



MINUTES OF FINANCE MEETING

HELD AT THREE CROSSES COMMUNITY CENTRE
ON THURSDAY, 19th JUNE 2014 AT 8.40pm

PRESENT:

Community Councillor
 Paxton R Hood-Williams (PHW)
 Warren Smart (WS)

Community Councillor
 Daniel Jones (DJ)
 Nigel Aubrey (NA)

Clerk: Ian Donaldson

**Meeting commenced 8.40pm Community Councillor P R Hood-Williams
 (Chair of the Community Council) Presiding**

ITEM	HEADING	ACTION BY
411	<u>APOLOGIES FOR ABSENCE</u> Apologies were received from Cllrs Hansford, White and Place.	
412	<u>DISCLOSURES OF PERSONAL PREDUDICIAL INTEREST</u> A declaration of interest was received from Cllr Hood-Williams relating to SCC matters.	
413	<u>PRESENTATION OF 2013/14 ANNUAL RETURN TO COUNCIL</u> Following the successful completion of the Internal Audit, the clerk formally presented the Annual Return. There were no issues and Cllr Aubrey proposed that the document be approved. This was seconded by Cllr Jones and carried unanimously. The return was duly signed by the clerk and the chairman. A copy will now be sent for external audit by Mazars LLP.	ID
414	<u>CONSIDER ACTUALS V BUDGET FOR 2014/15</u> The clerk presented the spreadsheet for Q1 and explained that spending was in line with forecast in most areas and below in total. Income was well ahead of forecast due to increased hall usage and the receipt from Swansea University for Welsh Classes Jan – June.	

CHAIRMAN OF THE COMMUNITY COUNCIL: *Paxton Hood-Williams*

_____ Cllr P R Hood-Williams

415	<p><u>CONSIDER THE NEW MODEL FINANCIAL REGULATIONS FROM OVW</u></p> <p>The clerk had previously circulated this document to all councillors along with a review of the main changes.</p> <p>It was decided that the new model document be accepted but with amendments to reflect the present spending limits and to limit the new 'Banking and Authorisation of Payments' to the use of Variable Direct Debits, and Standing Orders. The use of internet banking would remain as 'view only' and that BACS or CHAPS would not be allowed.</p> <p>In addition, it was agreed that once per quarter, at Finance meetings and at Financial Year End, a councillor other than a cheque signatory be appointed to verify the monthly bank reconciliations produced by the clerk. The councillor shall sign the cash-book and the bank statements as evidence of verification.</p> <p>It was also agreed that a summarised version of the 'Monthly Accounts for Payment' approved at council meetings shall be appended to the minutes and published on the noticeboards and website.</p> <p>Cllr Smart proposed that these changes be made to the Financial Regulations. Cllr Aubrey seconded the motion and it was carried unanimously. The clerk would now prepare a draft for approval at the next full meeting.</p>	ID ID ID
416	<p><u>DATE OF NEXT FINANCE MEETING</u></p> <p>It was agreed that the next meeting would be on 18th September 2014 after the normal Council Meeting. The meeting closed at 9.20pm</p>	

Percy Hood-Williams

CHAIRMAN OF THE COMMUNITY COUNCIL:

_____ Cllr P Hood-Williams

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