

**MEETING OF THE FINANCE COMMITTEE OF ABERTILLERY AND LLANHILLETH
COMMUNITY COUNCIL HELD ON 19 July 2024 at 6:00pm in the Council Meeting Room
at Council Offices, Mitre Street, Abertillery.**

PRESENT

Councillors: Steve Bard (Chair) Mark Lewis; Nick Simmons; Mike Whatley (left meeting at 7:00 pm)

Officers: Steve Edwards (Clerk/RFO) Erika Davies (Deputy Clerk); Molly Jones (Deputy Clerk).

Absent: Josh Rawcliffe, Bruno Goes; Glyn Smith.

22. Apologies for absence

Josh Rawcliffe.

23. Declarations of interest or dispensations

None.

24. Minutes 24 May 2024

The Committee **RESOLVED** that the minutes were a true and correct record.

25. 1st Quarter Budget Outturn

The Clerk presented the first quarter outturn. This was the raw numbers from the Rialtas Accounting System. The papers that had been sent out with agendas were from the previous year. The current report was presented at the meeting. The Clerk stated that projections based on a single quarter can be difficult but at this point there were no alarm bells anywhere and project costs seem to be in line with budgets. A more detailed analysis will take place once we have the half yearly outturn.

- First quarter staff costs were £26,451
- Six Bells Toilets was a new budget line
- Grants paid should now be Grants and Ward Grants
- Abertillery Rocks should be amended to Abertillery Rocks – Abertillery RFC
- Outdoor Cinema should be amended to Summer Cinema

26. Finance and Governance Toolkit

The Committee will begin work on the toolkit, starting with Theme A. Steve Bard and Mark Lewis will bring back to the Committee a draft Mission Statement to then review and make recommendation to Full Council. There was a discussion on the General Power of Competence and the criteria required. Council currently does not comply

Council does not have two thirds elected members, Clerk is not CILCA qualified and we do not have 2 years unqualified accounts.

The officers will check that we are covering out statutory obligations around Annual report, Bio-Diversity plan, Well-Being reports.

27. Payment Schedule

The Clerk presented a schedule of recurring payments, this should be kept under review. Two further items should be on the schedule.

TAFY For Town in Bloom

Green Fingers for War Memorial

28. Financial Risk Register

The Committee did its 6 monthly review and the following updates were agreed to the Risk Register to go before Council.

1.2 - Amend comments to show that reviews had taken place in November 2023 and July 2024

1.3 – Quarterly bank reconciliation amended to monthly bank reconciliation.

1.4 – Professional courses to include CILCA qualification; The Comments section to be re-written to show we have three staff in place and all have completed ILCA; The note about HR Committee delegated powers to include these were the powers in August 2023.

1.5 – Risk level to be reduced from H to M; Comments section re-written that 2 new staff have been recruited and both had passed probation.

1.6 – Risk Level to be reduced from H to L; Comment section re-written to show that Council acted to mitigate the risk in amending the Terms of Reference of the HR Committee which limits their spending powers.

2.1 – Additional comment that other users of the building occasionally stored flammable material in the building. No increase in risk level.

3.1 – Comments to note there is a Members Training Plan and that references to One Voice wales are replaced with SLCC.

3.2 – Risk level reduces from M to L; Note that has been a successful Internal Auditor Report for 2023/2024, also we are not members of One Voice Wales but we still receive communications from them.

3.3 – Comments to note that the Finance Committee will look at this the September 2024 meeting to put in place emergency plan.

4.3 – Notes that Council will be publishing its 3rd Newsletter and it now has a higher social media profile with new Instagram Account. Reference to public surveys been removed from notes.

5.1 – Note that the Council has now started work on the Finance and Governance Toolkit.

6.1 – Comments amended to show that an Officer will be the project manager and that a Park and Ride bus service no longer happens for the event.

6.2 – Risk Level reduced from M to L as BGCBC are committed to providing support for the foreseeable future.

6.3 – Risk Level increased from L to M, Risk Assessments need to be carried out by Leisure and Tourism Committee

6.4 - Risk Level increased from L to M, Risk Assessments need to be carried out by Leisure and Tourism Committee

6.5 – Note that grant awards should be followed up with reports of progress and value for money; Single grant limit increased from £350 to £1,000; there was review of the Ward Grants process to remove single Councillors making decisions as the grants are now on a ward by ward basis, not by individual councillors.

6.6 – Comments to note that council now has flat funding of £120,000 for the two projects.

6.7 – Note that the PlaCE Committee should look at methods of distribution of information. Comments to show two new defibs installed in 2024 and council now manage 13 units and units are subject to quarterly checks.

6.8 – New Risk with low risk factor for the Viaduct Fun Run

29. Bank Reconciliations.

The July Bank reconciliations will be conducted by Steve Bard and Mike Whatley

The August Bank reconciliations will be conducted by Mark Lewis and Bruno Goes.

30. Date of next meeting

13 September 2024

The meeting ended at 7:43 pm.

Signed as correct record by the Chair.....

Minutes produced by Steve Edwards, Clerk.