

ST BRIDES MINOR COMMUNITY COUNCIL



MINUTES OF THE FINANCE COMMITTEE MEETING OF ST BRIDES MINOR COMMUNITY COUNCIL HELD ON MONDAY 24TH JULY 2017 AT 6.00 PM AT SARN LIFE LONG LEARNING CENTRE

PRESENT

Councillors: E Jones (Chair)
D Lewis

Apologies: Y Nott
P Harris
F Watkins

Clerk: Ann Harris

Public: No public in attendance

Minute No:

6FC/17-18

ITEM 1 TO RECEIVE DECLARATIONS OF PERSONAL AND PREJUDICIAL INTEREST, IF ANY, FROM MEMBERS IN ITEMS ON THE AGENDA

No declarations of interest were received.

Resolved: This was noted.

7FC/17-18

ITEM 2 TO RECORD THE ACCURACY OF THE MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 10TH APRIL 2017

The Minutes were approved as a true record of the meeting and the Chair signed the Minutes.

Resolved: This was noted.

8FC/17-18

ITEM 3 MATTERS ARISING FROM THE APRIL MEETING

Floral Displays

The Clerk requested that a process be put in place each year so that 3 quotations are obtained for the supply of gardening maintenance as a third of the council's precept is spent on this service. If the adoption of the draft Financial Regulations goes ahead at the September meeting item 11.g states: When it (the Council) is to enter into a contract of less than £60,000 but more than £10,000 in value for the supply of goods or materials or for the execution of works or specialist services... the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply).

Resolved: After discussion, the Finance Committee agreed to recommend the adoption of the Financial Regulations and put this recommendation to the full council at its September meeting

9FC/17-18 **ITEM 4 TO REVIEW THE COUNCIL'S BUDGET AND ANY POTENTIAL RISKS TO THE BUDGET**

The Clerk highlighted the following as a potential risk to the budget:

Election Costs - the charges for the May 2017 local elections had been received for £1,885.01, £885.01 over the £1,000 in the budget.

Clerk's Pension - if the Clerk joins the Local Government Pension Scheme after a successful 6 month probationary period in September the costs for the remainder of the year would be £849.42. This has not been included in the budget for 2017/18 but it is a statutory requirement that all staff are

offered the opportunity to join a scheme. When the budget for 2018/19 is set a budget of £1,698.42 will be required.

Audit and Payroll Fees - there is £700 allocated in the budget. £81.00 payroll fees and £540 internal audit fees have already been paid, leaving £79 in the budget for the external audit fees, which will not be sufficient.

Resolved: The potential risks were noted.

10FC/17-18 ITEM 5 TO REVIEW THE COUNCIL'S FINANCE COMMITTEE TERMS OF REFERENCE

The following Terms of Reference were recommended by the Clerk:

- That the Vice-Chair of the Council is always the Chair of the Finance Committee
- That the Finance Committee is made up of a Councillor from each ward plus the Chair and Clerk.
- That the Finance Committee is reviewed each year at the Annual Meeting.
- That the Finance Committee meet every quarter in February, June, September and November.
- The meeting should be held the week before the Ordinary Meeting.
- That the December Ordinary Meeting becomes a Precept meeting. This would enable the Clerk to write a recommended budget for the following year for consideration by the Finance Committee in November and to be presented to full council for approval in December, in order to be able to request the council's precept from BCBC in January.
- That the Chair of Finance gives a report of its recommendations to the full council at the first ordinary council meeting following the Finance Meeting

Resolved: After discussion, the Finance Committee agreed to recommend the adoption of the suggested Terms of Reference to the full council at its September meeting

11FC/17-18 ITEM 6 TO REVIEW THE COUNCIL'S FINANCIAL REGULATIONS

It is a statutory requirement that Community Councils have Financial Regulations in place. The recent Internal Audit expressed concerns that none were in place.

The Clerk had drafted Financial Regulations based on the One Voice Wales model for Finance Committee Members to be considered and discussed.

Resolved: After discussion, the Finance Committee agreed to recommend the adoption of the draft Financial Regulations to the full council at its September meeting

12FC/17-18 **ITEM 7 TO DISCUSS THE PROVISION OF A PENSION FOR THE CLERK**

It is a statutory requirement that all staff are offered the opportunity to join a pension scheme and the Clerk requested that after a successful 6 month probationary period on 14th September that she joins the Local Government Pension Scheme.

The costs are detailed in Minute 9FC/17-18 above.

Resolved: After discussion, the Finance Committee agreed to recommend that the Clerk joins the Local Government Pension Scheme from 1st October 2017 to the full council at its September meeting

13FC/17-18 **ITEM 8 TO DISCUSS THE BUDGET FOR THE CHRISTMAS ARRANGEMENTS**

The budget shows £4,540 set aside for decorative lighting and £2,000 for events. The event budget includes Halloween. In 2016/17 £901.67 was spent on events.

Resolved: To recommend to full council at its September meeting that a budget of £750 is set for the Christmas events and the decorative lighting budget is used for its budgeted purpose.

14FC/17-18 **ITEM 9 TO DISCUSS THE BUDGET FOR THE HALLOWEEN ARRANGEMENTS**

As mentioned above in 13FC/17-18 the budget set aside for events in 2017/18 is £2,000 and this includes Christmas. The spend on events in 2016/17 was £901.67.

Resolved: To recommend to full council at its September meeting that a budget of £500 is set for the Halloween event.

15FC/17-18 **ITEM 10 TO REVIEW THE WEBSITE DOMAIN, HOSTING AND OTHER WEBSITE COSTS**

The website is extremely costly, it is usual to pay a company an annual fee to host the website which includes the cost of the domain name and IT support, usually between £90 and £250 per annum. The St Brides Minor website is hosted by an American company and each item is charged, in the last 3 months it has cost £75.82. In addition to the costs, it is quite a complicated set up and is not user friendly.

The Clerk suggests setting up an alternative WordPress site, which will keep the design the same but moves all the content to a simpler system. The costs of carrying out this work is a one-off charge of £384.00. That would then enable a change to an alternative web hosting company which will charge a one-off fee of £75.00 per annum with no charges for individual items.

Resolved: After discussion, the Finance Committee agreed to recommend the change to a WordPress site and a one-off annual fee of £75.00 per annum to the full council at its September meeting.

16FC/17-18 ITEM 11 ITEMS FOR THE NEXT FINANCE COMMITTEE MEETING

❖ To carry out a Risk Management Assessment as requested by the internal audit

Resolved: It was agreed to include this on the next Agenda

17FC/17-18 ITEM 12 TO AGREE A SCHEDULE OF MEETINGS FOR THE CURRENT FINANCIAL YEAR

Resolved: To meet on the following dates at 6.00 pm in Sarn Centre:

4th September 2017

6th November 2017

11th December (Precept meeting for Full Council)

5th February 2018

4th June 2018

The meeting closed at 6.52 pm

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Chair of Council

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4th September 2017