CYNGOR CYMUNED GOETRE FAWR COMMUNITY COUNCIL FINANCE COMMITTEE

# MINUTES OF THE MEETING HELD BY TELE-CONFERENCE ON TUESDAY 10th JANUARY 2023 @ 18.30

## **Present**: Community Councillors Peter Daniel, Janet Robins, Nigel Morrey, Morgan Chandler (subsequently unable to continue due to internet connectivity issues), & 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 to the meeting. |  |
| 2 | Approval of Minutes of the Previous Meeting  The minutes of the previous meeting held on Tuesday 4th October were reviewed. The minutes were proposed as a true and correct record by Councillor Robins, seconded by Councillor Daniel, and carried unanimously. | Clerk/RFO |
| 3 | Matters Arising  (updates not covered as separate issues under the various agenda items below)   1. Item 6 – draft budget 2023/24. The budget for 2023/24 was signed off by Full Council at its meeting on 12th December 2022, with the precept set at £41,000. The Clerk/RFO has notified this to MCC and received an acknowledgement on 22nd December.   There were no other matters arising. |  |
| 4 | Cashflow as at December 31st 2022  The Clerk/RFO provided those present with a copy of the December 2022 cashflow position, together with the Unity Trust Bank (UTB) statements covering October, November & December 2022. The cashflow balances were verified to the closing balances in the UTB statements at the end of Oct/Nov/Dec 2022, with Councillor Daniel signing to confirm their accuracy in accordance with section 2.2 of the Community Council Financial Regulations (Wales).  Councillor Robins queried the different levels of payment made to the Clerk/RFO for the months of Oct/Nov/Dec. The Clerk/RFO explained that the discrepancies arose due to the late claiming of his Pension payment by NEST for Oct, which fell into November. This meant no pension payments were claimed in Oct, two were claimed in November, and one (as normal), was claimed in December.  There was no further comment or observation. |  |
| 5 | Audit 2021/22 - Outcome / Update (if available) To date there has been no further response or feedback. Councillor Morrey expressed concern that the completion of the audit should take so long. The Clerk/ RFO to raise with OVW/Wales Audit. | Clerk/RFO |
| 6 | Risk Review (inc Health & Safety schedule)  Following last month’s review of the risk levels / classifications, this meeting considered the risk comments in full, with the salient points noted below:   1. Precept    1. Submission – Full Council confirmed precept for 2023/24 at December 2022 meeting. Clerk/RFO has submitted to MCC who have confirmed receipt.    2. Not Paid by Council - Third and final payment of 2022/23 precept received December 2022. Next due end of April (for 2023/24).    3. Inadequacy - Budget review undertaken by Full Council between Oct & Dec to produce balanced budget for 2023/24. Passed by Full Council in Dec. 2. Salaries / Wages    1. Wrong Salary Paid - Agreed at Dec 2022 meeting to increase current wage rates to £10.50 per hour from April 2023 (above minimum wage). Updated wage details for cleaners to be forwarded to Beverley & Williams for payment from April 2023 onwards. The standing orders for the wages will be updated to reflect the 2023/24 salaries.    2. Wrong Rates Applied - Clerk’s salary increase for 2022/23 to be discussed at January meeting with reference to new nationally agreed rates which have been increased by a flat £1925. The finally agreed figure will need to be backdated to April 2022. 3. Training of Councillors    1. Staff / Councillor Training - Training Plan published in the first week of November (Councillor Grayland's approval for his details to be included is still awaited). Clerk/RFO has forwarded the latest course lists from OVW and is to encourage attendance on New Councillor Courses, Community Planning and those relevant to statutory committee appointments. This will form an agenda item at Full Council in January. 4. Assets    1. Loss / Damage - Insurance to be renewed 2nd February 2023. As suggested by Internal Auditor, all cover to be reviewed due to high inflation with renewal levels assessed against asset register. In particular, consider buildings cover against asset valuation and request authority from Full Council for professional revaluation if considered appropriate.    2. Asset Register - Review end 2022, especially Building valuations. 5. Health & Safety    1. St Bartholomew’s Graveyard Clerk / RFO is arranging a headstone safety assessment – Cost £1100 + VAT. Authorised by Full Council – awaiting MCC to confirm inspection date. 6. Register of Interests    1. Interests received and recorded with exception of Councillor Grayland. 7. Code of Conduct    1. All Councillors have attended MCC training by October 2022. 8. Community & Town Councils Duty under Section 6 of the Environment Wales  Act 2016 (Bio diversity plan)    1. Plan updated by Clerk & Councillor Robins, approved by Full Council at Nov 2022 meeting and sent to Welsh Government.   The Risk Assessment updates agreed during the meeting 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 formal sign-off.  The **Health & Safety Checklist** update was then provided by the Clerk / RFO as follows:   1. St Bartholemew’s Graveyard headstone check - Clerk / RFO is arranging a headstone safety assessment – Cost £1100 + VAT. Approval confirmed by Full Council – awaiting MCC to schedule work.   The Health & Safety updates were accepted by the meeting and formally proposed by Councillor Morrey, seconded by Councillor Robins and carried unanimously. The Clerk / RFO will again propose at next Full Council meeting for sign-off. | Clerk/RFO  Clerk/RFO  Clerk/RFO |
| 7 | Date of Next Meeting Next meeting scheduled for Tuesday 18th April 2023, 6.30pm – with attendance by teleconference. | Clerk/RFO |

Council member Date:…

Clerk / RFO... Date: