Item 22a

CYNGOR CYMUNED DINAS POWYS COMMUNITY COUNCIL

Finance Committee

Minutes of Meeting

Old Library

Monday 10 June 2024, at 6.30 pm

Register of Members Present:

Cllr K Hatton (Chair)
Cllr J Fanshaw
Cllr C Mirza-Davies
Cllr R Grigg
Cllr V Driscoll

18. Apologies for Absence

Cllrs, M Cowpe, J Cowpe, C Franks

19. Declaration of Interests:

There were no declarations of Interest

20. To Confirm Minutes of meeting held on 22 April 2024

Minutes of the meeting held on 22 April 2024 were taken as read, and on the Motion of Cllr J Fanshaw, seconded by Cllr R Grigg, it was resolved that the Minutes be **APPROVED** as a true record.

21. To consider Matters Arising from Minutes

Item 8 – to consider opening an additional savings account

Clerk advised Members that previous windows of opportunity to open an additional savings account had expired, but provided details of two alternative options. Cllr R Grigg proposed, seconded by Cllr V Driscoll the Clerk is to proceed with opening a 1 year business savings account and transfer £50,000 from the General Reserve Account.

22. Internal Auditor Report

Having previously circulated the Report to all members, the Clerk and Chair of Finance provided a brief summary of the recommendations made in the Internal Auditor's Report.
Key Recommendations from the Report include:

a) To use a different methodology in preparing the accounts i.e. accruals and prepayments instead of income and expenditure. Reason for this, is the Community Council is on the cusp of falling into the next tier of categorisation (having an income of over £200,000 in three consecutive years). Finance suggest keeping to same method for the time being, but to introduce an end-of-year balance sheet.
Action: Clerk to prepare

b) The Well-Being of Future Generations (Wales) Act 2015 requires any council with a gross income or expenditure in three successive years to prepare a Well-Being Plan in 2025-26.
Note: It may be that the threshold is lifted to £250,000 before 2025.

c) Cyber Security – Council may wish to check whether cyber security cover is in place and if not, obtain a quotation for this additional cover. (DPCC have limited exposure with the 'outside world' the 'Cloud' is not used, nor is there remote access to the system from the outside, however it is worth investigating).
Action: Clerk to Investigate

d) VAT Refund – Adjustments to be made in the end of year accounts so as to account for when the VAT refund was actually due rather than when received. Suggest the CC consider making quarterly claims, rather than a single annual claim
Action: Clerk to Investigate

e) Fixed Asset Register – recommend that the Council decides on when a revaluation of its buildings should be undertaken.

f) Petty Cash Account – Was not able to reconcile the account as top up funding does not directly relate to the float value of £100. Recommends Clerk produces a schedule showing the starting balance at the beginning of the financial year and include top up payments made by cheque, less the value of receipts obtained for purchases made.
For practical reasons, Finance Committee suggest using the same method currently used as the expenditure is usually for stamps, tea, coffee mile and small incidental items. The Start balance is carried forward from the previous year and all expenditure is signed off on a monthly basis.

g) Expenditure transactions. - Recommends that for cheque payments, the cheque stubs be initialled by the signatories.
Noted that employees personal credit cards are used to purchase items for Council. Recommended that this practice now ceases and the Council may consider that a Council credit card be obtained with its use controlled by an approved procedure.
Action: Clerk to Investigate

h) Bank Reconciliations – Recommends that the Emergency Fund Account with a balance of £0.03 be closed
Action: Clerk to pursue.

i) Unearmarked Reserves – Recommend the Council considers the current level of reserves and formally resolves the amounts required for specific purposes known as earmarked reserves indicating what they are to be used for.

j) Section 137 Payments – Recommends that in relation to any payments relating to the use of the Section 137 power, a resolution is passed by the meeting.

k) Setting of the Budget and Precept – Internal auditor did not find any evidence that the Council included in its consideration the balances available in the prior financial years relating to the level of reserves. For future years, the level of reserves should form part of the consideration of budget setting
Action: Clerk to add line to budget prep sheets (estimated) and also to cashflow spread sheet (income section)

l) Annual Report – Noted that the statutory Annual Report for 2022/23 had not been prepared as required by the Local Government and Elections (Wales) Act 2021 but that an Annual Report for 2023/24 was under preparation.
Action: Clerk to complete

m) Training Plan – No evidence to show the Council had prepared its statutory training plan – this requires attention in order to meet legal requirements.
Action: Clerk to arrange a presentation on The Finance and Governance Tool Kit for Community and Town Councils, at a Full Council Meeting in the Autumn. Date TBC

n) Bespoke accounting software package – Council may wish to consider subscribing to one, in order to streamline financial processes and produce targeted financial reports

o) Supporting papers for Meetings to be uploaded onto Council's website. Statutory guidance supporting the Local Government Democracy (Wales) Act 2013 states that supporting papers should be published online whenever reasonably practicable.
Action: Clerk to investigate the cost in enhancing the Council's website in order facilitate this in 'user friendly' way.

Cllr R Grigg proposed, seconded by the Chair the recommendations made by the Internal Auditor are taken to Full Council.

23. To provide members with the Cashflow forecast as at 31 May 2024

It was RESOLVED that the cashflow forecast as at 31 May 2024 be ACCEPTED.

Following on from the Cashflow forecast, Cllr C Mirza-Davies asked whether it would be possible to prepare a litter bin analysis i.e. current number of bins (and location) situated in Dinas Powys.
Action: Clerk and Assistant Clerk to pursue.

24. Purchase of Flail Mower

Chair advised members the Clerk had been requested to obtain quotes for a McCopnnell Elite Topper 190 Flail Mower, (previously agreed as part of the 2024-25 Budget by Finance & GP Committee in December 2023. Three quotes were sought;
Quote 1 – £4750 + VAT
Quote 2 - £4350 + VAT
Quote 3 – Hire only (not viable)
Clerk advised Members that approval to proceed with the purchase for Quote 2 was sought from the Chair of Finance and GP and Chair of Full Council.

25. To receive thanks for previous donations

Letters of thanks had been received from;

a. Llangollen Music Festival - £200
b. Cerebral Palsy - £50

26. Any Items which the Chairman has decided are urgent

Chair of Finance advised Members he will not be able to attend the next Full Council Meeting and gave his apologies.

27. Other items members would like to bring to the attention of Committee

There were no other items from Members.

Date of Next Meeting – Monday 15 July 2024

Signature ……………………………………………………….. Date …………………………………….