

## MINUTES OF FINANCE COMMITTEE OF LLANGUNOR COMMUNITY COUNCIL

held at Yr Aelwyd at 6.30pm on Wednesday, 17 April 2024

**PRESENT:** Councillors E Williams {Chair}, J Slate, G Bevan, L Whatley, J Evans. Also present Councillors S Bowen, M Williams and G Slate.

One elector present remotely.

### **1. To receive apologies for absence**

No apologies received.

### **2. To receive all declarations of Interest**

Councillors E Williams and L Whatley declared an interest in Point 7.

### **3. Motion from Cllr Jenny Slate to co-opt Cllr Stewart Bowen onto the Finance Committee as an additional member to carry out the work of the RFO until a new Clerk/RFO is employed**

Cllr J Slate proposed the co-opting of Cllr S Bowen to carry out the work of RFO as he is at present doing the work and compiling the information. Seconded by Cllr Bevan. All in Favour.

### **4. To approve the Minutes of the Finance Committee Meeting held on 10 January 2024**

Minutes approved and agreed – proposed by Cllr G Bevan and seconded by Cllr J Slate. Cllr L Whatley abstained.

### **5. RFO report – to be delivered by Cllr S Bowen in the absence of the RFO**

**Motion to exclude press and public – proposed by Cllr E Williams and seconded by Cllr J Evans. All in favour.**

The Chair re-admitted the public and advised that:

The VAT return to be done as soon as possible rather than September;

£5,000 to be transferred from reserves to current account;

Cash book reconciled with payments of £56,910.14 but total receipts were £51,368.19 making a shortfall of £5,541.95. This shortfall will be taken out of reserves;

Look for outside sponsorship for capital projects

Move to digital cash book

### **6. To consider and approve Accounts for 2023-24**

Cllr S Bowen declared an interest as he provided the accounts but did advise that he could not approve the accounts due to timings.

It was proposed by Cllr J Slate that we agree the accounts as they are and seconded by Cllr E Williams. Unanimously agreed.

#### **7. To appoint Internal Auditor for 2023.24 Accounts**

Cllr E Williams declared an interest so Cllr J Slate took the Chair

Cllr S Bowen had spoken to 3 firms in Carmarthen and advised that he did not approach any of the top 4 firms due to cost restraints.

LHP Chartered Accountants, Mr Iwan Morgan quoted £350 - £800 + VAT

Llyr James Accountants, Mr Ryan Bevan – awaiting quote

Clay Shaw Butler – Ms Donna Hann - £1,500 + VAT

Discussion took place regarding the 2 quotes. It was proposed by Cllr J Slate and seconded by Cllr S Bower to go with LHP as the quote was in the expected figure. It was unanimously agreed. Cllr E Williams and Cllrs Whatley declaring an interest.

#### **8. To consider Remuneration Panel recommendations for 2024-25**

Cllr L Whatley suggested to defer to July meeting – all in favour.

#### **9. To consider budget implications regarding employment of new clerk**

Cllr L Whatley stated that there may be additional costs for training. It was advised that the Personnel Committee use the published standards for Clerks. Reduce the expenses for working from home to £60 and remove the IT allowance due to purchase of new laptop and printer for sue by the clerk. We are going to recommend training so there may be extra hours needed.

Cllr J Slate advised that there had been a request from Gorslas to offer a full-time post of 37 hours between the 2 councils. Discussion took place on whether there may be a conflict of interest. A part-timer may not want to take up the training whereas a full-timer may take the training and that cost could be shared by both Councils. A full-timer would see this post as a career.

Cllr S Bowen suggested the possibility from an administration point of view that we may want Gorslas to take the full timer and then they charge us.

Cllr J Slate suggested it may be beneficial to split the two roles between Administration and Finance as they qre different skill sets that may appeal to different people.

Consideration will be given for an existing Clerk who then may not need the training.

The Personnel Committee to meet with Gorslas.

#### **10. Date of next meeting 10 July 2024**

Meeting closed at 7.30 pm.