

**Minutes of the Finance Committee Meeting of St Arvans Community Council held in the Meeting Rooms, St Arvans on Friday 19<sup>th</sup> May 2023 at 4.30 pm**

**ATTENDANCE:** Cllrs R Edwards (Chair), A Clay, B Howells.

**IN ATTENDANCE:** Mrs L Allen RFO

**MEMBERS OF PUBLIC:** 0

**APOLOGIES:** Cllr P Farley

**1. To review end-of-year accounts**

Members undertook a review of the final figures for the financial year ending 31<sup>st</sup> March 2023 and noted the balance carried forward into 2023-2024 of £15,265.04.

**2. To consider and, if appropriate, recommend any changes to the earmarked reserve project heads and balances.**

Members discussed the earmarked reserve project heads.

**Resolved:**

To recommend to Full Council the following amendments:

**King George's Field Playground** – use remaining balance against purchase of Zip line and reduce to zero and remove budget head.

**External audit fees year end 2018, 19, 20, 21, 22** – add £450.00 from budget allocation increasing the balance to £3,450.

**Upgraded website** – reduce to zero following works carried out in 2023/24 and remove budget head.

**WVV Project /Devauden Road project 2021** - project not proceeding therefore vire funds to WVV/Devauden Road Project and remove budget head.

**KGF Playground Project 2021** – balance used against purchase of Zip line reduce to zero and remove budget head.

**WVV / Devauden Road project 2022** - balance reduced to £3,457.14 following spend in 22/23 plus vired funds of £1,900 increasing the balance to £5,357.14

**MCC You Decide grant 2022** – reduce to zero as balance used against purchase of the Play train and remove budget head.

**Final balances:**

Ring-fenced funds		Balance c/f	Added in year	Debited	Balance
King George's Field Playground		5,000.00	8,357.06	15,780.00	£0.00
External audit fees year end 2018, 19, 20, 21, 22		3,000.00	450.00	0.00	£3,450.00
Upgraded website		1,500.00		2,287.00	£0.00
WVV Project /Devauden Road project 2021		1,900.00		1,900.00	£0.00
KGF Playground Project 2021		500.00		500.00	£0.00
WVV / Devauden Road project 2022		9,710.00	1,900.00	6,252.86	£5,357.15
MCC You Decide grant 2022		900.00		900.00	£0.00
		<b>22,510.00</b>			<b>£8,807.15</b>

To note that following the adjustments the year-end balance of £15,265.04 is made up of £8,807.15 in earmarked reserves and £6,457.90 in general reserves.

**3. To review and recommend list of direct debits / regular payments that may be made by the Responsible Finance Officer prior to any meetings**

Members considered the list of direct debits / regular payments.

**Resolved:**

To recommend to Full Council adoption of the list of direct debits / regular payments that may be made by the Responsible Finance Officer prior to any meetings as detailed below.

<b>Clerk/RFO &amp; Councillors</b>	<b>Method</b>	<b>Frequency</b>	<b>Payment due</b>
Clerk/RFO	BP	monthly	
Clerk standard admin allowance	BP	bi-annually	end Sept/end Mar
Councillors' Annual Payment	BP	annually	end March
<b>Subscriptions</b>			
One Voice Wales	BP	annual	April
Vision ICT	BP	annual	April
SLCC for Clerk	BP	annual	April
ICO	SO	annual	January
<b>Services</b>			
HSBC	DD	monthly	
Gallagher Insurance	BP	annually	May
Three mobile (Hg3)	DD	monthly	
Webex	BP	bi-annually	April / Sept
MCC grasscutting	BP	annually	
Merlin Environmental Services	BP	monthly	
Pestek mole treatment	BP	annually	May
Meeting Rooms/Memorial Hall	BP	various	
RFM - leaf blower service	BP	annually	June
Cisco	DC	monthly	
Jamf	DC	monthly	

Signed Chair \_\_\_\_\_ Date \_\_\_\_\_

The meeting closed at 5.30pm.