**Minutes of Finance Committee Meeting – 25th April 2023**

**Present:** Cllr M Woods, Cllr P Morris, Cllr R Shepherd and Clerk

1. **Apologies for Absence** – Cllr A Parrington
2. **Matters Arising**
3. Following on from the full council meeting and Hub meeting the week before, the Clerk had received the breakdown from the Hub board of the Cadwyn Clywd grant spends and the invoices still to come. Cllr P Morris explained these and they were accepted.
4. The Clerk reported that she had begun to put together the necessary documents for the Internal Audit. On Cllr M Woods questioning, the Clerk confirmed there was no deadline date as of yet but thought it would be mid to late May based on previous years. Whilst some of the audit work was straight forward the Clerk highlighted that she may need to speak to Ms W Pace to guide through some parts where the Clerk is uncertain. The Finance committee all offered support and help where possible as well. **Action – Clerk to continue with Audit and seek advise from W Pace.**
5. At the last full council meeting the Chair had brought up about the Community Agents wage and a honorarium bonus that was going to be awarded to her and never received. It was proposed and agreed at the meeting that this should be paid. The Finance committee were to discuss this further and so will suggest an amount of £1500 per year since the original discussion (so £3000 in total) and will take this to the next full council meeting to be approved. Cllr M Woods will circulate an email prior to this to get a first response. **Action – Cllr M Woods to email full council.** There was a discussion about another issue raised with the Community Agent’s grant in comparison to her wage. Whilst it was agreed that the CA deserved more as she always goes above and beyond for the community, the full grant would see an almost 50% increase in the salary and so the finance committee thought perhaps a timely bonus would be more suitable subject to successful appraisals. In line with the fact that all CA’s are paid the same or similar (National Living Wage Foundation) it was decided that further information should be sought from Vicki Lindley-Jones who is currently leading the Community Agents in the area. The Clerk and CA are due to meet her this Friday at the community café.
6. The cash book for 2022/23 was circulated at the meeting and all were happy with the numbers. Cllr M Woods requested the final Budget Forecast spreadsheet be sent out to the finance committee. **Action – Clerk to circulate the budget forecast.**

The meeting ended.