| The following information is provided to assist the reader to understand the accounting statement and/or the Annual Governance Statement |
|---|
| 1. **Expenditure under S137 Local Government Act 1972 and S2 Local Government Act 2000**<br>Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2023-24 was £9.93 per elector.<br>In 2023-24, the Council made payments totalling £_____________ under section 137. These payments are included within 'Other payments' in the Accounting Statement. |
| 2. |
| 3. |

* Include here any additional disclosures the Council considers necessary to aid the reader's understanding of the accounting statement and/or the annual governance statement.

## Council approval and certification

The Council is responsible for the preparation of the accounting statements and the annual governance statement in accordance with the requirements of the Public Audit (Wales) Act 2004 (the Act) and the Accounts and Audit (Wales) Regulations 2014.

| **Certification by the RFO**<br>I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Council, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2024. | **Approval by the Council**<br>I confirm that these accounting statements and Annual Governance Statement were approved by the Council under minute reference:<br>**Minute ref:** |
|---|---|
| **RFO signature:** | **Chair signature:** |
| **Name:** | **Name:** |
| **Date:** | **Date:** |

# Annual internal audit report to:

**Name of body:** **Prestatyn Town Council**

The Council's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2024.

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

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

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

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

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

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

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

## Internal audit confirmation

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2022-23 and 2023-24. I also confirm that there are no conflicts of interest surrounding my appointment.

| | |
|---|---|
| **Name of person who carried out the internal audit:** | |
| **Signature of person who carried out the internal audit:** | |
| **Date:** | |