

Ogmore Valley Community Council

Cyngor Cymuned Cwm Ogwr



MINUTES OF THE FINANCE & GENERAL COMMITTEE MEETING COFNODION Y CYFARFOD Y PWYLLGOR CYLLID A CHYFFREDINOL

Tuesday 9 July 2019, 6.30 pm at Blackmill Youth & Community Centre
Dydd Mawrth 9 Gorffennaf 2019, 6:30pm yng
Nghanolfan Ifanc a Cymunedol Blackmill

Members Present

Cllr Lee-Anne Hill (Chairperson)
Cllr Dhanisha Patel (Vice Chairperson)
Cllr Hywel Williams
Cllr Andrew McKay
Cllr Andrew Davies
Cllr Richard Shakeshaft

Anne Wilkes – Temporary Clerk of the Council
Laura Williams Temporary Assistant/Responsible Financial Officer

- 11 **Apologies for Absence** - none
- 12 **Declarations of Personal/Prejudicial Interests in accordance with the Council's Code of Conduct & Section 106 of the Local Government Finance Act 1992** - none
- 13 **no item**
- 14 **To Scrutinise the Council's Accounts April and May 2019**

The RFO presented the cashbook and expenditure against the budget until end of June 2019.

Councillors queried the amount of money being spent on printing and stationery. Both the Clerk and RFO attributed cost to envelopes and postage mainly for the cheque payment of services or goods. Also a considerable amount of printing which is currently provided by

Ynysawdre Community Council's printer, costed at 6p per black and white page and 10p per coloured page. All printing is done in black and white where possible and charges are in line with that of One Voice Wales. There was discussion about the purchase of a council printer and previous years' spend on printing.

Staff pay had been amalgamated on the cashbook in line with the Financial Regulations. Staff contracts were discussed and this is to be referred to the Personnel Committee.

There were queries over whether Staff training should also be anonymised and control of the budget given to the Personnel Committee. Clerk has advised that all meetings should be minuted and kept in the Council's records as private and confidential minutes. Councillors on the whole preferred to keep the budget approval for the whole of council in order to minimise risk of overspend on the whole.

15 To discuss further amendments to the Budget 2019/20

There is a sum of money set aside for the repairs and running costs of Blackmill Youth and Community Centre. Recent works have included repair to the roof and outside wall. Repair to the roof was reimbursed to Blackmill Youth and Community Centre management committee. There were queries over ownership of the building. It was agreed to check with Land Registry to see if the building was registered and search council papers for deeds.

It was agreed to name the amount of money held in the Business Select Account as 'Business Select' under Earmarked Reserves on the Budget.

It was observed that Summer play scheme was over-budgeted by £500, and agreed that this could be reassigned to a Remembrance budget. It was suggested that local groups could make poppies for public display with materials purchased by the council being donated to groups for this cause.

16 To consider Financial Arrangements for Blackmill Youth & Community Centre

There were queries over the manner in which repairs to Blackmill Youth and Community Centre are paid. It was advised by One Voice Wales and NALC that if the council own the building they should be responsible for the maintenance work and payment of such going forward and it should not be left to Blackmill Youth and Community Centre's management committee to

arrange such works, make payment for it and be reimbursed unless there was a formal agreement in place. OVW and NALC strongly suggest formally agreeing who has responsibility and offered a number of scenarios to consider including a constituted committee of the Community Council which can include non-councillors, a lease or set the building up as a charity. A meeting with the current management committee of Blackmill Youth and Community Centre is to be arranged.

17 Update on change of bank account

There was a typo error in the bank application with regards to Cllr Lee-Anne Hill's email address. This needs to be rectified in order for the application to move forward.

18 To consider any other Financial matters of the Council

The Clerk presented a quote from SW Web Solutions to enhance the website's security would be £175 a year extra, £30 to renew the website domain for 2 years and £100 per year to provide 3 council emails (the Clerk, RFO and Chairperson). It was agreed that it should be asked if the domain could be changed to Ogmores Valley from Ogmores Vale and if there would be an extra cost to this.

The RFO asked to recommend that full council accept Rob Cole as payroll for this financial year. This was agreed.

It was agreed that Letters of Engagement should be held with those that provide ongoing services i.e. Payroll and website.

Cllr Patel suggested that there should be a monthly report/update on spend of S137 money on both the council website and Facebook page to promote the work that the Community Council supports. This was agreed.

19 Recommendations to Full Council

- To consider and approve the Budget.
- To consider formal agreements and future arrangements for Blackmill Youth and Community Centre
- To approve the quotes and services from SW Web Solutions and Rob Cole Payroll.

The meeting closed at 7.30 pm

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Signature of the Chairperson, Cllr Lee-Anne Hill

Date