CYNGOR CYMUNED GOETRE FAWR COMMUNITY COUNCIL FINANCE COMMITTEE

# MINUTES OF THE MEETING HELD BY TELE-CONFERENCE ON TUESDAY 6th JULY 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 13th April, were reviewed. The following minor amendments were made:  Item 4.1 – second line should read ‘together **with** the Unity Trust Bank (UTB) statements’  Item 6 (xi) – first line, should read ‘Councillor Barnes **asked**’  Following the amendments, the minutes were proposed as a true and correct record by Councillor Barnes and seconded by Councillor Thayers. | Clerk/RFO  Clerk/RFO |
| 3 | Matters Arising (updates not covered as separate issues under the various agenda items below).   1. Item 5.1 – The internal audit was received back from EH Accountancy. No issues were raised and the CC was praised for the quality of its records. 2. Item 5.2 – The external audit was approved by Full Council on 14th June. It has now been submitted to the Wales Auditor General (well within the required timescales). The ‘Notice of Audit’ will be posted on the web site and on the two noticeboards shortly (latest date is 6th August) 3. Item 6 viii – Signage has now been installed by the wildflower meadow/seed beds in Goytre Park 4. Item 6 xi – Handwasher Dryers – Clerk has consulted with MCC. The HSE advice is not clear and so the decision was taken to keep the units switched off for the time being |  |
| 4 | Cashflow and accounts  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 Apr, May & June 2021. The cashflow balances were verified to the closing balances in the UTB statements at the end of Apr/May/June 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 2020/21  The annual return was submitted by the Clerk/RFO on 28th June. However, Audit Wales will not be able to issue their audit opinion until after 27 September 2021. |  |
| 6 | Dog waste collection price increase  As previously advised to Councillors – the collection company announced (out of the blue) a 56% price increase from £4 per bin to £6.25 per bin. This would take our annual bill from £4,160 to £6,500. The Clerk/RFO attended a meeting with MCC this afternoon to consider the situation, and they are to provide options for Town & Community Councils to consider by the end of this week. In the interim, the Clerk / RFO outlined the following options in an email to all Council members on 23rd June.   1. Continue with weekly collections and exceed the budget, i.e., spend £5860 against a budget of £4160, (so a deficit of £1700) – next year it will cost £6500, even at current prices. 2. Continue with weekly collections until the end of August, and then revert to fortnightly for the remainder of the financial year – that would bring us c£50 under the current budget. 3. Look to reduce the number of (lesser used) bins that we operate, and then have a combination of 1 & 2 above (i.e. stay with weekly collections for another month or two depending on the number of bins we remove (perhaps difficult to do and may just put additional pressure on the remaining bins).   Councillor Thayers wondered if we should put something on Facebook (or our web page), to explain the cost to the Community Council of the service. However, having previously discussed this option with the Chair, it was concluded that this might result in acrimony between dog and non-dog owners. The item is on the agenda for the Full Council meeting on Monday 12th when a decision can be taken in light of whatever options MCC provide. | Clerk/RFO |
| 7 | Risk Review (inc Health & Safety schedule)   1. Income (Precept) – the first payment of 2021/22 monies was received in April. 2. Legal Powers – Our Standing Orders and Financial Regulations were reviewed at  the May 2021 ASM. The model Financial Regulations for Wales were re-adopted  but with the emergency Covid 19 signing authority limit (£2000) for the Clerk,  adopted in March 2020, removed (now back to £500). Standing orders were   updated with the current IRPW limits and re-adopted. 3. VAT Recovery – VAT repayment claim for £1454.14 now received from HMRC. 4. Staff safety – AF has now confirmed adequacy of training / equipment / protective clothing. 5. Training of Staff - Clerk advised that the CC will be required to prepare a Training Plan for 2022/23. 6. Compliance with Equality and Employment Law - Equality & Diversity course run for all Councillors 15th June. E&D Policy to be considered again at July 2021 full council meeting. 7. Minutes - Draft minutes now posted within 7 working days of original meeting. 8. Health & Safety Risk assessment – Little Mill Park play surfaces now cleaned (cost £180). Three loose bolts reported, but all checked by Councillor Deakins and appear OK. Report suggests we consider removal of Ash tree, but Councillor Deakins reports that it appears to be in good condition. Councillor Thayers felt we should check with MCC that there were no safety issues if it was left untouched – Clerk/RFO to follow up. Broken WI bench now replaced. 9. Data Protection – Potential data breach through JISC UK (Domain guardians). There have been no further suspicious emails. Our ICO registration was renewed on 1st June 2021. 10. 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. 11. 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. Seeds have been sown in the grass and the flower beds (Goytre Park/A4042 bus stop/Little Mill bus stop). Grass through the orchard and pollinating trees has been allowed to grow with a pathway now mown through it.   The Risk Assessment and Health and Safety checklist updates were accepted and proposed by Councillor Barnes and seconded by Councillor Thayers. Clerk/RFO will propose at next week’s Full Council meeting for sign-off. | All/Clerk  Clerk/RFO  Clerk/RFO |
| 8 | Date of Next Meeting  Tuesday 5th October 2021, 6.30pm - attendance by teleconference | All |

Council member Date:

Clerk / RFO... Date: