CYNGOR CYMUNED GOETRE FAWR COMMUNITY COUNCIL FINANCE COMMITTEE

# MINUTES OF THE MEETING HELD BY TELE-CONFERENCE ON TUESDAY 11th JULY 2023 @ 18.30

## **Present**: Community Councillors Peter Daniel, Janet Robins, Morgan Chandler & Jonathan Lazenby as Clerk/RFO

**Apologies**: Community Councillor Nigel Morrey

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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 18th April 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 June 2023 cashflow position, together with the Unity Trust Bank (UTB) statements covering April, May & June 2023. The cashflow balances were verified to the closing balances in the UTB statements at the end of Apr/May/June, with their accuracy confirmed and proposed by Councillor Robins and seconded by Councillor Chandler. 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   1. Internal Audit.  EH Accountancy completed their report, finding no issues, and praising the quality of our record keeping. Their report forms part of the Annual Return which was signed off by Full Council at its June meeting. 2. External Audit. 3. The external audit papers were approved by Full Council on 19th June and forwarded to the External Auditor on 27th June. This year we will be subject to the standard (non-transactional) audit. 4. The Notice of Audit has been posted on the Noticeboard and Web site where they it will remain for a minimum of 14 days. 5. The CC’s books, vouchers, receipts etc will be available for public inspection between Mon 3rd July to Friday 14th and Friday 19th August to Friday 1st September (20 working days). 6. Electors can exercise their rights under the Public Audit (Wales) Act 2004 (that is the right to question the Auditor General about the accounts), from 11th September. |  |
| 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. Not Paid by Council. First payment of 2023/24 monies received in April. Next due at the end of August. Clerk/RFO will prepare first draft of the 2024/25 budget for the Oct meeting in readiness for next year’s precept. 2. Legal Powers – Illegal Payment or Activity    1. The General Power of Competence was adopted at the May 2022 ASM, and, following an unqualified External Audit for 2022/23, was re-adopted at May’s 2023 ASM. (The unqualified audit means that we still meet all three eligibility criteria). A new model set of standing orders to take into account the changes brought about by the Local Govt. and Elections (Wales) Act 2021 was adopted at the same meeting, together with the existing set of Financial Regulations. 3. Councillors Allowances – proper deduction of Tax    1. We are still awaiting confirmation from OVW as to whether the IRPW approved ‘basic’ and ‘consumables’ allowances for Councillors can now be paid without deduction of tax. The indication from OVW is that they are still taxable, but specific written advice has now been outstanding for several months. Given the length of time it is taking to clarify the situation the Clerk/RFO is to suggest to Full Council that we continue with the existing policy, whereby the allowance is paid with tax deducted at the basic rate, and the re-imbursement of consumables is be made based on actual costs incurred. 4. Training of Clerk / Staff    1. Training Plan publish first week of November 2022 and formally reviewed at the June 2023 ordinary meeting. 5. Assets    1. Maintenance - Gents‘ toilet door is to be replaced shortly following vandalism damage. Paul Lewis has confirmed the new door is on order from Travis Perkins. 6. Health & Safety    1. Electrical safety checks for the Public Conveniences and Community Centre, last completed in Autumn 2020 are due in October this year. Electrician already advised with work diarised to be undertaken. Community Centre Committee advised. 7. Disability Discrimination Issues    1. It is noted that none of the equipment in Goytre Recreation Park is Disability Inclusive. As a result, a review of existing, and supply of new equipment is actively under review. 8. Data Protection Legislations (GDPR) 9. Councillor Dodd is reviewing retention timescales and is scheduled to present to Council at July meeting for approval / sign-off. 10. Our ICO registration was renewed on 1st June 2023.   The **Health & Safety Checklist** update was then provided by the Clerk / RFO as follows:   1. As per item 6(vi) above, the electrical safety checks for the Public Conveniences and Community Centre completed Autumn 2020 are due in October this year. The electrician has already been advised, with work diarised to be undertaken. The Community Centre Committee has also been advised.   The **Risk Assessment** and **Health & Safety** updates were then formally proposed by Councillor Daniel, seconded by Councillor Chandler and carried unanimously. The Clerk / RFO will propose at next Full Council meeting for sign-off. | Clerk/RFO |
| 7 | Date of Next Meeting Next meeting scheduled for Tuesday 3rd October 2023, 6.30pm – with attendance by teleconference. | All |

Council member Date:

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