



## MINUTES OF FINANCE MEETING

**HELD AT THREE CROSSES COMMUNITY CENTRE  
ON THURSDAY, 25<sup>TH</sup> JANUARY 2018 AT 8.45pm**

**PRESENT:**

**Community Councillor**  
Paxton Hood –Williams (PHW)  
Belinda Hansford (BH)

**Community Councillor**  
Kevin White (KW)  
Warren Smart (WS)

**Clerk:** Ian Donaldson

**Member of the Public present:** Ms Dana Evans, 1 Pentwyn.

**Meeting commenced 8.45pm Community Councillor Paxton Hood-Williams  
(Chairman of the Community Council) Presiding**

ITEM	HEADING	ACTION BY
1089	<b><u>APOLOGIES FOR ABSENCE</u></b> Apologies were received from Cllrs Jones, Prince and McGregor.	
1090	<b><u>DISCLOSURES OF PERSONAL PREJUDICIAL INTEREST</u></b> There were disclosures submitted from Cllr Hood-Williams in respect of matters pertaining to C&CS.	
1091	<b><u>MINUTES OF PREVIOUS MEETING</u></b> Unfortunately the minutes of the previous meeting were unable to be formally approved as not enough councillors were present who attended the September meeting. This item will be added to the agenda for the February Monthly meeting.	ID
1092	<b><u>VERIFY BANK &amp; CASHBOOK RECONCILIATIONS</u></b> The clerk produced the cashbook reconciliations checked by Cllr McGregor, as the appointed councillor, who had confirmed that the monthly reconciliations produced by the clerk were up to date.	
1093	<b><u>ACTUALS V BUDGET FOR END Q3 2017/18</u></b> The clerk tabled a spreadsheet of actuals v budget up to end of September. He explained that there were no real concerns on spend or income. There were no questions.	
1094	<b><u>YEAR END PROJECTION</u></b> The clerk presented a spreadsheet showing the projected position at	ID

**CHAIRMAN OF THE COMMUNITY COUNCIL:**

\_\_\_\_\_ Cllr P Hood-Williams

1094	<p>the end of March 2018. He also tabled a document explaining the assumptions made in compiling it. [attached] The clerk forecast a cash book balance of around £25,000 at year end.</p> <p>Cllr Hansford proposed and Cllr Smart seconded the motion that the clerk be advanced to Scale Column Point 20 from April 2018 [£10.099 from £9.743/hr]. This was agreed unanimously.</p> <p>The clerk tabled proposals for increasing hall rental fees, the first such increase in over 10 years. He stated that the proposed changes should raise around £1000 in additional income in 2018/19. The changed were approved unanimously.</p>	
1095	<p><b><u>TO APPROVE THE 2018/19 BUDGET AND SET THE PRECEPT</u></b> The clerk presented a <b>balanced draft budget</b> and explained the changes from 2017/18. The chairman asked about the capital spend budget and wondered if it could be increased to £10,000. He explained that this might be needed to fund additional traffic calming measures in the village. Cllr White said that if this was necessary to provide such measures for Dunvant Road he was in favour. Cllr Smart proposed that the capital spend in the draft budget be increased by £2,000 to £10,000. This was seconded by Cllr White and agreed unanimously. The clerk reminded council that this would reduce forecast 2018/19 end year reserves by £2,000. After a short discussion it was decided to accept this. <b>Cllr White proposed and Cllr Smart seconded the motion to keep the precept at the same level as last year, and the five previous years, namely £42.24 per Band D equivalent properties (711). This was agreed unanimously.</b></p> <p>The motion that the 2018/19 Budget be approved on this basis was proposed by Cllr Hansford, seconded by Cllr White and carried unanimously. The council thanked the clerk, complimenting him on his preparation of the budget and accounts.</p>	ID
1096	<p><b><u>TO APPROVE A LETTER OF ENGAGEMENT FOR INTERNAL AUDIT</u></b> After discussion it was proposed by Cllr Smart that the clerk write to Mr Lyn Llewellyn regarding the 2017/18 internal audit. This was seconded by Cllr White and unanimously agreed.</p>	ID
1097	<p><b><u>DATE OF NEXT FINANCE MEETING</u></b> It was agreed that the next meeting would be on 21st June 2018 after the normal Council Meeting.</p> <p>The meeting closed at 9.35pm</p>	