CYNGOR CYMUNED GOETRE FAWR COMMUNITY COUNCIL FINANCE COMMITTEE

# MINUTES OF THE MEETING HELD BY TELE-CONFERENCE ON TUESDAY 16th APRIL 2024 @ 18.30

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

**Apologies**: Councillor Peter Daniel.

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|  |  | **ACTION** |
| 1 | Welcome and apologies for absence  The meeting commenced at 6.39pm 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 9th January 2024 were reviewed. The minutes were proposed as a true and correct record by Councillor Robins and seconded by Councillor Morrey. Councillor Lewis, 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 and accounts as at 31st March 2024   1. Cashflow The Clerk/RFO provided those present with a copy of the March 2024 cashflow position, together with the Unity Trust Bank (UTB) statements covering January, February & March 2024. The cashflow balances were verified to the closing balances in the UTB statements at the end of Jan/Feb/Mar, with Councillor Morrey agreeing to sign to confirm their accuracy in accordance with section 2.2 of the Community Council Financial Regulations (Wales).  Councillor Robins queried the source of the £5000 donation received in July 2023. The Clerk/RFO confirmed that this represented the micro-geography fund donation from MCC for the park, some of which was used to purchase the table tennis table. There was no further comment or observation. 2. Year End Accounts The Clerk / RFO also provided the end of year Accounts, together with the Bank Reconciliation for confirmation before they are formally presented to Council on 22nd April for acceptance. They will subsequently form part of our internal and external audit submissions. The Clerk/RFO demonstrated that the closing balances on each document were in alignment with those on the cashflow and the Unity Trust bank statements. The meeting confirmed the figures for the year ending 31st March 2024 on both documents were accurate, that they aligned with the cashflow under (i) above, and were verified back to the balances on the Unity Trust Bank statements.   After review, all the documents were confirmed by the committee, with agreement that they should be presented to Full Council for formal acceptance. This was formally proposed by Councillor Morrey and seconded by Councillor Butler, and carried unanimously.   1. Reserves Clerk / RFO advised that our year end reserves had increased to £22788.07, up from £19,709.54, at the end of the last financial year. The CC originally set a balanced budget, although it regularly underspends this.   Overspends and underspends against budget are clearly visible in the cashflow account statement under 4(i) above.  Based on the above, the Clerk felt the existing budget was appropriate, and at present, no changes are required for the forthcoming year, and he will advise Full Council accordingly at its meeting on 22nd April. | Clerk/RFO  Clerk/RFO |
| 5 | Audit 2023/24   1. Internal Audit.  EH Accountancy have now signed our standard terms of engagement. Clerk / RFO is preparing papers to send. 2. External Audit. The external audit papers have now been received for 2023/24, which the Clerk/RFO has already started to prepare for both the internal and external audits. This year we will again be subject to the ‘Basic Audit’. The full three-yearly transactional audit will take place NEXT year. Wales Audit have confirmed the following dates:  * 16th June: Latest date for publishing the audit notice on our noticeboards and web site * 30th June: Latest date for approving the Annual Return * 1st July to 26th July (inclusive) – Period for public to inspect the accounts and supporting documents * 5th July: Latest submission date for the Annual Return * 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   All the published dates are within the normal timescales and so should not cause us any issues. In the meantime, the Clerk/RFO will follow the usual timescales with sign-off no later than 30th June. | Clerk/RFO    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. Clerk/RFO has submitted to MCC who have confirmed receipt.  First payment of 2024/25 precept due end April.    2. Final budget confirmed by Full Council at March 2024 meeting 2. Loss of Income from the Olde Pounde Shop    1. Rent being received into Unity Trust Bank account. Payments all up to date. Lease expires 28th Sept 2024. However, tenant is unsure whether to renew due to difficult trading conditions affecting many small businesses. Legal fees of £1000 have been budgeted for in case of renewal. Clerk/RFO to check lease for any notice period required should tenant decide not to renew lease prior to expiry. Insurance renewed Jan 2024. Business Interruption insurance in place with Zurich - max £6600 over 12-month period 3. Reserves – General Adequacy 4. End of year reserves confirmed at c£22.8k, 50% of 2024/25 precept. Clerk/RFO considers this to represent an adequate short-term reserve 5. Reserves – Earmarked 6. Earmarked funds currently stand at £1886 - representing remaining monies from Micro-Geography Fund. Will be used to support investment in the Park / village recreation 7. Salaries / Wages    1. Wrong Salary Paid - Increase of wages to increase to £11.53 per hour agreed at March 2024 Full Council. Updated wage details forwarded to Beverley & Williams for payment from April 2024 onwards. Standing orders for the wages now updated to reflect 2024/25 salaries. Employees advised of pay rise. 8. Recovery of VAT payment 9. The claim for 2023/2024 (£3830.48), was submitted to HMRC on 2nd April and was received on 10th of this month. 10. Financial Assistance     1. GPoC will not be renewable at 2024 ASM 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 11. Councillors Allowances     1. All Councillor allowances now paid for 2023/24 without reduction of income tax, utilising the annual working from home allowance as per the new HMRC guidance. 12. Training of Clerk / Staff     1. Previously all Councillors re-attended by Oct 2022. Code of Conduct course to be identified for Councillor Carter to attend as soon as possible.     2. Email sent to S&A Fodden in January asking for confirmation of adequate safety supplies / materials safety guidance/training issues. Confirmation received and held in email in-box.     3. Training Plan reviewed and updated at Jan 2024 Full Council 13. Insurance     1. Insurance reviewed by Full Council January 2024 and renewed 2nd February 2024. 14. Health & Safety     1. Electrical safety checks for the Public Conveniences and Community Centre undertaken on 16th October 2023 – Both certificates now received. The Electrical safety check on the Olde Pounde Shop is due on 10th May – Clerk to arrange. 15. Asbestos Monitoring – Olde Pounde shop     1. Survey undertaken by HSL Ltd from Hereford. Is likely there is some asbestos in bitumen coating under the sink unit, but not a danger. HSL do not believe encapsulating is worthwhile and have just suggested warning stickers – now purchased and ‘installed’ by the Clerk / RFO. No other action required, but CC will need informing if the unit is ever to be removed. Test results of outside samples confirmed no asbestos.   The **Health & Safety Checklist** update was then provided by the Clerk / RFO.   1. The three-yearly electrical installation condition / examination and report on the Olde Pounde Shop is due on 10th May. Clerk / RFO to arrange. 2. St Bartholomew’s Churchyard: – The Health & Safety notice for St Bartholomew’s churchyard is on order and will be installed as soon as it is received. There is some movement in the handrail along the path. The Clerk/RFO has arranged for the Blacksmith from Llangybi forge to visit and repair as necessary.   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 propose at next Full Council meeting for sign-off. | Clerk/RFO  Clerk/RFO  Clerk/RFO  Clerk/RFO |
| 7 | Date of Next Meeting Next meeting provisionally scheduled for Tuesday 9th July 2024, 6.30pm – with attendance by teleconference. Unfortunately, Councillor Morrey will be unable to attend. Clerk/RFO to consider alternative dates. | All |

Council member Date:

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