

**Minutes of Finance Committee of Llangunnor Community Council held in
'remotely' at 6.30 p.m. on Monday 11th January 2021.**

PRESENT: Councillors E. Williams (chair), G. Bevan, R. Griffiths, J. Porter, S. Thomas.

APOLOGIES: None.

1. There were no declarations of interest
2. **Minutes:** Unanimously resolved to approve as a correct record the minutes of the finance committee held on 22nd September 2020 - (**minute 0920 – F2**).
3. The clerk circulated the Financial Report (appendix 1) as of January 2021, which was a prediction of spend until March 31st 2021; he took the members through the statement and answered queries that were raised, the report was unanimously accepted (**minute 0121 – F3**).
4. The clerk circulated the document Budget Proposals for 21/22 (appendix 2), the committee discussed its contents and following raising some queries with the clerk it was unanimously moved to accept the proposals (**minute 0121 – F4**).
5. Following the discussion on the Budget Proposals the members considered the Precept for 21/22. In answer to questions the clerk informed the committee that the Precept had remained at £30,000 since 2017/18, and that Council reserves were gradually being reduced, following further consideration it was unanimously agreed to increase the Precept request to £33,000 for the Financial Year 2021/2022 (**minute 0121 – F5**).
6. **Annual Report from Wales Audit Office.**
The clerk was pleased to report a qualified report had been received following the Audit of the 19/20 accounts. The report raised issues with the response to Assertion 6, which the clerk explained was a question that he found confusing, this will be changed for the forthcoming year; there was also a small issue with how unrepresented cheques were recorded, the clerk had noted the advice. It was unanimously agreed (**minute 0121 – F6**) that the clerk be thanked for his work in preparing the accounts and that the report of the Wales Audit Office be accepted.
7. **Appointment of Internal Auditor for Accounts 20/21**
The clerk had approached Mr Lyn Llewelyn who had confirmed he was available to carry out the Internal Audit for 20/21, he had however pointed out that his fee would be increased by 20% as result of the increasingly high standards expected by Audit Wales; following a brief discussion it was unanimously agreed to appoint Mr. Lyn Llewelyn as the Internal Auditor for the 20/21 Accounts (**minute 0121 – F7**).
8. **Risk Assessment 21/22**
The clerk circulated the Risk Assessment Schedule and the committee went through it, the following were highlighted i) the clerk check that the classification in each section reflects the severity score; ii) as the Council were currently advertising for a

new clerk the committee was of the opinion that the likelihood under staffing “loss of key personnel” should be changed to 3 thus making it a high risk, once a new clerk is appointed this can then be returned to 2. Once these amendments are incorporated it was unanimously agreed to approve the risk assessment schedule (**minute 0121 – F8**).

9. Request from School for support for Construction of Outdoor Classroom

The clerk reported that he had received this request from the school headmaster, he explained that council had approved a sum up to £7,500 to assist with improvements to the changing rooms, this was not now taking place. Following a discussion, it was agreed that the clerk check that any support was appropriate under legislation and if so, it was unanimously agreed that the Finance Committee recommend to Council that a sum of £7,500 be awarded to the school to assist with the construction of an outdoor classroom (**minute 0121 – F9**).

10. Valero Money

Councillor Griffiths highlighted that there was still substantial monies remaining within the Valero ‘Pot’, he stated to the committee that under current covid restrictions that children’s education was in the spotlight. Llangunnor School were providing lessons remotely but unfortunately not all pupils had access to appropriate tablets, he asked what the opinion of the committee was on supporting the school, and therefore pupils by supplying tablets for their use. Following a discussion, it was proposed by Cllr. Williams and seconded by Cllr. Porter and unanimously approved that the Council provide the school with £2,000 to purchase tablets (these to remain the property of the school) (**minute 0121 – F10**). This again would have the proviso that the clerk check that any support was appropriate under legislation

11. Date of next meeting – to be agreed by Chair and Clerk.

Meeting Closed 7.40p.m.

Signed as a true record

Date

Appendix 1

Finance Report for meeting 11th January 2021

Balance at bank

Account statements as at 01/04/20

| | |
|---------|----------------|
| 9063231 | |
| 7 | £21,163 |
| 9048402 | |
| 4 | £20,761 |
| 1315721 | |
| 0 | £28,761 |
| | £70,685 |

Income

Precept 1 payment

£10,000

| | |
|-------------------------------------|----------------|
| Precept 2 payment | £10,000 |
| Precept 3 payment | £10,000 |
| HMRC - VAT Repayment | £8,301 |
| S106 - Improvements to path at park | £8,650 |
| S106 - Installation of Sanitisers | £1,100 |
| Assest Transfer Grant | £5,000 |
| Total | £53,051 |

Total £123,736

This has increased from balance at September 2020 due to Asset Transfer Grant

Expenditure to date Spent (Apr - December) **£43,416**

Predicted spend for remainder of year

| | |
|--|---------------------------------|
| Public Lighting | £6,000 |
| Park Maintenance - handyman / CCC | £1,900 |
| Town Council - Xmas Trees & Assoc. Works Dec 2019 & 2020 | £3,500 |
| Works to entrance | £4,500 |
| Clerk Costs incl HMRC | £3,500 |
| Audit | £500 |
| Reduced as unlikely to take place Reduced as members unlikely to claim Reduced as no meetings likely to take place | Conf / Training £0 |
| | Travelling £100 |
| | Hiring Aelwyd £0 |
| | IT £100 |
| | Re-numeration of Members £1,500 |
| | Renumeration to Chair £350 |
| | Misc £500 |
| | £22,450 |

Total Expenditure £65,866

Balance Brought Forward £123,737 - £65,866) £57,870

Appendix 2

Draft Estimates of Income / Expenditure for 2021 / 22

| Nett of VAT | Expenditure | Budget 2020/21 |
|------------------------------|--|----------------|
| | | £ |
| Parks and Open Spaces | | |
| | Maintenance | £5,000 |
| | Proposed Improvements | £15,000 |
| Public Lighting | | |
| | Energy | £2,400 |
| | Maintenance | £4,800 |
| Committee Budgets | | |
| Christmas Committee | | £3,000 |
| Web and Media Committee | | £6,000 |
| Park and Envir. Committee | | £5,000 |
| Total | | £41,200 |
| | General Admin | |
| | Audit | £550 |
| | Insurance | £530 |
| | Payroll (Members) | £400 |
| | Stationery etc. | £150 |
| | Postage | £100 |
| | Allowances - Clerk | £1,200 |
| | Subscription | £400 |
| | Salaries | £9,000 |
| | Cllrs Remuneration | £2,000 |
| | Chair Remuneration | £350 |
| | HMRC | £2,500 |
| | Yr Aelwyd | £200 |
| | Trav Costs | £500 |
| | Office Equip | £200 |
| | Training | £300 |
| | IT | |
| | Development - incl in Committee Budget | £0 |
| | Broadband/Domain | £175 |
| | Web Hosting | £180 |
| | Allowances | £500 |
| | S137 | £1,000 |

| | |
|------------------------------|--------|
| Graduity | £100 |
| Elections - confirmed by CCC | £0 |
| Misc. | £1,000 |
| Chair's Allowance | £1,650 |

Total £22,985

Total £64,185

Income 2021/22

| | |
|------------------|----------------|
| | £ |
| Proposed Precept | £30,000 |
| Repayment of VAT | £4,000 |
| Total | £34,000 |

S106 Monies Available.

| | |
|-------------------------|-----------------|
| | £ |
| Application Ref W/20013 | £68,000 |
| Application Ref W/25937 | £48,000 |
| Total | £116,000 |

Expenditure to date

| | |
|-------------------------------|-----------------|
| Demolition of Bandstand | £4500* |
| Park Entrance | £15,249 |
| Penymorfa Footpaths | £12,658 |
| Painting of play equipment | £800 |
| Panel Design | £14,749 |
| Panel Production | £4,151 |
| Playground Equipment | £20,949 |
| Playground Equipment | £23,727 |
| Improvements to paths in park | £8,660 |
| installation of Sanitisers | £1,110 |
| TOTAL | £102,052 |

Remaining Balance £13,948

*** This payment was taken directly by the Leisure Section and not paid to the Community Council.**

Additional S106 Monies will come available from development of new bungalows £3,050

DRAFT