

**Minutes of a meeting of the Finance Committee of Llandybie Community Council
held at on Microsoft Teams on Wednesday, 18th November, 2020 at 7.00 p.m.**

Present

Councillors	R. A. Davies	Mrs K.D.L Davies	W.D. Evans
	Mrs C. Thomas	Mrs Ll. Latham	

Apology I. Rh. Llewelyn

792.

Declaration of Interest

There were none.

793.

Budget figures for 2021 -22 Precept

The Clerk had previously distributed detailed copies of suggested budget figures and projected year end balances for the Council's accounts.

794.

Capital Projects

Members reviewed the Council's priorities in relation to capital projects and it was **recommended** to approve the following into next year's programme.

Projects for 2021/2022

- | | |
|--|-------|
| 1) Replacement fence at Penygroes Park | £2000 |
| 2) CCTV at Penygroes park | £8000 |
| 3) Annual review of wayside seats | £1000 |
| 4) Wild flower mats/ Fruit tree planting | £3000 |
| 5) Environmental enhancement at Bonllwyn | £2000 |
| 6) Wayside seat at Woodfield Road, Llandybie | £1000 |

795.

Parks and Play Areas

It was also **recommended** that £50k be allocated for the repair and maintenance of the parks. Investment into the parks following Asset Transfer had been worthwhile with all parks currently at low risk, but surfacing issues were now prevalent at many of the parks and would need to be addressed to prevent further deterioration.

Chair

796.

Summary Budget figures: 2021-2022

INCOME	£	
Precept	180,000	
Interest: Lloyds	150	
Interest: investment accounts	250	
Rights of way	3,000	
Hire Agreements	4,700	
Vat reclaimed	25,000	
	<hr/> 212,100	
EXPENDITURE		
Employment	47,761	
Premises cost	16,850	
Office Services	4,650	
Member costs	2,900	
Services and Subscriptions	8,400	
Section 137 payments	}	18,000
Payments under other powers		
Public open spaces		
Village halls		
Burial grounds	}	10,000
Rights of way - maintenance		
Rights of way - improvement	}	21,000
Public lighting - energy		
Public lighting - improvement	}	13,000
Public Conveniences		
Park repairs and replacement		50,000
Grass cutting / litter collection / facilities maintenance		28,000
Community Development Projects		17,000
Total		<hr/> 261,561

The deficit of £ 51,461 will be made available from Council reserves.

It was **recommended** that the above figures which included a rise of one salary point for the Clerk and Administration Officer, be put forward to the next Ordinary meeting of the full Council on December 2nd, 2020.

 Chair

It was further recommended that Reserves be set at:

Allocated Reserves

£150k – parks and play areas

Already allocated from reserves previously:-

1) Heart of Wales line notice board	£1000
2) Penygroes RFC floodlights	£2000
General Reserves - £103 k	

This equates to 6.86 months or precept or 4.7 months of gross budgeted expenditure

797.

Precept

It was further agreed to **recommend** to full Council that the precept be retained at £180,000.

Members were informed that the Band D Council tax for the area for 2020/21 was £41.25 which compares very favourably with neighbouring Council areas.

798.

Review of Internal Audit procedures

Scope of Internal Audit – Members were reminded that Mr Lyn Llewelyn was the appointed internal auditor for Llandybie Community Council. It had been resolved at an earlier Full Council meeting on the 24th June 2020, that he would continue as the internal auditor for 2020/2021. Members reviewed the Offer of Internal Audit Services letter which has specific reference to his independence and competence, adherence to the internal audit plan and his fees.

Independence – Members were informed by the Clerk that Mr Llewelyn will continue to carry out the audit without any undue influence or conflict of interest.

Competence – Mr Lyn Llewelyn has undertaken the internal audit for the council for many years and is fully competent to undertake the role. He has many years of experience in Local Government, is a former Deputy Chief Executive and Finance Officer to One Voice Wales and a Clerk to two local Councils.

Relationships - Mr Llewelyn has no connection with the Clerk / Responsible Financial Officer or any Community Councillor.

Audit Planning and Reporting – Members had resolved to accept the Internal Auditor's report for 2019/2020 at the Full Council meeting held on the 24th June 2020. The Minute reads:-

Chair

The Clerk read the Internal Auditor's report and comments, which stated that all the prescribed tests in relation to Council's internal control systems had been satisfactorily completed. There were no matters emanating from the audit which needed to be brought before Council, and the appropriate section of the Annual Form had been completed by the auditor which reflected his findings.

The Auditor had further reported that the financial records continued being maintained to a high professional standard with an excellent audit trail.

The auditor had recommended that the Asset Register of the Council should be updated to reflect the additional equipment purchases at the parks and this had already been actioned by the Clerk.

Members **recommended** that the report did not warrant any further action plans, investigations or internal reviews and that the current system was both effective and efficient in ensuring that Llandybie Community Council's procedures for internal audit were adequate for control purposes.

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As there was no further business to discuss, the Chair declared the meeting closed at 7.40 p.m.