

ST BRIDES MINOR COMMUNITY COUNCIL



MINUTES OF THE FINANCE COMMITTEE MEETING OF ST BRIDES MINOR COMMUNITY COUNCIL HELD ON 2nd OCTOBER 2023 AT 6.00 PM AT SARN LIFELONG LEARNING CENTRE AND VIA ZOOM

PRESENT

Councillors: B Tiltman (Chair of Committee)
E Davies (via zoom)
M John (Chair of Council)
T Nicholls (from 6.30 pm)

Apologies: M Williams

Clerk: Ann Harris

Public: No public in attendance

Minute No: 01FC/23-24

02FC/23-24

ITEM 2 TO RECEIVE DECLARATIONS OF PERSONAL AND PREJUDICIAL INTEREST, IF ANY, FROM MEMBERS IN ITEMS ON THE AGENDA

Councillor Name	Minute Number	Declaration	Speak/Vote
E Davies	05FC/23-24	Sarn Library (Employee)	No/No
M John	All relevant	Borough Councillor BCBC	No/No
T Nicholls	06FC/23-24	Member Ynysawdre Community Council	No/No

03FC/23-24 ITEM 3 TO RECORD THE ACCURACY OF THE MINUTES OF THE FINANCE COMMITTEE MEETING HELD NOVEMBER 2022

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

Resolved: This was noted.

04FC/23-24 ITEM 4 MATTERS ARISING FROM THE NOVEMBER 2022 MINUTES

There were no Matters Arising from the October 2022 minutes.

05FC/23-24 ITEM 5 TO REVIEW THE COUNCIL'S BUDGET AND IDENTIFY ANY POTENTIAL RISKS

The latest budget monitoring sheet was distributed to Members showing the balance carried forward to the following month and this was discussed.

Resolved: There were no potential risks identified in the review of the budget.

06FC/23-24 ITEM 6 NOTICEBOARDS

As council's have a statutory duty to publish certain documentation the committee discussed purchasing a noticeboard for each ward with locations to be considered.

Resolved: To recommend to full council that a noticeboard should be purchased and installed in each ward for the sole use of the council. It will also help to raise awareness of the council's work.

- Quotes to be obtained by the Clerk for consideration at the November 2023 council meeting.
- The full council to consider whether to purchase from the 2023/24 budget or include in the precept for 2024/25.
- The full council to consider suitable locations in each ward.

07FC/23-24 ITEM 7 YOUTH SHELTERS

The council had previously mentioned the possibility of installing a shelter like the one that is located outside Brackla Community Centre. It is open to the sides but has a roof and seating.

Resolved: To recommend to full council that a youth shelter should be purchased and installed for each ward.

- The full council to consider whether to purchase all in one year or one per year per ward.
- The full council to consider whether to purchase from the 2023/24 budget or include in the precept for 2024/25.

08FC/23-24 ITEM 8 BANK SIGNATORIES

The Clerk informed the Committee that past councillors were still signatories on the council's bank accounts and that they need to be removed and new ones added. The Clerk had the forms and will need full council to decide on the new signatories and remove the old ones.

Resolved: To recommend to full council that the three current past councillor signatories be removed and that the current Chair of Council, Vice-Chair of Council and Councillor Emma Davies be added as signatories.

09FC/23-24 ITEM 9 DRAFT TRAINING PLAN 23/24

The Clerk had drafted an up-to-date plan for 2023/24 and sought approval to publish; the council now has a duty to publish an annual training plan. This was discussed.

Resolved: To recommend to full council that the Draft Training Plan for 2023/24 is accepted and approved including any training request additions raised at the October meeting.

10FC/23-24 ITEM 10 DRAFT RISK MANAGEMENT SCHEDULE 2023/24

The Clerk had drafted a Risk Management Schedule for 23/24. It is not a requirement to produce one each year but is good practice to review procedures. This was discussed.

Resolved: To recommend to full council that that the Draft Risk Management Schedule 2023/24 is accepted and approved.

11FC/23-24 ITEM 11 WEBSITE SECURITY CERTIFICATE

The Clerk had been experiencing issues with the council's website and had been informed by the website host that it needed a website security certificate. This is usually only added to websites that accept payments, but it is good practice to have this in place as it makes the site secure. It is the difference between a site being http:/ and https:/

Resolved: To recommend to full council that they approve and accept the Clerk's action in purchasing and adding a security certificate to the council's website at a cost of £49.99.

12FC/23-24 ITEM 12 COMMUNITY COUNCIL ASSET REGISTER

The Clerk had been asked to share the council's asset register with members and this was discussed. The Clerk explained some of the information on the register. Only items over a value of £500 need to be included, items remain on the register as assets at the price they were purchased and any land owned by the council is registered at a value of £1.

Resolved: To recommend to full council that a separate register of assets should be considered to include a plan for larger replacement items with a view to building up finances for these items over the remainder of this council's term of office.

13FC/22-23 ITEM 13 ITEMS FOR THE NEXT FINANCE & RESOURCES COMMITTEE MEETING

The next meeting would concentrate on setting a draft precept budget for 2023/24 for discussion, amendment and/or approval by full council at its December precept meeting.

Resolved: The information was noted.

14FC/23-24 TO AGREE A DATE AND LOCATION FOR THE NEXT FINANCE & RESOURCES COMMITTEE MEETING

In the week before the December 2023 full council precept meeting to be held at 6.00 pm at Sarn Lifelong Learning Centre and via zoom

The meeting closed at 7.13 pm.

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Chair of Committee

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29th November 2023