

QUEENSFERRY COMMUNITY COUNCIL

MINUTES OF FINANCE MEETING HELD ON 8th APRIL 2025 AT SANDYCROFT COMMUNITY CENTRE, PHOENIX STREET, SANDYCROFT, CH5 2PD

PRESENT: Councillors: Mrs. C. Jones (Vice-Chair), Mrs. K. Perry, Mrs. S. Salisbury, Mrs. P. Titley, Mr. D. Wisinger

Mrs. C. Hughes – Clerk and Responsible Financial Officer

F18/25 APOLOGIES FOR NON-ATTENDANCE

Councillors: Mrs. P. Connah (Chair), Mr. B. Connah, Mrs D. Milner, Mrs. L. Povey

Cllr C. Jones Chaired the meeting in Cllr. P. Connah's absence.

F19/25 DECLARATIONS OF INTEREST

Cllr S. Salisbury declared an interest in relation to agenda item F24/25 - request for grant donation from Sandycroft Community Centre Committee.

F20/25 MINUTES OF FINANCE MEETING HELD ON 14th JANUARY 2025

Councillor Mrs. S. Salisbury, proposed the minutes as an accurate record, seconded by Councillor Mrs. P. Titley.

RESOLVED – that the draft minutes of the meeting of Finance meeting held on 14th January 2025 be approved as final and confirmed as an accurate record.

F21/25 MATTERS ARISING / ACTION LOG

Progress against actions noted, including:

Pension Regulator Redecclaration of Compliance - Action from Ordinary Meeting held 11.02.25 regarding pension obligations and process (agenda item 34/25). DM Payroll Services had advised that the Clerk's salary is at the level for automatic enrolment into a qualifying pension scheme. Pension contributions based on qualifying earnings only are:

Employee 5% £20.37 (after tax relief only £16.30 will be taken)

Employer 3% £12.23

RESOLVED – Pension contributions to be based on qualifying earnings. DM Payroll Services to be instructed to complete the redeclaration of compliance on behalf of the Council.

ACTIONS - DM Payroll Services to be advised that the Clerk's pension contributions should be based on qualifying earnings. DM Payroll Services to be instructed to complete redeclaration of compliance on behalf of the Council.

F22/25 NALC MODEL FINANCIAL REGULATIONS 2024

Councillors agreed that a QCC adaptation of the National Association of Local Councils (NALC) model Financial Regulations 2024 should be drafted by the Chair of Finance Committee and Responsible Finance Officer and circulated to full Council thereafter for review and comment.

RESOLVED – The Clerk and Chair of Finance Committee will review the National Association of Local Councils (NALC) model Financial Regulations 2024 and tailor them to suit Queensferry Community Council. Once drafted, an updated version will be shared with Councillors for approval.

ACTIONS – Chair of Finance / Clerk to review Model Financial Regulations. Clerk to circulate updated copy to Councillors for approval at the May Annual Meeting.

F23/25 REVIEW OF FINANCIAL INTERNAL CONTROLS

Councillors agreed that a review of the Council's Financial Internal Controls should be undertaken by the Chair of Finance Committee and Responsible Finance Officer to reflect the new accounting systems and processes being introduced under Scribe. The updated draft document would be circulated to full Council thereafter for review and comment.

RESOLVED – The Clerk and Chair of Finance Committee will review the Financial Internal Controls to reflect the new accounting systems and processes being introduced under Scribe. Once drafted, an updated version will be shared with all Councillors for approval.

ACTIONS - Chair of Finance / Clerk to review Financial Internal Controls. Clerk to circulate updated copy to Councillors for approval at the May Annual Meeting.

F24/25 TO CONSIDER REQUESTS FOR GRANT PAYMENTS

The following request for grant donations had been received:

- Sandycroft Community Centre Committee – to provide financial assistance for the running and upkeep of the community centre.

Councillors agreed to the request subject to accounts being provided.

RESOLVED - Payment of £1000 to be donated to the Sandycroft Community Centre Committee to provide financial assistance for the running and upkeep of the community centre.

F25/25 APPROVAL OF ACCOUNTS FOR PAYMENT

Invoices due during the period:

| | | |
|---|---|-----------------|
| Flintshire County Council | Match Funding for Equipment at Phoenix Street Play Area, Sandycroft | £6000.00 |
| Reimbursement to Clerk | Printer Ink and Stationary | £46.30 |
| Clerk's Salary | April 2025 | £784.48 |
| HMRC Tax and National Insurance | 5 May 2025 payment | £269.26 |
| Sandycroft Community Centre Committee | WIFI | £20.34 |
| Sandycroft Community Centre Committee | Donation | £1000 |
| Total invoices due during the period | | £8120.38 |

RESOLVED – Invoices authorised for payment. A transfer of £8500 to be made from one account to another to pay for invoices received.

F26/25 TO NOTE INCOME RECEIVED

| Date | Amount Received | Details |
|------------------------------|------------------------|--------------------------------|
| 07.03.25 | £132.07 | Gross interest to 6 March 2025 |
| TOTAL INCOME RECEIVED | £132.07 | |

F27/25 INCOME AND EXPENDITURE

RESOLVED – Income and expenditure noted.

F28/25 TO DISCUSS FUNDING OPPORTUNITIES

Match Funding Scheme Improvements to Children's Play Areas 2025/26 - Phoenix Street Play Area, Sandycroft.

The Clerk advised that the deadline for expression of interests to Gwella is 30 May 2025. Council agreed that an expression of interest should be submitted.

Council requested that the Clerk obtain a quote from Gwella to install the playground communication board received free of charge from Betsi Cadwalader University Health Board to promote inclusivity.

Cllr. P. Titley advised of repair works required to equipment in the play area.

RESOLVED – An expression of interest to be submitted to Gwella regarding match funding scheme improvements to the Phoenix Street Play Area in 2025/26.

ACTIONS - Clerk to contact Gwella to:

- Submit an expression of interest on behalf of QCC regarding match funding scheme improvements to the Phoenix Street Play Area in 2025/26.
- Request costs regarding installation of the Playground Communication Board.
- Advise of repair works needed to astro turf and zip wire.

F29/25 DATE OF COUNCIL'S NEXT FINANCE MEETING

Tuesday 8th July 2025, 6.30pm at Sandycroft Community Centre

The meeting opened at 6.30pm and closed at 7.03pm.

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Signed Chair

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Date