



Broughton and Bretton Community Council

FINANCE AND STAFFING COMMITTEE

POLICY FOR DEALING WITH EXPENDITURE

- Goods should be acquired by Official Order wherever possible, having regard to the Council's Financial Regulations.
- Payment should be made on a monthly basis following approval of the Finance Committee, to which a list of payments should be submitted. List to be produced by Administrative Staff.
- Payments must only be made on receipt of Invoice ***unless goods are purchased on-line via a reputable supplier in which case written email confirmation must be obtained. Copies of on-line orders will be added to the monthly list of payments for authorisation as above.***
- Whenever possible, Order Acknowledgement/Delivery Note should be attached to Invoice and Payment Voucher.
- ***Payment Vouchers should accompany all transactions and will include the detail of goods purchased and identify separately the net, VAT and gross amounts together with a transaction number. All other relevant details including the cheque number, order number or appropriate reference number in the event of on-line payments or Debit Card payments will be included on the Voucher.***

- Cheques should be signed by two authorised Members and the Clerk & Financial Officer. Cheque stubs should be initialled by Members.
- ***On-line payments will be included in the monthly list of payments and signed by two authorised Members and the Clerk and Financial Officer. On-line payments may be authorised retrospectively subject to them not exceeding the value of £500 as per the Council's Financial Regulations No. 8.***
- Chairman of Finance Committee should sign transactions list and individual Payment Vouchers.
- Payments should be recorded by Clerk & Financial Officer, detailing transaction No., cheque No/transaction No., payee, reasons for payment, net, vat and gross amounts and date of payment.
- Paid invoices should be kept in a lever arch file, filed in transaction order, within month of payment.
- Copy of signed transaction list should be included with Minutes of Finance Committee and submitted to next Meeting.
- Unusual/significant payments should have appropriate expenditure power recorded.
- ***Direct Debits should be established for the various utilities services i.e. British Telecom with the details verified via the monthly list of payments and/or bank reconciliations.***

BROUGHTON AND BRETTON COMMUNITY COUNCIL**REPRESENTATIVES ON OUTSIDE BODIES****ANNUAL MEETING 2025**

South Flintshire Police	Cllr. C. Gee
Broughton Comm. Centre Assoc. Management Committee	Cllr. R. McKeown Cllr. P.B. Roberts
North Wales Assoc. of Local Councils	Chair of the Council

SCHOOL GOVERNING BODIES

SCHOOL	REPRESENTATIVE
Broughton CP School	Cllr. R. McKeown

BROUGHTON AND BRETTON Community Council
Accounts for Payment
May-25

Ref:	Voucher No:	Payee:	Amount	Amount Net
DD	BB/01/130	SSE - Street Lighting - March	£769.30	£732.67
BACS	BB/01/131	HCC - SLA - April	£8,725.64	£8,725.64
BACS	BB/01/132	HCC - SLA - May	£6,759.83	£6,759.83
BACS	BB/01/133	Rialtas - Year End 2025	£723.60	£603.00
BACS	BB/01/134	Litter Collector - May Salary	£1,478.68	£1,478.68
BACS	BB/01/135	H W Oultram - Vehicle Fuel - April	£56.93	£47.72
BACS	BB/01/136	William Hall & Co - Allotment Land	£500.00	£500.00
BACS	BB/01/137	Charlies - Bird Seed	£14.12	£14.12
BACS	BB/01/138	Earth Anchors - Community Bin	£499.20	£368.00
BACS	BB/01/139	Audit Wales Fees	£379.00	£379.00
BACS	BB/01/140	Clwyd Pension Fund - Salaries	£420.61	£420.61
BACS	BB/01/141	HMRC - Salaries	£759.68	£759.68
		TOTAL	£21,086.59	£20,788.95

Chairman:

Chair of Finance:

Broughton & Bretton Community Council

Bank - Cash and Investment Reconciliation as at 30 April 2025

Confirmed Bank & Investment Balances

Bank Statement Balances

02/05/2025	16622.28	13,390.81	
30/04/2025	Lloyds 30 Day a/c	94,856.66	
			108,247.47

Receipts not on Bank Statement

0.00

Closing Balance

108,247.47

All Cash & Bank Accounts

1	Lloyds Current a/c	13,390.81
2	Lloyds 30 Day a/c	94,856.66
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	108,247.47