



CYNGOR CYMUNED
PENYRHEOL TRECENYDD ENERGLYN
COMMUNITY COUNCIL

**MINUTES OF THE FINANCE COMMITTEE MEETING
HELD ON THURSDAY, 20th OCTOBER 2022 AT 6.00 PM
AT PENYRHEOL COMMUNITY CENTRE**

Present: Councillors: G Ead (GE), S J Skivens (Chair)

Also present: Helen Treherne (Clerk)

Minute		Action
1.	To receive Chair's welcome and to receive and approve apologies for absence	
	<p>The Chair welcomed Councillors to the meeting. Apologies for absence received from Cllrs S Dickens and L Whittle and apologies accepted.</p> <p>As the committee was not quorate, decisions to be considered and ratified at Full Council meeting.</p> <p>Resolved:</p> <ol style="list-style-type: none">1. To approve apologies for absence.2. Decisions to be considered and ratified at Full Council meeting.	
2.	To receive declarations of interest in items on the agenda	
	No declarations of interest received.	
3.	To approve minutes of previous meeting	
	<p>Councillors approved the minutes of the previous meeting held on 20th January 2022.</p> <p>Resolved: To approve the minutes of the previous meeting</p>	
4.	To discuss matters arising	
	<p>There were no matters arising.</p> <p>Resolved: Noted</p>	
5.	To review the budget to end of September 2022	
	<p>Councillors reviewed the 2022/23 budget, asked for clarification on relevant items and resolved that no changes to the budget were required at the present time.</p>	

	Resolved: To recommend that no changes be made to budget at present time	
6.	To review reconciliation of bank statements	
	<p>Councillors reviewed the bank statements from April to end of September 2022 and reconciled income and expenditure against bank statements.</p> <p>Resolved: To recommend approval of reconciliation of bank statements against invoices/receipts</p>	
7.	To review quarterly financial statement	
	<p>Councillors reviewed the quarterly financial statement.</p> <p>Resolved: To recommend approval of quarterly financial statement</p>	
8.	To discuss timetable of items to be discussed at quarterly Finance Committee meetings and review system for financial governance	
	<p>The Clerk had prepared a timetable of items to be discussed at quarterly Finance Committee meetings, as follows:</p> <p>October 2022: Budget review; bank statement reconciliation; approval of quarterly financial statement.</p> <p>January 2023: To set precept 2023/24; estimated expenditure for Jan/Feb/Mar 2023; setting of 2023/24 budget; approval of quarterly financial statement.</p> <p>April 2023: Budget review; bank statement reconciliation; approval of quarterly financial statement; review of direct debits; review of standing orders/financial regulations in readiness for approval at AGM in May; review of annual accounts in preparation of audit; review of banking arrangements.</p> <p>July 2023: Budget review; bank statement reconciliation; approval of quarterly financial statement.</p> <p>The requirement to follow timetable to be added to Committee's terms of reference.</p> <p>Resolved:</p> <ol style="list-style-type: none"> 1. To recommend approval of timetable of items to be discussed at quarterly Finance Committee meetings. 2. To recommend adding timetable to Committee's terms of reference. 	
9.	To discuss Community Infrastructure Levy and Surplus Funds	
	<p>Councillors were aware of the balance of funds from the Community Infrastructure Levy and agreed that this should be discussed by Full Council, as per usual.</p>	

	Resolved: Noted	
10.	To agree date of next meeting	
	Date of next agreed as Thursday, 19 th January 2023 at 6.00 pm at Penyrheol Community Centre.	
	The meeting was concluded at 6.55 pm.	