Finance Committee Meeting

Held Thursday 9th September 2021, at 6.30pm at Crynant Community Centre

# Minutes

1. **To receive apologies for absence from Members**

No apologies received.

Members present: Cllr. Keir; Cllr. Shopland; Cllr. Michael; Cllr. Miles

 Clerk: Heidi Mortimer & Ceri Willcox

1. **To receive any Declarations of Interests from Members:** No declarations received.
2. **To review and monitor the Budget for the quarter ending 30th September 2021**

Clerk advised Current account balance £35,795; Reserve account balance £65,663 the outdoor gym invoice due to be paid and VAT to be reclaimed all other figures in line with predictions.

1. **To review reserves:** Of the £65K held on reserve £50k has been earmarked for approved capital expenditure: a) BMX track £28K; b) CVS wellbeing grant £6.5K; c) Tarmac base for outdoor gym £6k; d) Signage and litter bins £3.5K; e) Drainage works £6k. **ACTION:** The Chairman requested that a projected reserve figure be provided by the Clerk.
2. **To discuss staff arrangements for centre opening and budget requirement**

Clerk advised committee of the decision by the personnel committee to recommend approval for the staffing requirements for the Clerk, Admin - Volunteer Co-ordinator, & Caretakers. Clerk hours approved at 10 hours per week at current SCP level. Admin support for Clerk at 4 hours per week at SCP level 19. Volunteer co-ordinator fully grant funded at 20 hours per week at a rate of £9.76 per hour. Caretakers: 1 at 20 hours per week at minimum wage; 1 at zero hours currently working 16 hours per week at minimum wage(flexible but would like more hours). The costing on the structure was at no additional cost to the Council and the budgeted figure of £30,135 will cover the cost as detailed, due to the reduction in Clerk hours and grant funding . The committee was in full agreement and approval given. Finance Committee agreed that if there was a need to bring in more staff, along with sufficient reserves and financial capacity, then this could be proposed.

1. **Completion of Outdoor Gym and project updates**.

Contractors have installed the three pieces of kit being donated to Creunant Primary School. The school have reported that one of the items has a small scratch, and it appeared that the items were loose at the base. Cllr. Rundle advised that the matter was in hand and would check again in a month.

Equipement providers have fulfilled their contract, and will be paid for the equipment provided. Site ground work contractors have to submit final invoice for the tarmac pad, this will be next month as the work to grade around the tarmac pad is still to be completed. The Clerk advised that all the labour was provided on a voluntary basis the Council are paying for materials only.

Whilst there have been compromises on this project and problems that stem primarily, from changing the site of the facility, thanks to the successful grant of £19,895 applied for by Steve Mortimer to the Ford Community fund, and the contribution from Huw Davies and Allyn Hawkes , it was felt that this new gym would be an asset to the Community and still provided excellent value for money, for the Council. Finance Committee agreed to **ACTION:** arrange quotes for additional signage.

1. **To authorise payments within designated amounts**

It was **RESOLVED** that the following payments made:

Caloo £24000.00 Outdoor gym equipment. (inc VAT)

Second Life Products £1302.00 Benches - Leader Fund (Forest Walk)

Zoars Ark £173.28 Bird table - Leader Fund (Forest Walk)

Wildcare £215.83 Bat detector - Leader Fund (Forest Walk)

Echo Meter NHBS £169.17 Leader Fund (Forest Walk)

Feed bin Co £121.60 Leader Fund (Forest Walk)

Old School Nursery £750.00 CVS Capital grant

Laker Electrical £950.00 CVS Capital grant (part payment)

John Pye Auctions £72.00 CVS Capital grant - gazebo's

ELRS £56.93 Signage

Playsafety £117.50 ROSPA inspection

Celtic Mowers £245.00 mower equipment

One Voice Wales £30.00 Training

Hartson Fire £120.00 Annual fire extinguisher check

Amazon £38.13 Stationery

Amazon £24.03 Maintenance sundries

CNS £5.83 Strimmer line

Fuel £6.54 For machinery

Celtic Fasteners £114.45 Fixings outdoor gym

LBS £178.66 Grout & postcrete

1. **To receive update relating to land drainage issues - Lane to rear of Main Road**.

Clerk reported that the three Contractors recommended by NPT had been approached to undertake the necessary work to alleviate the flooding to the rear gardens on the lane.

 NPT legal advise the formalising of the access along the lane should be relatively straight forward, it was for Council to determine as to whether they would request a contribution towards to cost of the maintenance work, or the Council undertake and pay for the work required and request a nominal amount annually to be held in a separate Bank account to cover future maintenance cost.

The insurers have been advised of the issue, and their legal team have suggested the possibility of the unitary authority adopting the lane, which at this time we understand is not an option.

A case has been set up on their file for future reference.

**9. Any other business**

Cllr. Shopland, as the Council representative for Cefn Coed Museum shared his observations on Cefn Coed Museum. It was discussed and a letter to be composed to be sent directly to NPT expressing the Community Council's concerns based on the document provided by Cllr. Shopland.

There was no further business and the meeting closed at 7:40 pm