CYNGOR CYMUNED GOETRE FAWR COMMUNITY COUNCIL FINANCE COMMITTEE

# MINUTES OF THE MEETING HELD BY TELE-CONFERENCE ON TUESDAY 13th APRIL 2021 @ 18.30

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

**Apologies**: None

|  |  |  |
| --- | --- | --- |
|  |  | **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 Tuesday 12th January, were reviewed. The following minor amendments were made:  Item 4.1 second line to read ‘together **with** the Unity Trust Bank (UTB) statements.’  Item 7(viii) Councillor Luyann Rands to read **Lucyann** Rands  Item 7(xi) ‘Goytre Park’ to be added to the first sentence to make clear the location of the works Following the amendments the minutes 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 2021/22 budget was agreed by Council at its March meeting. The Clerk / RFO noted that it would be prudent to make the following accruals for items which MCC failed to debit in time to be included in the 2020/21 year-end accounts:    1. Parks & Recreation: £175 + £35 VAT (Little Mill grass / hedge cutting)    2. Capital Items £2390 + £478 VAT (Wildflower planting in Goytre Park etc). Clerk to propose this at full Council on 19th April 2. Item 6 – The internal auditor has now been appointed (EH Accountancy in Abergavenny), who have signed and returned our letter of engagement. 3. Item 7 (vii) – the damaged branches on the Ton Land field have now been safely removed. |  |
| 4 | Cashflow and accounts – 2020 / 2021 year-end   1. The Clerk/RFO provided those present with a copy of the March 2021 (end of year) cashflow position, together with the Unity Trust Bank (UTB) statements covering Jan, Feb & Mar 2021. The cashflow balances were verified to the closing balances in the UTB statements at the end of Jan/Feb/Mar 2021, with Councillor Barnes signing to confirm in accordance with section 2.2 of the Community Council Financial Regulations (Wales). 2. The Clerk / RFO submitted the end of year accounts and Bank reconciliation which will be presented to Council on 19th April for acceptance, prior to being submitted for internal and external audits. Clerk demonstrated the closing balances on each document were in alignment with those on the cashflow. | Clerk/RFO |
| 5 | Audit 2020/21   1. Internal Audit. As outlined above – EH Accountancy have now signed our standard terms of engagement. Clerk / RFO is preparing papers to send. 2. External Audit. The external audit papers have now been received. Due to almost 200 Councils still not having completed their 2019/20 audits, it has been decided to delay the introduction of the new 3-yearly full transactional audits by one year. The key dates of the audit are:    1. 30th June – latest date for Council approval of the annual return    2. 6th August – 19th August minimum period for publication of the audit notice on web site and noticeboards    3. 20th August to 17th September – period for all accounts, books, vouchers, receipts etc to be made available for public inspection.    4. 1st September – final date for receipt of annual return by Audit Wales.    5. 20th September – date from which electors can exercise their rights under the Public Audit (wales) Act 2004.    6. 27th September - No audit opinions issued before this date.   Clerk / RFO confirmed that the dates were in line with previous years and none should pose any difficulty. | Clerk/RFO |
| 6 | Risk Review (inc Health & Safety schedule)   1. Reserves - considered adequate at £32,422 (92.6% of current [£35k] precept) 2. Salaries & wages – updated wage details for cleaners forwarded to Beverley & Williams (B&W) for payment from April 2021 onwards. Standing orders for both employees updated to reflect new salaries. 3. VAT Recovery – Clerk / RFO will be submitting a claim for £1454.14 for payments made in the 2020/21 financial year. This is c£500 less than anticipated due to the non-payment of the VAT listed under items 3 (1) (i) & (ii) above. 4. Staff safety - Clerk/RFO has sent email 30/03/21 to AF & SF to check adequacy of training / equipment / protective clothing – SF has confirmed OK. Clerk to chase AF. 5. Health & Safety - 2021 safety inspection by MCC of Little Mill children’s playground undertaken together with suitability of play equipment. All play equipment satisfactory. Surfaces need cleaning (will cost £180 + VAT). Three loose bolts to be tightened – Clerk / RFO to ask Councillor Deakins to attend to. Consider removal of Ash tree. Clerk / RFO to follow up. 6. GDPR - JISC UK (Domain guardians) have advised that one of their databases was made available on-line (in error) for 3 days. The database contained the names, job titles and contact details, (email address, telephone numbers, names and job titles of those who had contacted them for support with their domain registrations inc ‘gov.uk’. To date there is no evidence it has been spread more widely. JISC have advised the ICO. However, to date the Clerk has received one suspicious email which he has forwarded to JISC for information. 7. Web page accessibility. Large Print options of documents now available. Information has been posted on how to enlarge documents on screen. Guidance on using Microsoft ‘Speak’ function also provided. 8. Community & Town Councils Duty under Section 6 of the Environment Wales Act 2016 (Bio diversity plan). The pollinating trees and orchard have now been planted in Goytre Park. Wild seeds have already been sown in the grass with the beds for the wild flowers prepared for seeding (Goytre Park/A4042 bus stop/Little Mill bus stop). Clerk / RFO to arrange for the planter by the Chip Shop to be filled with compost /plants. Children are reported to be playing on the seeded beds – Clerk / RFO to contact Nigel Leaworthy to see if ‘keep off’ signage can be arranged 9. Health & Safety – 3-yearly electrical testing at Olde Pounde Shop scheduled for Tuesday 4th May. 10. All the village defibrillators are now up and running and suitably logged on the BHF database (‘The Circuit’). 11. Councillor Barnes asked whether the handwasher dryers in the public conveniences can now be switched back on. Clerk / RFO to enquire of MCC.   The risk assessment updates were accepted by the meeting and proposed by Councillor Morrey and seconded by Councillor Barnes. 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  7Clerk / RFO |
| 7 | Date of Next Meeting  Tuesday 6th July 2021, 6.30pm - attendance by teleconference | All |

Council member Date:

Clerk / RFO... Date: