



## Radyr & Morganstown Community Council Cyngor Cymuned Radur a Threforgan

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8 June 2023

Members of the public and press are entitled to attend meetings of Radyr & Morganstown Community Council in person or via remote means unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion. Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. Members of the public may attend in person or remotely.

Members of the press or public wishing to access the remote meeting below should contact the Clerk no later than 1:00pm on the day of the meeting to request the Zoom link and passcode to join the meeting. Please email the Clerk at the following address: [clerk@radyr.wales](mailto:clerk@radyr.wales) to obtain the link.

Dear Members of Radyr & Morganstown Community Council

I hereby give you notice that a Finance Committee Meeting of the Community Council will be held on **Thursday 15 June 2023 at 7:00pm**. The meeting will be held in person at the above address and remotely via Zoom. All Members of the Finance Committee are summoned to attend. The business to be transacted is set out in the agenda below.

Yours sincerely

David Collins DMS  
Clerk to the Council

## AGENDA

### 1. Appointment of Chairman

To appoint a person to chair the committee for the current municipal year

### 2. Apologies for absence

Apologies to be submitted in advance to the Clerk.

### 3. Declarations of Interest

Councillors are reminded of their personal responsibility to declare any personal and/or prejudicial interest(s) in respect of any item of business on this agenda in accordance with the Local Government Act 2000, the Council's Constitution, and the Code of Conduct for both Councillors and the Clerk.

### 4. Members of the Public Invited to Speak

### 5. Terms of Reference

- (1) To note the attached Terms of Reference approved by Annual Council on 4 May 2023
- (2) To consider whether the committee wishes to recommend any amendments to the Terms of Reference to Council.

### 6. Minutes of Previous Meeting

To confirm the attached minutes of the previous meeting held on 2 March 2023 which were approved by Council on 16 March 2023 Full Council Meeting, subject to the amendment of the date when the minutes are to be confirmed to 15 June 2023 following a rearrangement of the meeting.

Chairman to sign.

### 7. Payment Schedule for May 2023

To consider the attached schedule.

### 8. Bank Statements 31 May 2023

Bank statements for 31 May 2023 are attached.

Unity Trust Account *****326	Unity Current Account T2	Statement 124
Unity Trust Account *****011	Old Church Rooms	Statement 42
Unity Trust Account *****339	Instant Access	Statement 105

The above statements will be verified by Councillor Allan Cook in accordance with Financial Regulations. Any exceptions arising from this verification will be reported.

### 9. Management Accounts: Analysis of Expenditure against Budget

- (1) To consider the attached information for May 2023, including explanation of variances. Budget headings will incur income and expenditure as the year progresses and details will be monitored and reported. Further adjustments may be required as part of preparation of final accounts.

(2) To note that the accounts are subject to the following:

1. OCR debtor figure as at 31 May 2023.
2. Scottish Power invoices
3. Charge card statement for May 2023.

#### **10. Review of Draft Financial Accounts for Year Ending 31 March 2023**

(1) To consider the attached draft accounts and notes.

(2) To confirm the appointment of Hourihan Limited as the Council's accountants for 2023/24.

#### **11. Audit Notice 2022/23**

To note arrangements for publication of the above and the external audit process.

All councils must make their accounts and supporting documents available for public inspection. The Council will follow the timetable set out below:

By 18 June 2023: publish the audit notice on a noticeboard in the area and on the Council's website for a minimum of 14 calendar days; and after the 14 calendar days referred to, make appropriate arrangements for the public to inspect the accounts and supporting documents for a total of 20 working days to from 3 July to 28 July 2023.

In addition to providing Audit Wales with information to allow audit of the accounts, the Council is also required to provide basic governance information and details of Members' Allowances.

#### **12. Schedule of Regular Payments.**

Financial Regulation 5.6 requires that a list of regular payments is drawn up and reported to the committee and the Council. This will be reported to a future meeting. (Details are already included in the Payment Schedules.)

#### **13. Financial Assets held by the Council**

To report progress in relation to funds invested with the Unity Trust Bank should the bank encounter financial difficulties.

It is **recommended** that Members consider the above information.

#### **14. Grant Applications**

To consider the attached application in the name of the RMA Web Team requesting financial support for running costs of the Community Website <https://radyr.org.uk> in 2023-24.

The Council's approved budget allocates £200 to this project. (General Power of Competence)

## 15. Forward Work Programme

To note the following progress in relation to key priorities and identify any new priorities.

<b>Finance Committee</b>	
Review of finances to ensure that the Council was not at risk (Amounts above £85,000.)	The Finance Committee has agreed to further actions. See above.
Review of Grants Procedure	Procedure approved. Monitoring to be undertaken.
Review of procedures for secure storage of key documents.	TO DO (All documents currently held securely)

## 16. Date of next meeting

To note that the next meeting of the committee will take place on 6 July 2023 at 7.00 pm. This will be a hybrid meeting.