CYNGOR CYMUNED GOETRE FAWR COMMUNITY COUNCIL FINANCE COMMITTEE

# MINUTES OF THE MEETING HELD AT GOYTRE FAWR COMMUNITY CENTRE ON THURSDAY 9th JANUARY 2020 @ 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 absence  The 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 Meeting  The minutes of the previous meeting held on Thursday 10th October were accepted as a true and correct record and formally proposed by Councillor Barnes and seconded by Councillor Morrey. |  |
| 3 | Matters Arising (updates not covered as separate issues under the various agenda items below).   1. Item 4.2 – Budget Review - Capital expenditure on MUGA – it now appears that the MUGA will now go ahead with s106 grant monies of c£82,500 confirmed. 2. Item 4.2 – dedicated session to look at possible capital expenditure projects – has not taken place. Clerk to raise at January’s full Council and to place on agenda for February. 3. Item 7.6 – Clerk confirmed that the personal alarm was issues to the cleaners |  |
| 4 | Cashflow update and 2019 / 2020 Budget Review   1. The Clerk / RFO provided those present with a copy of the Dec 2019 cashflow position, together the Unity Trust Bank (UTB) statements covering Oct, Nov and Dec 2019. The cashflow balances were verified to the closing balances in the UTB statements at the end of Oct/Nov/Dec 2019, with Councillor Barnes signing to confirm in accordance with section 2.2 of the Community Council Financial Regulations (Wales). 2. Budget Review. The Clerk RFO asked for the following recommendations be confirmed by the committee to formally present to full Council for approval:    * Budget for OVW/SLCC/Training to be increased by £750. Councillors have attended a number of courses during 2019, and the Clerk /RFO has taken his ILCA qualification is now undertaking his CILCA training with SLCC which has incurred additional expense. Provision also needs to be made for training for the new Councillor. Budget to come from ‘Donations’    * Clerk’s expenses to be increased by £250 to £650 to reflect additional mileage costs associated with conference attendance and CiLCA training.    * Donations – to be reduced by £1000 to £2000 to provide budgetary funding for Training and Clerk’s expenses (see items above).   As a result of the above there was no overall change to the proposed level of expenditure for 2019/20  The changes were formally proposed by Councillor Morrey and seconded by Councillor Barnes. | Clerk/RFO  Clerk/RFO  Clerk/RFO |

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| 5 | Risk Review - All High’ risk classifications should be reviewed to consider existing status, and confirm suitability of existing mitigations  Following the October meeting it had been agreed that the bulk of todays meeting would be focussed on:   * Reviewing all the ‘High Risk’ categorisations to confirm both their current status, and suitability of any mitigations * Whether any other risks should be re-categorised as ‘High Risk’, and if so to similarly review the suitability of any mitigations.   Existing High-Risk Items   1. Assets – Security of Buildings and Equipment- score 5/3/15/High It was agreed that the likelihood score should be reduced from 3 to 2, reducing the overall score to 10 and the classification to medium. Additional CCTV security on the Olde Pounde shop was not considered necessary. 2. Assets – maintenance – score 5/3/15/High It was agreed that the likelihood score should be reduced from 3 to 2, reducing the overall score to 10 and the classification to medium. It was agreed that the toilets should have some general maintenance this year, with repainting of the facia boards and the inside ceiling as a minimum 3. Staff – Loss of key personnel – Clerk through ill health, retirement, long term sickness or even death – score 5/3/15/High It was agreed that the consequence score should be reduced from 5 to 3, reducing the overall score to 9 and the classification to medium. 4. Consultations – meeting of deadlines score 3/4/12/High – This is now low as the planning committee is able to confirm responses outside of Full Council meetings. Only a failure to meet or be quorate would pose a problem. Scores reduced to 3/1/3 Low 5. Health and Safety Risk Assessment – Failure to identify – score 5/3/15/High It was agreed that the Clerk should instigate a spreadsheet showing the list and timings of the Health & Safety assessments already place. Based on this It was agreed that the likelihood score should be reduced from 3 to 2, reducing the overall score to 10 and the classification to medium. 6. DDA – Failure to identify and implement adaptations – score 5/3/15/High The issue of a DDA crossing on Fairfield does not appear a priority for MCC. It was agreed that It was agreed that the consequence score should be reduced from 5 to 4 and the likelihood score from 3 to 2, reducing the overall score to 8 and the classification to medium. 7. Community Centre Committee – governance – score 5/3/15/High It was felt that this had been raised sufficiently and was an issue for the Community Centre Committee, so should be closed.   The changes to the above classifications were proposed by Councillor Barnes and seconded by Councillor Morrey  Items to be reclassified as ‘High Risk’   1. There were no items felt worthy of reclassification to ‘High’ | Clerk/RFO  Clerk/RFO  Clerk/RFO  Clerk/RFO  Clerk/RFO  Clerk/RFO  Clerk/RFO |
|  | Date of Next Meeting  Tuesday 14th April 2020, 6.30pm at Goytre Community Centre. | All |

Council member Date:

Clerk / RFO... Date: