

CYNGOR CYMUNED GOETRE FAWR COMMUNITY COUNCIL

FINANCE COMMITTEE

MINUTES OF THE MEETING HELD AT GOYTRE FAWR COMMUNITY CENTRE ON TUESDAY 9th July 2019

Present: Community Councillors Rose Thayers, Andy Barnes & Jonathan Lazenby as Clerk/RFO

Apologies: Councillor Nigel Morrey

		ACTION
1	<p><u>Welcome and apologies for absence</u> The meeting commenced at 6.30pm with the Clerk / RFO welcoming everyone to the meeting. Councillor Nigel Morrey offered his apologies for absence.</p>	
2	<p><u>Approval of Minutes of the Previous Meeting</u> Item 1. Record Councillor Rands apologies for absence Item 5. Audit/Accounts 25th June should read 26th June. Amend sentence to read 'submitted to External Auditors'. Item 6.2 – change 2018/19 to read 2019/20 Item 6.4 – final word should read 'subsidence' The previous minutes were then accepted as a true and correct record and formally proposed by Councillor Barnes and seconded by Councillor Thayers.</p>	
3	<p><u>Matters Arising</u> (updates not covered as separate issues under the various agenda items below). 1. Item 5. The internal audit was received from Helena Fox, giving us a clean bill of health. It was suggested that a separate column be created to record s137 payments and this has been actioned by the Clerk / RFO. It was also recommended that Council allocate a realistic and reasonable sum to cover any mandatory payments for care costs (determination 51) – this had already been included (£500) in the 2019/20 budget. 2. Item 6.4 – Full Council agreed that they would leave the Olde Pounce shop insurance cover at £77,064 as there was no reduction in premium by adopting the £40,000 valuation provided by Linnells.</p>	
4	<p><u>Cashflow update & budget review</u> 1. The Clerk / RFO provided those present with a copy of the June 2019 cashflow position, together the Unity Trust Bank (UTB) statements covering April, May and June 2019. The cashflow balances were verified to the closing balances in the UTB statements at the end of Apr/May/Jun 2019, with Councillor Barnes signing to confirm in accordance with section 2.2 of the Community Council Financial Regulations (Wales). 2. Budget Review. The CC is only 3 months into its current budget, so too early to draw conclusions / trends for most budget lines. At this point, the only budget that will be under pressure is that for OVW/SLCC/Training, as councillors have attended a number of courses and the Clerk /RFO has taken his ILCA qualification and has signed up for CILCA later this year 3. Councillor Thayers asked whether we had had any clarification as to whether LMVH would take over responsibility for the Thomas Waste bin. Clerk / RFO to contact Councillor Rands and Deakins to ascertain the position.</p>	Clerk / RFO

5	<p><u>External Audit</u></p> <p>1. Following Council's acceptance of the Internal Audit Report, the external audit was prepared and presented to / approved by Council at its meeting on 17th June. It was submitted to the external auditors (BDO) in time for latest submission date of 26th June.</p> <p><u>External Audit – next key dates</u> The RFO / Clerk advised Councillors of the following key audit dates.</p> <p>Electors:</p> <ul style="list-style-type: none"> - 1st July to 26th July – Clerk to make records available to Electors - 29th July – Electors can exercise their rights under the Public Audit (Wales Act 2004) <p>Audit/Accounts:</p> <ul style="list-style-type: none"> - 29th July – Earliest date for publication of audited accounts 	
6	<p><u>Risk Review</u> The Clerk /RFO distributed an updated copy of the latest risk review (dated 09-07-19), highlighting (in yellow) the principle areas for information / consideration. These were:</p> <ol style="list-style-type: none"> 1. Business Interruption insurance now in place with Zurich - max £6000 over 12-month period. Business interruption not available for subsidence. Building revaluations now in place and Clerk / RFO has confirmed that Zurich are aware that the OPS is used as chip/shop tandoori (increased fire risk) to ensure the property is properly covered under the policy. Clerk / RFO is exploring Cyber Insurance – this would cost £369.20 per annum. 2. Clerk / RFO to check on adequacy of staff training 3. 2019 ROSPA safety inspection of Little Mill children's playground equipment gave clean bill of health but said signage was missing (this does not appear to be safety related). Clerk / RFO has chased MCC on several occasions to query but no response received. It was suggested that the signage might relate to the supervision of children while using the park. Clerk / RFO to chase MCC again. 4. Last year Clerk / RFO met with MCC to review opportunity to build DDA compliant crossing at top of Fairfield Road. There has been no response from MCC since - the work appears to be considered as too expensive and not a priority for MCC. Clerk / RFO to ask Councillors if they wish him to pursue this with MCC 5. Business Continuity - Ian Blacker (previous Clerk and back-up) has now moved away and so no longer available. Councillor Barnes now added to Unity Trust account to load payments (but not authorise) in case Clerk / RFO is indisposed for an extended period. Councillor Awni may be able to step in to undertake role of Clerk (unpaid) as short term cover. 6. Website Accessibility - Clerk / RFO has examined each web page and increased font size of CC supplied text. Is liaising with Spanglefish to check they will be taking action to ensure website is compliant (now confirmed). Clerk / RFO to consider whether Adobe assistive software is required 	<p>Clerk/RFO</p> <p>Clerk/RFO</p> <p>Clerk/RFO</p> <p>Clerk/RFO</p> <p>Clerk/RFO</p> <p>Clerk/RFO</p>
7	<p><u>Date of Next Meeting</u> Tuesday 8th October 2019, 6.30pm at Goytre Community Centre.</p>	All

Council member.....

Date:

Clerk / RFO

Date: