



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

**MINUTES OF THE MEETING OF THE FINANCE & RESOURCES COMMITTEE HELD VIA A VIRTUAL  
ZOOM MEETING AT 7.00 PM ON THURSDAY 2<sup>ND</sup> JULY 2020 AT 7.00 PM**

Present: Councillor A Wathan (Chair)

Councillors: B Tiltman  
M Williams (Chair of Council ex officio member)

Apologies: Councillor A Hughes

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

FR1/20 TO RECIVE DECLARATIONS OF PERSONAL OR PREJUDICIAL INTEREST

- Councillor B Tiltman - Allotment Gardens - Tenant (Minute ?)

FR2/20 TO RECORD THE ACCURACY OF THE MINUTES OF THE FINANCE & RESOURCES COMMITTEE MEETING HELD IN MARCH 2020

The Minutes of the meeting held on 5<sup>th</sup> March 2020 were accepted as a true and accurate record and the Chair signed the Minutes.

FR2/20 MATTERS ARISING FROM THE MARCH 2020 MINUTES

**Minute FR42/19 Budget Review to Year End:** The Asst. Clerk gave some further information on VAT claims to the Members and the information was discussed.

**Minute FR41b/19 One Voice Wales Membership Renewal:** Following Full Council approval this had been renewed.

**Minute FR41/19 Insurance Renewal:** Following Full Council approval his had been renewed on a 3 year deal.

**Minute FR44/19 Clerk's Report:** Meetings with the interested football clubs is on hold due to the Covid-19 pandemic.

**FR45/19 Staff Confidential:** The Clerk gave an update.

**Resolved:** The information was noted. It was agreed to recommend to Full Council that VAT reclaim should be made on a six monthly basis unless an exceptionally large invoice had been paid and then a further claim would be made. It was agreed to defer a further discussion on the staff confidential matter until the November 2020 meeting.

FR4/20 TO REVIEW THE 2020/21 BUDGET FOR THE YEAR END

There were no issues with budget. Some savings on some of the budget lines had been made due to negotiating better deals, not all allowances being claimed, the play scheme not being able to go ahead in 2020 due to the pandemic etc.

**Resolved:** The information was noted and it would be recommended to Full Council that the budget be revised for 2020/21 in line with the savings and any expenditure recommended following this meeting. It was also agreed to include a COVID-19 savings budget-line in the budget monitoring sheet.

**FR5/20      ACCESSIBLE EQUIPMENT FOR OTHER PLAY AREAS**

The contractor employed to carry out the Litchard Park play area refurbishment had visited the other play areas in the wards to see where accessible equipment for all children could be included.

The Clerk gave a breakdown of the possibilities and the costs for Heol Mair, Heol y Groes, Joslin Terrace and Litchard Fields totalling £13,302.60.

The information was noted and discussed.

**Resolved:** Subject to the necessary permissions, it was agreed to recommend to Full Council that the additional equipment is installed. It was also agreed to recommend that the Clerk would look for funding to see if savings could be made to the outlay for the Community Council.

**FR6/20      PROJECTS UPDATE 2020/21**

**Summer Newsletter:** The Clerk had obtained delivery and design/print costs which were slightly higher than the previous costs due to the increasing number of houses in the wards.

**Tree Maintenance Allotment Gardens:** The Clerk would obtain a quote in the next month or two for the work to go ahead once the nesting season is over.

**Litchard Park Play Area Refurbishment:** The Clerk gave an update, it was hoped that the work would commence asap after 13<sup>th</sup> July 2020.

**Footpath Heol Hopcyn John:** The Clerk gave an update on funding avenues that she had tried; research will continue via the Funding Cymru portal.

**Ideas for Additional Facilities Coety Playing Field:** The Clerk gave an update on her research to date and the costs involved.

**Resolved:** All information was noted. It was agreed to recommend to Full Council that the budget line for Communications would be increased by £700 to enable the production of a Summer and Winter newsletter from the savings highlighted in minute no FR4/20. The Clerk was asked to enquire from BCBC on whether recent additional funds for Active Travel may be available for the footpath project. The Clerk was asked to look into external funding for the additional facilities at Coety Playing Field and report back to the next meeting. Committee Members agreed with the ideas which would be recommended for further consideration to Full Council.

**FR7/20      FINANCIAL RISK DOCUMENT 2020/21**

The Council's financial risk document had been updated for 2020/21.

**Resolved:** To recommend to Full Council to approve and accept the updated document.

FR8/20      **COUNCIL'S BANKING ARRANGEMENTS - UPDATE**

The Asst. Clerk updated Committee Members on his findings to date. Costs would be incurred for the use of internet banking and authorisation. He recommended Unity Bank for everyday banking and Principality for excess reserve funds.

**Resolved:** It was recommended that Full Council approve the suggestions and that the Asst. Clerk would look into Unity Bank's defaqto rating.

FR9/20      **CLERK'S REPORT**

**Signage for Play Areas:** The Clerk presented information on signage for play areas and had obtained a quote.

**Paper Waste:** Disposal of paper waste was discussed due to the Clerk being a home worker. The Clerk gave Members information on a service provided by Taclus Confidential and the costs involved.

**Annual Allowances Paid to Councillors 2019/20:** These had been submitted to the IRPW and have been published on the Community Council's website in the Finance section.

**Councillor Attendance at Meetings 201920:** The Community Council's Member attendance had been prepared and published on the Community Council's website in the Community Councillor section.

**Internal Audit:** An update on the preparation of the Internal Audit was explained. A notice had been published on the Community Council's website in line with the guidance from Audit Wales.

**Skip - Allotment Gardens:** This resource had been well received and was full within a noticeably short timescale.

**Resolved:** It was agreed to recommend to Full Council that the Clerk actions obtaining a design, quote, permissions and installation for the signage for the 4 managed play areas and Coety Playing Field, that Taclus Confidential is engaged to remove paper waste on a regular basis from the Community Council's office and that the Clerk would liaise with two other Community Councils to see if the costs could be shared. All other information was noted.

FR10/20      **ITEMS FOR THE NEXT FINANCE & RESOURCES COMMITTEE MEETING**

Items for the agenda would be kept open until the next meeting.

FR11/20 TO AGREE THE DATE AND LOCATION FOR THE NEXT FINANCE & RESOURCES COMMITTEE MEETING

**Resolved:** The Committee will next meet on 3<sup>rd</sup> September 2020, a week before the Ordinary Council Meeting - time and venue tbc

With there being no further matters to discuss the Chair thanked Members for their attendance and closed the meeting at 8.10 pm