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 absenceThe 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 MeetingThe 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.
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| 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/RFOClerk/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 draftThe Clerk / RFO presented the first draft of the proposed 2021/22 budget. After discussion the following additions / changes were recommended1. 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 / RFOClerk / RFOClerk / RFO |
| 6 | Date of Next MeetingTuesday 12th Jan 2021, 6.30pm - attendance by teleconference | All |

Council member Date:

Clerk / RFO... Date: