



PRESTATYN
TOWN COUNCIL

CYNGOR
TREF PRESTATYN



7 Nant Hall Road
Prestatyn
LL19 9LR

7 Ffordd Llys Nant
Prestatyn
LL19 9LR

20th September 2017

20^{fed} Medi 2017

Dear Councillor

Annwyl Gynghorydd

You are invited to attend a meeting of **FINANCE AND MANAGEMENT COMMITTEE** to be held in Council Chamber, Municipal Offices, Nant Hall Road, Prestatyn on **Wednesday 27th September 2017** upon rise of Town Planning Committee.

Fe'ch gwahoddir i gyfarfod y **PWYLLGOR CYLLID A RHEOLAETH** yn Siambr y Cyngor, Swyddfeydd y Cyngor, Ffordd Llys Nant, Prestatyn ar **Ddydd Mercher 27^{ain} Medi 2017** pan ddaw cyfarfod y Pwyllgor Cynllunio Tref i ben.

Yours sincerely

Yr eiddoch yn gywir

Town Clerk

Clerc y Dref

- | | |
|--|--|
| <p>1 APOLOGIES</p> <p>2 PAID ACCOUNTS
Copy attached</p> <p>3 NOTICE OF CONCLUSION OF AUDIT
2016/17
To report upon completion of audit.</p> <p>4 WEBCASTING PM 30
To consider webcasting of meetings</p> <p>5 EXCLUSION OF PUBLIC AND PRESS
To consider exclusion of Public and Press in accordance with Local Government Act 1972 Schedule 12 A Parts 1,8,9 during agenda items 6 and 7.</p> <p>6 COUNCIL OFFICES
To receive update on tenders for repairs to PTC office. Copy attached.</p> | <p>1 YMDDIHEURIADAU</p> <p>2 CYFRIFON A DALWYD
Mae copi wedi'i atodi</p> <p>3 HYSBYSIAD AM GAU ARCHWILIAD
2016/17
Adroddiad am gwblhau archwiliad</p> <p>4 GWEDDARLLEDU PM 30
I ystyried gweddarlledu cyfarfodydd</p> <p>5 EITHRIO'R CYHOEDD A'R WASG
Ystyried eithrio'r Cyhoedd a'r Wasg yn unol â Deddf Llywodraeth Leol 1972 Atodlen 12 A Rhannau 1,8,9 yn ystod yr eitemau 6 a 7 ar yr agenda.</p> <p>6. SWYDDFEYDD Y CYNGOR
Y diweddaraf am y tendrau i wneud gwaith atgyweirio ar swyddfa Cyngor Tref Prestatyn.
Mae copi wedi'i atodi</p> |
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7 STAFFING
Cllr T Jones, Chair of Staffing Sub
Committee to report.

7 STAFFIO
Adroddiad gan y Cynghorydd T Jones,
Cadeirydd yr Is-bwyllgor Staffio.

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

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

PRESTATYN TOWN COUNCIL
CYNGOR TREF PRESTATYN

MAY 2017

COMMUNITY DEVELOPMENT & REGENERATION COMMITTEE

	Total Excluding VAT	VAT	Total
	£	£	£
A <u>General Services</u>			
705622 Helen Taylor - Allotment Session (21.04.17) - hlap	75.00		75.00
705625 Kick It - Ball Games (21.04.17) - hlap	50.00		50.00
705637 Prestatyn Tennis Club - Tennis Session (12.04.17 & 19.04.17) - hlap	96.00		96.00
705640 Ty Caradoc Community Association - Hire of Hall (x4) - hlap	80.00		80.00
	<u>301.00</u>	<u>0.00</u>	<u>301.00</u>
B <u>Service Organisation / Grants s.137</u>			
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
C <u>Community / Environmental Services</u>			
705619 Ruth Moore-Williams - Mind Music Session (28.04.17)	50.00		50.00
	<u>50.00</u>	<u>0.00</u>	<u>50.00</u>
Total for Development & Regeneration Committee (Community)	<u>351.00</u>	<u>0.00</u>	<u>351.00</u>

FINANCE AND MANAGEMENT COMMITTEE - EXPENDITURE

	Total Excluding VAT	VAT	Total
	£	£	£
D General Administration			
705623 Cllr Bob Paterson - Mileage Claim (12.04.17)	12.75		12.75
705624 Community Health & Development Manager - Mileage Claim (25.04.17)	28.43		28.43
705629 Canda Copying Ltd - Photocopier Rental @ 01.05.17	195.88	39.18	235.06
705632 High Street News - Publications @ 18.04.17	24.20		24.20
705633 Conrad Office & Art Ltd - Stationery	239.59	47.92	287.51
705635 PettyCash	200.00		200.00
705636 Conrad Office & Art Ltd - Stationery	41.17	8.24	49.41
705638 Digitel Europe t/a Inet Ltd - Phone Calls re: April17	128.12	25.62	153.74
705641 DVSC - Annual Membership (May 2017 to April 2018)	60.00		60.00
705646 LiveTech Ltd - Computer Maintenance & Support re: April 2017	220.00	44.00	264.00
	<u>1,150.14</u>	<u>164.96</u>	<u>1,315.10</u>
E Democracy			
705643 Councillor G Frobisher - Mayoral Allowance 2017/18	800.00		800.00
	<u>800.00</u>	<u>0.00</u>	<u>800.00</u>
F Personnel			
705620 Denbighshire County Council - Payroll re: April 2017	15,508.56	70.00	15,578.56
705620 Denbighshire County Council - Annual Payroll Service Charges	350.00		350.00
705628 Nation Recruit Ltd - Reception Cover x 16hrs (30.04.17)	198.88	39.78	238.66
705634 ACAS - Managing Challenging Behaviour Course x 1 delegate (NA)	245.00		245.00
705642 Denbighshire County Council - Payroll re: May 2017	16,344.18		16,344.18
	<u>32,646.62</u>	<u>109.78</u>	<u>32,756.40</u>
G Office Accommodation			
705621 CEM Management Services Ltd - Clean PTC Windows re: April 2017	22.36	4.47	26.83
705630 Clwyd Heating - Annual Service Plan re: Boiler at PTC Office	317.00	63.40	380.40
705644 Dwr Cymru Welsh Water - Water Services (22.11.16 to 18.05.17)	80.09		80.09
705645 Denbighshire County Council - Trade Waste Collection (April - May 17)	21.92		21.92
	<u>441.37</u>	<u>67.87</u>	<u>509.24</u>
H Other Expenses			
			0.00
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total for Finance and Management Committee	<u>35,038.13</u>	<u>342.61</u>	<u>35,380.74</u>

COMMUNITY DEVELOPMENT & REGENERATION COMMITTEE

<u>EXPENDITURE</u>	Total Excluding VAT £	VAT £	Total £
I <u>Town Regeneration (Services)</u>			
705627 Rich Brothers Ltd - Roof Leak at Jubilee Community Centre	189.00	37.80	226.80
705630 Clwyd Heating - Installation Upgrade to x2 Boilers at Jubilee C.C.	530.00	106.00	636.00
705631 Denbighshire County Council - Car Park Subsidies 2016/17 Re: Fern Avenue & Central Carparks	9,000.00	1,800.00	10,800.00
	<u>9,719.00</u>	<u>1,943.80</u>	<u>11,662.80</u>
J <u>Town Regeneration (Development)</u>			
705639 Structural Solutions (Mesaj Ltd) - PTC Office Buildings Survey & Report	500.00	100.00	600.00
	<u>500.00</u>	<u>100.00</u>	<u>600.00</u>
Total Community Development & Regeneration Committee (Services/Development)	<u>10,219.00</u>	<u>2,043.80</u>	<u>12,262.80</u>
TOTAL EXPENDITURE FOR MAY 2017	<u>45,608.13</u>	<u>2,386.41</u>	<u>47,994.54</u>

PRESTATYN TOWN COUNCIL
CYNGOR TREF PRESTATYN

MAY 2017

INCOME

	A - C E & C	D - H Policy	I TRC (s)	J TRC (d)	VAT	Total Income £
08.05.17 VAT Repayment - January, February, March 2017		6,073.56				6,073.56
15.05.17 Private Donation to Support Continuation of Mind Music Sessions	100.00					100.00
15.05.17 Donations re: Refreshments at Mind Music Sessions	134.96					134.96
18.05.17 Denbighshire County Council - Hire of Ty Pendre			10.00			10.00
Total Income for May 2017	<u>234.96</u>	<u>6,073.56</u>	<u>10.00</u>	<u>0.00</u>	<u>0.00</u>	<u>6,318.52</u>

External Funding-Grants/Recharges
May 2017

Date	Cheque	Detail	Project	Amount	Eligible Recharges	Externally Funded	Code
03.05.17	705619	R M Williams	MM	50.00	50.00	50.00	C15A

CR=Cardiac Rehab (100%)

GYM Gwynt Y Mor- Allotment (90%)

Big Lottery Mind Music (100%)

PRESTATYN TOWN COUNCIL
CYNGOR TREF PRESTATYN

JUNE 2017

COMMUNITY DEVELOPMENT & REGENERATION COMMITTEE

	Total Excluding VAT	VAT	Total
	£	£	£
A <u>General Services</u>			
705660 Helen Taylor - Allotment Session (2.06.17) - hlap	75.00		75.00
705674 Prestatyn Tennis Club - Tennis Session (21.06.17) - hlap	30.00		30.00
	<u>105.00</u>	<u>0.00</u>	<u>105.00</u>
B <u>Service Organisation / Grants s.137</u>			
Barclaycard Instant Print - Flyers for Events (x15,000)	150.00		150.00
	<u>150.00</u>	<u>0.00</u>	<u>150.00</u>
C <u>Community / Environmental Services</u>			
705651 Ruth Moore-Williams - Mind Music Session (03.05.17 & 17.05.17)	100.00		100.00
705652 Ebay (SE) - Music CD's for Mind Music Sessions	12.41		12.41
705657 Alive Church - Hire of Hall (03.05.17 /17.05.17) - Mind Music Sessions	20.00		20.00
705666 Artisans Collective CIC - Flyers/Social Media/Banners re: Diabetes Awareness Day (13.06.17)	100.00		100.00
	<u>232.41</u>	<u>0.00</u>	<u>232.41</u>
Total for Development & Regeneration Committee (Community)	<u>487.41</u>	<u>0.00</u>	<u>487.41</u>

FINANCE AND MANAGEMENT COMMITTEE - EXPENDITURE

	Total Excluding VAT	VAT	Total
	£	£	£
D General Administration			
705648 Zurich - Annual Insurance Policy 2017/2018	5,448.51	653.81	6,102.32
705649 Wales Audit Office - Accounts for Audit 2015/2016	582.57		582.57
705658 High Street News - Publications @ 03.06.17	24.20		24.20
705662 LiveTech Ltd - Computer Maintenance & Support re: May 2017	220.00	44.00	264.00
705663 Francotyp Postalia Ltd - Franking Machine Rental (June to Sept 2017)	60.00	12.00	72.00
705664 Councillor G Frobisher - Mileage Claim (30.05.17)	22.50		22.50
705671 Digital Europe t/a Inet Ltd - Phone Calls re: May 2017	127.89	25.58	153.47
705675 Conrad Office & Art Ltd - Stationery	159.68	31.94	191.62
705678 LiveTech Ltd - Laptop / Microsoft - NA	330.00	66.00	396.00
705680 Canda Copying Ltd - Colour Photocopies (May 17)	221.29	44.26	265.55
705682 High Street News - Publications to 01.07.17	48.40		48.40
	<u>7,245.04</u>	<u>877.59</u>	<u>8,122.63</u>
E Democracy			
			0.00
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
F Personnel			
705681 Denbighshire County Council - Payroll re: May 2017	15,544.97		15,544.97
	<u>15,544.97</u>	<u>0.00</u>	<u>15,544.97</u>
G Office Accommodation			
705653 CEM Management Services Ltd - Replacement (Chq 705264) re: PTC Windows re: July 2016	20.83	4.17	25.00
705654 C.E.M. Management Services Ltd - PTC Window Cleaning - May 2017	22.36	4.47	26.83
705661 SR Tomlinson - Office Cleaning Services (April, May & June 17)	362.00		362.00
705677 SSE - PTC Electricity (March to June 17)	745.00	37.25	782.25
705679 SSE - PTC Gas (March to June 2017)	240.63	12.03	252.66
	<u>1,390.82</u>	<u>57.92</u>	<u>1,448.74</u>
H Other Expenses			
705668 Denbighshire County Council - HR Support (April to June - 16.50hrs)	557.43	111.49	668.92
	<u>557.43</u>	<u>111.49</u>	<u>668.92</u>
Total for Finance and Management Committee	<u>24,738.26</u>	<u>1,047.00</u>	<u>25,785.26</u>

COMMUNITY DEVELOPMENT & REGENERATION COMMITTEE

	Total Excluding VAT £	VAT £	Total £
EXPENDITURE			
I <u>Town Regeneration (Services)</u>			
705650 Dwr Cymru Welsh Water - Ty Pendre (22 Nov to 23 May 2017)	98.06		98.06
705655 Sherratt Landscape Contractors - Tree Works @ Pendre Memorial Gdns	420.00	84.00	504.00
705659 Greengrass Services Ltd - Maintenance of Alleyway at Church of Holy Spirit (x4)	100.00	20.00	120.00
705665 Denbighshire County Council - Empty Bins x2 Litter & x3 Dog Bins at Coed y Morfa	906.00	181.20	1,087.20
705667 Sherratt Landscape Contractors Ltd - Contract Services re: May 2017	690.01	138.00	828.01
705669 Sherratt Landscape Contractors Ltd - Summer & Winter Planting	530.00	106.00	636.00
705670 SP Projects Ltd - Surveys & Estimating at x4 Community Centres	700.00	140.00	840.00
705677 SSE - Electricity re:Ty Pendre Building (10/3/17 to 19/6/2017)	90.90	4.54	95.44
	<u>3,534.97</u>	<u>673.74</u>	<u>4,208.71</u>
J <u>Town Regeneration (Development)</u>			
705647 White Fox - Town Trail Boards / Nova Display	1,730.00	346.00	2,076.00
705656 Micrographics Colour Imaging - Offas Dyke Trail Panels	270.59	54.12	324.71
705672 Denbighshire Couty Council - Contribution to CCTV re: 2017/18	10,000.00		10,000.00
	<u>12,000.59</u>	<u>400.12</u>	<u>12,400.71</u>
Total Community Development & Regeneration Committee (Services/Development)	<u><u>15,535.56</u></u>	<u><u>1,073.86</u></u>	<u><u>16,609.42</u></u>
TOTAL EXPENDITURE FOR JUNE 2017	<u><u>40,761.23</u></u>	<u><u>2,120.86</u></u>	<u><u>42,882.09</u></u>

PRESTATYN TOWN COUNCIL
CYNGOR TREF PRESTATYN

JUNE 2017

INCOME

	A - C E & C	D - H Policy	I TRC (s)	J TRC (d)	VAT	Total Income £
29.06.17 Donations - Hire of Ty Pendre - Various Organisations			274.40			274.40
29.06.17 Donations - Mind Music Sessions (Entry/Refreshments)	47.15					47.15
29.06.17 Donations - HLAP deposits (Uncollected/Retained)	69.80					69.80
Total Income for June 2017	<u>116.95</u>	<u>0.00</u>	<u>274.40</u>	<u>0.00</u>	<u>0.00</u>	<u>391.35</u>

External Funding-Grants/Recharges
June 2017

Date	Cheque	Detail	Project	Amount	Eligible Recharges	Externally Funded	Code
05.06.17	705651	R M Williams	MM	100.00	100.00	100.00	C15A
05.06.17	705652	S Edwards	MM	12.41	12.41	12.41	C15A
08.06.17	705657	Alive Church	MM	20.00	20.00	20.00	C15A
				132.41	132.41	132.41	

CR=Cardiac Rehab (100%)

GYM Gwynt Y Mor- Allotment (90%)

Big Lottery Mind Music (100%)

PRESTATYN TOWN COUNCIL
CYNGOR TREF PRESTATYN

JULY 2017

COMMUNITY DEVELOPMENT & REGENERATION COMMITTEE

	Total Excluding VAT	VAT	Total
	£	£	£
A <u>General Services</u>			
705697 Alys McDonald - Dance Sessions - hlap (replace lost chq 705676)	110.50		110.50
705701 Helen Taylor - Art Session (28th July 17) - hlap	75.00		75.00
	<u>185.50</u>	<u>0.00</u>	<u>185.50</u>
B <u>Service Organisation / Grants s.137</u>			
705708 Fatboy's (R Erwood) - Provide Balloon Modelling, Close Up Magic x2 Musicians - High St Headliner Event (Every Thursday Throughout Aug)	2,236.00		2,236.00
	<u>2,236.00</u>	<u>0.00</u>	<u>2,236.00</u>
C <u>Community / Environmental Services</u>			
705703 Ruth Moore-Williams - Provision of MIND music session (21.07.17)	50.00		50.00
	<u>50.00</u>	<u>0.00</u>	<u>50.00</u>
Total for Development & Regeneration Committee (Community)	<u><u>2,471.50</u></u>	<u><u>0.00</u></u>	<u><u>2,471.50</u></u>

FINANCE AND MANAGEMENT COMMITTEE - EXPENDITURE

	Total Excluding VAT	VAT	Total
	£	£	£
D <u>General Administration</u>			
705685 Instant Print (JS) - x1,000 PTC compliment slips	28.99		28.99
705690 Community Health & Development Manager - REPs Renewal 2017	40.00		40.00
705692 Conrad Office & Art Ltd - Stationery	69.86	13.97	83.83
704694 Community Health & Development Manager - Mileage (27 June & 5 July)	13.19		13.19
705705 Conrad Office & Art Ltd - Stationery	281.68	56.34	338.02
705706 High Street News - Publications to 22.07.17	18.15		18.15
705707 Francotyp Postalia Ltd - Franking Machine Credit (April, May & July)	300.00		300.00
	<u>751.87</u>	<u>70.31</u>	<u>822.18</u>
E <u>Democracy</u>			
705689 Prestatyn Town Council (Mayoral A/c) - Public Participation Allowance	2,340.00		2,340.00
705704 Denbighshire County Council - Local Government Election 2017	18,161.78		18,161.78
	<u>20,501.78</u>	<u>0.00</u>	<u>20,501.78</u>
F <u>Personnel</u>			
705696 Nation Recruit Ltd- Reception Cover (w/e 2nd July & 9 July 2017)	459.91	91.98	551.89
705699 Denbighshire County Council - Payroll re: July 2017	15,689.63		15,689.63
705700 Nation Recruit Ltd- Reception Cover (w/e 16/07/17 & 23/07/17)	223.74	44.75	268.49
705702 SLCC - Conference - 12 July 2017 (NA/CE)	165.60		165.60
	<u>16,538.88</u>	<u>136.73</u>	<u>16,675.61</u>
G <u>Office Accommodation</u>			
705684 OCS Group UK Ltd - Sanitary Unit (July to September 2017)	105.30	21.06	126.36
705688 C.E.M. Management Services - PTC Window Cleaning Services - June 17	22.36	4.47	26.83
705691 Jacksons Fire & Security Ltd - Annual Monitoring Charge 2017	70.00	14.00	84.00
	<u>197.66</u>	<u>39.53</u>	<u>237.19</u>
H <u>Other Expenses</u>			
705698 Prestige Carpets - New Carpet Tiles in Reception Area due to Flooding	400.00	80.00	480.00
	<u>400.00</u>	<u>80.00</u>	<u>480.00</u>
Total for Finance and Management Committee	<u>38,390.19</u>	<u>326.57</u>	<u>38,716.76</u>

COMMUNITY DEVELOPMENT & REGENERATION COMMITTEE

<u>EXPENDITURE</u>	Total Excluding VAT £	VAT £	Total £
<u>I Town Regeneration (Services)</u>			
705687 Horton Signs - x2 Signs ACM Panels on Wooden Posts (Floral Beds)	90.00	18.00	108.00
705693 Topcoat Painters & Decorators (S Tomlinson) - x50 (of 99) Public Benches	740.50		740.50
			0.00
			0.00
705695 Sherratt Ladscape Contractors Ltd - Contract Services re: Tree Works at Jubilee Community Centre	397.00	79.40	476.40
	<u>1,227.50</u>	<u>97.40</u>	<u>1,324.90</u>
<u>J Town Regeneration (Development)</u>			
705683 E Jones & Son - Installation of Offas' Dyke Town Signs @ Nova	380.00	76.00	456.00
705686 Bebbington & Wilson Ltd - Asbestoss Surveys @ x3 Community Centres	78.00	15.60	93.60
	<u>458.00</u>	<u>91.60</u>	<u>549.60</u>
Total Community Development & Regeneration Committee (Services/Development)	<u>1,685.50</u>	<u>189.00</u>	<u>1,874.50</u>
TOTAL EXPENDITURE FOR JULY 2017	<u>42,547.19</u>	<u>515.57</u>	<u>43,062.76</u>

PRESTATYN TOWN COUNCIL
CYNGOR TREF PRESTATYN

JULY 2017

INCOME

	A - C E & C	D - H Policy	I TRC (s)	J TRC (d)	VAT	Total Income £
05.07.17 BCUHB - Contribution to Cardiac Rehabilitation Services - Phase IV (2016/17)		2,902.00				2,902.00
24.07.17 Ty Caradoc Community Centre - Annual Rental 2017/18			286.00			286.00
24.07.17 Meliden Community Centre - Annual Rental 2017/18						
24.07.17 Jubilee Community Centre - Annual Rental 2017/18			143.00			143.00
Total Income for July 2017	0.00	2,902.00	429.00	0.00	0.00	3,331.00

External Funding-Grants/Recharges
July 2017

Date	Cheque	Detail	Project	Amount	Eligible Recharges	Externally Funded	Code
31.07.17	705698	Prestige Carpets	Insur	400.00	400.00	400.00	H34A

CR=Cardiac Rehab (100%)

GYM Gwynt Y Mor- Allotment (90%)

Big Lottery Mind Music (100%)