CYNGOR CYMUNED GOETRE FAWR COMMUNITY COUNCIL FINANCE COMMITTEE

# MINUTES OF THE MEETING HELD BY TELE-CONFERENCE ON TUESDAY 12th JANUARY 2021 @ 18.30

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

**Apologies**: Councillor Nigel Morrey

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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 Nigel Morrey had notified the Clerk of his apologies. |  |
| 2 | Approval of Minutes of the Previous Meeting  The minutes of the previous meeting held on Thursday 6th October (including the closed session minutes under item 5), were reviewed. Two minor punctuation amendments were made following which they were proposed as a true and correct record by Councillor Barnes and seconded by Councillor Thayers. | Clerk/RFO |
| 3 | Matters Arising (updates not covered as separate issues under the various agenda items below).   1. Item 5 – The cashflow and budget documents have been updated to reflect the outcome of the closed session. 2. Item 6 – Full Council has now passed a precept request of £35,000. |  |
| 4 | Cashflow update 2020 / 2021 (inc. Covid-19 budget impact)   1. The Clerk/RFO provided those present with a copy of the Dec 2020 cashflow position, together with the Unity Trust Bank (UTB) statements covering Oct, Nov & Dec 2020. The cashflow balances were verified to the closing balances in the UTB statements at the end of Oct/Nov/Dec 2020, with Councillor Barnes signing to confirm in accordance with section 2.2 of the Community Council Financial Regulations (Wales). 2. With regard to the latest cashflow the Clerk / RFO highlighted the following points.    1. The CC received the final instalment (£11,333) of this financial year’s precept, on 24th Dec.    2. The payment to HMRC is higher this quarter as it includes the income tax due on Councillors’ payments and honoraria (£450 in total). There were no further comments on the cashflow account. | Clerk/RFO |
| 5 | Budget 2021/22 – update   1. The current proposal for the 2020/21 budget (draft six) to the meeting (all highlighted amendments reflect changes previously presented to Full Council).     Clerk advised that £930 will need to be budgeted for the clearing and subsequent reseeding of the wildflower beds in Autumn 2021 / Spring 2022. This can be paid from the existing ‘Sundry’ maintenance budget (currently £1000), or from the reallocation of monies from an existing budget line. The Clerk / RFO suggested reallocating £1,000 from the Covid-19 donations budget as there are several central schemes which can provide emergency / resilience Covid-19 funding. This was agreed by the meeting and proposed by Councillor Barnes and seconded by Councillor Thayers. Clerk / RFO will propose at next week’s Full Council meeting for sign-off.  No further comments or suggested amendments were made. | Clerk/RFO |
| 6 | Internal Auditor Our current auditor gave us notice last year that she intended to retire. The Clerk has therefore invited tenders from three alternative companies (based on the recommendations of other local Clerks)   * EH Accountancy – Abergavenny – they have promised to tender by 29th Jan * Catherine A Williams – Crickhowell – they have promised to tender * Dorrell Oliver (Abergavenny) – have advised us that they do not wish to increase their portfolio in the local authority sector.   Clerk / RFO will present the two tenders to Full Council at the February meeting | Clerk / RFO |
| 7 | Risk Review (inc Health & Safety schedule)   1. Precept – 2021/22 precept submitted and acknowledged by MCC. 2. Precept - Third (and final) 2020/21 payment now received from MCC 3. Loss of Money - Full Council agreed to renew the current OPS lease at a monthly rate of £500 from 1st Jan – However only £495 received in Jan as the standing order was not updated in time - Clerk is arranging for the £5 under-payment to be collected from the lessee. 4. Code of Conduct Training - All Councillors have now attended. 5. Failure to comply with equalities and/or employment law - Potential Equality & Diversity policy still under review. To be assessed again once OVW have run their proposed new online E&D course on behalf of all Councillors. 6. Assets / Insurance - due for renewal 1st February 2021 – Zurich are proposing the following:  - A 1-year standard deal at £1288.22 pa.  - A 3-year Long Term Agreement (LTA) deal at £1232.77 pa.  - A 5-year LTA deal at £1177.60 pa. Clerk / RFO has spoken to Came & Company (specialist local council insurance brokers) who were estimating their best deals to be in the £1400-£1600 range and they have therefore recommended acceptance of the Zurich Offer. This was proposed by Councillor Barnes and seconded by Councillor Thayers. Clerk / RFO will propose at next week’s Full Council meeting for sign-off. 7. Health & Safety   - The damaged branch on an Oak Tree on Ton Land has still not been removed by MCC who are short staffed. Clerk / RFO has approached Joshua Tree Services who have visited the site and quoted £200 (although only a small branch it is relatively inaccessible, requiring a significant amount of work to reach it safely). Clerk is only aware of one other tree surgeon business, which is generally much more expensive. From experience they are also usually very busy which is likely to lead to a further delay. The branch is a clear hazard and requires removal asap by a reputable and reliable tree surgeon. The quote and use of JTS was therefore proposed by Councillor Barnes and seconded by Councillor Thayers. Clerk / RFO will propose at next week’s Full Council meeting for sign-off.   - Electrical safety tests were undertaken at the public conveniences and Community Centre on 12th October – both were ‘satisfactory’).   - MCC will carry out a H&S inspection of Little Mill park in due course, and also make an assessment of the suitability of the equipment. 8. Web page accessibility – Sight Cymru have awarded us ‘Sight Loss Friendly Organisation’ status with Councillor Lucyann Rands our appointed Sight Champion. 9. Duties under Section 6 of the Environment Wales Act 2016 (Bio diversity plan) Following the marking out of the garden area and installation of the raised bed in Goytre Park the pollinating trees have now been planted with the orchard trees due shortly. Wild seeds have already been sown in the grass with the two flower beds to be seeded in the Spring. Clerk / RFO will look to have several bee friendly signs installed by the relevant areas.   The risk assessment updates were accepted by the meeting and proposed by Councillor Barnes and seconded by Councillor Thayers. Clerk / RFO will propose at next week’s Full Council meeting for sign-off. | Clerk / RFO  Clerk / RFO  Clerk / RFO  Clerk / RFO  Clerk / RFO  Clerk / RFO |
| 8 | Date of Next Meeting  Tuesday 13th April 2021, 6.30pm - attendance by teleconference | All |

Council member Date:

Clerk / RFO... Date: