



Minutes of the Meeting of the Finance Committee
held at the Council Meeting Room, Trane Cemetery, Tonyrefail
at 6:30pm on Monday, 8th January 2024

Present: Cllr Austin Davies (Chair)
Cllr Glenn Evans
Cllr Danny Grehan
Cllr Linda Michel
Cllr Amanda Richards

Absent: Cllr Karen Webb

Officers: Ms Jo van Tonder (Clerk & RFO)

1. Apologies for absence

No apologies for absence were received.

2. Declarations of Interest

There were no declarations of interest made.

3. Minutes of the previous meeting: 9th October 2023

It was proposed, seconded and

Resolved: To agree the minutes of the Meeting held on 9th October 2023 as a true and accurate record.

Finance

4. Conclusion of Audit FYE 2022/23

The Clerk advised members that the audit had been completed and an unqualified report issued.

5. Draft Budget 2024/25

Members considered the draft budget as presented by the Clerk.

Events budget

It was noted the events budget was significantly down on previous years. The budget made provision only for staple annual events such as the Awards Night, Seniors' dinner, fireworks display, Christmas lights and trees, Remembrance service and a Christmas event.

It was agreed to seek funding from the National Lottery Fund to cover the cost of the Christmas event, with a view to releasing funds that could then be vired to Cemetery infrastructure expenditure. The Clerk was asked to progress this at the earliest opportunity.

It was hoped that two to three-years' worth of Christmas event funding could be secured.

Cemetery budget

Members noted the anticipated overspend on the 2023/24 budget that arose almost entirely from unexpected works undertaken to the Operations Block.

The Clerk advised that a sum of £30,000 had been included in the 2024/25 Repairs & Maintenance budget to cover works needed in the Cemetery.

It was agreed the Council would undertake a review of Cemetery fees based on costings in the next couple of months.

Reserves

Members discussed the levels of earmarked reserves anticipated for 2024/25. The level of Community Infrastructure Levy (CIL) held was noted. Members discussed what type of project would qualify as “infrastructure” for the purposes of CIL and considered examples in and around Tonyrefail. The Clerk was asked to check with RCTCBC if spending on CCTV could fall under CIL.

In addition, members considered the impact of changes to the recommended precept on the level of general reserves.

Members were reminded of the Council’s Reserve Policy requirement to maintain a minimum of £50,000 in general reserves.

Members went on to discuss the need for an increase in precept against the backdrop of a cost-of-living crisis. It was felt the Council had not provided sufficiently well in previous years to futureproof the Council and its operations.

Cllr G Evans suggested the Council hold a separate meeting at some point in the near future to discuss “ways and means” that would include looking at available grant funding.

The Clerk was asked to put together a list of possible funding pots.

It was proposed, seconded and

Resolved: To recommend to Full Council the adoption of the budget as presented for the year 2024/25 that included income in the amount of £47,260 and expenditure totalling £382,748.

Resolved: To recommend to Full Council setting a Precept in the amount of £317,000 for the year 2024/25.

6. Financial Risk Assessment 2023/24

Members noted the updates to the Risk Assessment that outlined the progress being made to reduce the Council’s financial risk.

The Clerk advised that the Financial Procedures mentioned in the Risk Assessment would be drawn up over the coming weeks to take into account a reallocation of finance tasks between the administrative staff.

Members noted that the Risk Assessment would undergo a review at the end of the financial year.

7. Timetable for Round 2 – Small Grants Fund applications

Members noted the second round of applications to the Council’s Small Grants Fund was due to open.

Members agreed the timetable as presented and noted a total of £4,943 would be available for distribution.

Cllr A Davies reminded members that organisations that had received a grant during round one would not be eligible to apply again during round two.

The Clerk advised that she would publicise the opening of the application window within the next few days and that this would consist of social media output, posters on noticeboards and posters in other prominent locations.

It was considered that previous applicants could be notified of the opening of the fund during round one of 2024/25 in order to ensure organisations were not missed.

8. Date of the next Committee meeting

The next meeting of the Committee will be on Monday, 22nd April 2023 at 6:30pm.

Meeting concluded at 7:35pm.

DRAFT