

CYNGOR CYMUNED GOETRE FAWR COMMUNITY COUNCIL

FINANCE COMMITTEE

MINUTES OF THE MEETING HELD AT GOYTRE FAWR COMMUNITY CENTRE ON TUESDAY 16th APRIL 2019

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

Apologies: Councillor Lucyann Rands

		ACTION
1	<p><u>Welcome and apologies for absence</u> The meeting commenced at 6.30pm with the Clerk welcoming everyone to the meeting. Councillor Lucyann Rands sent her apologies</p>	
2	<p><u>Approval of Minutes of the Previous Meeting</u> Item 4.1 Line 2 should read '...together with the Unity Trust bank statements...' Item 7.2 Final line should read 'Clerk /RFO' not 'Clerk / RFI' The previous minutes were then accepted as a true and correct record and formally proposed by Councillor Thayers and seconded by Councillor Barnes</p>	
3	<p><u>Matters Arising</u> (updates not covered as separate issues under the various agenda items below). 1. Item 5 – The terms of reference for the committee were formally approved by Full Council at its March meeting. 2. Item 8 – the budget for 2019/20 was fixed by Full Council at its March meeting.</p>	
4	<p><u>Cashflow update and audit / end of year accounts</u> 1. The Clerk / RFO provided those present with a copy of the March 2019 (end of financial year) cashflow position together the Unity Trust Bank (UTB) statements covering January, February and March 2019. The cashflow balances were verified to the closing balances in the UTB statements at the end of Jan/Feb/Mar 2019 with Councillor Barnes signing to confirm in accordance with section 2.2 of the Community Council Financial Regulations (Wales).</p>	
5	<p><u>Internal / External Audit</u> 1. <u>Internal Audit – Appointment of Internal Auditor</u> Helena Fox, who carried out our internal audit for both 2016/17 & 2017/2018 has agreed to undertake our audit for 2018/2019. The price will be the same (£100 plus mileage at the standard rate of 45ppm). The audit will be conducted in line with the 'Governance and Accountability for Local Councils in Wales' – as detailed in the One Voice Wales / Society of Local Clerk's Practitioners' Guide. The RFO/Clerk will propose Helena's appointment at the April meeting of Full Council.</p> <p><u>External Audit – key dates</u> The RFO/Clerk advised Councillors of the following key audit dates.</p> <p>Electors: - 16th June to 30th June – display Electors' Rights Notice (will need to provide details of locations and photographic evidence) - 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> <p>Audit/Accounts: - 17th June - (Latest) RFO to certify annual return - 17th June - (Latest) Approval of Accounts by Full Council - 26th June – Requested date for Annual Return to be submitted to External Auditors - 30th June - Latest date for submitting annual return - 29th July – Earliest date for publication of audited accounts</p>	

6	<p><u>Risk Review</u></p> <p>The Clerk distributed an updated copy of the latest risk review (dated 16-04-19), highlighting (in yellow) the principle areas for information / consideration. These were:</p> <ol style="list-style-type: none"> 1. Business Interruption insurance is now in place with Zurich - max £6000 over 12-month period. 2. Updated wage details for cleaners forwarded to B&W for payment from April 2019 onwards. Standing Order for AF/SF now updated to reflect 2019/20 salaries. 3. Clerk's salary approved based nationally agreed rates. New rate for 2019 agreed by Council Feb 2019. Hours also increased to 77 per month from April 2019. 4. Asset Register - The Olde Pounce shop and Public Conveniences have now been revalued for re-building purposes by Linnells Property at £40k and £80k (both plus VAT) respectively (so £48k and £96k inc VAT). These are inclusive of professional fees and demolition costs. The properties are currently insured for £77,064 (OPS) and £63,905. Clerk has queried the lower valuation on the OPS, but has been assured that the figure provide is in accordance with the standard guidance based on approx. 500 m2 (@ £83 per m2). Zurich have confirmed the additional premium for the PC would be: £22.55. There does not appear to be a saving by reducing the insurance on the OPS. Contrary to what was said previously, Zurich do not offer business interruption cover in cases of subsidence. 5. Clerk continues to chase the annual ROSPA inspection for Little Mill Village Park. 6. Due to the need to demolish the rear building and the higher than anticipated costs to redevelop, the Community Council has agreed it does not wish to pursue becoming involved in the renovation / development project. Clerk / RFO will 'grey out' on the next Risk assessment schedule. 	<p>Clerk/RFO</p> <p>Clerk/RFO</p> <p>Clerk/RFO</p>
7	<p><u>Date of Next Meeting</u></p> <p>Tuesday 9th July 2019, 6.30pm at Goytre Community Centre.</p>	All

Council member.....

Date:

Clerk / RFO

Date: