

Y Ganolfan Gymdeithasol
Yr Hen Bwrtawi
Gwenfô
Bro Morgannwg
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Minutes of Finance Committee Meeting Held on 16 April 2024 at 1.30pm

Present: Cllr J Williams (Chair) Cllr C Thomas, Cllr M Harvey, D Barrett-Plows Clerk to the Council

1. Apologies: Cllr R Sexton – prior commitment
2. The minutes of the Finance Meeting of Tuesday 9 January 2024 were approved, signed and dated by the Chair.
3. Review of The Year End Reports:
The Annual Return for the Year Ended 31 March 2024 was discussed along with the variance report in relation to the differences from the previous financial year compared to year end 31 March 2024. It was agreed that the Annual Return was to be put to full Council at the next meeting to be held on Thursday 18 April 2024 prior to the Chair and Clerk signing the final document.
4. The Internal Audit Report was read to all present. Councillors agreed that the recommendations of the Internal Audit Report are to be put in place as soon as possible. The Clerk has already put in place the financial recommendations, i.e., a cash register to record the receipt of cash for payment of the green garden waste bags and the weekly cash received from one of the hall hirers (term time only). The cash is banked on a monthly basis. The Chair has also started to compile the recommended policies that Council should have in place and published on the website. It was agreed that Council arrange a 'Policies Meeting' for the review of both current policies and the new policies that have to be put in place.
5. Approval of List of Regular Payments
Following discussion of the report, Cllr J Williams and Cllr C Thomas signed to confirm approval of the current regular payments.
6. Following recommendation from the Internal Audit Report it was agreed that the budget figures to be changed as follows:
 - a. Administration – Audit to be increased from £200.00 to £1100.00.00
 - b. Administration – Cllr & Clerk Remuneration to be increased from £500.00 to £1,500.00
 - c. Administration – Subscriptions to be decreased from £3000.00 to £2,100.00
 - d. Community Centre & Library – WCC Repairs and Renewals be decreased from £20,000.00 to £19,000.00

7. The approval of Bank Reconciliations had been carried out for the last quarter of the financial year in readiness for the internal audit.
8. Review of Financial Regulations it was agreed to review the report at the annual meeting of the Council.
9. Any other matters:
 - a. Asset Register – there is a requirement for a detailed fixed asset register – to be discussed at ‘Policies Meeting’
 - b. Clerk to check the Chair allowance for 2024-2025 to enable Council to contribute gifts to Wenvoe Choir and The Village Hall as in previous years. Council need to put in place a ‘grant policy’ – to be discussed at ‘Policies Meeting’.
 - c. The VAT claim has been submitted to HMRC – awaiting receipt in the sum of £10,757.86.
 - d. Request from a MOP outside of Wenvoe to reduce the current scale of charges in relation to burial charges - it was agreed that there should not be any discount offered.
 - e. There was a review of regular hall hirer rates – after consideration it was agreed that the following hirer’s be increased in accordance with the current scale of charges:
 - i. Elderfit
 - ii. Polevault Studio
 - iii. Glamorgan Guild Weavers, Spinners & Dyers – to be increased as at 01.04.2025
 - f. A recent payment to HMRC PAYE in the sum of £127.97 had been approved by the Chair – this related to an outstanding amount due for the year 2021-2022.
 - g. It was also noted that the Insurance policy was in place until 31 May 2025.

Before the close of the meeting Councillor M Harvey commented on the high volume of new and updated regulation covered and the areas of omission in past practice and wanted to put this on the record and state his thanks to the Chairman and Clerk for the work involved.

Meeting ended 3.20pm

Next Meeting - Tuesday 9 July 2024 at 2.30pm