



Radyr & Morganstown Community Council Cyngor Cymuned Radur a Threforgan

Minutes of a MEETING of the FINANCE COMMITTEE held on 3 November 2022 at 7:00pm

This meeting was held remotely in accordance with the Local Government and Elections (Wales) Act 2021

These minutes are subject to confirmation at the meeting to be held on 5 January 2023

Any recommendations below will be submitted to the Council on 17 November 2022

Present: Councillors Julia Charles (Chair), Tyrone Davies, Vina Patel, David Silver and David Suthers

Also: David Collins (Clerk to the Council)

Absent: None (There is currently one vacancy on the committee.)

(No public participation session was held at this meeting.)

Members have agreed that the manner of any voting at this meeting and any subsequent meetings would be by calling each name alphabetically with a response of "for" or "against" or "abstain."

FIN22/29 Apologies for Absence

None.

(The Chair indicated her unavailability to attend the next Council meeting. Councillor David Silver agreed to present the minutes of the meeting to Council.)

FIN22/30 Declarations of Interest

Members were asked to declare any personal and/or prejudicial interest they had and give details of their interest. No declarations were made.

FIN22/31 Members of the Public Invited to Speak

No Members of the public wished to speak.

FIN22/32 Minutes of Previous Meeting (1 September 2022)

Councillor David Silver moved the minutes of the previous meeting as a correct record. Councillor Vina Patel seconded.

The minutes of the meeting held on 1 September 2022 were confirmed as a correct record.

It was also **Recommended** that an amendment to the Financial Regulations 5.5 and 5.6 is approved. Payments are to be reported to the Finance Committee “or” Council. (Minute FIN22/25).

FIN22/33 Payment Schedule: October 2022

The Chairman introduced the above Payment Schedule. Members noted that the payment of £200 to Friends of Radyr Woods would come from Code A3 not D6.

It was **Recommended** that the payment schedule is approved.

FIN22/34 Bank Statements: 31 August 2022 and 30 September 2022.

The Chairman introduced the following statements.

Unity Trust Account *****326 113, 114 & 115	Unity Current Account T2. Statements 113, 114 & 115
Unity Trust Account *****011	Old Church Rooms. Statements 33 & 34
Unity Trust Account *****339	Instant Access. Statements 96 & 97.

The statements had been verified by Councillor Allan Cook in accordance with Financial Regulations. There were no exceptions to report arising from this verification.

It was **Recommended** that the information is noted and the payments approved.

FIN 22/35 Management Accounts: Analysis of Expenditure against Budget. September 2022

Members considered the above information. Members noted the explanations provided in relation to variances between estimated and actual income and expenditure. Members discussed arrangements for the virement of sums from one budget heading to another.

It was **Recommended** that the management accounts are approved.

FIN22/36 Financial Assets held by the Council

The Chair of the committee had asked that Members consider the above matter further prior to any recommendations to the Full Council.

Members considered the position in relation to funds held by the Council and the implications of the Financial Services Compensation Scheme (FSCS). Members also considered the Council’s loans in relation to the Old Church Rooms and Earmarked Reserves.

It was **Recommended** that:

- (1) further enquiries are made to establish whether other financial institutions offer investment facilities for town & community councils, such as a community account.

- (2) further enquiries are made to confirm that the FSCS protects the Council only up to a maximum of £85,000.
- (3) the potential to repay any part of the Council's existing loans from Earmarked Reserves is examined further, including current redemption figures and interest rates.

FIN22/37 Audit Plan

Members conducted a review of the effectiveness of the Council's systems of internal control.

It was **Recommended** that the Council approves the Annual Review of Internal Audit and Audit Plan and the actions identified.

FIN22/38 Draft Budget 2023/24

Members considered a draft budget 2023/24 in advance of any recommendations for Full Council.

Members considered details of 2021/22 finances, showing year-end income and expenditure, details of 2022/23 budgets, showing income and expenditure to 30 September 2022 and anticipated year end outturn and reserves.

The Clerk (RFO) had prepared detailed estimates of receipts and payments including the use of reserves and sources of funding for the following financial year in the form of a budget.

Expenditure in recent years has been affected by Covid-19. Members had already identified potential projects to ensure that budgets were more fully spent next year. Additional finance could be set aside within Earmarked Reserves to fund new projects.

Members noted that the Council's Environment Committee would discuss budgets on 1 December 2022.

Issues raised by Members included:

Potential underspend on the Environment budget.

Members' IT provision.

OCR maintenance.

Youth provision, including partnership working with Cardiff Council

Website development.

Hospitality.

Progress in relation to recommendations of the Publicity Group which had been approved by the Council on 29 September 2022

It was **Recommended** that:

- (1) subject to any additional observations by the Council's Environment Committee, the draft budget is approved, with the following amendments:

B1	Utilities	increase by £1,000
B2	Cleaning	increase by £2,000

B4	General Maintenance (OCR)	increase by £2,000
B6	Fixtures & Equipment (OCR)	increase by £1,000
F1	Youth Projects	increase by £5,000
G7	Hospitality (new code)	£500
L1	RMCC website	increase by £3,000
L5	Sundries	increase by £1,000

- (2) the use of Earmarked Reserves identified for Investment in IT is approved to support the purchase of equipment to support Hybrid Meetings (up to £3,000) and Members IT equipment. (up to £3,000)
- (3) further research is undertaken as a priority, to assess the Council's ability to hold Hybrid Meetings, including obtaining advice from One Voice Wales.
- (4) the Chairman of the Council is requested to prepare a detailed business plan to demonstrate ways in which proposals to improve leisure facilities for young people could be developed.

FIN22/39 Grants Strategy

Members considered the Council's existing grant application form as part of a review of the above. Members discussed the importance of publicity, evaluation and monitoring in relation to the Council's strategic approach. Members also discussed the implications of match funding in relation to grant applications.

Councillor Vina Patel referred to research she had undertaken in relation to the development of a new strategic approach to grant applications.

It was **Recommended** that the Clerk and Councillor Vina Patel develop a draft Grants Strategy for submission to a future meeting.

FIN22/40 Grant Applications

Members considered an application for financial assistance.

It was Recommended that the application is dealt with as follows:

To award Radyr Friends of Alzheimer's £250 to support a choir concert in January 2023. (Code D6. Other Community Grants.) (Proposed by Councillor Tyrone Davies and seconded by Councillor David Suthers.)

FIN22/41 Date of Next Meeting

It was noted that the date of the next meeting is confirmed for 5 January 2023 at 7.00 pm. The meeting to take place remotely using a video conferencing facility in accordance with the Local Government and Elections (Wales) Act 2021. The possibility of holding hybrid meetings was discussed.

It was **Recommended** that, if possible, the next meeting is held on a hybrid basis.

The meeting closed at 8.00pm

SIGNED
CHAIR FINANCE COMMITTEE