

List of transactions

Transactions List:

Transaction date	Bank reference	Type of payment	Customer reference	Amount (GBP)
28/03/2024	SALARIES	Standing Order	SALARIES	-629.24
28/03/2024	SALARIES	Standing Order	SALARIES	-270.4
28/03/2024	E DAWSON - CLLR PAYMENT	Standing Order	EDWARD DAWSON	-150.0
28/03/2024	CLERK EXPENSES	Standing Order	CLERK	-56.83
27/03/2024	HIRE CAR DEPOSIT - TO BE REFUNDED	Purchase	ENTERPRISE RENT-A-CAR	-200.0
26/03/2024	ALLOTMENT IMPROVEMENT GRANT INCOME	BACS Credit	MERTHYR TYDFIL CR	9780.0
26/03/2024	COMMUNITY CENTRE CLEANING SUPPLIES	Purchase	AMAZON	-12.0
25/03/2024	TAX PAYMENT	Standing Order	HMRC	-218.85
25/03/2024	PENSION PAYMENY	Standing Order	RCT PENSIONS	-205.57
25/03/2024	HIRE CAR COST	Purchase	ENTERPRISE RENT-A-CAR	-107.76
25/03/2024	HYBRID MEETING HARDWARE	Purchase	MOTION FELX	-52.2
22/03/2024	KICKABOUT AREA INSPECTION COSTS	Standing Order	MTCBC	-201.25
22/03/2024	WARM HUB REFRESHMENTS	Standing Order	NOLLY'S NIBBLES	-132.0
22/03/2024	WARM HUB TRANSPORT	Standing Order	GIBBONS COACHES	-110.0
22/03/2024	MOP HEADS FOR COMMUNITY CENTRE CLEANING	Purchase	AMAZON	-15.99
21/03/2024	WARM HUB GRANT FUNDING & FEB HALF TERM GRANT FUNDING	BACS Credit	MERTHYR TYDFIL CR	9250.0

21/03/2024	ANNUAL OVW MEMBERSHIP	Standing Order	ONE VOICE WALES	-705.0
20/03/2024	ALLOTMENT INCOME	Faster Payment	A O'Sullivan	15.0
20/03/2024	BTCC OVW CONFERENCE	Standing Order	ONE VOICE WALES	-240.0
20/03/2024	WARM HUB TRANSPORT	Standing Order	Gibbons Coach Holi	-110.0
20/03/2024	WARM HUB TRANSPORT	Standing Order	Gibbons Coach Holi	-110.0
19/03/2024	ALLOTMENT INCOME	Faster Payment	ROBERTS B E & S A	15.0
15/03/2024	ALLOTMENT INCOME	Faster Payment	C Harding	15.0
15/03/2024	WARM HUB REFRESHMENTS	Standing Order	NOLLY'S NIBBLES	-150.0
14/03/2024	COMMUNITY CENTRE INCOME	BACS Credit	MERTHYR TYDFIL CR	250.0
14/03/2024	ALLOTMENT INCOME	Faster Payment	J WARDLE	15.0
13/03/2024	ALLOTMENT INCOME	Faster Payment	DRANE L & J	15.0
13/03/2024	ALLOTMENT INCOME	Faster Payment	KATHRYN ASHCROFT	15.0
13/03/2024	COMMUNITY CENTRE ELECTRICITY BILL	Direct Debit	SSE ENERGY SUPPLY	-463.17
12/03/2024	ALLOTMENT INCOME	Faster Payment	STEWART MG	15.0
11/03/2024	BROADBAND COSTS	Direct Debit	PNET3924606-1	-39.36
08/03/2024	WARM HUB REFRESHMENTS	Standing Order	NOLLY'S NIBBLES	-150.0



AGENDA REQUEST FORM

PLEASE NOTE THAT AGENDA ITEMS MUST BE SUBMITTED IN ADVANCE OF THE MEETING IN LINE WITH THE TIMESCALES SCHEDULE THAT HAS BEEN CIRCULATED

Please note the clerk will endeavour to include your request, however the clerk will decide its suitability in line with statutory guidelines and other agenda items may take precedence.

NAME:	Ryan James	DATE:	<u>30/03/2024</u>
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AGENDA ITEMS - INSERT WORDING TO APPEAR ON THE AGENDA. REMEMBER TO MAKE IT CLEAR WHAT YOU ARE ASKING COUNCILLORS TO DECIDE. PLEASE ALSO NOTE IF YOU ARE LOOKING FOR A SPECIFIC RESOLUTION.

“To consider...” “To note...” “To review...” “To agree....”

To Approve Purchase of ‘Decisions’ Agenda and Meeting Management Software

BACKGROUND INFORMATION - INSERT AS MUCH INFORMATION AS POSSIBLE SO THAT COUNCILLORS HAVE THE DETAIL THAT THEY NEED IN ORDER TO MAKE AN INFORMED DECISION.

‘Decisions’ agenda and meeting management system is provided by CloudyIT – a partner of One Voice Wales and supplier of IT solutions to Town and Community Councils across Wales and England.

The system allows the Clerk and Councillors to work smarter, collaborate more effectively and engage better with the community. Seamlessly plan, run and follow up meetings from Microsoft Teams using the Decisions app. Decisions integrates into the existing collaborative Teams experience so that your council staff can quickly and easily access lists (such as for upcoming meetings, recent meeting notes and past meeting outcomes) from tabs within Microsoft Teams.

The system offers the following features:

Build WCAG 2.1 accessible agendas and minutes in minutes, using standardised templates.

Effortlessly combine the agenda and any supporting papers into a single shared document.

Easily available for councillors on mobile phone and tablet – simply download from Google Play or the Apple App Store.

Invite guests as presenters, contributors, or participants, and add them to one topic or the whole meeting.

The smart-text feature recognizes tasks and decisions during notetaking and syncs them to Planner. Participants receive instant email notifications for tasks.

A visual cue tracks agenda items based on their allotted time to keep meetings on schedule.

Run official voting directly from Microsoft Teams through a secure and orderly process.

Attendee preparation and agenda quality, as measured by the meeting engagement score improved 76% among active users of decisions.

Time spent coordinating meetings is reduced by 30% - planning, managing updates etc.

70% of customers say they experience more energy and productivity in meetings organised with decisions.

In the week prior to a Council meeting, the Clerk's weekly hours are spent preparing for the meeting, allowing no time for other work. There is also preparation time for HR/Personnel Committee and the new Events Committee meetings. The following other tasks need to be completed (not an exhaustive list):

Additional demands from Welsh Government on Community Council's

Manging the Community Centre

Managing the weekly Community Hub

Budget monitoring

Payroll

Accounting

Grant applications and grant monitoring

Internal and external audit preparation

Website and social media updates

Policy implementation and updates to existing policies;

Follow-up tasks from Council meetings and Community Councillor queries,

General day to day tasks are all a stretch on the Clerk's limited part-time hours. Some time needs to be freed up in order to allow more efficient completion of tasks and to focus more time on community engagement work.

BACKGROUND DOCUMENTS LIST NAMES OF ANY DOCUMENTS OR SUPPORTING INFORMATION TO BE ATTACHED. ALL DOCUMENTS MUST BE SUBMITTED WITH THE REQUEST.

The Clerk has received a demo from CloudyIT on the system. It is implemented in several other Community Council's in Wales, and Parish Council's in England.

COSTS - INSERT DETAIL OF COSTS ASSOCIATED WITH THE DECISION THAT YOU ARE ASKING THE COUNCIL TO MAKE (IF KNOWN).

£1000 to purchase the system.

Note the 'Miscellaneous' budget has £176.55 underspend. We are also due £1405.48 VAT refund which will more than adequately cover the cost.

Bedlinog and Trelewis Community Council

Budget report from 1-Apr-2023 to 31-Mar-2024 (figures exclude VAT)

All reserves

Payments

	Period		
	Budget	Actual	Variance
Other Payment			
Post, Admin, Travel	420.00	707.18	-287.18
Miscellaneous Payments	1,000.00	823.45	176.55
Insurance	2,000.00	2,046.90	-46.90
Membership fees	650.00	705.00	-55.00
NEURODIVERGENCE GRANT	1,000.00	730.00	270.00
PLAY GRANT 2023	1,168.68	885.13	283.55
WARM HUBS	355.86	295.00	60.86
BEDLINOG MINERS WELFARE .	0.00	0.00	0.00
S137	500.00	0.00	500.00
Nature/Biodiversity	5,000.00	0.00	5,000.00
Ffo	0.00	5,320.00	-5,320.00
General Reserves	0.00	0.00	0.00
Biodiversity	5,000.00	4,958.00	42.00
CHRISTMAS FAYRE FUND FRO	0.00	236.54	-236.54
NATIONAL LOTTERY EVENTS B	0.00	0.00	0.00
FEB 24 HALF TERM EVENTS	1,500.00	1,195.00	305.00
Levelling Up Grant - Hub	8,500.00	1,440.00	7,060.00
Welsh Translation Budget	250.00	0.00	250.00
Clerk Emergency Payments	500.00	114.04	385.96
Audit	700.00	733.04	-33.04
Bills	10,000.00	11,754.73	-1,754.73
Allotments	700.00	331.48	368.52
Grants	3,000.00	1,873.26	1,126.74
Local Places for Nature	0.00	0.00	0.00
National Lottery Community F	0.00	0.00	0.00
Training	300.00	240.00	60.00
Hardship Fund	0.00	0.00	0.00
Councillor Expenses	1,350.00	1,352.69	-2.69
Christmas Lights	0.00	0.00	0.00
ALLOTMENT IMPROVEMENT C	20,658.00	18,901.52	1,756.48
DIGITAL INTERPRETATION BO	0.00	0.00	0.00
Winter of Wellbeing Fund	0.00	0.00	0.00
NATIONAL GRID WARM HUB f	4,322.00	0.00	4,322.00
Total Other Payment	68,874.54	54,642.96	14,231.58
Staff Costs			
Salaries	11,025.00	11,257.95	-232.95
HMRC Tax	2,800.00	2,577.18	222.82
Pension	2,200.00	2,558.58	-358.58
Total Staff Costs	16,025.00	16,393.71	-368.71

Total Payments	84,899.54	71,036.67	13,862.87
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Receipts

	Period		
	Budget	Actual	Variance
Precept			
Precept	38,985.00	38,985.00	0.00
Total Precept	38,985.00	38,985.00	0.00
Other Receipts			
Bank interest	0.00	0.00	0.00
VAT Repayments	1,500.00	1,540.00	40.00
Miscellaneous Receipts	0.00	0.00	0.00
PLAY GRANT 2023	1,168.68	0.00	-1,168.68
WARM HUBS	355.86	0.00	-355.86
Ffos-Y-Fran Funding	4,500.00	0.00	-4,500.00
Allotment Improvement Grant	20,658.00	20,658.00	0.00
Winter of Wellbeing Fund	0.00	0.00	0.00
Grants - Income	0.00	0.00	0.00
Community Centre Rental Income	1,560.00	1,514.50	-45.50
NEURODIVERGENCE GRANT	1,000.00	0.00	-1,000.00
BEDLINO G MINERS WELFARE	0.00	0.00	0.00
Local Places for Nature Grant	0.00	0.00	0.00
Levelling Up Grant - Hub	8,500.00	8,500.00	0.00
FEB 24 HALF TERM EVENTS	1,500.00	1,500.00	0.00
NATIONAL LOTTERY EVENTS B	8,600.00	8,600.00	0.00
CHRISTMAS FAYRE FUND FRO	600.00	90.00	-510.00
Interest	0.00	55.58	55.58
Bills	0.00	310.91	310.91
General Reserves	0.00	0.00	0.00
NATIONAL GRID WARM HUB F	4,322.00	4,322.00	0.00
Total Other Receipts	54,264.54	47,090.99	-7,173.55
Total Receipts	93,249.54	86,075.99	-7,173.55

Council name	Bedlinog and Trelewis Community Council
Bank account	Bedlinog Community Council
Balance per bank statement at 31/03/2024	19,556.34
TOTAL NET BANK BALANCES AT 31/03/2024	19,556.34
Opening_balance	8,315.50
Total receipts	86,075.99
Total payments	-74,835.15
Total transfers	
Closing balance per cash book (must equal net bank balances above)	19,556.34

Bedlinog and Trelewis Community Council

Detailed accounts for 2023-2024

Receipts

Last year		This year TOTAL
	Precept	
27,870	Precept	38,985
<u>27,870</u>	TOTAL Precept	<u>38,985</u>
	Other Receipts	
	Bank interest	
6,243	VAT Repayments	1,540
370	Miscellaneous Receipts	
3,000	PLAY GRANT 2023	
1,200	WARM HUBS	
4,500	Ffos-Y-Fran Funding	
15,600	Allotment Improvement Grant	20,658
850	Winter of Wellbeing Fund	
1,960	Grants - Income	
438	Community Centre Rental Income	1,515
1,195	NEURODIVERGENCE GRANT	
	BEDLINOG MINERS WELFARE ASSOCIATION	
	Local Places for Nature Grant	
	Levelling Up Grant - Hub	8,500
	FEB 24 HALF TERM EVENTS	1,500
	NATIONAL LOTTERY EVENTS BUDGET	8,600
	CHRISTMAS FAYRE FUND FROM OAP CLUB	90
	Interest	56
	Bills	311
	General Reserves	
	NATIONAL GRID WARM HUB FUNDING	4,322
<u>35,355</u>	TOTAL Other Receipts	<u>47,091</u>
63,225	TOTAL Receipts	<u>86,076</u>

Payments

Last year		This year TOTAL
	Other Payment	
616	Post, Admin, Travel	719
1,855	Miscellaneous Payments	888
1,820	Insurance	2,047
670	Membership fees	705
234	NEURODIVERGENCE GRANT	730
1,843	PLAY GRANT 2023	971
913	WARM HUBS	295
	BEDLINOG MINERS WELFARE ASSOCIATION	-
1,000	S137	-
	Nature/Biodiversity	-
	Ffo	6,384

-	General Reserves	-
-	Biodiversity	5,950
-	CHRISTMAS FAYRE FUND FROM OAP CLUB	237
-	NATIONAL LOTTERY EVENTS BUDGET	-
-	FEB 24 HALF TERM EVENTS	1,276
-	Levelling Up Grant - Hub	1,440
-	Welsh Translation Budget	-
1,056	Clerk Emergency Payments	137
350	Audit	733
9,544	Bills	12,255
368	Allotments	331
2,000	Grants	1,873
5,483	Local Places for Nature	-
-	National Lottery Community Fund	-
159	Training	240
-	Hardship Fund	-
-	Councillor Expenses	1,520
6,216	Christmas Lights	-
14,470	ALLOTMENT IMPROVEMENT GRANT	19,711
1,038	DIGITAL INTERPRETATION BOARD	-
900	Winter of Wellbeing Fund	-
-	NATIONAL GRID WARM HUB FUNDING	-
<u>50,535</u>	TOTAL Other Payment	<u>58,441</u>
	Staff Costs	
10,402	Salaries	11,258
2,092	HMRC Tax	2,577
2,457	Pension	2,559
<u>14,952</u>	TOTAL Staff Costs	<u>16,394</u>
65,487	TOTAL Payments	<u>74,835</u>

Movement in balances

<u>-2,262</u>	Excess of receipts over payments	11,241
<u>8,316</u>	Opening balance	<u>8,316</u>
	Closing balance	<u>19,556</u>
	Bank accounts	
8,316	Bedlinog Community Council	19,556
<u>8,316</u>	TOTAL bank balances	<u>19,556</u>