**Minutes of Finance Committee Meeting – 27th May 2020**

There had been some delay in the holding of a Finance Meeting as one had been scheduled but then could not be held due to the Covid 19 Regulations in March 2020. This meeting was held via video conferencing as this had been deemed an appropriate form of meeting by the Welsh Government.

**Present:** Cllr M Woods, Cllr P Morris, Cllr T Sexton, Cllr A Parrington and Clerk

1. **Apologies for Absence** – None
2. **Matters Arising**

(i) The Clerk had produced the cash book and bank reconciliation up until 30th April 2020. These were reviewed, agreed and would be forwarded to Cllr Woods for signature.

(ii) The Clerk confirmed that she had received the Internal Audit Report and this had been forwarded to the Finance Committee. There were three recommendations which required consideration:

1. Amendment to the Fixed Asset register to list LED lamps as net of VAT – The Clerk confirmed this had been an oversight on her behalf as she thought they should be a cost inclusive of VAT. She had subsequently amended the fixed asset register and also reviewed all other additions since she had taken over the role (2017) and amended where necessary. The Clerk confirmed that prior to the Internal Audit she had reviewed the items on the fixed asset register and deleted some where the asset was no longer available or had been replaced. She had created a sheet of ‘changes’ so there was an audit trial of what had been removed and when. Cllr Morris requested that a copy of the fixed asset register be sent to the Finance Committee. **Action: Clerk to distribute fixed asset register.**
2. The Annual return included a balance of £26,500 for total borrowing – The Clerk confirmed that this had been an error on her behalf and should be £25,600. She completed the annual return in pencil for Internal Audit so this had been amended to the correct figure.
3. Section 10 of the Financial Regulations refers to a Purchase Order system – The Clerk confirmed that this had appeared on most of her fellow Clerks Internal Audit reports and were as a result of adopting the model Financial Regulations for Wales. There were two options for consideration, the introduction of a purchase order system or amendment of the Financial Regulations. Cllr Woods confirmed there had been no issues raised with the current ordering system so proposed that the Financial Regulations should be amended, this was unanimously agreed. **Action: Clerk to produce an amendment to Financial Regulations and distribute to the Finance Committee prior to proposing to Full Council.**

(iii) Preparation for External Audit – The Clerk reported that there had been a number of communications distributed regarding the process of External Audit as a result of Covid 19 regulations. The most recent had confirmed that as long as the Community Council could proceed in the ‘normal’ way (finalisation of accounts, internal audit, completion of annual return etc) then the only amendment would be the display of notices (alternative notices had been supplied by Audit Wales) and the requirement to contact Grant Thornton (External Auditors) once all paperwork was prepared and ready for sending.

The Clerk had scanned the Annual Return and distributed to all members of the Finance Committee. She confirmed that the annual governance statement would require completion at the June meeting along with signature by the Chair. In order to complete the annual governance statement at the June meeting all Councillors would need to be aware of the statements so the Clerk would scan this document to all Councillors to allow them time to familiarise themselves with the statements. **Action: Clerk to distribute copies of the Annual Return in a timely manner prior to the June meeting.**

(iv) Changes to Standard Finance Documents – The Clerk queried if the Finance Committee felt there was a need to amend any of the finance documents she produced. Cllr Morris queried if it could be highlighted when spend is from reserves rather than the general budget. This issue was debated and the Clerk recommended this being highlighted on the budget forecast spreadsheet in order for Cllr Woods to be able to mention this as part of his finance committee input at full council, this was unanimously agreed.

(v) Three Year Plan – The Clerk had distributed a draft three year plan for the financial year 2020/21. As there had recently been requests for additional lighting Cllr Morris proposed earmarking an amount to cover if a couple of additional columns are required or amendments to the current coverage. It was agreed that £3,000 should be allocated for this.

Cllr Parrington raised the issue of the floral displays throughout the villages and the commitment these bring with regards to watering. This is currently undertaken by Cllr Maurice-Jones but can cause difficulties due to the geographic spread of the planters and access to a water supply. Cllr Parrington suggested the installation of a tap within a locked box at the playground to provide a central source of water. It was unanimously agreed that this would assist so the Clerk will include £1,500 within the plan. **Action: Clerk to include these in the plan and distribute to the Finance Committee prior to sending to full council for consideration at the June meeting.**

(vi) General Risk Assessment review – The Clerk had distributed the risk assessment prior to the meeting for review. There were no recommendations for change so this will be presented to the June meeting for consideration.

(vii) Financial Risk Assessment review – The Clerk had distributed the financial risk assessment prior to the meeting for review. She recommended adding a hazard in relation to cyber security and electronic payments. Whenever making a payment to a new payee, if the Clerk received the bank details via electronic means, she telephones or confirms face to face with the payee that they are correct and have not been changed. Cllr Woods proposed that this additional step be added to the financial risk assessment and this was unanimously agreed. **Action: Clerk to amend the financial risk assessment and distribute to the Finance Committee prior to sending to Full Council.**

The Clerk confirmed that Risk Assessments remain outstanding for the Park Warden, Street Warden and Community Agent. Cllr Parrington reported that he would be able to obtain some RA’s for manual staff that could act as a starting point. The Clerk confirmed that she could contact a couple of Clerks to see what they have in place and Cllr Morris suggested contacting WCBC to obtain a copy of the risk assessment for Care Workers which could provide a basis for the Community Agent RA. Cllr Woods suggested that he could review some of these documents to commence the process. **Action: Cllr Parrington and Clerk to obtain sample RA’s and forward to Cllr Woods.**

(viii) The Clerk confirmed that she has now accepted the funding from Cadwyn Clwyd on behalf of this volunteer group and would now be placing orders. She will establish a separate spreadsheet showing all purchases to provide transparency along with an easy process to reclaim the costs.

1. Any Other Business – It was agreed to retain the meeting frequency to at least quarterly but additional meetings would be organised as and when required.