CYNGOR CYMUNED GOETRE FAWR COMMUNITY COUNCIL FINANCE COMMITTEE

# MINUTES OF THE MEETING HELD BY TELE-CONFERENCE ON THURSDAY 7th JULY 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 14th May were accepted as a true and correct record and formally proposed by Councillor Morrey and seconded by Councillor Thayers. | Clerk / RFO |
| 3 | Matters Arising (updates not covered as separate issues under the various agenda items below).   1. Item 3.1 (b) – Full Council has agreed in principle to proceed with the MUGA quote from Hags. However, the cost of the lease of the land in the park from MCC Estates is still awaited. Clerk / RFO continues to chase. 2. Item 3.2 – the capital review took place with the following suggestions being put forward:  * A walking track in Goytre park * Fitness equipment in Goytre park * Play equipment for toddlers in Goytre park   + Equipment for teenagers /older children in Little Mill Park  1. Item 4.2. The end of year accounts were accepted by Full Council at its meeting on 15th May. The annual return and internal audit report have now been sent to BDO. However, the annual external audit won’t be concluded by them before the end of September due to the pandemic. 2. Item 6 (iv) – The ASM has been provisionally scheduled for Monday 7th September. 3. Item 6 (v) – The 2020/21 salary and wage rates are still awaited. |  |
| 4 | Cashflow update 2020 / 2021 (inc. Covid 19 budget impact)   1. The Clerk/RFO provided those present with a copy of the June 2020 cashflow position, together with the Unity Trust Bank (UTB) statements covering Apr, May & June 2020. The cashflow balances were verified to the closing balances in the UTB statements at the end of Apr/May/June 2020, with Councillor Barnes signing to confirm in accordance with section 2.2 of the Community Council Financial Regulations (Wales).   The Clerk / RFO advised that he had changed the format of the figures representing **payments made** from the two bank accounts, (shown in the summary section at the top of the sheet). In future they would be shown in red with a minus sign to make it more apparent that these values should be deducted as part of the calculation for the two bank account balances.  Councillor Morrey queried whether having only three on-line signatories was causing any problems / delays in the authorisation of payments. The Clerk / RFO confirmed that this had not caused any problems of late, although the forthcoming holiday period is likely to be a better test of the adequacy of our online signatory numbers.   1. The Clerk/RFO provided the following comparison with the end of the first quarter last year:   **Income** = £13,628 vs £12,167 (2019/20) = + £1461. This is made up of:  Precept + £834   OPS - £990  Ton Land - £150 (but rec’d in March 2020)  HMRC (VAT) + £1767 (KIV £2813 rec’d Aug last year)  **Payments =** £7852 vs£9992 (2019/20) = - £2140 The difference being largely the result of payments made in 2019/20 to Audit Wales for the previous year’s audit, SLCC & OVW for conference and ILCA / CiLCA training fees.  **Net Reserves** as at 30.06.20 = £39,913 vs £37,307 (2019) = + £2606  Given the difference in timings and of the amounts paid and received, it was difficult to make a truly objective comparison. However, the key message was that the CC held a good level of reserves and the overall financial health was positive, enabling it to continue to deliver its service commitments and to support its tenants and residents. | Clerk/RFO |
| 5 | Risk Review (inc Health & Safety schedule)  The Clerk /RFO distributed an updated copy of the latest risk review (dated 07-07-20), highlighting (in yellow) the principle areas for information / consideration. These were:   1. Loss of Income - Full Council agreed a 3-month rental holiday on the Olde Pounde shop due to the Coronavirus – an amended lease has been signed reducing the rent to £1 per month for May/June/July. A decision needs to be made as to whether to extend this at current rates, or an amended rate, or to remove the ‘concession’ altogether. Although lockdown has now ended, and it is anticipated that more people will venture out, it seems likely that trade will not return to previous levels in the very near future. Having spoken to the tenant the Clerk / RFO suggested the CC agree to a 50% reduction in the rental for a further 3 months. It was proposed that this should be put to Full Council by Councillor Morrey and seconded by Councillor Barnes. 2. Legal Powers – standing orders and financial regulations to be reviewed / confirmed at the next ASM (Sept 7th). 3. Review of Wages / Salaries – 2020/21 rates still awaited from OVW. Councillor Morrey felt that we should wait until the rates have been received before reviewing the wages for the cleaners. 4. The VAT refund for 2019/20 of £1767 has now been received from HMRC. 5. Councillor Robins to attend Conduct Training as soon as OVW’s training sessions recommence. 6. Equalities and Employment law – Councillor Awni to make recommendations at Full Council on 7th July - potentially for all Council members and employees to undertake diversity and equality training. Also, to consider (long term) the setting up of a people management (sub?)- committee to lead on policy development and employment matters. 7. Staff safety - Clerk is looking at potential to re-open public conveniences. This will require:    * Water chlorination of the system    * Purchase of disposable aprons / gloves    * Use of PPE masks    * Temporary disabling of hand washer dryers    * Purchase of stand or wall mounted hand sanitizers    * Individual Staff risk assessments (now undertaken)    * Strict adherence to procedures for cleaning - doors locked to prevent contact with members of the public 8. Health & Safety – a review of the H&S checklist was undertaken – the most pressing review is that of the trees on Ton Land and at the Community Centre – Clerk / RFO to chase.   The risk assessment updates were accepted by the meeting and proposed by Councillor Morrey and seconded by Councillor Barnes. | Clerk/RFO  Clerk/RFO  Clerk/RFO  Clerk/RFO |
| 6 | Date of Next Meeting  Tuesday 6th Oct 2020, 6.30pm - attendance by teleconference | All |

Council member Date:

Clerk / RFO... Date: