

**MEETING OF THE FINANCE COMMITTEE OF ABERTILLERY AND LLANHILLETH
COMMUNITY COUNCIL HELD ON 7 February 2025 at 6:02 pm at the Council Offices,
Mitre Street, Abertillery.**

PRESENT

Councillors: Steve Bard (Chair) Josh Rawcliffe, Bruno Goes Maciel, Frankie Baker (Observing)

Officers: Steve Edwards (Clerk/RFO) and Molly Jones (Deputy Clerk).

Absent: Glyn Smith, Nick Simmons and Mike Whatley

56. Apologies for absence

Mike Whatley.

57. Declarations of interest or dispensations

None

58. Minutes 3 January 2025

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

59. Asset Register

The Clerk thanked Molly Jones for her work on the Asset Register.

The Committee reviewed the register and were happy with the contents. Any future write-offs will have to be confirmed with the Finance Committee. There was a discussion about replacing the audio system in the Chamber. The Clerk stated that we did have funds in the IT ear-marked reserves if we needed to replace. He also stated that we had previous quotes and our current system was the best for our chamber.

We will see how it is at the next Council meeting and if there are issues will get Council to have an agreement to replace the audio system in the Chamber.

The Committee **RESOLVED** to accept the Asset register and agree that it should be reviewed annually, the next formal review in March 2026.

60. Finance Committee Terms of Reference (TOR)

The Chair had found a Finance and Governance Committee terms of Reference from Kettering Town Council. The new draft TOR will need to be ready for the May Annual Meeting, to give this Committee greater scope in dealing with governance issues. The Clerk will look at the Kettering Council TOR in conjunction with our current TOR and bring a draft back to the Committee for the March meeting.

61. Bank Reconciliations.

The Committee agreed the following for the next three months bank reconciliations.

- January (done in February): Steve Bard/Josh Rawcliffe – Frankie Baker will observe. Scheduled for Monday 17 Feb at 9am.
- February (done in March): Nick Simmons/ Bruno Goes Maciel
- March (done in April) : Mike Whatley/Glyn Smith

62. Finance and Government Toolkit

The Committee reviewed progress to date. The majority of Theme A had been completed. The remaining work was to build on the current Mission Statement to have vision and purpose statement drafted and agreed by Council.

Work on Theme B “Leadership and People” will form part of the 2025 forward work plan for this Committee.

63. Annual Grants Payments Process

The Committee **RESOLVED** to change the process of paying annual grants so that organisations will have to send in invoices to the Council for direct payment by the Council instead of giving block grants to organisations.

64. Forward Plan

The work plan for 2025 is set out below.

March 2025 – New TOR Draft, Review Purpose of Council for Theme A of toolkit.

April 2025 – End year outturn, Internal Auditor report, agree TOR.

May 2025 – Look at Theme B of Toolkit, Annual Return review and recommend to Council.

June 2025 – Review of Finance Risk Register and Financial Regulations.

July 2025 – Internal Auditor Actions, 3-month budget outturn.

August 2025 – Free

Sept 2025 – Start of budget process so Committees to do drafts., first draft of RFO/admin budget

Oct 2025 – First draft budget for 2026/2027 to be reviewed, 6-month budget outturn.

Nov 2025 – Committee chairs called to Finance Committee to discuss budgets

Dec 2025/Jan 2026 – Agree 2025/2026 budget and precept recommendations to go before Council.

65. Date of next meeting

Friday 14th March 2025 at 6pm.

Minutes produced by Steve Edwards, Clerk.

The meeting ended at 6:48 pm.

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

Date.....