CYNGOR CYMUNED GOETRE FAWR COMMUNITY COUNCIL FINANCE COMMITTEE

# MINUTES OF THE MEETING HELD BY TELE-CONFERENCE ON TUESDAY 3rd OCTOBER 2023 @ 18.30

## **Present**: Community Councillors Peter Daniel, Janet Robins, 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 11th July 2023 were reviewed. The minutes were proposed as a true and correct record by Councillor Daniel, seconded by Councillor Robins, and carried unanimously. | Clerk/RFO |
| 3 | Matters Arising (updates not covered as separate issues under the various agenda items below)  There were no matters arising. |  |
| 4 | Cashflow update  The Clerk/RFO provided those present with a copy of the Sept 2023 cashflow position, together with the Unity Trust Bank (UTB) statements covering July, August & September 2023. The cashflow balances were verified to the closing balances in the UTB statements at the end of July/Aug/Sept, with their accuracy confirmed and proposed by Councillor Morrey and seconded by Councillor Daniel. Councillor Daniel agreed to sign the cashflow statement to confirm its accuracy, in accordance with section 2.2 of the Community Council Financial Regulations (Wales).  There was no further comment or observation. |  |
| 5 | Audit 2022/23 update   1. External Audit. 2. As previously reported, the external audit papers were forwarded to Wales Audit on 27th June. There has been no response to date. 3. The annual period of availability for the public inspection of our receipts etc closed on Friday 1st September. 4. However, electors can exercise their rights under the Public Audit (Wales) Act 2004 (i.e. the right to question the Auditor General about the accounts), from 11th September. |  |
| 6 | Budget 2024/25 – first review  The second draft of next year’s budget was presented to the meeting for consideration, prior to discussion at full Council on 9th October (see attached document – draft During the review, the following amendments were proposed.   1. Increase the projected interest received to £375 2. Re-work the Clerk’s salary (and associated PAYE/NI costs) based on a 5% increase for this year and next 3. Increase the wage rate to maintain the differential above the current minimum wage to the same level on the recently announced rate of £11 for 2024/25 4. Increase the Hall fees to £275 (miscalculated at £225) 5. Increase the Public Conveniences cost (exc. wages) to £2500 per annum. 6. Increase the budget for cutting the grass at St Bartholomew’s to £1650 7. Remove the budget line for bus shelters (not used and can be accommodated under general maintenance)   It was proposed by Councillor Morrey and seconded by Councillor Robins, and passed unanimously, that the above amendments be incorporated into version 3 for discussion at full Council on the 9th. |  |
| 7 | Risk & Health & Safety update  Given the focus, this quarter, on setting the budget for 2024/25, rather than undertake a full risk review, the Clerk / RFO reported on the following key updates.   1. Legal Powers – Illegal Payment or Activity    1. With the resignation of Councillor Morgan, the Community Council will no longer meet the eligibility criteria of having a minimum of 2/3 Councillors either elected or elected unopposed. Therefore, unless a minimum of 10 electors call for an election for his replacement (unlikely?), we will lose the ability to re-adopt the General Power of Competence at the May 2024 ASM. We will then, in future, have to rely on our specific statutory powers and duties, supplemented by s137 as required. 2. Councillors Allowances – proper deduction of Tax    1. The Clerk is to request that Councillors complete any required documentation at the October meeting, should they wish to claim their annual allowance. The allowance will be paid with basic tax deducted as before, as agreed by Full Council. 3. Assets    1. Maintenance – the Gents‘ toilet door has now been replaced following the vandalism damage. 4. Health & Safety    1. Electrical safety checks for the Public Conveniences and Community Centre, last completed in Autumn 2020, have been scheduled for 9th October this year. The Community Centre Committee has been advised. 5. Disability Discrimination Issues    1. It is noted that a disability inclusive swing has now been installed in Goytre Recreation Park. 6. Data Protection Legislations (GDPR) 7. Councillor Dodd is still reviewing retention timescales and is scheduled to present to Council at the October meeting for approval / sign-off.   The **Health & Safety Checklist** update was then provided by the Clerk / RFO as follows:   1. As per item 7(iv) above, the electrical safety checks for the Public Conveniences have been scheduled for 9th October.   The **Risk Assessment** and **Health & Safety** updates were then formally proposed by Councillor Daniel, seconded by Councillor Morrey and carried unanimously. The Clerk / RFO will propose at next Full Council meeting for sign-off. | Clerk/RFO |
| 8 | Date of Next Meeting Next meeting scheduled for Tuesday 9th January 2024, 6.30pm – with attendance by teleconference. | All |

Council member Date:

Clerk / RFO..................................................... Date: