

GCC

Minutes of the Extraordinary meeting held at the Schoolrooms, Goldcliff on Tuesday 27th February 2024 at 7:30pm

Present: - Chair, Wayne Fox. Cllrs: - R Preece, Jeff Rowland, Elaine Ford, Julia Waters and Bob Dowsell

Apologies for absence: - Councillor Brian Cork – Illness.

1001 - Approval of financial statements and annual returns

Copies of the transaction record/cash book/reconciliations, the returns and financial statements had been provided by email and were available to the meeting.

The Council received an update on financial position and records noting that the remaining payment of £26 had been identified and that the returns to be considered at the meeting had now been subject to independent review. Confirmation of the grass cutting payments was still outstanding – **Action RP**

The Council reviewed and approved the of Internal Audit Report and expressed their thanks to Glynis for her work. Recommendations are appended to minutes.

The Council reviewed and approved the Financial statements for 2020,21, 22 & 23

The Council reviewed and approved the Returns for 2020,21, 22 & 23 and authorised their signing and submission to Audit Wales. **Action Cllr Fox**

1002 - Register of Interests: - Forms filled in by all Councillors present to update the register.

1003 - Risk Assessment for Council: - Issues identified at present as:

- An ability to retain records in an accessible manner,
- Use of the Schoolrooms - PAT Testing to be carried out, Fire Equipment testing, rear fire exit (**Action RP to chase up**)
- Access to funding/one off costs – existing reserves cover more than one years expected expenditure

1004 - Council Asset Register: - Assets identified as The Schoolroom and contents.

1005 - Councillor lead roles: - As a Council it was deemed that we need to assign lead roles to individual members to ensure the commitments of the council are shared. The shared responsibilities for the conduct of the councils affairs remains but allocating roles is intended to provide greater focus to the designated areas, communication with the community and meetings of the council.

- Councillor Bob Dowsell – Roads and infrastructure.
- Councillor Geoff Rowland - Drainage and NRW
- Councillor Roger Preece – Planning and property maintenance
- Councillor Julia Waters – Community Liaison
- Councillor Elaine Ford – RFO and Acting Clerk
- Councillor Wayne Fox – Council Chair and Financial Oversight.

A Full list of Councillors Mobile Numbers is listed:-

- Wayne Fox - 07557437000
- Elaine Ford; - 07789722918
- Roger Preece. ; - 07710042475
- Geoff Rowland; - 07881957022
- Julia Waters; - 07913854741
- Bob Dowsell; - 07799882604.

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1006 – Presentations - A request has come in from “Future energy Llanwern” to give a 20 min Presentation at our next meeting. This was agreed to.

1007 – Use of schoolrooms

- Mrs Angela Drane has requested the use of the Schoolroom for a Stitchwork and Craft class to be promoted to the community. This was agreed to. The conditions for using the hall were discussed and a copy provided to Mrs Drane via Clr Dowsell with the suggestion that a contribution is made towards electricity. **Action Clr Dowsell**
- Clr Dowsell confirmed NCC were pleased with the room for election purposes
- Potential booking for a birthday party by Clr Preece had not progressed – Langstone used

Internal Audit Recommendations:-

- Following this audit, it is proposed that the following will be set in place: -
- Cashbook to show cheque numbers against payments.
- Receipts obtained for all payments with cheque numbers being recorded on receipts.
- Payment invoices to have cheque numbers recorded on them.
- V.A.T. to be recorded in cashbook if applicable and claimed accordingly.
- Agendas prepared.
- Minutes to be prepared
 - Numbered paragraphs for each item on the agenda.
 - Minute pages to be numbered and initialled by Chair and Vice Chair.
 - Minutes to be signed by the Chair and Vice Chair.
 - Previous minutes to be approved and recorded with this approval being proposed and seconded by Councillors.
 - Bank reconciliations to be shown in minutes.
 - All proposed payments to be shown in minutes.
 - Following discussion of proposed payments, it should be recorded that a Councillor proposes that the discussed payments be made, with this proposal being seconded.
 - All approved payments shown in minutes with cheque numbers being recorded against each payment.
- All cheque stubs to be initialled by two Councillors.
- Budget to be prepared along with Precept documentation all being recorded in the minutes.
- An Asset Register be prepared. It should be recorded in the minutes each year that a review has been undertaken in respect of the Community Council's assets.
- A register of Councillor's interests to be prepared. It should be recorded in the minutes each year that a review has been undertaken in respect of the Community Councillor's interests.
- Risk Management Assessment to be prepared. It should be recorded in the minutes each year that a review has been undertaken in respect of the Risk Management Assessment.
- Safeguards should be put in place in respect of the financial affairs of the Council which should be monitored on a bimonthly basis.
- A letter of engagement be prepared setting out the scope of work the Community Council wish the internal auditor to undertake.

The next Full Council meeting will take place on March 14th 2024 7:30pm

