**Minutes of Finance Committee Meeting – 30th April 2024**

**Present:** Cllr A Parrington, Cllr M Woods, Cllr P Morris, Cllr R Shepherd, Cllr W Cleaver and Clerk

1. **Apologies for Absence** – None
2. **Matters Arising**
3. Review of finance documents up until 31st March 2024 – The Clerk had circulated the budget forecast workbook for the financial year 2023/24. There had been a few unpredicted spends through the year including some costs on street lighting faults at John’s Court and then some maintenance costs following both 3 and 6 yearly inspections which the council had previously decided to absorb that financial year. The Clerk highlighted what appeared to be a large overspend that was actually invoices paid on behalf of the Hwb prior to the grant received from Cadwyn Clwyd. This was not budgeted into the precept for 2023/24 and the remaining expense paid after the grant would be paid back by the Hwb at a later date. Cllr A Parrington requested Cllr P Morris ask the Hwb board at their next meeting what their vision was for paying this remaining money back. **Action – Cllr P Morris to speak with Hwb Board.** The Clerk mentioned that there was very little overspend in total for the year, although works at Greenfield had been carried over to the next financial year so would not appear on this budget forecast. Cllr M Woods also highlighted the repayment made to WCBC following an overpayment from them for the Community Agent Funding for the last year. The committee were happy with the final figures and this was accepted.
4. Insurance Renewal – The Clerk informed that the pre-renewal questionnaire had been completed and the renewal quote had been returned. The Clerk would circulate the complete documents for the committee to read through but as there was an increase of only £60 the renewal price was accepted.
5. Three Year Plan – The Clerk had drafted the new Three-Year Plan for 2024/25 and had circulated it prior to the meeting. The Clerk had included the matter of the Greenfields work not being paid in last financial year and so would be included in this year’s plan. Cllr M Woods questioned if the rise in precept should be highlighted and so Cllr A Parrington suggested a small addition, noting this increase in precept due to the rise in inflation at the time of setting the new precept. Following this addition, the committee were happy for this to be taken to the full council for acceptance.
6. Community Agent Funding – The Clerk confirmed the monitoring forms had been submitted for the CA funding. The contract with the funding amount would hopefully be returned soon but WCBC had made the Clerk aware that there was a delay in the actual funding money being received and therefore paid out to councils at the moment.
7. General Risk Assessment – The Clerk had circulated the Risk Assessment for the year 2024/25. Cllr P Morris queried a few renewal dates on some areas including the code of conduct document, standing orders and financial regulations. The Clerk agreed to check the procedure and timeline for the renewal of these before May’s full council meeting. Action – Clerk to investigate renewal of the mentioned documents
8. Financial Risk Assessment – The Clerk had circulated the Financial Risk Assessment. This was accepted and would be taken to the full council for approval.
9. Internal Audit – The Clerk confirmed work was being done on the Internal Audit. She was awaiting a date for handing in and would update when a date had been received. The requested dates were both in May. Action – Clerk to finalise date for Internal Audit hand in.
10. VAT Reclaim Return – The Clerk had completed and submitted the VAT reclaim form for financial year 2023/24 and confirmed a claim of just over £10,000.
11. **Any Other Business**

A discussion was had regarding the recent quotes submitted for the tender of the grounds maintenance contract. There had been 4 submissions and Cllr A Parrington proposed awarding it to Little Red Tractor as the prices were competitive and with being VAT registered would be saving some of the communities money. They were happy to be contracted for 2 years at these prices with the option of a 3rd year. The committee were in agreement, but as this was also a parks decision the Clerk would email out to the parks committee for a confirmation from Parks Chair and committee. The company had requested, if awarded the contract, that the payments be annualised rather than over the months of contracted work (May-October 2024, March-October 2025). This was agreed by the finance committee as acceptable.

The meeting ended.