CYNGOR CYMUNED GOETRE FAWR COMMUNITY COUNCIL FINANCE COMMITTEE

# MINUTES OF THE MEETING HELD AT GOYTRE FAWR COMMUNITY CENTRE ON THURSDAY 10th OCTOBER 2019 @ 18.30

## **Present**: Community Councillors Andy Barnes, Nigel Morrey & Jonathan Lazenby as Clerk/RFO

**Apologies**: Community Councillor Rose Thayers

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|  |  | **ACTION** |
| 1 | Welcome and apologies for absenceThe meeting commenced at 6.30pm with the Clerk / RFO welcoming everyone to the meeting. Councillor Rose Thayers has offered her apologies for absence. |  |
| 2 | Approval of Minutes of the Previous MeetingThe minutes of the previous meeting held on Tuesday 9th July were accepted as a true and correct record and formally proposed by Councillor Barnes and seconded by the Clerk / RFO. |  |
| 3 | Matters Arising(updates not covered as separate issues under the various agenda items below). 1. Item 3. It has been agreed that LMVH will take over the responsibility for the waste bin with effect from 1st November 2019.
2. Item 6.2 Clerk / RFO has confirmed the adequacy of training with the two cleaners and has provided the additional equipment that they requested.
3. Item 6.4 There appears little appetite to pursue the possibility of installing a DDA compliant crossing at the top of Fairfield. Clerk / RFO to take off the agenda for the time being.
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| 4 | Cashflow update & budget review1. The Clerk / RFO provided those present with a copy of the Sept 2019 cashflow position, together the Unity Trust Bank (UTB) statements covering July, Aug and Sept 2019. The cashflow balances were verified to the closing balances in the UTB statements at the end of July/Aug/Sept 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 now 6 months into its current budget. At this point, the only budgets ‘under pressure’ are:
	* 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 training with SLCC.
	* Clerk Expenses – due to attendance at 2 x conferences and attending CILCA training (3 x travel to Builth Wells).

Currently forecast to be underspent are: * + Repairs/Renewals/Maintenance £378 to date v £3000 budget – Need to consider any items for maintenance at next Council meeting.
	+ Donations £810 to date v £3000 budget (dependent on applications – perhaps reduce buffet for 2020/21?).
	+ Capital Expenditure £395 to date v £5000 (MUGA appears unlikely to happen – Perhaps biodiversity scheme / Defibrillator may utilise funds?
	+ Communications - £8 v £2425 – (no newsletters or comm engagement)Consider if newsletter likely to happen again – is plenty of support to distribute, but not to compile it.

Councillor Morrey suggested that Full Council hold a dedicated session to look at where we could usefully spend money in the area. Clerk / RFO to arrange for Nov meeting. | Clerk / RFOClerk / RFO |

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| 5 | Budget – draft 2019 – 2020The Clerk / RFO presented the budget to the meeting. At this stage the budget is a draft outline and will be used to set the precept at either November or December full Council. An award of s106 monies for a MUGA looks unlikely, but if approved, the sum is likely to be significantly less than the £130k applied for (£78k). Councillors will therefore have to decide whether to push ahead, and how much they would be prepared to contribute. At present the following key changes are included:* Repairs/Renewals/maintenance @ £5000 include £2500 for the MUGA & £500 SIDs maintenance – never used). Clerk to propose withdrawal of application due to continued financial uncertainty it creates and with apparent little chance of success. Also consider removing £500 SID allowance so reduce to £2,000?
* Reduce donations to £2000 based on level levels of anticipated spend.
* Provide a Bio diversity budget of £1000 to support relevant activities under Section 6 of the Environment Wales Act 2016 (within Capital expenditure)
* Review if the newsletter is to go ahead (currently £2000 pa allocated) – Perhaps reduce to £1,000 for 2 editions per year?

The following additional suggestions were made:1. Remove the S106 budget lines – it is planned that any funds will be paid direct to any suppliers by MCC. As it stands it is inflating the overall income / expenditure lines and making comparisons with previous years difficult.
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| 6 | External AuditThe Clerk / RFO was pleased to report that the external audit has been received back without any comments or issues. It has now been posted on the web site, and ‘advertised’ on the two noticeboards. It will be presented to Full Council on 21st for acceptance.  |  |
| 7 | Risk ReviewThe Clerk /RFO distributed an updated copy of the latest risk review (dated 08-10-19), highlighting (in yellow) the principle areas for information / consideration. These were:1. Earmarking funds for the MUGA - (see budget above).
2. Power of Well Being capital expenditure and donations payments (as well as those under s137) are now recorded separately to meet regulations.
3. Data Protection Legislation (GDPR) – Full Council to consider if the following should be made policy (has had to be postponed for 21/10 meeting):  - All private devices of Councillors to have internet security software.

 - All Councillors to have private Council designated e-mail addresses on home  devices to separate personal and council email. - All emails to be deleted after specified time period (to be agreed).1. Clerk / RFO has added tags to web documents enable Adobe assistive software to be used, but is unable to check it has worked. We are unaware of any residents who can test – Clerk / RFO to contact RNIB to see if they can test.
2. Community & Town Councils Duty under Section 6 of the Environment Wales Act 2016 (Bio diversity plan) - Clerk / RFO is working with MCC to prepare a plan by the deadline and put initiatives in place for 2020 onwards.
3. Due to incident in public conveniences, and to improve security, Clerk is to issue cleaners with a personal alarm and is to padlock the loft hatch. Cleaning to be undertaken in the mornings in future so can be carried out in daylight to improve personal safety. Night time winter closing hours to be reviewed at Full Council on 21st October.
4. It was agreed that at the next meeting all ‘High’ risk classifications should be reviewed to consider existing status, and to put formal mitigation plans in place if confirmed.
 | Clerk/RFOClerk/RFOClerk/RFOClerk/RFO/All |
|  | Date of Next MeetingTuesday 7th January 2020, 6.30pm at Goytre Community Centre. | All |

Council member Date:

Clerk / RFO... Date: