

Mrs Sarah Hughes

Your Ref/Eich Cyf

Our Ref/Ein Cyf

Matthew  
Linford/ENF/055/23

Date/Dyddiad

23-Apr-2024

Ask for/Gofynner am

Matthew Linford

Direct Dial/Rhif  
Union

01352 703331

Dear Sir/Madam

**RE:** Breach of condition for the provision of the MUGA  
**AT:** STREET RECORD, RHODFA GLADSTONE, PENYMYNYDD  
**REF:** ENF/055/23

I refer to your recently reported breach of planning control and I have now had the opportunity to visit the site and assess the alleged breach.

I have to inform you that the matter you complained of has now been resolved through negotiation following the installation of the Multi-Use Games Area at the site.

Given the above it is not possible for the Council to take any further action. Should you require a fuller explanation please do not hesitate to contact the officer named above or email [planning.enforcement@flintshire.gov.uk](mailto:planning.enforcement@flintshire.gov.uk) within two weeks from the date of this letter to clarify the issue.

Yours faithfully/Yr eiddoch yn gywir



Chief Officer (Planning, Environment & Economy)  
Prif Swyddog (Cynllunio, Amgylchedd ac Economi)

County Hall, Mold. CH7 6NB  
[www.flintshire.gov.uk](http://www.flintshire.gov.uk)  
Neuadd y Sir, Yr Wyddgrug. CH7  
6NB [www.siryfflint.gov.uk](http://www.siryfflint.gov.uk)

We welcome correspondence in Welsh. We will respond to correspondence received in Welsh without delay.

Rydym yn croesawu gohebiaeth Gymraeg. Ymatebwn yn ddi-oed i ohebiaeth a dderbynnir drwy gyfrwng y Gymraeg.





## NOTICE UNDER LOCAL GOVERNMENT ACT, 1972 (Section 87(2))

# VACANCY FOR A COUNCILLOR

### PUBLIC NOTICE IS HEREBY GIVEN

that a casual vacancy has occurred in the office of Councillor for the Penyffordd Community Council following the resignation of Councillor Susie Williams on the 10<sup>th</sup> April 2024

- 1 Rule 5(2) of The Local Elections (Parishes and Communities) (England and Wales) Rules, 2006 now applies.
- 2 The rule allows **TEN ELECTORS** for the Community in which the casual vacancy has arisen to request the Returning Officer to hold an election to fill the vacancy. \* That request must be made within **FOURTEEN DAYS**, calculated in accordance with the rules, \*\* of the date of this notice. The fourteen-day period ends on 30<sup>th</sup> May 2024
- 3 If no request is made the Community Council must, as soon as practicable after the expiry of the fourteen-day period, co-opt a person to fill the vacancy.

The Returning Officer's address is Flintshire County Council, County Hall, Mold, Flintshire, CH7 6NR and the telephone number for further guidance is 01352 702329.

Dated:  
9<sup>th</sup> May 2024

*SA Hughes*  
Clerk to the Council

\* There is no form of words for this request, which might simply be a letter headed with such words as "We the undersigned being electors for the [Ward of] ... Community, call for an election to fill the vacancy arising from the [death] [resignation] of ...". It is helpful if the ten signatures are accompanied by printed names and addresses

\*\* In calculating the notice period, day one is the day following the date of this notice; a Saturday, Sunday, Christmas Eve, Christmas Day, Good Friday or a Bank Holiday or day appointed for public thanksgiving or mourning shall be disregarded, and the period closes at midnight on the fourteenth day after the date of this notice. Rule 5(2) of The Local Elections (Parishes and Communities) (England and Wales) Rules, 2006 now applies.

## Year End Budget Review 31 March 2024



The Council's precept for 2023/2024 was £119,521, total other receipts for the current year was £27,207.66 together with the balance brought forward from 2022/2023 of £158,023.49 amounted to £304,752.15.

Expenditure this year amounted to £109,012.18 which is lower than predicted due to projects either being delayed or being deferred. This has left a year-end balance of £195,739.97.

Although the Year End balance is £195,739.97 there are also reserves included in this figure which totals £57,962.41

- |                                    |            |  |
|------------------------------------|------------|--|
| • Millstone Play Area Improvements | £7,465.70  | Due to this being a community council facility, a balance will be held as a contingency for repairs, maintenance and improvements. |
| • Sponsor a Tree payments          | £578.00    | This will be funding a further scheme in 2023/24   |
| • Millstone Pump Track             | £30,000.00 | This is FCC Match Funding  |
| • Street Lighting Upgrades         | £19,668.71 | Work has been completed and awaiting invoices.   |
| • Kays Group – Noticeboard         | £250.00    | Donation from Kays Group for a noticeboard.  |

Once the reserved sum is deducted from the year-end balance it will leave the Council with a net balance of £137,777.56 which is actually higher than predicted and mainly due to the above and projects not being completed.

On the enclosed Budget Summary, it indicates the over and under spends and a brief explanation as to the main reasons why there are over or under spends on the budget headings.

### Borrowings

At the close of business on 31 March 2024 there were no outstanding debts.

### Leases/Tenancies

At 31 March 2024 there was the following leases in operation:

- Hawarden Estates / William Hall for Dobshell Play Area - £5.00pa
- FCC for Land at West View Nature Area, Penyffordd – no annual fee
- FCC for Community Changing Rooms, Ysgol Penyffordd – no annual fee

### Debt Outstanding

The Council will be submitting a VAT Claim for 2023/24 of £6,975.72

### Note:

Penyffordd Community Council's accounts are produced on a Receipts and Payments basis which requires the council only to consider their actual bank and cash transactions during the year. This falls under the threshold of a value of annual income and expenditure up to £200,000.

The Council are aware that the Regulations set thresholds to determine the form of accounts that local councils must keep. These are based on the council's income and expenditure (whichever is the higher). The requirements on individual councils change once the council has exceeded or fallen below, the threshold for three consecutive years.

- 2021/22 the councils income or expenditure did not exceed £200,000.
- 2022/23 the councils income or expenditure did not exceed £200,000.
- 2023/24 the councils income or expenditure did not exceed £200,000.

Penyffordd Community Council - Summary Accounts  
2023 - 24 Financial Year

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Income

	Actual	Anticipated	Difference
Precept	119,521.00	119,521.00	0.00
Bank Interest	2,935.14	200.00	2,735.14
Refunds/Other	11,713.50	0.00	11,713.50
Grants/Funds(Play Area)	0.00	0.00	0.00
Sponsor a Tree	578.00	0.00	578.00
VAT Refund	11,981.02	11,842.39	138.63
<b>Total</b>	<b>146,728.66</b>	<b>131,563.39</b>	15,165.27

Expenditure

	Actual	Agreed Spend	Balance
Parks & Open Spaces	17,800.82	113,719.00	95,918.18
General Admin etc	9,040.25	14,116.00	5,075.75
Office Costs	1,445.51	1,740.00	294.49
Staffing Costs (wages, hmrc, pension)	50,710.83	47,610.00	-3,100.83
Street Lighting (inc Christmas Lights)	10,878.57	37,570.00	26,691.43
Highways & Footpaths	0.00	2,200.00	2,200.00
Grants & Donations	5,299.92	5,300.00	0.08
Investing in Youth	0.00	3,000.00	3,000.00
Community Buildings	4,787.30	23,000.00	18,212.70
Community Improvements	9,048.98	2,000.00	-7,048.98
Provision of Balances	0.00	2,385.00	2,385.00
<b>Total</b>	<b>109,012.18</b>	<b>252,640.00</b>	<b>143,627.82</b>

**Note:** the above agreed spend includes all the reserved funds carried over (details on budget summary)

Current Summary

Balance c/f as at 31 March 2023	158,023.49
(+)Income Receipts for 2023/24	146,728.66
(-)Total Expenditure for 2023/24	109,012.18
<b>Gross Balance as at 31 March 2024</b>	<b>195,739.97</b>
Current	£12,819.28
Deposit	£175,454.99
Millstone Play Area	£7,465.70
Reserved - Millstone Play Area Improvements	7,465.70
Reserved - Sponsor a Tree payments	578.00
Reserved - Skate Ramps (FCC match funding)	30,000.00
Reserved - 2022/23 Street Light Upgrades	19,668.71
Reserved - Kays Group - Noticeboard	250.00
<b>Net Balance as at 31 March 2024</b>	<b>137,777.56</b>
<b>VAT Costs for 2023/24 Financial Year</b>	<b>6,975.72</b>

**INTERNAL AUDIT REPORT  
PENYFFORDD COMMUNITY COUNCIL  
2023/24**

Item 8

The internal audit is carried out by the following testing of the internal controls specified on the Annual Return for local councils in Wales:

- Checking that books of account have been properly kept throughout the year
- Checking a sample of payments to ensure that the Council's financial regulations have been met, payments are supported by invoices, expenditure is approved, and VAT is correctly accounted for
- Reviewing the Council's risk assessment and ensuring that adequate arrangements are in place to manage all identified risks
- Verifying that the annual precept request is the result of a proper budgetary process; that budget progress has been regularly monitored and that the council's reserves are appropriate
- Checking income records to ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for
- Reviewing petty cash records to ensure payments are supported by receipts, expenditure is approved and VAT is correctly accounted for
- Checking that salaries to employees have been paid in accordance with Council approvals and that PAYE and NI requirements have been properly applied
- Checking the accuracy of the asset and investments registers
- Testing the accuracy and timeliness of periodic and year-end bank account reconciliation(s)
- Year-end testing on the accuracy and completeness of the financial statements
- Where the Council is Sole Trustee of a Charity, checking that the Council has procedures in place to meet its responsibilities as a sole trustee

**Conclusion**

On the basis of the internal audit work carried out, which was limited to the tests indicated above, in our view the council's system of internal controls is in place, adequate for the purpose intended and effective, subject to the issues reported in the action plan overleaf. As part of the internal audit work for the next financial year we will follow up all recommendations included in the action plan.

**JDH Business Services Limited 24/04/2024**

**INTERNAL AUDIT REPORT  
PENYFFORDD COMMUNITY COUNCIL  
2023/24**

ACTION PLAN

	<b>ISSUE</b>	<b>RECOMMENDATION</b>	<b>FOLLOW UP</b>
1	<p>The total of the contracts for Christmas Lighting (with the same contractor) are in excess of the £5000 level at which the Council should obtain three quotations as per the financial regulations.</p> <p>We have not seen evidence that this contract has recently been subject to market testing.</p>	<p><i>Contracts must be awarded as per the financial regulations of the Council.</i></p>	
<b>Follow up of 2021/22 internal audit recommendations</b>			
1	<p>Staff costs includes a tax free allowance paid to the Clerk for home working of £312 and mileage payments totalling £24.30.</p> <p>The annual return has been updated this year to clarify that only taxable allowances are to be included within the staff costs.</p>	<p><i>The annual return should be amended as follows:</i></p> <p><i>Staff costs £39,656</i></p> <p><i>Total other payments £106,298</i></p>	<p><i>Implemented - The annual return was amended by the Clerk prior to our certification of the annual return.</i></p>

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

Item 9

## Accounting statements 2023-24 for:

Name of body: **PENYFFORDD COMMUNITY COUNCIL**

	Year ending		Notes and guidance
	31 March 2023 (£)	31 March 2024 (£)	
<b>Statement of income and expenditure/receipts and payments</b>			
1. Balances brought forward	154472	158023	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	116851	119521	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	32654	27208	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	39656	49793	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	0	0	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	106298	59219	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	158023	195740	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
<b>Statement of balances</b>			
8. (+) Debtors	0	0	<b>Income and expenditure accounts only:</b> Enter the value of debts owed to the body at the year-end.
9. (+) Total cash and investments	158023	195740	<b>All accounts:</b> 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	0	0	<b>Income and expenditure accounts only:</b> Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	158023	195740	<b>Total balances should equal line 7 above:</b> Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	239143	245736	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	0	0	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*	N/A		
1. We have put in place arrangements for: <ul style="list-style-type: none"> <li>effective financial management during the year; and</li> <li>the preparation and approval of the accounting statements.</li> </ul>	YES			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.	YES			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.	YES			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.	YES			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.	YES			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.	YES			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.	YES			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.	YES			Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors.	6, 8, 23
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

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.

In 2023-24, the Council made payments totalling £8012.44 under section 137. These payments are included within 'Other payments' in the Accounting Statement.

### 2. The year end balance is higher than expected mainly due to delays with large planned projects for 2022/23 which were delayed:

- Memorial Garden Improvements - £27,000. Build work delayed due to ongoing issues with the design, approval from the land owner (Local Authority) and objections from the community. Project formally cancelled April 2024.
- Millstone Pump Track - £30,000.00. Project delayed due to planning but is expected that this project will be completed during 2024/25
- Dobshill Play Area - £20,000. Project was delayed due to reviewing the design and costs. Final decision due in 2024/25
- Street Lighting Upgrades - £19,668. Work has been completed and awaiting invoices from the Local Authority.
- Community Centre - £15,000.00. This is a community project and a community asset transfer with the Local Authority which is yet to be completed.

### 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.

<p><b>Certification by the RFO</b></p> <p>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.</p>	<p><b>Approval by the Council</b></p> <p>I confirm that these accounting statements and Annual Governance Statement were approved by the Council under minute reference:</p>
<p><b>RFO signature:</b></p>	<p><b>Minute ref:</b></p> <p><b>Chair signature:</b></p>
<p><b>Name:</b></p>	<p><b>Name:</b></p>
<p><b>Date:</b></p>	<p><b>Date:</b></p>

## Annual internal audit report to:

Name of body:

PENYFFORDD COMMUNITY 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.	✓*				* EXCEPT FOR ISSUE 1 IN INTERNAL AUDIT REPORT
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.			✓		NO PETTY CASH
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 24/04/2024.] \* 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:	JDM BUSINESS SERVICES LTD
Signature of person who carried out the internal audit:	JDM Business Services Ltd
Date:	24/04/2024



## Bank Reconciliation Year End 31<sup>st</sup> March 2023/24

### Bank Account(s):

Current	£ 12,819.28
Deposit	£175,454.99
Play Area	£ 7,465.70

### Less unpresented cheques (list):

£0.00

### Add uncleared payment (list):

Nil £0.00

### Add Petty Cash:

Not Applicable £0.00

### Add Short term Investments

Not Applicable £0.00

### Total

**£195,739.97**

What is the figure in Box 9 in Section 1 of the Annual Return?

**£195,740**

Does the total equal Box 9 in Section 1 of the Annual Return?

Yes

If No, there is an error in this statement, as you must be able to verify the figure in box 9

**Penyffordd Community Council**  
**External Audit - Significant Variances Report**  
**Annual Return for the Year ended 31 March 2024**



**Box 3 - Total Other Receipts**

Last Year: £32,654      This Year: £27,208      = -£5,446 (-16.68%)

2022/23		2023/24	
HMRC VAT Refund	£111111	HMRC VAT Refund	£11981
HSBC – Bank Interest	£500	HSBC – Bank Interest	£2935
Sponsor A Tree	£320	Sponsor A Tree	£578
FCC – Play Area Match Funding	£20000	FCC – Play Area Match Funding	£10000
Co-op donation for 2x bins Millstone	£700	Kays Group – Noticeboard	£250
Hope Council – Clerk Training	£23	Defibrillator Donations	£1463

**Box 4 - Staff Costs**

Last Year: £39,656      This Year: £49,793      = +£10,137 (+25.56%)

Reasons	Amount £
<b>Staff Wages</b> <ul style="list-style-type: none"> <li>• New part time member of Staff joined July 2022</li> <li>• Streetscene Operative wage increased 01/04/23 by + £1.00p per hour ( [REDACTED] )</li> <li>• Groundsman wage increased 01/04/23 by + £1.00p per hour ( [REDACTED] )</li> <li>• Clerk wage increased 01/04/23 by + £1.97 per hour (from [REDACTED] )</li> </ul>	+£5006.45
Pension – Employer Contributions	+£2398.27
Pension – Employee Contribution	+£473.07
HMRC – additional costs for new employee	+£1798.65
Office Cost – in addition to annual % increase in line with wages, the approved a weekly increase of £8.32 for energy increases.	+£460.68

**Box 5 - Loan interest/Capital Repayment**

N/A

## Box 6 - Total Other Payments

Last Year: £106,298    This Year: £59,219    = -£47,079 (-44.29%)

Details of Expenditure	Spend 2022/23	Spend 2023/24	Variance	Comments
<b>Parks &amp; Open Spaces</b>				
Play Leadership	£2,053	£2,127	£74	
Melwood Play Area	£52,950	£0	-£52,950	New play area equipment in 2022
Bulbs/Shrubs	£396	£876	£480	Additional supplies to fill planters all yr
Sponsor a tree	£0	£1,734	£1,734	2022 costs applied in 2023 budget
Seat/ Memorial Garden(clock)	£35	£0	-£35	
Equipment for Operative & Groundsman	£1,343	£1,415	£72	
Millstone Play Area	£1,488	£1,404	-£84	Repairs and work on skate ramps
CCTV	£950	£1,050	£100	
Environmental Improvements	£0	£98	£98	Circular Walk QR stickers/Litter Pick Equip
Skate Ramps	£9,999	£0	-£9,999	Lottery grant repaid in 2022
West View Wildlife Garden	£4,326	£5,097	£771	JCB & bark for pathway 2023
Additional CCTV for Millstone	£0	£3,474	£3,474	New budget for extra camera 2023
West View Area Pathway	£0	£51	£51	
<b>Staffing/Office/General Admin</b>				
Payroll	£274	£406	£132	New employee started mid 2022
Clerks Expenses - Travel	£191	£200	£9	
Postage	£114	£123	£9	
Stationery	£278	£320	£42	
IT Services & DPO Services (&Zoom)	£944	£1,081	£138	
Insurance	£1,724	£1,968	£244	
Audit Fee	£547	£554	£7	
Elections	£243	£0	-£243	Election admin costs for 2022
Annual Subscriptions	£963	£1,056	£93	
Training	£251	£935	£684	Council Place Plan Training 2023
Website	£216	£0	-£216	Invoice for 2023 not received
Members Allowance	£1,925	£2,701	£776	
Council Email Accounts	£1,182	£1,356	£174	
Bank Charges	£124	£122	-£1	
<b>Street Lighting</b>				
Electrical Supply	£269	£265	-£3	
Repairs & Maintenance	£1,738	£4,251	£2,513	2023 backdated VAT charges
Christmas Tree/ Lighting	£6,769	£6,362	-£407	Replacements required in 2022
<b>Grants/Donations</b>				
Grants	£6,000	£4,000	-£2,000	Budget was increased for 2022
Kings Coronation	£0	£1,000	£1,000	New one off budget for event
<b>Community Buildings</b>				
Community Changing Rooms	£3,022	£787	-£2,234	Utility groundworks paid in 2022
Community Improvements	£562	£9,441	£8,880	2023 - 3x defibs & cabinets purchased
Provision of balance	£460	£0	-£460	2022 used for Queens Jubilee event and funding for Warm Hubs
	<b>£101,333</b>	<b>£54,254</b>	<b>-£47,078</b>	

## Box 8 – Debtors and Stock Balance

N/A

## Box 9 - Total Cash & Investments

Last Year: £158,023    This Year: £195,740    = +£37,717 (+23.87%)

There have been a number of planned projects that have not either been completed or progressed and has left an unused balance for example:

Planned Expenditure	2023 Budget	Spent	Balance	Reason
Old School Garden/West View Wildlife Garden	£8,100.00	£5,096.58	£3,003.42	Old School land not transferred to council
Tree Maintenance (NEW)	£2,000.00	£0.00	£2,000.00	No work required by council
Dobshill Play Area Improvement (NEW)	£20,000.00	£0.00	£20,000.00	Delays with project commencing
Place Plan	£2,500.00	£0.00	£2,500.00	Project scaled down to an update rather than a full review
Electrical Supply	£5,400.00	£265.28	£5,134.72	Supplier advised of increases which have not been applied as yet
Community Changing Rooms	£4,000.00	£787.30	£3,212.70	Work has been undertaken by council employee which has saved costs

## Box 10 - Creditors

N/A

## Box 12 - Total fixed assets

This is less than 15% variance and does not require an explanation.

Last Year: £239,143    This Year: £245,736    = +£6593 (+2.76%)

## Box 13 - Total Borrowing

N/A

**Bank Balances and Accounts for Payment -**

**May 2024**

Bank Balances	Current	£12,256.13
	Deposit	£206,933.33
	Play Area	£7,460.70

**Payments Received**

10/04/2024	K Jones	Sponsor a Tree x2	£64.00
15/04/2024	Mr & Mrs Dalrymple	Sponsor a Tree x2	£64.00
19/04/2024	Mr D Williams	Sponsor a Trees	£120.00
24/04/2024	Mr D Williams	Sponsor a Trees	£9.00
26/04/2024	Mr A Crawford	Sponsor a Tree	£32.00
30/04/2024	FCC	Precept	£41,154.34

**Bank Transfers**

12/04/2024	Deposit Acc	To Current Acc	£10,000.00
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**Unpresented Cheques/Payments**

Payment Method	Payee	Details	Amount
Bacs	Smith of Derby	Additional repairs to Millenium Clock	£210.00
Bacs	Jacksons Fire & Security	Fire safety provisions - Changing Rooms	£262.20
Bacs	HSL Compliance	Legionella Risk Assessment - Changing Rooms	£390.00
Bacs	JDH Business Services Ltd	2023/24 Internal Audit	£409.20
Bacs	RN Electrical	Service of CCTV Cameras	£567.00
Bacs	WoodsWork CIC	Nature Area Management	£380.00
Bacs	Mr G Davies	Expenses	£1.59
Bacs	Mr C Jones	Mileage and Expenses	£61.89
Bacs	Mrs S Hughes	Mileage and Expenses	£47.94
Bacs	Staffing Cost	Apr-24	£4,155.74
Bacs	Zurich Insurance	Annual Insurance Premium (3rd of 5yr LTA)	£2,137.50
	HSBC	Monthly Charge	£5.00
			<b>£8,628.06</b>
<b>PLAY AREA ACCOUNT</b>			
Payment Method	Payee	Details	Amount
	HSBC	Monthly Charge	£5.00
			<b>£5.00</b>

**Note:**

Invoice for Solopress previously approved at £194.65 was incorrectly calculated and payment was in fact £236.74

\*\*The Clerk reported that she has worked 10.2 hours overtime for the month of April and sought approval for payment\*\*

Chairman of Council: .....

Vice Chairman of Council: .....

Clerk & RFO: .....

Date: .....

**Payments Authorised by two Bank Signatories**

Bank Signatory: .....

Bank Signatory: .....



1. **From:** [REDACTED]  
**Sent:** 13 April 2024 14:58  
**To:** Clerk <clerk@penyfforddcouncil.org>  
**Subject:** Dobshill play area

To who it may concern

Dobshill play area needs a lot more provision than just throwing down some stone to make a track for the kids to ride/walk on. As a resident next to the park the park is unusable for the kids to use when the weather isn't at its best its flooded and boggy most of the year.

Also doesn't really have any decent safe access from our estate as the kids have to walk in between cars and in front of them to get to the park from our side on another note putting stone on the park with local kids could mean endangering others property and themselves and other users. I appreciated that you are trying to do something nice for the area and it's welcomed by all means but it all comes down to funding in my personal opinion a enclosed area for foot ball/basketball/hockey like the one at the park near to the griffin in mynydd isa as they would be able to use this all year round and the kids could also learn to ride bikes in there and be safe too

As for the speeding concern yes there are a minority that do use it as a cut through and race around but the majority don't as a resident the minority are the boy racers later in the evening that race through

Thank you

Dobshill resident

2. Original Message-----  
**From:** [REDACTED]  
**Sent:** 13 April 2024 17:45  
**To:** Clerk <clerk@penyfforddcouncil.org>  
**Subject:** Dobshill community play area

Good evening

I am email regarding the pathway project. As local residents of Dobshill who have two small children we welcome to this project as we found helping our 7year old to learn to use a bike extremely hard as we live in small cul-de-sac unfortunately we have a hill leading up to our house which means our 7 year old still hasn't been able to confidently be able to ride his bike.

We also have 3 year old who uses a balance bike again unless we take her on the main road which is ridiculous unsafe with the speed cars go around here, it's hard for her to be able to ride her bike.

The project will be a welcome relief to use that we can take our children somewhere local and safe to use there rides and scooter.

Kind regards

[REDACTED]

3. **From:** [REDACTED]  
**Sent:** 15 April 2024 11:53  
**To:** Clerk <clerk@penyfforddcouncil.org>  
**Subject:** Dobshill Community Play Area

Good morning,

My name is [REDACTED] and I am living in Dobshill on Hornbeam Close. The Dobshill Community Play Area is a good project as children are currently riding their bikes and scooters on the road. It is dangerous for them to play around on the road as most of the times the visibility is restricted for the drivers accessing the estate. Moreover, children are playing with the ball inside the neighbourhood, running around and this also could endanger their safety. I do agree that a development of a play area is necessary in Dobshill. There is the necessity of developing a sports area for them to be able to play football or basketball on a soft tarmac.

It could be great to consider the youth and adults as well to have an outdoor gym area. I know that this might require some resources but it would enhance the quality of life of all the families around the community.

There is an example of a play area at 88 Mold Rd, Mynydd Isa, Mold CH7 6TF.

Maybe you could develop something like this in our community as well.

Thank you for your time and hope to see something developed soon in our community.

Kind regards,

[REDACTED]

4. **From:** [REDACTED]  
**Sent:** 18 April 2024 08:30  
**To:** Clerk <clerk@penyfforddcouncil.org>  
**Subject:** Dobshill play area

I think path is a great idea. I would also like to see something for older children and adults. For example a gym area. I've seen them around a few places and think this would encourage the older kids to get a little fitter. There isn't much to do in Dobshill.

Sent from [Outlook for iOS](#)

5. **From:** [REDACTED]  
**Sent:** 29 April 2024 12:30  
**To:** Clerk <clerk@penyfforddcouncil.org>  
**Subject:** Dobshill - Play Area

Good Afternoon

I feel that the pathway in Dobshill play area should proceed for the reasons listed below.

1. Children in the local area are extremely restricted in places to play on their bikes and scooters. Currently, the field is unsuitable for this, resulting in children using the road in Hornbeam Close. I feel that this is an accident waiting to happen.
2. The field in its current state is completely unusable from around October - June. It gets boggy, muddy and is extremely difficult to walk on. It would be a huge benefit to the community to be able to use the field for walking.

3. Penyffordd has an abundance of well thought out parks and community spaces, Dobshill just has this one which in it's current layout is not the best. Laying the path on the field would bring the park into the same standard as the parks in Penyffordd/Penymyndd.
4. Laying a path and making the field fit for purpose would encourage community relationships via meeting neighbours whilst using it.

I really do hope that this project is able to continue, as a Dobshill resident with a child, it is something that is really needed.

Thank you

[REDACTED]

6. From: [REDACTED]  
Sent: 29 April 2024 15:35  
To: Clerk <clerk@penyfforddcouncil.org>  
Subject: Dobshill Community Play Area - Pathway Project

Hi,

My name is [REDACTED] Hornbeam Close in Dobshill.

I have lived in this property for [REDACTED] and although I enjoy living here it is very clear there was inadequate space for my now 6 year old twin boys and the other children on the estate to use their scooters and bikes safely.

The only concrete space in on the communal car park & road leading to/away from Hornbeam Close. This is not ideal because motor vehicles enter and leave this estate on a regular basis throughout the day, even more at the weekend. Often they are not driving that slowly. I am really concerned that one day a young child will not see an approaching car and could easily get hit.

I raised my concerns not long after I moved in and attended a council meeting to put forward my suggestion of having a circular footpath on the Dobshill park grassy area. It was unanimously agreed that it would happen in the next financial year at the latest. I attended an initial site visit with Cllr. Alasdair Ibbotson and have chased it up several times with both him and Cllr. Roy Wakelam.

I am not sure if you are familiar with the land but it is quite marshy, especially when it has been raining. I am all for keeping the football area but there is so much wasted land that could be utilised into a large concrete circular path that would benefit all the residents. Providing a much needed boost to people's physical and mental health.

Not only would it be a place for the children to play safely on their scooters and bikes away from oncoming vehicles. It would provide a great opportunity for all residents, young and old to have a space to get daily exercise close to their homes in a safe environment and not be covered in mud.

I believe some of the objections were that it would attract teenagers to cause anti-social behaviour which I very much doubt. Another suggestion was to install a smaller footpath. By doing this I believe would be a missed opportunity to really make a positive difference to the estate.

If at all possible I would like the opportunity to put forward my views in person on Wednesday 08 May?

I look forward to hearing back from you.

[REDACTED]



## Proforma for Councillors to add items to the Agenda.

<b>Name of Councillor</b>	Jeff Priddin
<b>Title of Proposal</b>	<i>Safe crossing of bypass from Corwen Road to the station</i>
<b>Purpose and details of the Proposal</b>	<p><i>People of all ages crossing the bypass to the station from Corwen road are taking their lives in their hands. Cars driving towards the island do not stop or slow down when approaching this island.</i></p> <p><i>Some form of crossing has to be put there to keep children and older people safe. Traffic lights would be the best idea but anything is better than what we have at the moment.</i></p>
<b>Background to this request</b>	I was trying to pull out on to the bypass by the island and had to stop because of oncoming traffic, I sat there as long as I could to watch the traffic coming to the island and not one driver slowed down or even looked left they just went as fast as they could across the island. God forbid but one day someone will get seriously hurt or killed. Or there will be a collision on this road.
<b>Financial Implications</b>	<i>I would think this would be paid for by FCC under road and pedestrian safety.</i>
<b>Environmental Implications</b>	Life and limb safety
<b>Equality Implications</b>	It would save lives of the young and old alike.
<b>Advantages of this proposal</b>	No death's
<b>Disadvantages of this proposal</b>	none
<b>Date submitted</b>	29/04/2024

**\*\*Please note that this proposal will be included with the Supporting Papers and will be made available to the Public\*\***



## Proforma for Councillors to add items to the Agenda.

<b>Name of Councillor</b>	Cllr Alasdair Ibbotson
<b>Title of Proposal</b>	Dobshill Speed Sign
<b>Purpose and details of the Proposal</b>	To approve the purchase and installation of a dot-matrix speed indicator device on the A549 on the lighting column opposite The Woodlands. The model chosen should have data retention capacity.
<b>Background to this request</b>	<p>Councillors have for some time lobbied, thus far unsuccessfully, for a reduced speed limit in Dobshill, or, failing this, alternative measures to reduce the risk and impact of further accidents. The Highways Department has robustly rejected all such suggestions.</p> <p>A dot-matrix sign may or may not reduce the speeds in the area - there are contrasting views as to their effectiveness. However, one of the barriers to action has been data from historical speed surveys. There is some scepticism as to the reliability of speed surveys due to some drivers slowing down when they see something in the road - the lines for the speed survey - and others believing that they are a speed camera. This could introduce a temporary slowing of traffic that ceases when the survey ends, distorting the results.</p> <p>A speed indicator sign on a permanent basis would either slow the traffic down permanently, achieving our objective, or would at least provide reliable data on the long term speeds on the road which can be used in further efforts to address the safety issues.</p>
<b>Financial Implications</b>	<p>Direct Expenditure: Prices range from £2000 - £3000 for a sign. This could be funded from surplus allocations in the budget to the clock tower and / or Dobshill path projects, and with part funding as required from the Community Improvements budget.</p> <p>Indirect Expenditure: Approx 4 hours additional staff time - 1.5 hours for procurement, 2.5 hours for installation and testing. The latter may be provided by FCC subject to agreement.</p>
<b>Environmental Implications</b>	<p>Carbon Impact: Manufacturing emissions, plus energy usage to operate.</p> <p>Waste Impact: Disposal of discharged batteries.</p> <p>Wildlife / Biodiversity Impact:</p>

	<p>Potential impact from an additional light source, however this is mitigated by already being in a well-lit area.</p> <p>Landscape Impact (including cultural heritage): None</p> <p>Access to Nature Impact: None</p>
<b>Equality Implications</b>	<p>This proposal will have no impact on most groups listed in the Equality Act, and a positive impact on some.</p> <p>Positive impact includes a contribution as listed above to a strategy to reduce speeds in the area. This will make the facilities more accessible to disabled, older and younger people.</p>
<b>Advantages of this proposal</b>	<ul style="list-style-type: none"> <li>● Potential reduction of speeds in Dobshill</li> <li>● Positive equality impact</li> <li>● Data gathering to support future lobbying for safety measures in the area</li> </ul>
<b>Disadvantages of this proposal</b>	<ul style="list-style-type: none"> <li>● Use of financial resources</li> <li>● Environmental impacts as listed</li> <li>● Lack of reliable data as to effectiveness</li> </ul>
<b>Date submitted</b>	10/4/24

**\*\*Please note that this proposal will be included with the Supporting Papers and will be made available to the Public\*\***

## Item 14a



### Proforma for Councillors to add items to the Agenda.

Name of Councillor	David Williams
Title of Proposal	Temporary financial support for Community Hwb (Youth club) Asset transfer.
Purpose of Proposal	To provide temporary funding to pay for Professional and Architects fees for the first stage of the designs for the Youth club building that is in the process of an asset transfer to be run by the Community. This will be re-paid in full on release of the grant.
Background to this request	The Youth club building and scout hut in currently in the process of taking over the amenity to be run by the Community. The working group for this were successful in their application to pay for Professional and Architects fees, but the process in place for release of this grant, is for the bill to be paid by the group, and claimed back from the grant funding organisation. As the group is not yet fully functioning and does not have such funding at present, the request is for the Community Council to pay the final bill as presented by the Architect, then claim this back off the grant organisation. It has been confirmed by Cadwyn Clwyd, who are responsible for this grant, that this is an acceptable way of doing this, which will ultimately have no impact on Council finances. There is a pot of 106 money for this initiative held by the Council, and the Council is committed to supporting this project to the tune of £15000 a year to assist with the running if there is any shortfall.
Financial Implications	No overall implication.
Environmental Implications	Potential improvements
Equality Implications	Potential improvements
Advantages of this proposal	Potential to improve the display for 2014
Disadvantages of this proposal	None envisaged
Date submitted	29.04.24

**Helen Williams**

**From:** helen.williams@cadwynclwyd.co.uk

**To:** David Williams

**Cc:** Sally Richards

Wed, 17 Apr at 10:03

Hi David

I'm happy with all your quotes and happy for you to contract Saer to carry out the work.

Once you've spoken to the community council re bank rolling the project I will send you the approval letter (backdated).

Speak soon Helen

Architect fees.

£9,980+VAT

£11,976.00 inc VAT





## Council Information – to all members

Name of Councillor	Cllr Pat Ransome
	<p>As agreed at the March meeting suggested dates to share with all members for future community engagement /drop in sessions.</p> <p>A long term aim of the Community Engagement Group with proposals put to Council – January 2023</p> <p><i>These are suggested dates only for discussion</i></p> <p>Monthly sessions initially to gauge response</p> <p>Session focus – to be determined but to link in with</p> <ul style="list-style-type: none"> <li>- Place Plan</li> <li>- Old School Site development</li> <li>- Participatory Grants (if determined)</li> </ul> <p>A mix of evening /weekend dates to trial</p> <ol style="list-style-type: none"> <li>1) Saturday 15<sup>th</sup> June 2024 - Council to have table at WMI Community Carnival - afternoon</li> <li>2) Wednesday 17<sup>th</sup> July – first Drop In</li> <li>3) August – no Council meeting. Do you wish to include additional date?</li> <li>4) Saturday 7<sup>th</sup> September (prior to our first meeting on 11<sup>th</sup>)</li> <li>5) Wednesday 2<sup>nd</sup> October (this may tie in with participatory grant workshop proposal, if agreed, in preparation for November annual grants)</li> <li>6) Saturday 9<sup>th</sup> October</li> </ol> <p>Venue to be agreed -WMI would need to be booked</p> <p>We could hold one in May – community engagement is high on agenda</p> <p><i>Comments:</i></p>
Date submitted:	April 2024