

# ST BRIDES MINOR COMMUNITY COUNCIL



## MINUTES OF THE FINANCE COMMITTEE MEETING OF ST BRIDES MINOR COMMUNITY COUNCIL HELD ON MONDAY 4<sup>TH</sup> SEPTEMBER 2017 AT 6.00 PM AT SARN LIFE LONG LEARNING CENTRE

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### PRESENT

Councillors: E Jones (Chair)  
P Harris

Apologies: D Lewis  
Y Nott  
F Watkins

Clerk: Ann Harris

Public: No public in attendance

Minute No:

18FC/17-18      ITEM 2 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.

19FC/17-18      ITEM 3 TO RECORD THE ACCURACY OF THE MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 24<sup>TH</sup> JULY 2017

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

Resolved: This was noted.

20FC/17-18      ITEM 4 MATTERS ARISING FROM THE JULY MEETING

There were no Matters Arising since the July meeting.

Resolved: This was noted.

21FC/17-18      ITEM 5 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:

A sales invoice had been received from Awen for the library costs of £14,200, £400 more than the figure in the budget for £13,800. Last year's invoice was for £13,400.

Not a risk but to note:

There was £200 more carried forward from the last financial year, this was due to a non-presented cheque. The budget carried forward was £50,620.82 not £50,420.82 as stated on the budget for 2017/18 and on the bank reconciliation.

In the budget fixed for 2017/18 there had been no allowance for the income for bank interest, VAT refund or Community Garden rent. The Clerk requested authority to amend the budget income to reflect this. In addition a figure of £1,463 had been included as income for Right of Way. The maximum allowable reclaim for Rights of Way in the year is £1,248.28, so the expected income in the budget figure is £214.72 more than allowable.

The Clerk had now submitted a VAT reclaim for the year 2016/17 for a total of £9,507.96, included £165 interest based on last year's figure and £392.00 from the Community Garden rent.

The result of these adjustments is that whereas the original budget figure was topped up with £24,000 of reserve money, only £14,650.00 is now required from reserves.

**Resolved:** The potential risks were noted. The Clerk was asked to query the library increase with Awen. The Finance Committee will recommend to the Full Council that the Clerk is given the authority to amend the budget to reflect the information given above.

## **22FC/17-18            ITEM 6 TO REVIEW THE EXTERNAL AUDIT**

Following the queries raised in early August by the External Auditor and addressed by the Clerk, a qualified audit showing that the financial accounts are correct (following a re-draft of the accounts and a re-draft of the bank reconciliation), but that there were administrative matters of concern is expected.

The points raised were:

1. A request for an explanation of the other payments increase. This was due to the cost of the works on the Memorial Hall Car Park.
2. The bank reconciliation did not balance. This was due to an unrepresented cheque for £200 which had not been shown as unrepresented. This was amended by the Clerk.
3. The council website does not show the 2015/16 audit accounts. The Clerk has reposted the accounts to the site.
4. The RTI for either February or March 2017 were not provided. The payroll administrator supplied a copy of email evidence.
5. A full documented risk assessment was not carried out in 2016/17. This was done in 2010 and updated in 2015, but there is a requirement to carry this out annually so this could not be provided.

**Resolved:** The action of the Clerk was noted.

## **23FC/17-18            ITEM 7 BUDGET MONITORING REPORT FROM THE CLERK**

The Clerk now has full access to the bank accounts and has drafted a budget monitoring report which she tabled and went through in detail. The previous sheets for the last 5 months were tabled.

**Resolved:** It was noted that going forward an updated report would be presented each month to council, as well as a table of expenditure for authority.

24FC/17-18

**ITEM 8 TOWN AND COMMUNITY COUNCIL FUND 2017/18**

This had been included as an agenda item due to its financial nature. The Clerk wanted to remind Members that the turnaround for applications for this grant is very tight given that the deadline is 30<sup>th</sup> September and the full council meeting does not take place until the 11<sup>th</sup>.

**Resolved:** The deadline was noted and Members would consider the application for discussion at the full council meeting on 11<sup>th</sup> September 2017. In the meantime the Clerk would find out what assets were available for consideration.

25FC/17-18  
**ASSESSMENT**

**ITEM 9 TO DISCUSS THE COMMUNITY COUNCIL’S RISK MANAGEMENT**

Further to item no 6 above, the Clerk explained the need for an annual Risk Management Assessment to be carried out and tabled one she’d completed for 2017/18.

**Resolved:** The Committee agreed to recommend that the Risk Assessment document tabled for 2017/18 is approved by full council and reviewed annually.

26FC/17-18

**ITEM 10 ITEMS FOR THE NEXT FINANCE COMMITTEE MEETING**

This would be predominantly a precept 2018/19 meeting.

The Clerk requested the following items:

- Independent Remuneration Panel’s Allowance Scheme for Councillors to be considered.
- Use of Lighting Columns (review insurance and permissions)

**Resolved:** It was agreed to include these on the next Agenda

The next meeting will take place on Tuesday, 7<sup>th</sup> November at 6.00 pm at Sarn Centre.

The meeting closed at 6.55 pm

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Chair of Council

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7<sup>th</sup> November 2017