



**COITY HIGHER COMMUNITY COUNCIL**  
**CYNGOR CYMUNED COETY UCHAF**

**MINUTES OF THE MEETING OF THE FINANCE & RESOURCES COMMITTEE HELD AT**  
**ST MARY'S CHURCH HALL, COITY ON 1<sup>ST</sup> FEBRUARY 2018 AT 7.30 PM**

Present: Councillor M Williams (Finance Committee Chair)

Councillors: Ceri Evans  
A Hughes

Also Present: Mrs A C Harris, Clerk & RFO  
Mr P Ley, Asst Clerk & FO

Apologies: Cllr A Wathan

FR19/17 TO RECIVE DECLARATIONS OF PERSONAL OR PREJUDICIAL INTEREST

There were no declarations of personal or prejudicial interest.

**Resolved:** This was noted.

FR20/17 TO RECORD THE ACCURACY OF THE MINUTES OF THE FINANCE & RESOURCES COMMITTEE MEETING HELD ON 23<sup>RD</sup> NOVEMBER 2017

The Minutes of the meeting held on 23<sup>rd</sup> November 2017 were accepted as a true and accurate record; with this, the Chairman duly signed the Minute Book.

FR21/17 MATTERS ARISING

There were no Matters Arising.

**Resolved:** This was noted.

FR22/17 TO REVIEW THE COUNCIL'S BUDGET AND ANY POTENTIAL RISKS TO THE BUDGET

The latest budget monitoring figures were tabled. There were no identified risks. An unexpected spend of £425 was reported for tree felling of a dangerous tree at the edge of the Allotment Garden, leaning into the road following recent high winds. Following a discussion on probable end of year reserves it was agreed to make a recommendation to Full Council.

**Resolved:** The budget was reviewed and accepted. A recommendation would be made to Full Council to make a proposal to spend £5,000 on bins that have already been agreed i.e. Great Western Avenue, and other agreed items, before the year end. The Clerk was asked to obtain a map of bins for the 3 wards in time for the next Ordinary Council Meeting. The Finance Officer was asked to update the end of year forecast in time for the next Ordinary Council Meeting.

FR23/17 TO DISCUSS PROCUREMENT

A discussion on procurement took place.

**Resolved:** It was agreed to recommend to Full Council that the current procurement process would remain and would be reviewed as the workload of the Council increases.

FR24/17     **TO CONSIDER STAFF APPRAISALS**

These had not taken place in the past, although a review by the Chair each October was stated in both staff contracts.

**Resolved:**   It was agreed to recommend to Full Council that an informal review should take place annually in October in time for budget setting the following year. The Clerk and FO were asked to discuss this further and make recommendations to the next Finance & Resources Committee Meeting in late April.

FR25/17     **ITEMS FOR THE NEXT FINANCE & RESOURCES COMMITTEE MEETING**

- Year End Report
- Data Protection

**Resolved:**   The suggested item was agreed and items for the agenda would be kept open to include anything that may arise in the time between meetings.

FR26/17     **TO AGREE THE DATE AND LOCATION FOR THE NEXT FINANCE & RESOURCES COMMITTEE MEETING**

**Resolved:**   The Committee will next meet on Thursday 26<sup>th</sup> April 2018 at 7.00 pm, venue to be confirmed.

With there being no further matters to discuss the Chairman thanked Members for their attendance and closed the meeting at 8.37 pm