



FLINT TOWN COUNCIL

CYNGOR TREF Y FFLINT

Mrs. Lesley Wood
Town Clerk

email: townclerk@flinttowncouncil.gov.wales

January, 2023

Dear Councillor,

You are hereby requested to attend the Hybrid Meeting of the **FINANCE & POLICY COMMITTEE** on Monday 16th January, 2023 at 6.30 p.m. to discuss the following agenda.

The physical venue will be the Town Hall, Flint, CH6 5NW. Should you wish to attend virtually via Zoom, please email or telephone the Town Clerk to request the meeting ID at least three working days prior to the meeting.

In accordance with the Local Government and Elections (Wales) Act 2021, the summons to attend a meeting will now be sent to members electronically. If a member wants to receive the summons in writing rather than electronically, you must give notice in writing to myself and specify the postal address to which the summons should be sent.

Yours faithfully,

Town Clerk

AGENDA

1. Apologies
2. Declaration of Interest – Members Code of Conduct
3. To confirm as a correct record the minutes of the meeting held on Monday 21st November, 2022.
4. Clerks update on matters arising from the previous meeting, if any
5. Accounts for Payment

To consider the Schedule of Accounts, Standing Orders and Direct Debit Payments.



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6. Budget Monitoring Report

To consider the attached budget monitoring report and bank reconciliation statement

7. Financial Assistance Application Form

To consider the proposed application form.

8. Precept 2023/24

To consider the attached report which has been prepared in consultation with the Mayor, Deputy Mayor, and the Chair of Finance & Policy in order to determine the precept requirements for 2023/24.

9. To approve any matters of a financial nature agreed at the Committee Meetings of the 16th January, 2023

FINANCE & POLICY COMMITTEE

The Minutes of the proceedings of the hybrid meeting of the Finance & Policy Committee, held on Monday the 21st November 2022.

PRESENT: Councillor B. Goldsborough (in the Chair).

Councillors: D. Challenger, P. Cunningham, Mrs. N. Davies, R. Davies, Mrs. E. Jones, Mrs. L. Leigh, M. W. Moore, Mrs. M. Perfect, Mrs. V. Perfect, J. Stoneley and M. Whittaker.

APOLOGIES FOR ABSENCE: Councillors: Ms. M. Buckley and I. B. Roberts

IN ATTENDANCE: Mrs. L. Wood, Town Clerk and Mrs. N. Thornton, Support Officer.

134. DECLARATION OF INTEREST – MEMBERS CODE OF CONDUCT

Councillor P. Cunningham declared a personal interest relating to minute number 136 reference voucher number 245.

135. MINUTES

RESOLVED: That the minutes of the Meeting held on Monday 17th October 2022 be approved as a correct record and signed by the Chair.

136. ACCOUNTS FOR PAYMENT

RESOLVED: That the accounts for payment on the attached schedule be approved for payment.

137. CHRISTMAS DONATIONS

The Council considered the Christmas donations and agreed to donate £50 to a number of groups and organisations.

RESOLVED: That the below Christmas donations are made.

Name of School / Organisation	Amount
Ysgol Croes Atti	£50.00
St. Mary's Primary School	£50.00
Cornist Park Primary School	£50.00
Gwynedd Primary School	£50.00
Ysgol Pen Goch	£50.00
Flint High School	£50.00
St. Richard Gwyn High School	£50.00
Ysgol Maes Hyfryd High School	£50.00
1 st Flint Scouts Group	£50.00
3 rd Flint Rainbows	£50.00
3 rd Flint Brownies	£50.00
Mother Union	£50.00

138. FINANCIAL ASSISTANCE

The Town Clerk considered a request for financial assistance from the Rotary Club of Flint and Holywell.

Councillor P. Cunningham said for the wonderful work that the Rotary Club do in the community and especially around Christmas period, he proposed that the Council should give a financial donation of £200. Councillors agreed.

RESOLVED: That a financial donation of £200 is to be paid the Rotary Club of Flint and Holywell.

139. STANDING ORDERS

The Council considered the revised Standing Orders for approval and adoption.

RESOLVED: That the Standing Orders were approved and were adopted by the Council.

140. TO APPROVE ANY MATTERS OF A FINANCIAL NATURE AGREED AT THE COMMITTEE MEETINGS OF THE 21st NOVEMBER, 2022

The Chairman asked for all Councillors to approve and adopt the financial recommendations made at each of the Committee meetings earlier this evening.

RESOLVED: The Council approved and adopted all financial recommendations from the Committee Meetings.

141. EXCLUSION OF PUBLIC AND PRESS

RESOLVED: That the Public and Press be excluded from the following matter.

142. 2022-23 NATIONAL PAY AGREEMENT

The Town Clerk reported that the 2022-23 national pay agreement had been announced and this will be back dated to April 2022.

The Town Clerk also reported that an ex-employee had written to the Council to ask that they receive the increase for the period that they were employed at the Town Council. Councillors agreed.

RESOLVED: That the Town Clerk will implement the pay increase.

Date of Council Meeting	Monday 21st November, 2022
..... Chairman	

Agenda item 6

Flint Town Council Current Year

Income and Expenditure Account for Year Ended 31/12/2022

31/03/2022		31/12/2022
	Income Summary	
239,900	Precept	245,384
<u>239,900</u>	Sub Total	<u>245,384</u>
	Operating Income	
5,508	General Income	27
6,541	Town Hall	17,650
<u>251,949</u>	Total Income	<u>263,061</u>
	Running Costs	
49,539	Town Hall	28,133
61,857	Staff	69,929
5,833	Office Expenses	8,807
5,282	Civic Expenses	6,935
1,750	Financial Assistance	1,450
63,791	Amenities / Projects	81,796
<u>188,052</u>	Total Expenditure	<u>197,049</u>
	General Fund Analysis	
112,751	Opening Balance	176,648
251,949	Plus : Income for Year	263,061
<u>364,700</u>		<u>439,709</u>
188,052	Less : Expenditure for Year	197,049
<u>176,648</u>		<u>242,660</u>
0	Transfers TO / FROM Reserves	0
<u>176,648</u>	Closing Balance	<u>242,660</u>

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>General Income</u>						
Precept	243,350	243,350	0			100.0%
Bank Interest	27	10	(17)			268.0%
General Income :- Income	<u>243,377</u>	<u>243,360</u>	<u>(17)</u>			<u>100.0%</u>
Net Income	<u>243,377</u>	<u>243,360</u>	<u>(17)</u>			
<u>Town Hall</u>						
Hire Income	17,430	8,000	(9,430)			217.9%
Town Hall :- Income	<u>17,430</u>	<u>8,000</u>	<u>(9,430)</u>			<u>217.9%</u>
Rates	9,148	10,600	1,452		1,452	86.3%
Water Rates	4	3,200	3,196		3,196	0.1%
Gas	1,258	4,500	3,242		3,242	27.9%
Electricity	1,043	2,500	1,457		1,457	41.7%
Window Cleaning	770	925	155		155	83.2%
Cleaning Materials	185	535	350		350	34.7%
Repairs & Maintenance	2,486	15,000	12,514		12,514	16.6%
Furniture, Equip & Decorating	4,123	2,000	(2,123)		(2,123)	206.2%
Security Alarm System	720	1,000	280		280	72.0%
Lift Disabled Access	872	2,500	1,628		1,628	34.9%
Portrait	0	1,000	1,000		1,000	0.0%
Insurance	1,837	2,000	163		163	91.9%
Fire Extinguisher / Alarm	4,041	500	(3,541)		(3,541)	808.3%
Miscellaneous	615	2,500	1,885		1,885	24.6%
Town Hall :- Indirect Expenditure	<u>27,103</u>	<u>48,760</u>	<u>21,657</u>	<u>0</u>	<u>21,657</u>	<u>55.6%</u>
Net Income over Expenditure	<u>(9,673)</u>	<u>(40,760)</u>	<u>(31,087)</u>			
<u>Staff</u>						
Salaries (PAYE & NI)	57,608	65,500	7,892		7,892	88.0%
Employers NI	3,796	3,700	(96)		(96)	102.6%
Staff Pensions	7,763	8,000	237		237	97.0%
Payroll Services	283	350	67		67	81.0%
Staff Expenses	183	0	(183)		(183)	0.0%
Miscellaneous	266	0	(266)		(266)	0.0%
Staff :- Indirect Expenditure	<u>69,899</u>	<u>77,550</u>	<u>7,651</u>	<u>0</u>	<u>7,651</u>	<u>90.1%</u>
Net Expenditure	<u>(69,899)</u>	<u>(77,550)</u>	<u>(7,651)</u>			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Office Expenses</u>						
Miscellaneous	3,443	2,000	(1,443)		(1,443)	172.1%
Audit fees	(1,106)	2,250	3,356		3,356	(49.2%)
Elections	4,758	5,500	742		742	86.5%
Telephone & Broadband	818	1,500	682		682	54.5%
Photocopier & Printing	221	1,250	1,029		1,029	17.7%
Stationery & Postage	669	500	(169)		(169)	133.7%
Office Expenses :- Indirect Expenditure	8,802	13,000	4,198	0	4,198	67.7%
Net Expenditure	(8,802)	(13,000)	(4,198)			
<u>Civic Expenses</u>						
Furniture, Equip & Decorating	14	0	(14)		(14)	0.0%
Miscellaneous	1,094	0	(1,094)		(1,094)	0.0%
Mayor Allowance	597	2,000	1,403		1,403	29.9%
Deputy Mayor Allowance	0	400	400		400	0.0%
Civic Expenses / Regalia	264	2,000	1,736		1,736	13.2%
Inauguration Expenses	2,658	1,500	(1,158)		(1,158)	177.2%
Civic Sunday	1,045	1,500	455		455	69.7%
Remembrance Sunday	903	1,400	498		498	64.5%
Association Costs	121	100	(21)		(21)	121.0%
Members Allowance	240	1,000	760		760	24.0%
Members Travelling	0	250	250		250	0.0%
Civic Expenses :- Indirect Expenditure	6,935	10,150	3,215	0	3,215	68.3%
Net Expenditure	(6,935)	(10,150)	(3,215)			
<u>Financial Assistance</u>						
Community Bonfire	0	500	500		500	0.0%
Schools (Christmas Donation)	0	500	500		500	0.0%
Organisations	650	1,750	1,100		1,100	37.1%
Christmas Donations	800	1,200	400		400	66.7%
Flint Town United FC	0	1,000	1,000		1,000	0.0%
Financial Assistance :- Indirect Expenditure	1,450	4,950	3,500	0	3,500	29.3%
Net Expenditure	(1,450)	(4,950)	(3,500)			
<u>Amenities / Projects</u>						
Christmas Illumin & Events	25,530	30,000	4,470		4,470	85.1%
Town Clock	200	200	0		0	100.0%
Hanging Baskets	8,812	4,000	(4,812)		(4,812)	220.3%

Detailed Income & Expenditure by Budget Heading 31/12/2022

Month No: 9

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Street Lighting	900	900	0		0	100.0%
Playscheme	10,265	9,600	(665)		(665)	106.9%
Development of Website	150	1,500	1,350		1,350	10.0%
Flint Festival & Town Events	28,581	15,000	(13,581)		(13,581)	190.5%
CCTV Maintenance - FTC	678	4,000	3,322		3,322	17.0%
CCTV Maintenance - FCC	7,499	13,000	5,501		5,501	57.7%
Genotaph / Fountain	0	1,000	1,000		1,000	0.0%
Countryside Contribution	0	5,000	5,000		5,000	0.0%
Speed Awareness Signs	0	5,000	5,000		5,000	0.0%
Amenities / Projects :- Indirect Expenditure	82,616	89,200	6,584	0	6,584	92.6%
Net Expenditure	(82,616)	(89,200)	(6,584)			
Grand Totals:- Income	260,807	251,360	(9,447)			103.8%
Expenditure	196,805	243,610	46,805	0	46,805	80.8%
Net Income over Expenditure	64,002	7,750	(56,252)			
Movement to/(from) Gen Reserve	64,002					

Flint Town Council Current Year

Bank - Cash and Investment Reconciliation as at 31 December 2022

<u>Account Description</u>			<u>Balance</u>
<u>Bank Statement Balances</u>			
1	31/12/2022	HSBC Community A/c 5936	224,779.54
2	30/11/2022	HSBC Bus Money A/c 6942	11,044.95
3	31/10/2022	HSBC Bus Money A/c 1684	50.08
4	30/11/2022	Petty Cash	488.92
			236,363.49
<u>Unpresented Payments</u>			
1	19/12/2022	BACS	0.00
			0.00
			236,363.49
<u>Receipts not on Bank Statement</u>			
1	03/01/2023	Festive	820.00
1	03/01/2023	Room Hire	180.00
1	03/01/2023	Wed Fayre	20.00
			1,020.00
Closing Balance			237,383.49
<u>All Cash & Bank Accounts</u>			
1		HSBC Community A/c 5936	224,779.54
2		HSBC Bus Money A/c 6942	11,059.99
3		HSBC Bus Money A/c 1684	50.11
4		Petty Cash	465.44
Other Cash & Bank Balances			0.00
Total Cash & Bank Balances			236,355.08



TOWN COUNCIL

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Mrs. Lesley Wood
Town Clerk

email: townclerk@flinttowncouncil.gov.wales

FINANCIAL ASSISTANCE TO ORGANISATIONS

INFORMATION & APPLICATION FORM

NOTES:

- i) Applications are considered by the Finance and Policy Committee Meeting. The application form and required paperwork (which is detailed below in point 11) should be sent to the Town Clerk for consideration at these meetings.
- ii) Subject to the availability of resources in each financial year, the Town Council's policy states that:
 - Financial support is confined to local organisations etc., as a general policy.
 - Financial support to outside organisations and events etc., shall be considered when residents of the Council's area are participating or there is direct benefit to the community.
 - Financial support is confined to organisations that have a bank balance of £1,000 or less, unless residents of the Council's area are participating or there is direct benefit to the community.

FLINT TOWN COUNCIL

Application for Financial Assistance

(Complete in **CAPITAL LETTERS** except when signing)

1. APPLICANT'S NAME AND ADDRESS

Tel. No. _____ E-mail: _____

2. ORGANISATION'S NAME

3. TYPE OF ORGANISATION

✓ the categories that best describe the organisation:

- ☐ Group of Individuals
- ☐ Registered Charity. Registered Charity No.: _____
- ☐ Society or Club
- ☐ Society or Club with Adopted Constitution
- ☐ Company Limited by Guarantee
- ☐ Local Branch of a National Organisation
- ☐ Limited Company
- ☐ Other (Please specify) _____

4. PERIOD ORGANISATION HAS BEEN IN EXISTENCE _____

5. LOCATION OF ORGANISATION _____

6. PURPOSE OF ORGANISATION INCLUDING THE PARTICULAR BENEFITS TO THE TOWN OF FLINT THAT ARISE THROUGH THE ORGANISATION'S WORK

7. PURPOSE FOR WHICH FINANCIAL ASSISTANCE, IF APPROVED, WILL BE USED

8. AMOUNT SOUGHT £ _____ TOTAL COST OF PROJECT £ _____

9. OTHER SOURCES OF FUNDING RECEIVED OR BEING SOUGHT

10. ANY OTHER INFORMATION WHICH YOU FEEL WOULD HELP THE TOWN COUNCIL IN CONSIDERING THIS APPLICATION

(Continue on a separate sheet of paper if necessary)

11. INFORMATION REQUIRED (This information is not required from the schools).

- i) An Adopted Constitution or Set of Rules.
- ii) The latest year's audited Accounts or Statement of Income and Expenditure.

iii) A copy of the latest Bank/Building Society Statement(s) for **ALL** Accounts held by the Organisation.

NOTE: If the accounts show a balance of £1,000 or more, please give an explanation why financial assistance is being sought.

(Continue on a separate sheet of paper if necessary)

12. I declare that to the best of my knowledge the information given on this Application and its supporting enclosures are correct.

Signed: _____ Date: _____

Position in Organisation _____

Return completed Application with supporting enclosures to the:

Flint Town Council,
Town Hall
Flint
Flintshire
CH6 5NW

Telephone No: 01352 734414

E Mail: townclerk@flinttowncouncil.gov.wales

Agenda item 8

Expenditure Heads	Budget 2022/2023	Expected Expenditure as at 31/03/23	Suggested Budget 2023/2024
TOWN HALL			
Rates	£ 10,400.00	£ 10,165.00	£ 11,000.00
Water Rates	£ 3,200.00	£ 1,500.00	£ 1,500.00
Gas	£ 4,500.00	£ 4,500.00	£ 5,500.00
Electricity	£ 2,500.00	£ 2,500.00	£ 3,500.00
Window Cleaning	£ 925.00	£ 925.00	£ 925.00
Cleaning Materials	£ 535.00	£ 500.00	£ 600.00
Repairs & Maintenance	£ 15,000.00	£ 5,000.00	£ 15,000.00
Furniture & Equipment / Decorating	£ 2,000.00	£ 3,500.00	£ 2,000.00
Security Alarm System	£ 1,000.00	£ 720.00	£ 1,150.00
Lift Disabled Access	£ 2,500.00	£ 1,500.00	£ 2,000.00
Portrait	£ 1,000.00	£ -	£ 1,000.00
Insurance	£ 2,000.00	£ 1,989.00	£ 2,000.00
Fire Extinguisher / Alarm	£ 500.00	£ 3,795.00	£ 1,000.00
Miscellaneous	£ 2,500.00	£ 1,000.00	£ 2,500.00
STAFF			
Staff Salary (including PAYE & NI)	£ 58,500.00	£ 69,000.00	£ 84,000.00
Employers NI	£ 2,800.00	£ 5,000.00	£ 5,500.00
Staff Pension	£ 4,500.00	£ 7,000.00	£ 9,200.00
Payroll Services	£ 500.00	£ 475.00	£ 475.00
OFFICE EXPENSES			
Audit Fees	£ 2,250.00	£ 2,250.00	£ 2,250.00
Petty Cash	£ 500.00	£ 750.00	£ 1,000.00
Elections	£ 4,000.00	£ 4,600.00	£ 2,000.00
Telephone & Broadband	£ 1,500.00	£ 1,200.00	£ 1,000.00
Printing inc. Rental of Photocopier	£ 1,250.00	£ 1,250.00	£ 1,250.00
Bank Charges	£ -	£ 170.00	£ 200.00

Rialtas Accountancy System	£	-	£	1,300.00	£	1,300.00
Website support	£	1,500.00	£	1,050.00	£	1,000.00
IT support (mircophones)	£	-	£	1,350.00	£	1,350.00
Stationery & Postage	£	500.00	£	1,000.00	£	600.00
Miscellaneous & Professional Fees	£	2,900.00	£	2,000.00	£	2,500.00
CIVIC EXPENSES						
Mayors Allowance	£	2,000.00	£	2,000.00	£	2,000.00
Deputy Mayor Allowance	£	400.00	£	400.00	£	400.00
Civic Regalia	£	2,000.00	£	4,700.00	£	2,000.00
Civic Expenses	£	-	£	500.00	£	600.00
Inauguration Expenses	£	1,500.00	£	2,700.00	£	3,000.00
Civic Sunday	£	1,500.00	£	1,050.00	£	1,200.00
Remembrance Sunday	£	1,400.00	£	1,000.00	£	1,000.00
Association Costs	£	100.00	£	100.00	£	100.00
Members Allowances	£	1,000.00	£	300.00	£	1,000.00
Members Travelling	£	250.00	£	-	£	200.00
FINANCIAL ASSISTANCE						
Community Bonfire	£	500.00	£	6,000.00	£	500.00
Christmas Donations	£	1,700.00	£	600.00	£	600.00
Organisations	£	1,750.00	£	1,000.00	£	1,000.00
Flint Town United FC	£	1,000.00	£	-	£	1,000.00
Urdd Eisteddfod	£	250.00	£	250.00	£	250.00
AMENITIES / PROJECTS						
Christmas Illuminations & Events	£	32,000.00	£	46,000.00	£	30,000.00
Town Clock	£	200.00	£	200.00	£	200.00
Hanging Baskets	£	4,000.00	£	10,200.00	£	4,000.00
Street Lighting	£	900.00	£	900.00	£	900.00
Playscheme	£	9,600.00	£	10,265.00	£	8,600.00
Flint Festival & Town Events	£	15,000.00	£	18,115.00	£	15,000.00
CCTV Maintenance - FTC	£	4,000.00	£	1,500.00	£	1,500.00
CCTV Maintenance - FCC	£	13,000.00	£	7,500.00	£	8,000.00
Cenotaph / Fountain	£	1,000.00	£	400.00	£	500.00
Countryside Contribution	£	5,000.00	£	5,000.00	£	5,000.00

Grit Bins	-	£	200.00	£	500.00	
Playarea Improvement Scheme	£	-	£	10,000.00	£	10,000.00
Total Expenditure	£	229,310.00	£	266,869.00	£	262,350.00

Estimated over / under spend in 2022/23	£	37,559.00	overspend
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	Expected by 31/3/2021	Estimate 2022/23
Room Hire	£ 4,500.00	£ 18,000.00
Bank Interest	£ 10.00	£ 10.00
Refunds / Other		£ -
	£ 4,510.00	£ 18,010.00

2022/23	
Precept 2022/23	£ 239,900.00

2022/23	
Suggested Expenditure	£ 262,350.00
Less Estimated Income	£ 18,010.00
Less monies taken from working balance	£ -
Suggested Precept 2022/23	£ 244,340.00

NOTES:

The Band D (Council Tax level) equivalent properties for last year was **£5020.23** which meant the precept for **2022/2023** cost **£48.47**

For **2023/24** the figure is **£5041.16** and the cost to a Band D property would be **£48.47**, a £0.00 increase/decrease

Balance 2023/24	
Bank Balance as at 31/03/22	£ 174,322.40
Precept 2022/23	£ 239,900.00
Estimated Expenditure 22/23	£ 266,869.00
Estimated Income 22/23	£ 18,010.00
Balance expected to be as at 31/3/23	£ 165,363.40

Notes	
Town Hall Repairs and Maintenance	£ 20,000.00
Working Balance expected to be as at 31/3/23	£ 145,363.40

Held as a contingency reserve in the event of major works required