CYNGOR CYMUNED GOETRE FAWR COMMUNITY COUNCIL FINANCE COMMITTEE

# MINUTES OF THE MEETING HELD BY TELE-CONFERENCE ON THURSDAY 14th MAY 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. |  |
| 2 | Approval of Minutes of the Previous Meeting  The minutes of the previous meeting held on Thursday 9th January were accepted as a true and correct record and formally proposed by Councillor Morrey and seconded by Councillor Barnes. |  |
| 3 | Matters Arising (updates not covered as separate issues under the various agenda items below).   1. Item 4.2 – Budget Review    1. The proposed budget amendments for 2019/20 were subsequently proposed at, and accepted by, Full Council at its meeting in January.    2. A meeting to further explore the MUGA application was held with MCC and   Neil Pigdon from Kampan on 12th February. It appears a costing has been received by MCC although this has not been disclosed. ‘Hags’ have also quoted – apparently at £8k less – Clerk/RFO is chasing for the total installation cost. Still no clarification on likely lease costs for the ground from MCC Estates.   1. Item 4.2 – (from Oct Finance meeting minutes) – a dedicated session to look at possible capital expenditure projects has not taken place. Given current pandemic crisis Clerk/RFO queries whether this should be postponed until the financial situation regularises. However, those attending thought it would still be a useful exercise to identify priority capital spend to take place as and when the situation allowed. Clerk to raise at the May Council for a full review at June’s meeting. 2. Item 5 – The recommended risk reclassifications were accepted by Full Council at its January meeting (with amendments included in current risk assessment). | Clerk/RFO  Clerk/RFO |
| 4 | Cashflow and accounts 2019/20 end of year   1. The Clerk/RFO provided those present with a copy of the March 2020 cashflow position, together the Unity Trust Bank (UTB) statements covering Jan, Feb & March 2020. The cashflow balances were verified to the closing balances in the UTB statements at the end of Jan/Feb/Mar 2020, with Councillor Barnes signing to confirm in accordance with section 2.2 of the Community Council Financial Regulations (Wales). 2. 2019/20 end of year accounts – These were presented by the Clerk/RFO and have been forwarded to our internal auditor. They show a reduction in reserves from £35,132 to £34,137.32 – this is in line with our requirement to reduce the level of reserves to equate broadly with the amount of our precept. These will be presented to Full Council for formal acceptance. | Clerk/RFO |
| 5 | Cashflow update 2020 / 2021 (inc. Covid 19 likely budget impact)  The cashflow showing the financial position as at 30/04/20 was provided by the Clerk/RFO. These show an a-typical position with the receipt of the first precept payment, but without any significant expenditure at this stage. At this point, the Clerk/RFO forecasts a reduction in budgeted income of circa £1500 for the financial year. However, the CC has substantial reserves to mitigate any shortfall. |  |

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| 6 | Risk Review (inc Health & Safety schedule)  The Clerk /RFO distributed an updated copy of the latest risk review (dated 11-05-20), highlighting (in yellow) the principle areas for information / consideration. These were:   1. Precept – the first payment of £11,334 was received at the end of April. 2. 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. Clerk/RFO confirmed adequate reserves are in place to support. Finance Committee to ensure ongoing budget expenditures can be met. Clerk confirmed adequacy of reserves (see bullet point below) 3. General Reserves – adequacy - reducing gradually – now at 100% of precept 4. Legal Powers – standing orders and financial regulations to be reviewed / confirmed at next ASM (Date TBC – September?) 5. Review of Wages / Salaries – 2020/21 rates still awaited from OVW 6. Councillor Allowances – to be paid through PAYE this year - Clerk has negotiated a reduced rate of £20 for all the one-off payments instead of c£50 for each one. 7. Training. Clerk has obtained his CiLCA qualification. 8. Insurance – the CCs policy has been renewed for another year. 9. Health & Safety – the Chair, together with the Clerk, took the decision to close the public conveniences during the current Covid-19 crisis. The Clerk has obtained 2 x protective face masks to be used once they re-open. In addition, safety data sheets have been obtained for all the cleaning substances used by the cleaners. They have been sent to Andrew/Sarah who have confirmed their understanding. Laminated copies will be placed in the store room for future reference once the toilets re-open. The Health & Safety Policy has been placed on the web site. 10. Health & Safety Checklist - this has been prepared by the Clerk/RFO and distributed to the members. It shows the due date of the next H&S assessments. The tree assessments are due this year. The Clerk/RFO has already contacted MCC for these to be scheduled as soon as the circumstances allow. The 3-yearly electrical assessments for the Community Centre and public conveniences will also be due in the Autumn. The checklist was considered fit for purpose with the current assessment / detail proposed by Councillor Barnes and seconded by Councillor Morrey. 11. Web Page accessibility - Clerk / RFO has examined each web page and increased font size of CC supplied text. Sight Cymru have confirmed the readability of the site is good. All posted documents in future to be Word based so that they are compliant with assistive technology readers (pdf docs were NOT accessible). Spanglefish have now completed their updates to ensure the website is compliant.   The risk assessment updates were accepted by the meeting and proposed by Councillor Morrey and seconded by Councillor Thayers. | Clerk/RFO  Clerk/RFO  Clerk/RFO |
| 7 | Date of Next Meeting  Tuesday 7th July 2020, 6.30pm - attendance by teleconference | All |

Council member Date:

Clerk / RFO... Date: