

**MINUTES of a MEETING of the
JOINT ADMINISTRATION/MAINTENANCE COMMITTEE
held virtually
on
THURSDAY 2ND NOVEMBER 2023**

Broughton & Bretton Community Council:

Councillors Penny Brett-Roberts, Ros Griffiths and Billy Mullin.

Hawarden Community Council:

Councillors Bill Cooper and Dave Mackie.

Shotton Town Council:

Councillors David Evans, Mike Evans and Christopher Risley.

Also in Attendance:

Sharron Jones, Clerk & Financial Officer, Broughton & Bretton and Hawarden Community Councils (SGJ)
Collette Lowry, Clerk and Financial Officer, Shotton Town Council (CL)

1. APPOINTMENT OF CHAIR:

Councillor Bill Cooper was nominated to act as Chairman, this was duly seconded and agreed and **IT WAS RESOLVED:** that Councillor Bill Cooper be appointed Chairman for the meeting.

2. APOLOGIES FOR ABSENCE:

Apologies for absence had been received from Councillors Janet Axworthy (HCC), Joyce Angell (HCC), Ryan McKeown (B&B), Gary Cooper (STC), Elwyn Jones (STC).

3. MINUTES OF THE PREVIOUS MEETING:

The Minutes of the previous meeting held on 18th January 2023, copies of which had been circulated with the agenda, were received and approved as a correct record.

4. MATTERS ARISING FROM THE MINUTES:

There were none.

5. JOINT SERVICES COMMITTEE:

The Chair referred members to the comprehensive report that had been circulated with the agenda for the meeting. The report outlined the mid-year financial position for the Joint Agreement for the financial year 2023/24. The National Pay Award had been agreed earlier in the day and resulted in all salaries being increased by £1,952 up to SCP 43 and SCP 44 and above a 3.88% increase had been agreed. This was to be backdated to 1st April 2023. Councils had budgeted 5% on salaries and Hawarden Community Council had a credit of £26,200 on the Clwyd Pension Fund from 1st April 2023.

It was noted that Fran Griffiths had retired from Hawarden Community Council on 31st August and Georgey Griffiths had been appointed on the 1st September. A seamless transfer had been noted.

2 Chair's signature: _____

IT WAS RESOLVED: that the budget report be received and noted.

6. STREET LIGHTING – LED HEAD REPLACEMENT SCHEME:

The Clerk and Financial Officer provided a written report on the number of LED Head replacements, per ward, which was noted.

Members of all three councils commended the Council's workforce for the installation of the poppies ahead of Remembrance Sunday.

IT WAS RESOLVED: to note the update.

7. DATE OF NEXT MEETING:

It was agreed that the next meeting of the Joint Committee would take place during the third week of January 2024 virtually.

The meeting concluded at 6.47 p.m.

The Chairman thanked members for their attendance.

Community and Town Councils

The Panel continues to mandate payments for the extra costs of working from home and payments for office consumables. There is no change to the Determination made last year.

Mandatory payments: Determination 6

Payment for extra costs of working from home

All councils must pay their members £156 a year (equivalent to £3 a week) towards the extra household expenses (including heating, lighting, power and broadband) of working from home.

Set payment for consumables

Councils must either pay their members £52 a year for the cost of office consumables required to carry out their role, or alternatively councils must enable members to claim full reimbursement for the cost of their office consumables.

It is a matter for each council to make and record a policy decision in respect of when and how the payments are made and whether they are paid monthly, yearly or otherwise. The policy should also state whether and how to recover any payments made to a member who leaves or changes their role during the financial year.

Payments to community and town councils

Type of payment	Group	Requirement
Reimbursement for time spent on CTC matters (previously known as Basic Payment)	1 (Electorate over 14,000)	£156 mandatory for all members. All councils must pay their members £156 a year (equivalent to £3 a week) towards the extra household expenses (including heating, lighting, power and broadband) of working from home
Reimbursement for office consumables whilst working from home	1 (Electorate over 14,000)	£52 mandatory for all members. All councils must pay their members £52 a year (equivalent to £1 a week) towards the cost of office consumables whilst working from home
Senior role payment	1 (Electorate over 14,000)	Mandatory for 1 member; optional for up to 7
Mayor or Chair of Council	1 (Electorate over 14,000)	Optional: up to a maximum of £1,500
Deputy Mayor or Deputy Chair of Council	1 (Electorate over 14,000)	Optional: up to a maximum of £500
Attendance Allowance	1 (Electorate over 14,000)	Optional

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Council	(Electorate over 10,000 to 13,999)
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Deputy Mayor or Deputy Chair of Council	2 Optional: up to a maximum of £500 (Electorate over 10,000 to 13,999)
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Attendance allowance	2 Optional (Electorate over 10,000 to 13,999)
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Financial loss	2 Optional (Electorate over 10,000 to 13,999)
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Travel and subsistence	2 Optional (Electorate over 10,000 to 13,999)
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Costs of care	2 Mandatory (Electorate over 10,000 to 13,999)
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	to 9,999)	
Travel and subsistence	3 Optional (Electorate over 5,000 to 9,999)	
Costs of care	3 Mandatory (Electorate over 5,000 to 9,999)	
Reimbursement for time spent on CTC matters (previously known as Basic Payment)	4 £156 mandatory for all members. All councils must pay their members £156 a year (equivalent to £3 a week) towards the extra household expenses (including heating, lighting, power and broadband) of working from home (Electorate over 1,000 to 4,999)	
Reimbursement for office consumables whilst working from home	4 £52 mandatory for all members. All councils must pay their members £52 a year (equivalent to £1 a week) towards the cost of office consumables whilst working from home (Electorate over 1,000 to 4,999)	
Senior role payment	4 Optional up to 3 members (Electorate over 1,000 to 4,999)	
Mayor or Chair of Council	4 Optional: up to a maximum of £1,500 (Electorate over 1,000 to 4,999)	

home 1,000) home

Senior role payment 5 Optional: up to 3 members
(Electorate
less than
1,000)

Mayor or Chair of Council 5 Optional: up to a maximum of £1,500
(Electorate
less than
1,000)

Deputy Mayor or Deputy Chair of Council 5 Optional: up to a maximum of £500
(Electorate
less than
1,000)

Attendance allowance 5 Optional
(Electorate
less than
1,000)

Financial loss 5 Optional
(Electorate
less than
1,000)

Travel and subsistence 5 Optional
(Electorate
less than
1,000)

Cost of care 5 Mandatory

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for the latest version.

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Determination 4

The basic pay of members of National Park Authorities and Fire and Rescue authorities has been increased. All payments are set out in Table 2.

All current Determinations, including restrictions on receiving double allowances, will be published on our website. Other than the above increases, there are no changes proposed this year.

Determination 5

For co-opted member payments, the Panel proposes there should be local flexibility for the relevant officer to decide when it will be appropriate to apply a day or a half day rate or to use an hourly rate where it is sensible to aggregate a number of short meetings.

The full and half day rates remain unchanged from 2023 to 2024. The only change is the stipulation of hourly rates, as set out in Table 3.

Determination 6

Members of Community and Town Councils will be paid £156 a year (equivalent to £3 a week) towards the extra household expenses (including heating, lighting, power and broadband) of working from home. And Councils must either pay their members £52 a year for the cost of office consumables required to carry out their role, or alternatively councils must enable members to claim full reimbursement for the cost of their office consumables.

Item 7 

Dear All

It was lovely to see some many clerks and councillors at the annual joint meeting of the Standards Committee on 6 November.

One of the reports discussed was the "round up" report that reviewed all of the findings from the visits by Independent Members to your meetings. I have pulled those findings together into the attached report which focus on the key issues and seeks to offer some condensed guidance based on what was observed.

The report references, at bullet point 6 in paragraph 1.04, the need to specify the nature of business to be transacted under each item so that councillor know whether to make a declaration of interest and what level that declaration should be. Agenda items for AOB in particular produce an unpredictable "smorgasbord" of topics for discussion at very short notice. They make it difficult to consider interests in advance and removes a councillor's opportunity to take advice in advance. It is also not permitted under the Public Bodies (admission to meetings) Act 1965 (as amended) which requires that the agenda must include "such further statements or particulars, if any, as are necessary to indicate the nature of the items included".

The Committee asked me to extend its thanks to you all for the welcome you afforded them and for allowing them to view your meetings. They hope that you found it of benefit.

The Committee also considered the SLCC/OVW pledge on Civility and Respect. Failure to treat others with respect is one the most common causes of complaint to the PSOW. Adopting the following the pledge would help to support compliance with the code of conduct and reduce complaints. The committee encourages you to consider and adopt the pledge.

Regards

Gareth

Prif Swyddog Llwyodraethu | Chief Officer Governance
Llywodraethu | Governance
Cyngor Sir y Fflint | Flintshire County Council

STANDARDS COMMITTEE

Date of Meeting	Monday, 6 November 2023
Report Subject	Feedback from the Independent members' Visits to Town and Community Councils.
Report Author	Chief Officer (Governance)

EXECUTIVE SUMMARY

The Independent Members of the Committee have attended meetings of all town and community council in Flintshire over the past 12 months. The visits have been carried out in order to observe how town and community council meetings are run across the County, with a particular focus on issues pertaining to the members' Code of Conduct (the Code), and to provide any feedback arising from the visits that may be useful.

As with the previous series of such visits, the overriding feedback is that the majority of town and community council meetings in Flintshire are well organised and attended and that town and community councillors and their clerks should be commended for their hard work and commitment in this respect.

Letters have been sent to town and community councils following each report back to the Committee by Independent members of the Committee, and this report is intended to summarise the common themes arising from the visits and to endorse them as recommendations to town and community councils in Flintshire as a whole.

RECOMMENDATIONS

1	That this report is circulated to all town and community councils in Flintshire and the common themes and suggestions at paragraph 1.04 of this report are endorsed as recommendations of best practice to those councils.
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REPORT DETAILS

1.00	BACKGROUND
1.01	<p>The Independent members of the Committee have attended meetings of all town and community councils in Flintshire over the past 12 months. This is the second such round of visits, which have been undertaken in order that members can observe how town and community council meetings are organised and carried out across Flintshire, with a particular focus on any issues arising pertaining to the Code. Written feedback has been provided to town and community council clerks (copies of these letters are appended to this report).</p>
1.02	<p>The main message that has emerged is that most meetings are well attended by town and community councillors, local issues appear to be thoroughly debated and considered, and that councillors and their clerks should be commended for their hard work and commitment. In a couple of instances specific feedback has been provided with town and community councils where problems were observed.</p>
1.03	<p>As before there are common themes that have arisen where members of the Committee consider improvements should be made to meetings of town and community councils in Flintshire. The feedback letters referred to at paragraph 1.01 of this report have advised town and community councils of these matters.</p>
1.04	<p>The key matters are summarised at paragraph 1.04 below:</p> <ol style="list-style-type: none">1. Declarations of Interest should appear as a standing item early on the agenda before substantive items are listed, and the chair should remind councillors that an interest can be declared at any point should a councillor realise later on in the meeting that a declaration is required2. summary guidance on when to declare an interest has been circulated for inclusion on agendas3. When someone declares a personal interest they can (and should) remain in the room but must leave when they declare a personal & prejudicial interest4. For on-line meetings the screen login should show whether someone is a councillor or an officer and their name so that role are clear and it is clear which code of conduct applies to them;5. Good chairing is the first line of defence against complaints under the code and this works best where:<ul style="list-style-type: none">• during a meeting only one person is speaking at a time;• the chair retains self-control and has themselves made appropriate declarations of interest.6. agendas should specify the nature of the business to be transacted under each agenda item with sufficient precision to allow councillors to be able to identify whether they need to declare an interest.

	7. there is an automatic exemption in the code for town and community (not county) councillors in any funding request up to and including £500 in value.
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2.00	RESOURCE IMPLICATIONS
2.01	N/A

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	Town and community council clerks throughout Flintshire were consulted about the visits prior to them commencing and were provided with written feedback and the matters reported back to the Committee.

4.00	RISK MANAGEMENT
4.01	The recommendations within the report should reduce the risk of complaints about breaches of the Code and should improve the publics' experience of town and community council meetings.

5.00	APPENDICES
5.01	App 1 - Letters of feedback on visits sent to town and community councils in Flintshire.

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	Contact Officer: Gareth Owens, Monitoring Officer Telephone: 01352 702344 E-mail: gareth.legal@flintshire.gov.uk

7.00	GLOSSARY OF TERMS
7.01	N/A

REVIEW OF POLLING DISTRICT AND POLLING PLACES

17-04-23

11

We have published information regarding our review of polling districts and polling places for the County of Flintshire. The last review took place in 2019. This review will look at our polling district boundaries and the polling places/stations within those boundaries. Most people still vote in person at a polling station so the aim is to make sure that they have reasonable facilities to do this, taking into consideration the needs of everyone.

Please find below link to all the relevant documents. You can complete the questionnaire online using the link below and click on 'Complete the questionnaire'

<https://www.flintshire.gov.uk/en/Resident/Council-and-Democracy/Elections-and-Electoral-Registration/Polling-District-and-Polling-Places-Stations-Review-2023.aspx>

All representations need to be received by 17 November 2023.

If you have any questions or require any further information, then please do not hesitate to contact me.

Cofion cynnes | Kind Regards

Lynn Phillips

Broughton and Bretton Community Council
Planning Committee – 21st November 2023

Item
14
(ii)

Planning Applications confirmed by FCC

No.	Planning Application Number	Proposal	Address	CASE OFFICER
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1.	FUL/000902/23 Ward: Broughton South	Proposed 2 bedroom disabled detached bungalow	LABURNUM COTTAGE, Old Warren, Broughton	F. Fairclough
2.	ADV/000986/23 Ward: Broughton North	Install a Digital advertising screen	Newgate House, Broughton Mills Road, Bretton	B.Kinnear
3.	OUT/000968/23 Ward: Broughton South	Outline application for residential (Use Class C3) (up to 2no. dwellings) with all matters reserved except for access.	38, Broughton Hall Road, Broughton	J.Beattie

Broughton and Bretton Community Council
Planning Committee – 21st November 2023

Item

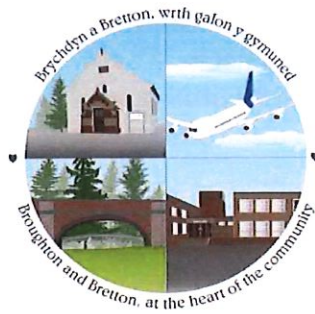
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(iv)

Planning Applications:

No.	Planning Application Number & Date	Proposal	Address	CASE OFFICER
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1.	ADV/000652/23 Ward Broughton North East	Erection of 2No 12.50 x 1.60 M building mounted signs, 2No 8.00 x 1.00 M building mounted signs, 1No 6.20 x 6.10 M company logo sign on the west elevation doors	Electroimpact UK LTD, Manor Lane, Hawarden	DEL Delegated – Officer – approved 05.10.2023
2.				
3.				
4.				
5.				
6.				



CYNGOR CYMUNED BRYCHDYN A BRETTON *BROUGHTON AND BRETTON COMMUNITY COUNCIL*

SUMMER PLAY SCHEMES

FAO Town and Community Clerks,

I hope this email finds you all well.

I would like to present to you the plans and costs for the 2024 Summer Playschemes:

During a recent Scrutiny Committee several recommendations were supported by the elected councillors, the relevant recommendations for your attention as town and community councils are outlined below:

1. *The Committee support the Play Development Team in liaising with Town and Community Councils around a three-year cycle in principle funding cycle for play provisions.*
2. *That the Committee endorse the Play Development team to liaise with Town and Community Councils to opt for either a three or six-week sites only, to allow ease of recruitment, planning, business continuity and efficient use of resources.*

Point 1 – Three Year Funding Cycle

Flintshire Play Development experiences a significant annual staff turnover, posing challenges in delivering top-quality services. It is difficult to train and retain staff to provide the highest quality of provision to children in Flintshire due to the short-term commitment of funding and lack of long-term funding availability. The staff turnover and lack of job security present substantial issues, resulting in the regular departure of highly skilled team workers. To retain and attract experienced staff and to provide the highest quality service within our Communities, it is imperative that we have the capacity to plan for the long-term.

We'd like to liaise with you as Town and Community Councils to explore the possibility of aligning with our 3-year cycle. This would enable me, as the Lead Officer, to engage in more long-term planning and better support our goal of building a sustainable service. We understand that not everyone may want to adopt the 3-year cycle, and we respect those who prefer to maintain the 12-month agreement. However, by choosing to opt in, we can initiate our processes well in advance and plan aspects like marketing with greater foresight. It must be stressed that the ask is for an agreement in principle subject to an annual review and that there is a mutual understanding that funding settlements in this current climate are difficult to predict.

Flintshire Play Development is planning an innovative and sustainable future to our delivery and commitment to children in Flintshire. Using the successful summer holiday provision as a blueprint, the aim is to provide holiday provisions during all school holidays. There is universal agreement of the benefits that the summer programme has on children's wellbeing, and this would be beneficial for children during all seasons. Community provision during term time will allow children the opportunity to engage with our service and their peers in a safe and supervised activity.

Future Sustainability: In order to establish a sustainable service for the foreseeable future, it is imperative that the Lead Officer can devise a long-term strategy. To achieve this, we seek a commitment from our partners and other stakeholders for a three-year agreement. This commitment will have several significant benefits:

1. **Enhanced Provisions:** It will enable the Play Development Team to expand its operations, providing a more extensive range of provisions throughout the year.
2. **Skill Development:** This will facilitate the delivery of comprehensive training programs, ensuring that our team is highly qualified and capable. And will allow us to have pride in our quality as well as our quantity.
3. **Stability for Staff:** Additionally, a multi-year commitment will provide medium-long term job security for our staff, fostering their confidence and commitment to the team.

This collaborative approach will pave the way for a sustainable and thriving service moving forward. As part of our future commitment, we will be measuring our success on both quantitative and qualitative data.

For a sustainable Playful future here in Flintshire we need to have a sustainable team.

Point 2 – Three or Six-week schemes

Historically as Town and Community Councils you have been able to choose the length of your local Playscheme. This has been a choice of 3, 4, 5, or 6 weeks. This is becoming increasingly difficult with the need to recruit a high number of staff over a short period. We will now be offering 3 or 6-week sites only which will mean that

staff can be offered 6-week contracts rather than the current format which proves problematic for staff retention and recruitment. During the Summer of 2023 we had 20 x three-week, 17 x four-week, 3 x five week, and 12 x six-week sites. 3 or 6-week sites would make the managing of schemes and sites much easier and would also offer a longer provision in some areas i.e., a Town or Community Council funding two or more 3-week schemes would have one three-week scheme running for the first three weeks and the other for the last which means 6-week scheme for that community area. We hope that this will attract more people to apply for these positions as the work period would be longer.

Costings

Please see attached a costing structure for a one-year commitment and that of a three year. The first year for both the 1-year and 3-year commitment will be the same, but by opting in for the 3-year cycle you will be able to budget much further in advance and we as a team can plan much further in advance to ensure that we offer the children of your community the best service. As noted on the 3-year costings sheet, we will honour the costs set out for the 3-year period unless there is a significant increase in the cost of living to which we would contact you direct to discuss the best options.

In order to proactively manage our budget for the year and maintain fiscal responsibility, our plan is to invoice all Town and Community Councils ahead of the commencement of Summer Playschemes. This approach enables me, as the Lead Officer, to effectively monitor and adhere to the allocated budget for the summer. Ensuring that funding is secured in advance guarantees its availability for all necessary expenses during the summer period.

Marketing / Promotion

Flintshire Play Development, in collaboration with the FCC Communications Department, is actively engaged in a marketing and promotional campaign to publicise the Summer Playschemes for 2024. Due to budget constraints, we are prioritising an online promotion strategy, utilising our social media platforms, website, as well as the platforms of Town and Community Councils, schools, and community groups. However, if there is a specific need for resources such as flyers or posters, please inform us of the desired quantity, and we can request a quote accordingly.

Conclusion

I would appreciate it if you could agree in principle on the preferred plan and complete sections 1, 2, and 3 of the attached form (**T&CC EOI for Summer 2024**) by no later than **December 22, 2023**. Kindly return the completed form via email. A firm commitment is requested by **February 16, 2024**. This timeline is crucial for initiating the recruitment process, which demands a considerable amount of time and effort. For your awareness, this year's summer recruitment process consumed 1384 hours, incurring a cost of nearly £26,000 to the local authority, covered by the employment services and Integrated Youth Provision budgets. Your timely cooperation is invaluable in facilitating a smooth and efficient process.

As referenced in the reports you recently received regarding this year's summer activities, I am more than willing to attend your meeting for further discussions. Alternatively, please feel free to reach out to me via phone for a more immediate and personalised conversation.

Cofion cynnes,

Darren

Darren Morris



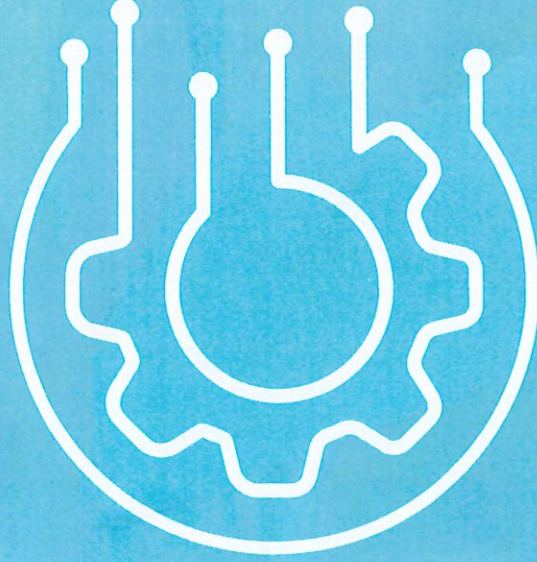
Darren Morris

Swyddog Arweiniol Datblygu Chwarae | Lead Officer for Play Development
Adran Ieuenctid Sir y Fflint | Flintshire Youth Services
Addysg ac Ieuenctid | Education and Youth
Cyngor Sir Y Fflint | Flintshire County Council



FLINTSHIRE SUMMER PLAYScheme 1-YEAR COSTS

The following costings outline the commitment expected from your Town or Community Council for the year 2024. Opting for a yearly rolling agreement means that our service will strive to maintain affordability and competitiveness in the future. However, we cannot guarantee that the costs will remain the same as those outlined in the 3-year cycle, as we are committing to those prices. These annual costs will be determined based on the prevailing economic conditions during the budgeting period.

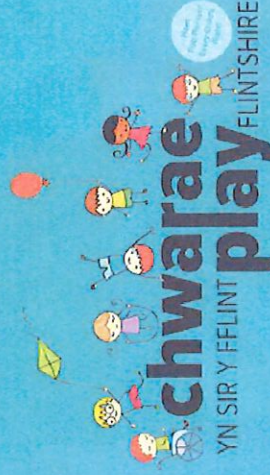


2024

3-week scheme
£1,915.80
6-week scheme
£3,831.60

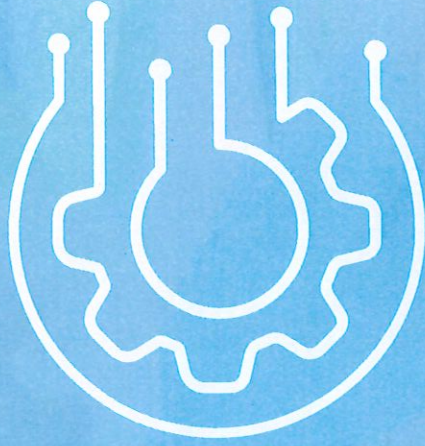
All prices include the following:

- 1 Site location (costs are per site location)
- 5 sessions per week
- 2 hours of supervised play
- 2 members of staff*
- Contributions towards; Equipment, van hire, supervisor roles, and training
- *Staff ratio is 1:13 and therefore additional staff may be required at bigger sites at an additional cost of £159.70 per week, per member.



FLINTSHIRE SUMMER PLAYScheme 3-YEAR COSTS

The following costings represent the commitment expected from your Town or Community Council for a 3-year period. Our service is dedicated to honoring these costs unless substantial increases occur. In the event of significant changes, we will promptly engage in discussions with you to explore alternative options and reach a mutually agreeable agreement.



3-week scheme
£1,915.80
6-week scheme
£3,831.60

2025

3-week scheme
£2,203.20
6-week scheme
£4,406.40

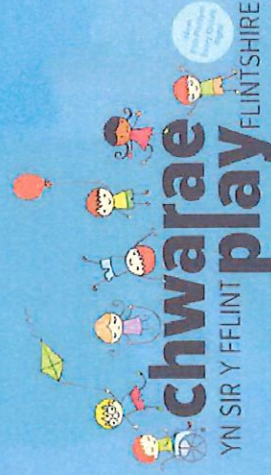
2024

2026

3-week scheme
£2,533.70
6-week scheme
£5,067.36

All prices include the following:

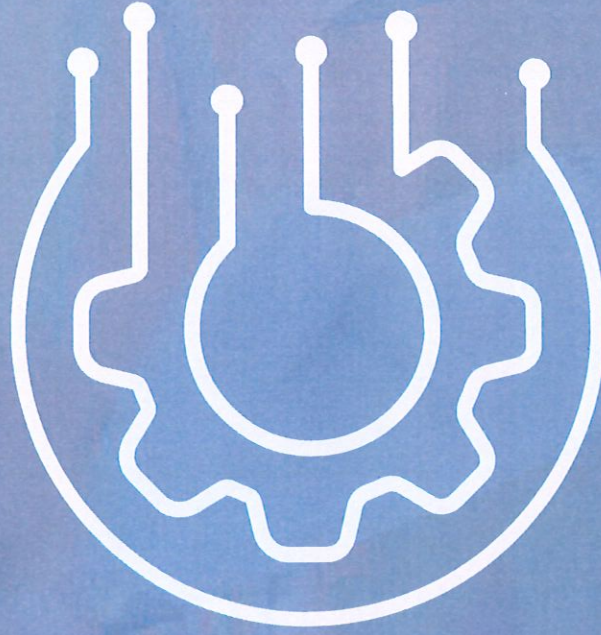
- 1 Site location (costs are per site location)
- 5 sessions per week
- 2 hours of supervised play
- 2 members of staff*
- Contributions towards; Equipment, van hire, supervisor roles, and training
- *Staff ratio is 1:13 and therefore additional staff may be required at bigger sites at an additional cost of £159.70 per week, per member.



FLINTSHIRE PLAY DEVELOPMENT

COMMUNITY PLAY PROVISIONS COSTS

Flintshire Play Development recognises the crucial role play plays in children's development, emphasising that it extends beyond the traditional six-week summer holidays. We aspire to provide children with opportunities for play within their communities throughout the school term, evenings and holidays, including Easter, May, and October. However, to make this initiative a reality, we seek the support of our Town and Community Councils, as well as collaboration with other partners.



**Community
Provision**

£127.80*
per session

**School Holiday
Provisions****

£638.60***
per week

Have an idea?

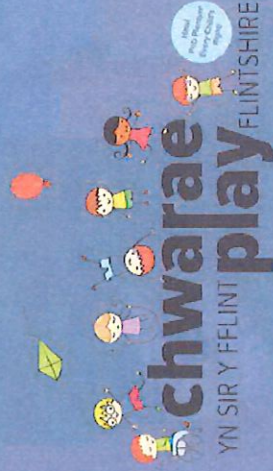
If you have an idea of a particular provision you would like to see in your community why not get in touch with me to discuss this further.

Prices with a symbol explained below:

*2 members of staff, 2 hours, plus supervisor support

**Excluding Summer Playschemes

*** 2 members of staff, 2 hours, plus supervisor support



Flintshire Play Development Summer Playscheme 2024

Section 1

Contact Details

Town / Community Council Name:	
Main Contact:	
Email:	
Contact Number:	

Section 2

Agreement in principle: (No later than 22nd December 2023)

Site Locations:	Number of weeks per site:	Notes:

Agreed on:	
Signed by:	

Section 3

Length of Agreement: (This doesn't form an official agreement, but just for information at this point)

1-Year Commitment	
3-Year Commitment	
Would like to discuss Community Play Provisions throughout the year further	

Section 4:

Agreement Commitment: (No later than 16th February 2024)

Site Locations:	Number of weeks per site:	Notes:

Agreed on:	
Signed by:	

BROUGHTON AND BRETTON Community Council
Accounts for Payment
Nov-23

Ref:	Voucher No:	Payee:	Amount
BACS	BB/23/50	Rialtas - end of year period	£594.00
BACS	BB/23/51	HCC SLA for November	£6,679.47
BACS	BB/23/52	HW Oultram & Co - Vehicle Fuel KK18 TZW	£85.97
BACS	BB/23/53	HMRC - November salaries	£675.20
	BB/23/54	November salary LC	£1,918.39
	BB/23/55	Clwyd Pension Fund - November Salaries	£739.50
	BB/23/56	Post Offices - Agenda's, October	£19.50
		TOTAL	£10,712.03

Chairman:

Chair of Finance: