



MINUTES OF A MEETING OF THE GRESFORD COMMUNITY COUNCIL FINANCE COMMITTEE, HELD REMOTELY (VIA ZOOM) AT 6.30 PM ON Wednesday 5 October 2022

In attendance: Cllrs M Edwards, K Hobbley, J Jones, J Holmes and D Brockhurst.

Clerk: C Povey

Chair: Cllr M Edwards (part) Cllr K Hobbley (part)

Apologies: None

Min. ref.	Minute Detail
1.	Welcome and receive apologies for absence. Councillors were welcomed. There were no apologies.
2.	Declarations of interest There were no declarations of interest made.
3.	Election of a Chair of Finance Committee Councillor K Hobbley was elected as Chair of the Finance Committee. Councillor D Brockhurst was elected Vice Chair. Councillor M Edwards was thanked for his many years of service and excellent work in the role of Chair of the Finance Committee.
4.	Confirmation of Minutes of meeting The minutes of the previous meeting of the finance committee held on the 20 June 2022 were considered for accuracy and matters arising and were resolved to be approved for signature as a correct record.
5.	Matters arising from Previous Minutes and progress on Actions - Action update An action update was received and accepted.
6.	Reports a. Report on income and expenditure for the 1 st quarter of 2022 – 2023 The report was received. The presentation of the cemetery figures was discussed and it was agreed that the Cemetery Committee should in future receive separate detailed statement of figures to show all of income and expenditure items relating to the cemetery. A simplified version would then be incorporated into the quarterly report for Full Council. It was discussed that, in due course, a report of the costs incurred by each committee, including an allocation staffing costs, would be prepared for each committee. It was recognised that this would require preparation work involving the Clerk and other Councillors. It was agreed that the Chair of each committee should be a member of the Finance Committee. It was brought to the committee’s attention that street lighting costs have exceeded the budget having regard to a rise in the cost of electricity and it was noted that this may not be the final increase. Electricity supply was confirmed as unmetered with costs precluding any change from this. It was discussed and agreed that figures should be collated so that the impact of inflation on Community Council costs could be reported to the community via usual means of communication working towards publication in December. It was proposed and approved that £8,000.00 from reserves should be used to meet the additional street lighting cost for this year - to be referred to the Full Council for approval. Action: Clerk to bring the above recommendation to the Full Council at the next meeting. The possibility of virement of unspent costs against increased costs was highlighted and other areas where costs had increased noted.



	<p>b. Internal auditor Councillors considered the report and updated position. It was noted that that a separate account must be kept for any transactions relating to a charity that the Council is trustee for. Cllr Jones thanked the Clerk on behalf of the Council for her work in submitting papers for audit.</p> <p>c. Finance documents</p> <p>i. Draft Investment Strategy - it was observed that this is document is a statement of the present situation although it was agreed that an enquiry should be made for an additional account in case of future need.</p> <p>Action: Clerk to make enquiries regarding an additional bank account. The draft investment strategy was approved.</p> <p>ii. Draft amendment to Risk Management Document – the auditor’s comments were reported. The Chair of the Finance Committee drew the committee’s attention to the risk rating of the items in the document. The committee agreed to recommend the document for approval by the Full Council.</p> <p>iii. Draft updated Asset Register document- Councillors were advised that the purpose of the document is to provide a current, correct list of the Community Council’s assets and the cost of any purchases and disposals made in the year. A discussion followed that it would be circulated to Councillors for their review before being provided to the insurers as a current list of assets at their original cost.</p> <p>Action - Clerk to circulate for Councillors to highlight any queries and give their comments ahead of putting before the Full Council for approval and providing to the insurers.</p>
7.	<p>Ongoing matters To receive any updates:</p> <p>a. Finance Regulations – it was accepted that cross referencing work will be completed by the next meeting.</p> <p>Action: Cllr Jones to prepare updated/cross referenced draft financial regulations for the next Finance Committee meeting.</p> <p>b. Allington Park lease renewal - in progress - Heads of Terms with the Trust’s solicitors.</p>
8.	<p>Increased cemetery costs Councillors received the increased gravedigging costs and considered the implications. The necessity to continue to distinguish between resident and non-resident prices was highlighted. It was agreed that the Cemetery Committee should be asked to hold an urgent extraordinary meeting to discuss gravedigging costs, and fees overall, and bring their recommendation and figures back to the Full Council meeting in November..</p>
9.	<p>Interim audit A decision was made to decline the offer of an interim audit this year having regard to the current circumstances - full audit, One Voice Wales’ opinion and budget-setting work.</p>
10.	<p>Street light survey and testing invoice It was agreed to make a recommendation to the full council for the payment in full of £3244.37 from reserves to pay for the 6 yearly inspection and electrical tests due under the maintenance contract. Action: Clerk to bring the recommendation to the full council for the payment in full of £3244.37 from reserves to pay for the 6 yearly inspection and electrical tests due under the maintenance contract.</p>
11.	<p>Items for expenditure from reserves It was proposed and agreed to recommend the Council to agree to use £8,000.00 from reserves to meet the anticipated total additional lighting costs for this year- reported at item 6a)i and noted that</p>



	<p>there are other sums that have been agreed to be paid from reserves. Action: Clerk to check previous minutes for decisions to move funds from reserves to meet anticipated shortfall.</p>
12.	<p>Urgent requests for grant aid There were none. It was reported that the Community Agent is looking into funding to support the cost of the instructor for walking football and is continuing to publicise the class.</p>
13.	<p>Budget planning The Chair of the Finance Committee asked that each committee provide figures for budget preparation. It was suggested and agreed that committees should receive a budget planning template. Action: Cllr K Hobbly and Clerk to prepare a budget planning template for circulation as a matter of priority.</p>
14.	<p>Meeting arrangements The committee agreed that future discussions about meeting arrangements should have regard any increase in local room hire charges, cost of equipment that may be needed, the availability of meeting room with the necessary digital facilities to allow for a fully-compliant hybrid meeting, and the availability of additional financial support for facilitating online meetings. Action: Cllr Jones and Clerk to review and report back.</p>
15.	<p>Member's urgent announcements and requests for future meeting items Cllr Jones reported to the committee on the return of completed grant evaluation forms in relation to last year's grants. Where an organisation has not yet spent the grant money as they planned to they have been asked to provide more information about where the work is up to and to provide a reason for delay. In response to feedback the committee agreed that organisations should be informed that where work is not completed by the end of March 2023 they will be asked to return the grant funds. It was agreed to review the position again in the new year. Planning course – the committee approved recommending to the Council to pay £150.00 for the Planning Aid course, with Councillors to be reminded of the importance of attending. Action: Clerk to bring the committee's recommendation that the council to pay £150.00 for the planning course and the importance of attending to the next Full Council meeting.</p>
16.	<p>Part 2 Confidential – 2021 – 22 Staffing cost It was agreed that the Chair of the Community Council and Chair of the Finance Committee would review figures the Clerk has prepared in relation to this item and report back at the next Finance Committee meeting. Action: Clerk, Cllr Jones and Cllr K Hobbly to review and report back. Cllr Brockhurst left the meeting.</p>
17.	<p>Date, Venue and Time of next meeting The date and time of the next Meeting was confirmed as 14 November 2022 at 6.30pm via Zoom</p>

The Meeting closed 8.12pm