

CYNGOR CYMUNED DINAS POWYS COMMUNITY COUNCIL

Finance Committee Minutes of Meeting Old Library Monday 18 November 2024, at 6.30 pm

Register of Members Present:

Cllr K Hatton (Chair)
Cllr C Franks
Cllr M Cowpe
Cllr J Fanshaw

Cllr V Driscoll (Vice Chair)
Cllr J Cowpe
Cllr C Mirza-Davies

Also Present

Cllr C Asbrey

57. Apologies for Absence:

There were no apologies for absence

58. Declaration of Interests:

Cllr J Cowpe declared an interest in Item 63b

Cllrs K Hatton (Chair), C Franks and J Fanshaw declared in interest in Item 63c

Cllr M Cowpe declared an interest in Item 63d

59. To Confirm Minutes of meeting held on 16 September 2024

Minutes of the meeting held on 16 September 2024 were taken as read, and on the Motion of Cllr J Fanshaw, seconded by Cllr J Cowpe, it was resolved that the Minutes be **APPROVED** as a true record.

60. To consider Matters Arising from Minutes

Item 49 – To consider enhancing the Community Council's website – to be more 'user friendly'

Clerk advised Members the enhancements have been added to the website.

Item 52a – To consider requests for financial support/donations

Dickensian Fayre (to cover cost of Traffic Management and TTRO)

Clerk advised the Road Closure has been approved. Rotary Club are to pay for the closure upfront and forward the invoice onto DPCC for a refund. To help raise awareness for the need of new volunteers to take over the running of the event (and to advertise an open day on 15th January 2025 in the Parish Hall) it was **RECOMMENDED** on this occasion, the Community Council support this year's Dickensian Fayre and request the Rotary Club acknowledge the financial support from the Community Council in any publicity they produce. It was also **RECOMMENDED** the Council would help with the production of double sided A5 flyers to be distributed on the night.

Action: Clerk and Cllr J Cowpe to contact Rotary Club

Item 53 Update on Grant Funding application for replacement fence between the cemetery and the allotments

The Clerk advised Members that good progress was being made on erecting the fence.

61. Finances

a) To Approve Cashflow and Forecast as at 31st October 2024

Having previously circulated the Cashflow 31st October, and on the motion of Cllr Franks, seconded by Cllr M Cowpe, it was resolved to **APPROVE** the Cashflow and forecast..

b) Schedule of Accounts for months of September and October 2024

The information was **NOTED**

c) To consider the Council's current financial position

The Financial position of the Council as at 31st October was **NOTED**

d) Annual Audit 2024-24

The Auditor General's report and audit opinion was circulated to all Members.

The Audit opinion: Qualified

The main reasons for being awarded a Qualified Audit are;

- i Annual Governance Statement – the Auditor concluded that the budget had not considered the reserves when calculating the budget requirement. This is a legal requirement of Local Government Finance Act.
Additionally, the Full Council must approve the budget – it cannot be delegated to a sub committee
- ii Variances Analysis – the explanation of Variances in 'Line 3' doesn't clearly explain where there has been a significant change

62. Quotes

a) To consider quotes for replacement doors for Highways Units 1-3

Five companies were approached for like for like quotes for remote control roller shutter doors. Two companies were not able to provide quotes for the works. One of the three quotes involved retaining the original doors.

It unanimously **AGREED** to **RECOMMENDED** that Council **APPROVES** Quote B.

Cllr V Driscoll queried whether there would be an increase in the rates for the Units to cover the costs involved. The Chair advised this will be considered when drafting the budget for 2025-26. Cllr V Driscoll also queried whether the Units have a Three Phase Power System in place.

Action: Clerk to investigate.

Quote A	Quote B	Quote C
3 x Roller Shutters – Galvanised To attend with site with 2 engineers to:- supply and install 3 No 3-phase electrically operated roller shutter doors, each including a wicket door - test and leave in full working order. Price per shutter includes 75mm single skin galvanised lath Standard bottom rail Standard Channels and guides Electric operation 3 phase direct drive motor with build in safety brake Push button operation £17874.13 + VAT	3 x Roller Shutters – Galvanised To supply and install 3 x no new electrically operated roller shutter doors with wicket gates . £2925 each + VAT Scissor lift hire £900 To set up a safe working area, take down and remove from site 3no. old folding sliding doors, supply and install 3no new electrically operated galvanised roller shutter doors, complete with 75mm curved lath, key switch operation, fascia's to outside of doors, each with wicket gates (personnel doors within the shutter), hand chain over-ride from inside, set new limits, test and leave in good working order £11865.00 + VAT	To supply and fit 3 x No electric galvanised roller shutters would be £1897.70 each + VAT A manual override is an eye on the motor which you are supplied with a pole with a hook you hook it on and wind up the door , this can only be done in power failure . (it's not easy to do but it's only in an emergency). Note: The quote does not include a wicket door – nor the removal or disposal of the existing doors. The existing doors will be pushed back as far as possible and the roller blinds installed in the remaining space. £5693.10 + VAT

b) To consider quotes for Honours board and Chair Retirement Ribbons

Members were provided with 3 quotes and examples of Honours boards shortlisted down to three by Halls Committee. Members **AGREED** to **RECOMMENDED** that Council **APPROVES** to choose Quote 3

Quote 1	Quote 2	Quote 3
Flat matching edge with Apex Oak Laminate board Hardwood surround frame Names embellished onto board £1197 exc VAT	Top moulding with circular arch Oak Laminate Hardwood upper frame Names embellished onto frame £1495 exc VAT	Oak laminate board – with Apex Hardwood surround frame Names hand painted onto board £1705.00 – No VAT

Cllr V Driscoll wanted it noted that he was not in favour of an Honours Board
Members **AGREED** to **RECOMMENDED** that Council **APPROVES** to retire the current Chair Ribbons.

c) To consider quotes for painting Old Library

Members were provided with 5 quotes for the work. It was **RESOLVED** to choose Quote 5 to include the painting of radiators

Quote 1	Quote 2	Quote 3
Ceilings and Walls Beams Doors /skirting Panelling £2850 (Radiators £50) TOTAL: £3150	Ceilings and Walls (fill cracks) Beams Doors/frames/skirting/panelling £2235 Radiators & windows TOTAL £3145	Ceiling and walls Beams Door/skirting Radiators & Windows Panelling TOTAL £3460
Quote 4	Quote 5	
Ceilings and Walls Beams Panelling Radiators Doors, frames, & skirting TOTAL £2450 Windows if wanted £1100 TOTAL £3550	Ceiling & Walls Beams Doors, skirting and windows £1650 Radiators additional £400 TOTAL: £2050	

63. To consider requests for financial support / donations

Members unanimously **AGREED** to **RECOMMENDED** that Council **APPROVES** the following requests, in pursuance of the power conferred by Section 137 of the Local Government Act 1972 (as amended) and being of the opinion that the expenditure satisfies the requirements of that section, a donation of:-

a) The Royal British Legion – Poppy Appeal - £200

b) Dinas Powys Music Festival - £400

Members requested the Music Festival acknowledge the support from the Community Council in any publicity they produce

c) Welsh Society (Cwmdeithas Gymraeg Dinas Powys) £127.50

Members requested the Welsh Society acknowledge the support from the Community Council in any publicity they produce.

d) St Andrews CIW Flood Appeal

Members requested more information regarding the Appeal

Action: Clerk to investigate

64. To receive thanks for previous donations

There were no letters of thanks for previous donations

65. Feedback on Condition Report following recent Survey of Parish Hall Roof

Having previously circulated the Condition Report of the Parish Hall roof, it was **RECOMMENDED** the Clerk starts investigating into the process of replacing the roof; seek out building surveyors/architects with experience and knowledge of working on Listed Buildings, to write a schedule of works and specification for tender. (this first phase would also need to go out to tender); to explore what grant options might be available for works to the roof. Members requested the Heritage Surveyor is invited to a Finance & GP Meeting (via Zoom if more convenient) to help outline the processes involved.

Action: Clerk to Contact Heritage Survey to check availability and firm up a date.

66. To consider purchasing a replacement defibrillator for Dinas Powys Common (attached to the wall of the Athletic Club)

It was **RECOMMENDED** to explore grant opportunities available in order to replace the existing one.

67. Any Items which the Chairman has decided are urgent

There were no matters the Chairman decided were urgent

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

There were no items members would like to bring to the attention of Committee

69. CONFIDENTIAL – See Part 2

- a) Staff Matters
- b) Utility Bill/Contract

[Cllr C Asbrey joined the meeting at 7.30pm]

Date of Next Meeting – TBC

Signature Date