CYNGOR CYMUNED GOETRE FAWR COMMUNITY COUNCIL FINANCE COMMITTEE

# MINUTES OF THE MEETING HELD BY TELE-CONFERENCE ON WEDNESDAY 10th JULY 2024 @ 18.30

## **Present**: Community Councillors, Nigel Morrey, Peter Daniel, Lewis Carter & Jonathan Lazenby as Clerk/RFO.

**Apologies**: Councillor Janet Robins

|  |  |  |
| --- | --- | --- |
|  |  | **ACTION** |
| 1 | Welcome and apologies for absence  The meeting commenced at 6.40pm with the Clerk/RFO welcoming everyone to the meeting. Unfortunately, Councillor Robins was unable to attend through illness. |  |
| 2 | Approval of Minutes of the Previous Meeting  The minutes of the previous meeting held on Tuesday 16th April 2024 were reviewed. The minutes were proposed as a true and correct record by Councillor Morrey and seconded by Councillor Carter. (Councillor Daniel, who was not in attendance at that meeting, did not vote). | Clerk/RFO |
| 3 | Matters Arising  (Updates not covered as separate issues under the various agenda items below).  There were no matters arising. |  |
| 4 | Cashflow as at 30th June 2024 The Clerk/RFO provided those present with a copy of the June 2024 cashflow position, together with the Unity Trust Bank (UTB) statements covering April, May & June 2024. The cashflow balances were verified to the closing balances in the UTB statements at the end of April/May/June, with Councillor Daniel agreeing to sign to confirm their accuracy in accordance with section 2.2 of the Community Council Financial Regulations (Wales).  There was no further comment or observation. | Clerk/RFO |
| 5 | Audit 2023/24 The external audit papers (Annual Return) was signed off at the June Council meeting and sent to Wales Audit on 21st June. Confirmation of safe receipt has been obtained. As a reminder, next year we will be subject to the full (three-yearly) transactional, which is a more thorough and detailed review of our accounts and requires additional paperwork (as yet details unknown), to be forwarded. The Clerk/RFO will ask OVW if, at this stage, they are aware of any themes for next year’s audit.  The Audit notice has been published on the noticeboard and web site with 1st July to 26th July (inclusive) being the period for the public to inspect the accounts and supporting documents. Remaining dates are:   * 12th September: The date from which electors can exercise their rights under the Public Audit (Wales) Act 2004 * 18th September: Wales Audit anticipate issuing audit opinions from this date   No further action is now required and the Clerk awaits the outcome of our submission. | Clerk/RFO |
| 6 | Risk Review (inc Health & Safety schedule)  The following points were highlighted by the Clerk / RFO from the Risk Assessment   1. Precept    1. The first payment (£15k) of our 2024/25 precept was received at the end of April. 2. Loss of Income from the Olde Pounde Shop    1. The tenant has decided to renew the lease from Sept onwards. A new lease is now being drawn up by our solicitors who have advised us on the suggestion of inserting a break clause, and also the frequency of rent review periods. Councillors will discuss these options during a closed session at July Full Council. |  |
|  | 1. Legal Powers 2. With the resignation of Councillor Morgan Chandler, and the co-option of Lewis Carter, the Community Council no longer meets the eligibility criteria of having a minimum of 2/3rds Councillors either elected or elected unopposed. Council was therefore unable to re-adopt the General Power of Competence (GPoC), at the May 2024 ASM. In future, we will have to rely on our specific statutory powers and duties, supplemented by s137 as required. 3. Recovery of VAT payment 4. The claim for 2023/2024 (£3830.48), was submitted to HMRC on 2nd April and received 10th April. 5. Financial Assistance    1. Legal Power to contribute – As outline under (iii) above, GPoC could not be renewed at the 2024 ASM, as the criteria were no-longer met, following Councillor Morgan Chandler’s resignation. Statutory powers, and where necessary s137, will be required in future, and recorded in the minutes and accounts as required. 6. Training of Clerk / Staff    1. Ensure all Councillors attend the Code of Conduct training. Councillor Carter to attend as soon as possible.    2. Training Plan reviewed last updated on 6th June 7. Assets – maintenance    1. The new toilet door has now been damaged (by youths kicking it) and will need to be repaired or even replaced. Paul Lewis has provided a quote which will be discussed at Full Council on Monday 15th July. 8. Health & Safety    1. Three-yearly inspection of Old Pounde Shop undertaken 7th May 2024. Inspection passed. Lighting to be upgraded to LED which will also address low level issue of small length of ceiling light wiring not being enclosed by trunking. 9. Data Protection    1. Our ICO registration was renewed on 1st June 2024. 10. Proper Records - Minutes and other required paperwork is not signed off by Council Officers in a timely manner.     1. No longer an issue. Likelihood reduced to 1 and classification to Low.   The **Health & Safety Checklist** update was then provided by the Clerk / RFO.   1. St Bartholomew’s Churchyard: – The Health & Safety notice for St Bartholomew’s churchyard has now been installed. There is some movement in the handrail along the path. Llangybi Blacksmiths have repaired bottom section. Top section to be completed asap.   The Risk Assessments & Health & Safety updates were accepted by the meeting and formally proposed by Councillor Morrey seconded by Councillor Daniel, 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 provisionally scheduled for Wednesday 2nd October 2024, 6.30pm – with attendance by teleconference (Full Council is on Monday 7th). All to diarise. | All |

Council member … Date:

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