

LLANTWIT FARDRE COMMUNITY COUNCIL CYNGOR CYMUNED LLANILLTUD FAERDREF



Minutes of a meeting of the Finance/Policy Committee of Llantwit Fardre Community Council held at 7.00pm on Thursday 25th July 2019 at the Council Office Rear of the Carnegie Parish Hall, Main Road, Church Village

Present: Councillors R. Butler (Chairperson), J. James and G. Stacey

In attendance: Mrs. Janice Stuckey - Clerk/Executive Officer, Councillors C. Johnson and L. Walker.

1. Apologies

Noted

1.1 Apologies, for their absence from this meeting, were received from Councillors B. James and A. Handley.

2. Declaration of Interest

There were none.

3. Admission of the public and the press to the meeting

RESOLVED

That under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 namely personal information relating to the financial or business affairs of a particular person.

4. Christmas Evan John Charity

Noted

4.1 Questions were raised as to why the annual return had not been completed. At the point the Clerk was made aware of the annual return a response had been

made by a Councillor Trustee. The Clerk had previously been advised that, as the account has been frozen for some time, there was no action required on the account until such time as the account is operating again.

5. Standing Orders

Noted

- 5.1 Following discussion, the Committee recommends that the highlighted changes be accepted and that the following changes also be incorporated:
- The quorum for meetings of committees will be three members.
 - The Chairperson of the Community Council and the Chairpersons of Committees will sign off agendas before they are circulated.
 - Questions to be put to a meeting should be received by the Clerk, in writing, before the agenda for the meeting (to which they are to be put) are distributed.
 - Requests to speak at a meeting should be received by the Clerk, in writing, before the agenda for the meeting is distributed.
 - The Clerk may take details of a question verbally and formulate a question on behalf of a member of the public if required.
 - The Chairperson has discretion to accept a question or a request to speak, at the meeting, if it is felt that the matter is urgent.

6. Grant Aid/Free Use

Noted

- 6.1 The receipt of the information in respect of the legislation governing the payment of grant funding, revised advertisement, revised application forms and information for applicants and a protocol for dealing with the process of awarding the grants/free use as provided by the Clerk
- 6.2 Each of the forms has the same information on the back. The revised questions on the front, and the layout of the questions, reflects the requirements of the use of the Section 137 funding and compliance with the Future Generations/Wellbeing Act.

Resolved

- 6.3 That these documents be recommended for acceptance by Council.

7. Charitable Donation

Resolved

- 7.1 That a recommendation is made for the sum of £160 to be made to this charity.

8. Budget Update

Noted

- 8.1 The budget up-date has been produced using the new financial package. The first three months of the current financial year are included, along with the most recent balance sheet. Each print-out shows the running total and the percentage spend against the allocated budget for each of the headings.
- 8.2 The salaries heading reflects the monthly £8,500 payment to RCT CBC. At the year end the programme will reconcile the overall costs – actual/total of the standing orders paid. The pensions heading shows the payment of £3,000 made to RCT CBC for the 2019 – 2020 financial year in respect of the deficit pension contributions for the year. This heading will also be reconciled at the year end. RCT CBC provides detailed monthly salary/pension reports.

9. Financial Package

Noted

- 9.1 All office staff participated in the training and agreed that it was very well delivered, the trainer was very personable and diligent.
- 9.2 The data for the first quarter was in-put during the session this generated a completed VAT return. This can now be used to file the reclaim with HMRC. This element of the package will save a great amount of time and money.
- 9.3 When the invoices are entered the system warns if an entry is being duplicated. The reports are more accurate as the actual figures appear as they are in-put they are not rounded up or down as they were with the Freeagent system. Manuals are available for all the applications; the support has been excellent, and the system reconciles all the programmes.
- 9.4 In future the figures needed to complete the Annual Return can be obtained from the system, there will be no need to trawl back over payments, debtors or salaries trying to balance the various areas in order to complete the return.

10. Annual Return

Noted

- 10.1 The Annual Return is ongoing. The Clerk is maintaining contact with the BDO Auditors regarding the issues being experienced. BDO have advised that an additional deadline can be agreed if needed.

11. Telephone Contract

Noted

- 11.1 BT have advised that the existing telephone line to the office is not compatible with “normal” telephone lines. This means that changing to another provider will be near impossible and the cost of the changes along with the charges makes the move cost prohibitive. In addition, the change from a digital line may adversely affect the speed/quality of the broadband provision.
- 11.2 On checking back over the minutes of the meetings of the Finance Committee and the full Council for the period May 2016 to 2017 there is no record of these contracts having been discussed/agreed. It is therefore not possible to understand how/why this came about.
- 11.3 A new package has been put together by BT incorporating the broadband/line rental and calls. See attached breakdown from BT. Following discussion, the recommendation of the Finance/Policy Committee is that the revised BT deal be accepted.

12. Consideration of Expenditure

Noted

- 12.1 The matter of the outstanding work on the Carnegie Parish Hall will be deferred to the next meeting of the Council.
- 12.2 The purchase of new chairs for use in the Carnegie Parish Hall be deferred. A quote be obtained for replacing the curtains. Recommended that the toilets are refurbished along with those at Ty Illtyd. That baby changing facilities be installed at Ty Illtyd and in the Carnegie Parish Hall.
- 12.3 A quote to be obtained for the purchase of a buffer. That the installation of a bus shelter at a cost of £2,575 is recommended to Council. The cost of installing bollards will be further investigated.
- 12.4 The suggestion that a casual labourer be employed to deal with the clearing of footpaths and the painting of the playgrounds. The suggestion that an agency be used to source candidates. Candidates are to be sourced locally.
- 12.5 The change to the cost of hall hire was decided in the meeting of the Council held in October. A flat rate of £10 per hour was agreed with a proviso that the Clerk has discretion in applying this charge. The Clerk suggested that a flat rate is difficult to apply given the differing sizes of the rooms on offer. The charges need to be reviewed again.

Signed _____ Date _____