



Minutes of the Meeting of the Finance Committee
held at the Council Meeting Room, Trane Cemetery, Tonyrefail
at 6:30pm on Thursday, 12th September 2024

Present: Cllr Dan Owen Jones (Chair)
Cllr Glenn Evans
Cllr Danny Grehan (late arrival)
Cllr Amanda Richards

Officers: Ms Jo van Tonder (Clerk & RFO)

1. Election of Chair

Having confirmed his acceptance of the nomination, it was proposed, seconded and

Resolved: To elect Cllr Dan Owen Jones to the role of Chair.

2. Apologies for absence

Apologies for absence had been received from Cllr Austin Davies.

3. Declarations of Interest

Declarations of interest were made in relation to agenda item 11: Small Grant applications as and when applicable, and are recorded against the particular grant application to which they refer.

4. Minutes of the previous meeting: 8th January 2024

It was proposed, seconded and

Resolved: To agree the minutes of the meeting held on 8th January 2024 as a true and accurate record.

5. Minutes of the previous meeting: 21st March 2024

It was proposed, seconded and

Resolved: To agree the minutes of the meeting held on 21st March 2024 as a true and accurate record.

6:39pm – arrival of Cllr Danny Grehan

6. Financial Statements for the year ending 31st March 2024

a) Financial Statements

Members were presented with the final accounts for the year ending 31st March 2024. It was noted income received exceeded budget by just under £9k. This was partly due to a higher than anticipated rate of interest on the Council's cash assets (£2.8k) and also a greater income from burials than expected (£5.5k).

The Clerk answered questions on the expenditure that, in total, came out within 0.5% of budget. Members queried the Health & Safety expenses for the year and noted the majority of the £2.7k spend was for PPE.

Members noted the £50.3k deficit for the year that would be funded through General Reserves.

b) Earmarked Reserves for FYE 2023/24

The Clerk presented a breakdown of the Reserves as at financial year end 2023/24.

It was noted the Earmarked Reserves (EMR) for CIL had increased by £21.4k in the year, while the EMR set aside for cemetery expansion had been reduced by £38.1k as a result of the payment made in respect of a land purchase.

Members noted the level of General Reserves available for 2024/25 once the 2023/24 fiscal deficit had been accounted for amounted to £73,7k.

The Clerk reminded members that the Council's level of general reserves was extremely low (23% of general expenditure) and recommended that no increases to EMR were made for financial year ending 31st March 2024.

It was proposed, seconded and

Resolved: To recommend to Full Council that no adjustments be made to Earmarked Reserves for the financial year ending 31st March 2024.

7. Annual Return 2023/24

a) Annual Return: Accounting Statements 2023/24

Members noted the Annual Return: Accounting Statements for the year ending 31st March 2024.

b) Findings and recommendations of Internal Auditor

The Internal Auditor's report was considered.

Members noted the recommendations made in respect of *Review of Expenditure* that highlighted shortcomings in the Council's recording of contracts and recovery of VAT.

Remedial action:

1. The Clerk to draw up and maintain a Contracts Register.
2. The Clerk to ensure at least biannual submission of VAT returns.

c) Annual Return: Annual Governance Statement 2023/24

Members were reminded Full Council would be required to work through the statements as contained within the Annual Governance Statement.

8. Fixed Asset Register as at 31st March 2024

Members noted the Fixed Asset Register as at 31st March 2024.

The Clerk confirmed, when asked, that disposals and additions were recorded in the register.

9. Quarterly Financial Accounts April – YTD 2024

The Clerk presented the Income & Expenditure against Budget Statement for the period April to June 2024 and July to August 2024.

Members noted that income received was in line with anticipated income for the same period, apart from interest which was significantly lower due to external, global factors.

When asked, the Clerk advised there was nothing in the accounts that she was aware of that caused her concern although the level of general reserves would need careful monitoring.

10. Financial Risk Assessment 2024/25

Members were presented with the current Financial Risk Assessment and the following was noted:

- Division and allocation of finance duties to alleviate risk of VAT not being claimed;
- Staff Wellbeing Needs Assessment to be undertaken to ensure staff retention;
- Councillors on the Staffing Committee to undertake specific training in Disciplinary and Grievance matters.

Introduction of Standing Order 3(d) – exclusion of members of the press and public on the grounds that grant applications contain personal data that, if redacted, would render the application indeterminable.

11. Small Grant applications (Round 1) 2024/25

Members were presented with fourteen applications for grant funding totalling £6,810.00.

It was proposed, seconded and

Resolved: To recommend to Full Council the awarding of grants amounting to £4,793.00 as per the table:

Organisation	Declarations of interest	Recommended grant
Tonyrefail Play Partnership		-
Wannabe Warriors Walking Football		£483.00
Tonyrefail Mini & Junior Rugby Club		£500.00
Ely Valley Bowling Club		-
Refail Runners		£480.00
The Gentlemen Songsters		£480.00
Taff Ely Ladies Choir		-
Tonyrefail Boys & Girls Football Club		-
Tonyrefail & District U3A		£500.00
Coedely Sweeney Football Club		£400.00
Friends of Tyn-y-Bryn Park	D Grehan; D Owen Jones	£450.00
Tylchawen Allotment Association		£500.00
Friends of St Johns	D Owen Jones	£500.00
Tonyrefail & Gilfach Goch Community Defibrillators	D Owen Jones	£500.00
Total		£4,793.00

It was agreed to carry over the underspend of £207 to Round 2.

12. Date of the next Committee meeting

The next meeting of the Committee will be on 7th October 2024 at 6:30pm.

Meeting concluded at 7:51pm.