CYNGOR CYMUNED GOETRE FAWR COMMUNITY COUNCIL FINANCE COMMITTEE

# MINUTES OF THE MEETING HELD BY TELE-CONFERENCE ON TUESDAY 5th OCTOBER 2021 @ 18.30

## **Present**: Community Councillors Andy Barnes, Rose Thayers, Nigel Morrey & 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. |  |
| 2 | Approval of Minutes of the Previous Meeting  The minutes of the previous meeting held on Tuesday 6th July, were reviewed.  The following minor amendment was made:  Item 7 (ix) should read ‘potential data b**r**each’   Following the amendment, the minutes were proposed as a true and correct record by Councillor Barnes and seconded by Councillor Morrey. | Clerk/RFO  Clerk/RFO |
| 3 | Matters Arising (updates not covered as separate issues under the various agenda items below).   1. Item 6 – Dog Waste increase. Full Council agreed to revert to fortnightly collections from October. The Clerk / RFO that Merlin Waste have now changed their name to Merlin Environmental Services Ltd. They are now requesting payment at the beginning of the month (so effectively in advance), which the Clerk / RFO will put to full Council on Monday. Ultimately the terms of business will be governed by the contract being put together by MCC and which will shortly be put out to tender. |  |
| 4 | Cashflow update  The Clerk/RFO provided those present with a copy of the Sept 2021 cashflow position, together with the Unity Trust Bank (UTB) statements covering July, Aug & Sept 2021. The cashflow balances were verified to the closing balances in the UTB statements at the end of July/Aug/Sept 2021, with Councillor Barnes signing to confirm, in accordance with section 2.2 of the Community Council Financial Regulations (Wales).  There was no further comment or observation. | Clerk/RFO |
| 5 | Audit 2021/22 update (if available)  The annual return was submitted by the Clerk/RFO on 28th June. However, Audit Wales have advised T & CC’s that due to Covid they will not be in a position to issue their audit opinion to enable Councils to publish the outcome by 30th Sept as required by the regulations. A statement to this effect has been provided by Wales Audit and published on the noticeboards and web site. |  |
| 6 | Risk Review (inc Health & Safety schedule)   1. Income (precept) - Second payment of 2021/22 monies (£11667), now received. 2. Compliance with equalities and/or employment law - E&D Policy signed off at Sept 2021 meeting. 3. Health & Safety Risk Assessment - MCC have confirmed that no pressing action is required on the Ash tree in Little Mill Park. We just need to be aware of any die back, the first signs of which will be the tree losing its leaves from the top down. 4. Councillor Barnes suggested that the discovery of asbestos in Public Conveniences should be added to the risk assessment so that the issue can be monitored in future years. Clerk / RFO agreed and advised that HSL Compliance had visited the property on Monday to undertake a survey, which he was hopeful would be available in time for consideration by full Council on Monday 11th October.   Health & Safety Checklist   1. The oak tree in Ton Land that required re-inspection has been re-examined and confirmed as ‘OK’ by MCC 19/08/21.   The Risk Assessment and Health and Safety checklist updates were accepted and proposed by Councillor Morrey and seconded by Councillor Thayers. Clerk/RFO will propose at next week’s Full Council meeting for sign-off. | Clerk/RFO  Clerk/RFO |
| 7 | Budget 2022/23  The Clerk / RFO presented the following first draft budget for 2022/23 for consideration. Key items to note:   1. A new budget of £1400 has been included under cemeteries to cover the maintenance cost of the cemetery at St Bartholomew’s. Clerk / RFO has queried what this covers as he feels it seems high. Full response awaited. 2. The budget for the village(s) maintenance will rise by 2.5% (MCC are forecasting an increase in their fees). It is unclear whether these services will be required for Llanover as much of the area may be under the control of the (private) Llanover Estate. If not, the cost would be reduced by £1281 plus VAT     The following amendments were requested   1. Increase the budget for dog waste collection to 16 bins (not 15) x (current) £6.50 x 52 (i.e. weekly) collections = £5408 (and increase of £2093 from current proposal). 2. The precept to be increased to £37,000 per annum (an increase of £2,000 pa) to accommodate (i) above.   The Clerk confirmed that he would forward full details of his salary calculation which have been checked by Beverley & Williams (accountants)  It was then proposed by Councillor Morrey and seconded by Councillor Barnes that the budget be presented to full Council on 11th October for further consideration. | Clerk / RFO  Clerk / RFO  Clerk / RFO  Clerk / RFO |
| 8 | Date of Next Meeting  **Monday** 10th January 2022, 6.30pm - attendance by teleconference | All |

Council member Date:

Clerk / RFO... Date: