

Finance Governance and Personnel Committee Meeting

Tuesday 13th October 2020

This meeting was held via video conference under the Local Authorities (Coronavirus) (Meetings) (Wales) 2020

Present: Cllrs David Owens (Chair), Linda Edwards, Peter Freeman, John Hedley Jones, Andrew Phillips, Lisa Mitchell (substitute for Cllr Hugh Shepardson arr. 2.15pm) Bob Walpole

Cllr Hugh Shepardson (arr. 2.55pm)

Officers: Huw Thomas (Clerk/RFO), Shan Loudon (Deputy Clerk)

Minute taker: Ed Davies (Administrative Assistant)

2pm – 3.50pm

1. To receive apologies for absence

Cllr Hugh Shepardson had given his apologies and Cllr Lisa Mitchell was substituting for him.

2. To receive members' declarations of interest

No declarations were made. Members were reminded to submit their register of interest forms to the office as soon as possible as they were a statutory requirement.

3. To confirm the minutes of the Finance, Governance and Personnel meeting held on Tuesday 23rd September 2020

Cllr John Hedley Jones **PROPOSED**, seconded by Cllr Andrew Phillips that the minutes were an accurate record of the meeting. **RESOLVED**.

4. To consider any matters arising from the minutes

None were raised.

5. Consideration of budget monitoring report

The Clerk guided members through the report highlighting the following:

Income

It was ahead of target mostly from the clothing donation banks.

Expenditure

Employees - This was slightly over budget of changes to staffing arrangements.

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Insurance – this was a one-off payment which appeared as if ahead of target, but no further expense was expected for this heading.

Subscriptions – most annual subscriptions had been paid.

IT costs – included annual software support contracts.

Licences – most annual licences had already been paid.

Election costs – the Clerk highlighted that nothing had been spent but if necessary, this money was available if a by-election were required prior to the election next year.

In total the budget was £8,700 ahead of target

Cllr Lisa Mitchell arrived 2.15pm

Members **RESOLVED** unanimously to accept the report.

6. Consideration of 2020 -21 budget revision

The Clerk advised that the Council was currently 5 months into its financial year and so he had produced a forecast using a standard accounting tool. This meant he created a forecast for the next 7 months using the expenditure over the first 5 to establish a baseline. The exception to this was where he had more information regarding actual spending, such as one-off annual payments that have either been paid or will be paid either side of this revision document. The Clerk had based the forecast on the assumed resumption of facilities use in January, although that now seemed unlikely. This forecast included all of the budget revisions decided upon by each committee.

Using this forecast he had highlighted a few possible revisions which if correct would mean the Council was c. £30,000 down on income but that it would also be c. £20,000 lower on expenditure. The Clerk stated that election costs were being kept in the budget for now in case a by-election was needed.

Members commented that because of Covid 19 and the resultant restrictions, it was inevitable there would be a significant impact on both income and expenditure. It was queried whether or not a by-election was allowed at present, and it was believed unlikely to be possible before March.

It was noted that although the Mayor had not been able to arrange for fundraising events as usual, it would be possible for her to use her fund to support whichever charity she wished.

Members thanked the Clerk and staff for all of their hard work on this matter.

Members **RESOLVED** unanimously to accept the revision and recommend it for approval by the Council.

ACTION: Deputy Town Clerk

7. Update on asset transfers

In relation to the Station Toilets, members heard that because of the extenuating circumstances there had been delays to this transfer. The Clerk would continue to seek the transfer. It was noted

