



**CYNGOR CYMUNED
PENYRHEOL TRECENYDD ENERGLYN
COMMUNITY COUNCIL**

**MINUTES OF THE FINANCE COMMITTEE MEETING
HELD ON THURSDAY, 21st JANUARY 2021 AT 6.00 PM
The meeting was conducted remotely due to the COVID-19 pandemic**

Present: Councillors: S ap Hywel (SaH), T ap Hywel (TaH), P Owen Griffiths, SJ Skivens (Chair), L Whittle (LW)

Also present: Helen Treherne (Clerk)

Minute		Action
1.	To receive Chair's welcome and to receive and approve apologies for absence	
	The Chair welcomed Councillors to the meeting.	
2.	To review Financial Regulations and Risk Management Report	
	Councillors reviewed the Financial Regulations and Risk Management Report.	
	Resolved:	
	1. All new councillors to receive a Councillor's pack, ie copy of the Financial Regulations, Code of Conduct, Standing Orders and Risk Management Report and will sign and date. Review date, issue date and version reference to be inserted onto documents by Clerk.	
	2. Clerk to remove 'Committee', where appropriate, from Financial Regulations.	
	3. Clerk to contact CCBC re: obtaining dedicated email addresses for councillors.	
	4. Clerk to contact bank to request cyber-security training.	
	5. Finance Committee to meet twice a year to discuss general finance and any non-compliance issues, to be reported to full Council meeting.	
	6. Excessive reserves to be reviewed and earmarked by the Finance Committee. Also, any exceptions above or below agreed reserve percentage to be reported to Finance Committee for review.	
	7. Clerk to submit financial statement to every full Council meeting.	

Signature of Chair: _____ Date: _____

	<p>8. Finance Committee to carry out full, periodic financial check, ie reviewing cheque book, statements, grants etc.</p> <p>9. Clerk to continue to store PAYE paperwork in office.</p> <p>10. Clerk to contact neighbouring Community Council to ask about 'buddy' system in order to support each other during emergencies, to reduce the risk on the risk management report even further.</p> <p>11. Clerk to continue to update financial regulations as per Finance Committee's instructions.</p> <p>12. Clerk to continue to back-up all information to hard disk and to investigate remote storage.</p> <p>13. Finance Committee to mitigate unlawful activities by carrying out regular internal audits and reporting on non-compliance.</p> <p>14. Clerk to continue to investigate salary/PAYE provider.</p> <p>15. Clerk to continue to ensure grant recipients acknowledge receipt of grants.</p> <p>16. Finance Committee and Full Council to review budgets regularly, ie Finance Committee bi-annually and Full Council monthly.</p>	
3.	To receive Clerk's financial report of income and expenditure for the current financial year and estimates for 2021/22	
	<p>Community Councillors discussed the Clerk's report of income and expenditure for 2020/21 and estimates for 2021/22 and approved the report.</p> <p>Resolved: To approve the financial report of income and expenditure and estimates for 2021/22</p>	
4.	To approve external audit report	
	<p>Community Councillors reviewed the external audit report and noted that there were no recommendations.</p> <p>Resolved: To approve the external audit report</p>	
5.	To approve 2021/22 budgets	
	<p>Community Councillors discussed and approved the 2021/22 budgets.</p> <p>Resolved: To approve 2021/22 budgets</p>	
6.	To consider the Precept for the financial year 2021/22	
	<p>Community Councillors discussed the Clerk's Precept report and agreed that, due to the COVID-19 pandemic and the difficulties residents faced because of this, the precept would remain the same as the previous year, ie 0% increase.</p>	

	Resolved: Clerk to inform CCBC of 0% increase to 2021/22 precept	
	The meeting was concluded at 6.55 pm.	