CYNGOR CYMUNED GOETRE FAWR COMMUNITY COUNCIL FINANCE COMMITTEE

# MINUTES OF THE MEETING HELD BY TELE-CONFERENCE ON WEDNESDAY 8th JULY 2025 @ 18.30

## **Present**: Community Councillors Nigel Morrey, Janet Robins, 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 6.30pm 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 9th April 2025 were reviewed. The minutes were proposed as a true and correct record by Councillor Morrey, seconded by Councillor Carter, and passed by a majority vote. Councillor Robins, who was not in attendance at the April 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 Bank Accounts as at 30th June 2025  The Clerk/RFO provided those present with a copy of the June 2025 cashflow position, together with the Unity Trust Bank (UTB) statements covering April, May and June 2025. The cashflow balances were verified to the closing balances in the UTB statements at the end of Apr/May/June, with Councillor Carter agreeing to sign to confirm their accuracy in accordance with section 2.6 of the Model Community Council Financial Regulations (Wales).  There was no further comment or observation. |  |
| 5 | Audit 2024/25 The external audit (Annual Return) was signed off at the June Council meeting and this, together with the additional papers required for the full transactional review which is being undertaken this year, are being prepared by the Clerk / RFO. Once completed they will be reviewed by the Chair as a ‘second pair of eyes’, and will be delivered by the Clerk to Wales Audit before 8th August (the later deadline for this year’s submission).  The Audit notice was published on the noticeboard and web site on 2nd June with 1st July to 28th July (inclusive) being the period for the public to inspect the accounts and supporting documents. Remaining dates are:   * 15th 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 | Clerk/RFO |
| 6 | Risk Review (inc Health & Safety schedule)  The latest Risk Assessment & Health & Safety Checklists were presented to the meeting, with the Clerk/RFO highlighting the following points.   1. Precept   First payment of 2025/26 precept received in April 2025   1. Salaries / Wages   Clerk has updated standing order for AF. SF now needs to be paid by individual monthly payment as net amount can vary slightly due to annual wage now being in excess of personal allowance.   1. Councillors Allowances   (Ex)-Councillor Grayland has now advised the Clerk/RFO by email of his decision to decline the Councillor Allowance for 2024/25. Clerk/RFO has sent the official declaration form for completion & signature. However, there is now, at least, some formal documentation on record. As a result of the latest development the Clerk has sent the annual return of Councillor Allowances to the DBC and has posted it on line and on the noticeboards.   1. Training of Clerk / Staff   The Training Plan continues to be regularly reviewed by the Clerk / RFO (latest version dated 5th July), and published on the web site.   1. Health & Safety   Dan Sainsbury from MCC (who surveyed the trees back in 2022) was scheduled to survey the trees w/c 30th June and will report back to Council with any recommendations to be actioned as required.   1. Register of Members Interest, Gifts and Hospitality   Interests received and recorded with exception of ex-Councillor Grayland who ceased to become a Councillor on 10th June under s85 of the LGA 1972.   1. Data Protection Legislation (GDPR) ICO registration renewed 1st June 2025. 2. Community & Town Councils Duty under Section 6 of the Environment Wales Act 2016 (Bio diversity plan)   An updated plan is due at the end of this year and should reflect the Green Corridor initiatives which are taking place across the ward. These include wildflower beds and trees in Goytre Park (& Dog walking area), the green at Rhyd-y-Meirch and St Bartholomew’s graveyard, as well as other small selected sites.  The **Health & Safety Checklist** update was then provided by the Clerk / RFO.   1. As above, the four Oak Trees on Ton Land need to be safety assessed this year and this is in hand via MCC.   The Risk Assessments and Health & Safety updates were accepted by the meeting and formally proposed by Councillor Morrey, seconded by Councillor Robins and carried unanimously. |  |
| 7 | Date of Next Meeting Next meeting provisionally scheduled for **Tuesday 7th October 2025, 6.30pm** – with attendance by teleconference. | All |

Council member Date:

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