CYNGOR CYMUNED GOETRE FAWR COMMUNITY COUNCIL FINANCE COMMITTEE

# MINUTES OF THE MEETING HELD BY TELE-CONFERENCE ON TUESDAY 6th OCTOBER 2020 @ 18.30

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

**Apologies**: None

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|  |  | **ACTION** |
| 1 | Welcome and apologies for absence  The meeting commenced at 6.30pm with the Clerk/RFO welcoming everyone to the meeting. All invitees were present at the meeting. |  |
| 2 | Approval of Minutes of the Previous Meeting  The minutes of the previous meeting held on Thursday 7th July were reviewed and the following amendments made:   * Item 4.1 – ‘with’ added after the word ‘together’ on the second line * Item 4.2 – ‘Marc’ should read ‘March’ and ‘£’ to be added in front of ‘1767’. * Item 4.2 – ‘is’ should read ‘its’ on the final line (page 2)   The minutes were then accepted as a true and correct record and formally proposed by Councillor Barnes and seconded by Councillor Morrey. | Clerk/RFO |
| 3 | Matters Arising (updates not covered as separate issues under the various agenda items below).   1. Item 5(i) – After a 3-month lease holiday and 1-month at a 50% discount, full lease payments have now been restored. 2. Item 5(ii) – The legal powers and standing orders were reviewed at the ASM on 7th Sept. Both documents were approved at the meeting without changes. 3. Item 5(iii) – The nationally agreed pay scales for Clerks were received and both wages and salary reviews undertaken by Council based on the new figures. |  |
| 4 | Cashflow update 2020 / 2021 (inc. Covid-19 budget impact)   1. The Clerk/RFO provided those present with a copy of the Sept 2020 cashflow position, together the Unity Trust Bank (UTB) statements covering July, Aug & Sept 2020. The cashflow balances were verified to the closing balances in the UTB statements at the end of July/Aug/Sept 2020, with Councillor Barnes signing to confirm in accordance with section 2.2 of the Community Council Financial Regulations (Wales). 2. Covid-19 impact – As a result of the impact of Covid-19, the following change had been made to the budget (and included in the latest cashflow account)    1. The addition of a separate budget line for Covid-19 related support payments (a budget of £5000 was approved at the Council meeting on 7th Sept)   Although the budgeted income for the Olde Pounde Shop will reduce from £6015 to £4286 (due to the rental holiday), the Clerk / RFO felt that the budgeted figure should remain the same, with agreed budgets only amended as a result of a policy change (rather than economic circumstances). | Clerk/RFO  Clerk/RFO |
| 5 | Olde Pounde Shop lease review (Closed session)   1. The Minutes of this session are held separately and are not for publication due to the commercially sensitive nature of the discussions. | Clerk/RFO |

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| 6 | Budget 2021/22 – First draft  The Clerk / RFO presented the first draft of the proposed 2021/22 budget. After discussion the following additions / changes were recommended   1. Precept to be £35,000 (requires Full Council approval) 2. Ton Land rental to increase by 4% for 23-month lease to £312 (Yr 1) & £ 288 (Yr 2) 3. Capital items to reduce by £2k from £5k to £3k (associated VAT to reduce by £400) 4. Rent & rates to include the Ton Land water supply so increase to £85.   This would result in the following budget for consideration by Full Council    This was proposed by Councillor Morrey and seconded by Councillor Barnes. |  |
| 7 | Risk Review (inc Health & Safety schedule)   1. Precept – second instalment now received. 2. Income from the Olde Pounde Shop – full payments of £495 per month re-commenced on 1st Sept 3. Legal Powers – Standing Orders and Model Financial regulations renewed at ASM 4. Salaries / wages now reviewed for 2020/21 following receipt of national pay scales 5. Potential E&D policy still under review 6. Health & Safety - Electrical testing of Public Conveniences & Comm. Centre – scheduled for 12/10/20 - Tree safety – Ton Land – one tree requires removal of broken branch  Community Centre (responsibility of MCC) – recommended for further (more  detailed) inspection 7. Little Mill Park re-inspected and now re-opened with Covid-19 signage. Broken   bench (belonging to LM WI?) – taped off for safety. Clerk / RFO to liaise with Councillor Deakins to look into removal 8. Duties under Section 6 of the Environment Wales Act 2016 (Bio diversity plan)  The beds have been marked out and planting is now underway, although seeding will  not take place until Spring 2021   Health & Safety – a review of the H&S checklist was undertaken – the most pressing review is removal of the branch on one of the Ton Land oak trees– Clerk / RFO to chase.  The risk assessment updates were accepted by the meeting and proposed by Councillor Barnes and seconded by Councillor Morrey. | Clerk / RFO  Clerk / RFO  Clerk / RFO |
| 6 | Date of Next Meeting  Tuesday 12th Jan 2021, 6.30pm - attendance by teleconference | All |

Council member Date:

Clerk / RFO... Date: