



FLINT TOWN COUNCIL

CYNGOR TREF Y FFLINT

Mrs. Lesley Wood
Town Clerk

email: townclerk@flinttowncouncil.gov.wales

April 2024

Dear Councillor,

You are hereby requested to attend the Hybrid Meeting of the **FINANCE & POLICY COMMITTEE** on Monday 15th April 2024 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. Public Enquiry Item

In accordance with the agreed criteria (copies will be available at the meeting) any member of the public present can ask a question or make comment on any agenda item.

3. Declaration of Interest – Members Code of Conduct

4. To confirm as a correct record the minutes of the meeting held on 18th March 2024

5. Clerks update on matters arising from the previous meeting, if any



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6. Accounts for Payment

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

7. IRPW - Members Allowances and Expenses 2023/24

To note the attached information applicable for 2023/24 which the Council is required to publish on the Council's website and send a copy to the IRPW

8. Budget Monitoring Report

To consider the attached budget monitoring report and bank reconciliation statement.

9. Council Policies

To review and adopt the following Council Policies:

Multi Location Policy

Training Policy

Reserves Policy

10. To approve any matters of a financial nature agreed at the Committee Meetings of the 15th April 2024

FINANCE & POLICY COMMITTEE

The Minutes of the proceedings of the hybrid meeting of the Finance & Policy Committee, held on Monday 18th March 2024.

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

Councillors: M. Buckley, D. Challenger, P. Cunningham, N. Davies, R. Davies, C. Griffiths, E. Jones, M. Perfect, V. Perfect, J. Stoneley and M. Whittaker.

APOLOGIES FOR ABSENCE: Councillor M. Moore.

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

237. PUBLIC ENQUIRY ITEM

There were no public enquiry items.

238. DECLARATION OF INTEREST – MEMBERS CODE OF CONDUCT

There were no declarations of interest made.

239. MINUTES

RESOLVED: That the minutes of the Meeting held on Monday 19th February 2024 be approved as a correct record and signed by the Chair.

240. ACCOUNTS FOR PAYMENT

The accounts for payment totalling £36,349.11 were circulated to Council for approval.

RESOLVED: That the accounts for payment totalling £36,349.11 on the schedule be approved for payment.

241. IRPW PAYMENTS TO MEMBERS 2024/25

The meeting considered the Annual Report of the Independent Remuneration Panel for Wales in order to agree the determinations applicable for the next financial year.

RESOLVED: That in relation to the 2024/25 financial year, the determinations required concerning payments to Members be as follows:

Extra Costs Payment - Payment of £156 paid to Members – to be paid by Council as Mandatory
Reimbursement for Consumables - Payment of up to £52 on production of receipts – to be paid by Council as Mandatory
Senior Roles – The Chair of Finance & Policy was nominated to be paid by Council
Mayor or Chair – not to be paid by Council

Deputy Mayor/Deputy Chair – not to be paid by Council
Attendance Allowance – to be paid by Council
Financial Loss Allowance – to be paid by Council
Travel & Subsistence – to be paid by Council
Cost of Care or Personal Assistance – to be paid by Council as Mandatory

242. COUNCIL POLICIES

The Council considered the following Council Policies for approval and adoption.

Internal Controls

Annual Risk Assessment

Standing Orders

Planning Procedures

Councillor R. Davies proposed changes to the Planning Procedures, which will enable all Councillors to be consulted on all Planning applications. Councillors agreed.

RESOLVED: That the Internal Controls; Annual Risk Assessment; Standing Orders were approved and adopted by the Council and that the Planning Procedures are amended as proposed and approved and adopted by the Council.

243. CIVILITY & RESPECT PLEDGE

The Council reviewed the Civility and Respect Pledge.

RESOLVED: That the Council reviewed and agreed the Civility and Respect Pledge.

244. INTERNAL AUDIT REPORT 2023-24

The Council reviewed the Internal Audit Report 2023-24.

The Town Clerk reported that all issues had been resolved and procedures amended to comply with the recommendations.

RESOLVED: That all issues had been resolved and procedures amended to comply with Internal Audit's recommendations.

245. FINANCIAL ASSISTANCE APPLICATION

The Council considered a Financial Assistance application from Basketball Wales.

RESOLVED: That in relation to the Financial Assistance application from Basketball Wales, no donation to be made.

246. TO APPROVE ANY MATTERS OF A FINANCIAL NATURE AGREED AT THE COMMITTEE MEETINGS OF THE 18th MARCH 2024

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.

DRAFT

Date of Council Meeting	Monday 18 th March, 2024
..... Chair	

Agenda item 7

Payments to Members of Flint Town Council for 2023/2024

Councillor Name	Payments for costs incurred in respect of telephone, broadband etc. (max £156 per member)	Payment for Consumables £52 (paid upon production of receipts)	Responsibility Payment (up to £500 to a maximum of 5 members)	Chair/Mayor's & Deputy Chair / Mayors Allowance	Financial Loss Allowance	Travel & Subsistence expenses	Care Allowance (up to a maximum of £403 per member per month)	Total
Cllr. D. Challenger	£156							£156
Cllr. E. Jones	£156							£156
Cllr. M. Whittaker	£156							£156
Total								£468

In accordance with Section 151 of the Local Government Measure 2011, Community and Town Councils must publish within their authority area the remuneration received by their members by 30th September following the end of the year to which the payment relates. This information should also be sent to the Independent Remuneration Panel for Wales by the same date. Nil returns are also required. See Annex 4 of the Panel's report for more information.

Agenda Item 8

Flint Town Council

Bank - Cash and Investment Reconciliation as at 31 March 2024

Confirmed Bank & Investment Balances

Bank Statement Balances

31/03/2024	HSBC Community A/c 5936 MAIN	175,424.69	
31/03/2024	HSBC Bus Money A/c 6942 FEST	5,639.72	
31/03/2024	HSBC Bus Money A/c 1684 MAYOR	726.83	
31/03/2024	Petty Cash	286.57	
			182,077.81

Receipts not on Bank Statement

0.00

Closing Balance

182,077.81

All Cash & Bank Accounts

1	HSBC Community A/c 5936 MAIN	175,424.69
2	HSBC Bus Money A/c 6942 FEST	5,639.72
3	HSBC Bus Money A/c 1684 MAYOR	726.83
4	Petty Cash	286.57
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	182,077.81

Flint Town Council

Income and Expenditure Account for Year Ended 31/03/2024

31/03/2023		31/03/2024
	Income Summary	
243,350	Precept	244,340
<u>243,350</u>	Sub Total	<u>244,340</u>
	Operating Income	
53	General Income	180
22,913	Town Hall	24,654
180	Office Expenses	107
0	Civic Expenses	30
10,826	Amenities / Projects	12,487
<u>277,322</u>	Total Income	<u>281,797</u>
	Running Costs	
36,929	Town Hall	34,963
94,636	Staff	109,694
12,653	Office Expenses	10,611
9,246	Civic Expenses	13,064
7,700	Financial Assistance	3,700
115,664	Amenities / Projects	98,792
<u>276,827</u>	Total Expenditure	<u>270,824</u>
	General Fund Analysis	
176,648	Opening Balance	177,143
277,322	Plus : Income for Year	281,797
<u>453,970</u>		<u>458,940</u>
276,827	Less : Expenditure for Year	270,824
<u>177,143</u>		<u>188,116</u>
0	Transfers TO / FROM Reserves	27,865
<u>177,143</u>	Closing Balance	<u>160,251</u>

12:54 Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12 Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 General Income</u>							
1076 Precept	244,340	244,340	0			100.0%	
1090 Bank Interest	180	0	(180)			0.0%	
General Income :- Income	<u>244,520</u>	<u>244,340</u>	<u>(180)</u>			<u>100.1%</u>	<u>0</u>
Net Income	<u>244,520</u>	<u>244,340</u>	<u>(180)</u>				
<u>200 Town Hall</u>							
1205 Income Town Hall Room Hire	24,654	0	(24,654)			0.0%	
Town Hall :- Income	<u>24,654</u>	<u>0</u>	<u>(24,654)</u>				<u>0</u>
4105 Rates FCC	10,474	11,000	526		526	95.2%	
4110 Water Rates	1,386	1,500	114		114	92.4%	
4115 Gas	3,771	5,500	1,729		1,729	68.6%	
4120 Electricity	3,324	3,500	176		176	95.0%	
4125 Window Cleaning	910	925	15		15	98.4%	
4130 Cleaning Materials	502	600	98		98	83.7%	
4135 Repairs & Maintenance	3,127	15,000	11,873		11,873	20.8%	
4140 Furniture, Equip & Decorating	4,286	2,000	(2,286)		(2,286)	214.3%	
4145 Security Alarm System	755	1,150	395		395	65.7%	
4150 Lift Disabled Access	2,404	2,000	(404)		(404)	120.2%	
4152 PHS Sanitary	16	0	(16)		(16)	0.0%	
4155 Portrait	0	1,000	1,000		1,000	0.0%	
4160 Insurance	2,113	2,000	(113)		(113)	105.6%	
4165 Fire Extinguisher / Alarm	1,353	1,000	(353)		(353)	135.3%	
4170 Miscellaneous Town Hall	542	2,500	1,958		1,958	21.7%	
Town Hall :- Indirect Expenditure	<u>34,963</u>	<u>49,675</u>	<u>14,712</u>	<u>0</u>	<u>14,712</u>	<u>70.4%</u>	<u>0</u>
Net Income over Expenditure	<u>(10,309)</u>	<u>(49,675)</u>	<u>(39,366)</u>				
<u>300 Staff</u>							
4000 Staff Salaries Net Pay	70,456	84,000	13,544		13,544	83.9%	
4001 HMRC Employees Income Tax	10,693	0	(10,693)		(10,693)	0.0%	
4002 HMRC Employees NI	4,623	0	(4,623)		(4,623)	0.0%	
4005 HMRC Employers NI	7,590	5,500	(2,090)		(2,090)	138.0%	
4010 Staff Pensions - Employer Cont	11,871	9,200	(2,671)		(2,671)	129.0%	
4011 Staff Pensions - Employee Cont	3,906	0	(3,906)		(3,906)	0.0%	
4055 Payroll Services	525	475	(50)		(50)	110.5%	
4170 Miscellaneous Town Hall	30	0	(30)		(30)	0.0%	
Staff :- Indirect Expenditure	<u>109,694</u>	<u>99,175</u>	<u>(10,519)</u>	<u>0</u>	<u>(10,519)</u>	<u>110.6%</u>	<u>0</u>
Net Expenditure	<u>(109,694)</u>	<u>(99,175)</u>	<u>10,519</u>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
350 Office Expenses							
1225 Income Photocopying & Printing	107	0	(107)			0.0%	
Office Expenses :- Income	<u>107</u>	<u>0</u>	<u>(107)</u>				<u>0</u>
4140 Furniture, Equip & Decorating	35	0	(35)		(35)	0.0%	
4170 Miscellaneous Town Hall	1,383	2,500	1,117		1,117	55.3%	
4171 Miscellaneous Office/Prof Fees	382	0	(382)		(382)	0.0%	
4180 Bank Charges	152	200	48		48	75.8%	
4181 Rialtas Accountancy System	1,383	1,300	(83)		(83)	106.4%	
4182 IT Support & Equipment	1,025	1,350	325		325	75.9%	
4205 Audit fees	1,684	2,250	566		566	74.8%	
4210 Elections	0	2,000	2,000		2,000	0.0%	
4215 Telephone & Broadband	1,371	1,000	(371)		(371)	137.1%	
4220 Photocopier & Printing	675	1,250	575		575	54.0%	
4225 Stationery & Postage	1,530	600	(930)		(930)	255.0%	
4530 Website	992	0	(992)		(992)	0.0%	
Office Expenses :- Indirect Expenditure	<u>10,611</u>	<u>12,450</u>	<u>1,839</u>	<u>0</u>	<u>1,839</u>	<u>85.2%</u>	<u>0</u>
Net Income over Expenditure	<u>(10,504)</u>	<u>(12,450)</u>	<u>(1,946)</u>				
400 Civic Expenses							
1210 Donations Received	30	0	(30)			0.0%	
Civic Expenses :- Income	<u>30</u>	<u>0</u>	<u>(30)</u>				<u>0</u>
4305 Mayor Allowance	897	2,000	1,103		1,103	44.9%	
4310 Deputy Mayor Allowance	0	400	400		400	0.0%	
4315 Civic Expenses inc adhoc event	134	600	466		466	22.3%	
4316 Civic Regalia/Robes/Shields	6,315	2,000	(4,315)		(4,315)	315.7%	
4320 Inauguration Expenses	3,066	3,000	(66)		(66)	102.2%	
4325 Civic Sunday	1,080	1,200	120		120	90.0%	
4330 Remembrance Sunday	827	1,000	173		173	82.7%	
4335 Association Costs	100	100	0		0	100.0%	
4340 Members Allowance IRPW	618	1,000	382		382	61.8%	
4345 Members Travelling	27	200	173		173	13.5%	
Civic Expenses :- Indirect Expenditure	<u>13,064</u>	<u>11,500</u>	<u>(1,564)</u>	<u>0</u>	<u>(1,564)</u>	<u>113.6%</u>	<u>0</u>
Net Income over Expenditure	<u>(13,034)</u>	<u>(11,500)</u>	<u>1,534</u>				
500 Financial Assistance							
4405 Donations - Community Bonfire	500	500	0		0	100.0%	
4410 Donations - Urdd Eisteddfod	250	250	0		0	100.0%	
4415 Donations - Organisations	1,200	1,000	(200)		(200)	120.0%	

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4420 Donations - Christmas	750	600	(150)		(150)	125.0%	
4425 Donations Flint Town United FC	1,000	1,000	0		0	100.0%	
Financial Assistance :- Indirect Expenditure	<u>3,700</u>	<u>3,350</u>	<u>(350)</u>	<u>0</u>	<u>(350)</u>	<u>110.4%</u>	<u>0</u>
Net Expenditure	<u>(3,700)</u>	<u>(3,350)</u>	<u>350</u>				
<u>600 Amenities / Projects</u>							
1215 Income Festival	11,367	0	(11,367)			0.0%	
1220 Income Christmas Event	1,120	0	(1,120)			0.0%	
Amenities / Projects :- Income	<u>12,487</u>	<u>0</u>	<u>(12,487)</u>				<u>0</u>
4505 Christmas Illumin & Events	23,965	30,000	6,035		6,035	79.9%	
4510 Town Clock	200	200	0		0	100.0%	
4515 Hanging Baskets	3,515	4,000	486		486	87.9%	
4520 Street Lighting FCC	0	900	900		900	0.0%	
4523 Play Area Improvement FCC	10,000	10,000	0		0	100.0%	
4525 Playscheme FCC	10,634	8,600	(2,034)		(2,034)	123.7%	
4530 Website	0	1,000	1,000		1,000	0.0%	
4535 Flint Festival	21,887	15,000	(6,887)		(6,887)	145.9%	
4536 Town Events	11,146	0	(11,146)		(11,146)	0.0%	
4545 CCTV Maintenance - FTC	1,789	1,500	(289)		(289)	119.2%	
4550 CCTV Maintenance - FCC	10,656	8,000	(2,656)		(2,656)	133.2%	
4555 Cenotaph / Fountain	0	500	500		500	0.0%	
4560 Countryside Contribution FCC	5,000	5,000	0		0	100.0%	
4566 Grit Bins	0	500	500		500	0.0%	
Amenities / Projects :- Indirect Expenditure	<u>98,792</u>	<u>85,200</u>	<u>(13,592)</u>	<u>0</u>	<u>(13,592)</u>	<u>116.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(86,305)</u>	<u>(85,200)</u>	<u>1,105</u>				
Grand Totals:- Income	281,797	244,340	(37,457)			115.3%	
Expenditure	270,824	261,350	(9,474)	0	(9,474)	103.6%	
Net Income over Expenditure	<u>10,973</u>	<u>(17,010)</u>	<u>(27,983)</u>				
Movement to/(from) Gen Reserve	<u>10,973</u>						