

**COFNODION AM CYFARFOD CYLLIDEB A CHYLLID A GYNHALIWDYD AR-LEIN ar 11^{fed}
GORFFENNAF 2023 am 7yh
MINUTES FOR THE BUDGET AND FINANCE MEETING HELD ONLINE on 11th JULY 2023 at
7pm**

Pobol yn presennol:	Cllr Paul Harries (Chair)	Cllr. John Griffiths
Persons Present:	Cllr. Morgan Lewis (Vice Chair)	Cllr. Ros McGarry
	Cllr. Sandra Bayes	Cllr. Elaine Lloyd
	Cllr. Jon Letten	Miss L Evans (Town Clerk)
Ymwelwyr / Visitors	County Cllr. Huw Murphy	

1. Ymddiheuriadau am absenoldeb / Apologies for absence

1.1. Apologies received from Cllr. Cleal.

2. Datganiad o ddiddordeb / Declarations of Interest

2.1. No declarations of interest.

3. Cofnodion o'r cyfarfod a gynhaliwyd ar 11^{fed} Ebrill 2023 / Minutes of the meeting held on 11th April 2023

3.1. These minutes were approved at the 25th April 2023 town council meeting.

4. Cyllid / Finance

Arian a dderbyniwyd / Monies received:

Street market deposits £.....

Cyfrifon i'w talu / Accounts to be paid

Wicksteed, Children's play area equipment	£2,295.73 (vat £382.62)
Gwenno Accountancy Services Ltd, internal audit	£250.00
Councillor allowances for 2 councillors	£300

4.1. The accounts are as follows: Treasurers-£15,388.37, Grants & Projects-£15,439.55, 30-day savers-£21,331.47, Playing field-£8,132.14. Cllr. Lewis proposed that all finances are paid, Cllr. Lloyd seconded, all agreed.

4.2. Tree planting project/Brynhyfryd tree survey report and estimate cost of works – Quote received for £620 plus VAT. Cllr. Griffiths proposed the council approve this quote, Cllr. McGarry seconded, all agreed.

4.3. Legal fees quote for Castle bus shelter – Cllr. Griffiths proposed that the council write to JCP solicitors to gain an estimate, Cllr. Harries seconded, all agreed. Clerk and Cllr. Griffiths to do this. Money from the capital reserve can be used for this matter. Clerk to send an interim email to Mr. Slade’s solicitor.

5. **Adolygiad ariannol / Financial review**

5.1. Receipts and payments – individual receipts and payments for the treasurers account for the 1st quarter have been recorded. Receipts are £14,405, payments are £11,550. Cllr. Harries proposed that the figures are correct and accepted, Cllr. Letten seconded, all agreed.

5.2. Income/expenditure actuals to budget – the first quarter is complete. Income is £21,826 which includes repayment of £7,382 for the Enhancing Pembs grant for the housing survey. Cllr. McGarry proposed that the figures are correct and accepted, Cllr. Letten seconded, all agreed.

5.3. Bank reconciliation – The Clerk has completed the 1st quarter bank reconciliation and confirmed that everything balances.

5.4. Variances - this is done at the end of the year.

5.5. Capital and reserves accounts – the Clerk has updated the figures to show what the starting figures are for this financial year. There was an underspend of £5,413 last year, the Chair and Clerk to bring suggestions of distributing this at the next meeting.

5.6. Notes and assets – the figures for the Section 137 spend have been updated. The figure of -£4,247 for the housing survey has been included. Cllr. Lewis proposed that the assets are correct and accepted, Cllr. Lloyd seconded, all agreed.

5.7. Depreciation of the Children’s play area – Clerk to ask Jane Jamison about this.

5.8. Discuss and agree on councillor Basic payment for extra costs of working from home, £156 – the councillor payment has gone up from £150 to £156. This is available to all councillors unless they opt out. The council noted this change.

5.9. Burial plot purchases and payment options – the Clerk has been approached by a member of the public regarding the possibility of payment options for a burial plot. A burial plot is over £1k to reserve/ purchase which is a lot of money to pay upfront. Cllr. Harries proposed that a 12 monthly payment instalment option be agreed, Cllr. Lewis seconded, all agreed. The public can be informed via the website.

5.10. Consider high interest savings account – Interest rates have gone up. Cllr. Griffiths looking into options.

6. **Dadansoddiad risg / Risk analysis**

6.1. Potential risks identified: depreciation of the children’s play area, money not invested into a high interest savings account, ongoing rent for Unit 3, change to the Enhancing Pembs grant application criteria.

7. **Ffurflen flynyddol swyddfa Archwilio Cymru / Welsh Audit office annual return**

7.1. The Clerk has circulated the internal auditors report. No issues were highlighted in this report. The council noted this. The Clerk advised that all paperwork for the full transactional audit must be sent by the 1st August and so will be very busy completing this.

8. Ystyried gwahardd y cyhoedd o'r cyfarfod ar gyfer yr eitem ganlynol o fusnes: / To Consider excluding the public from the meeting for the following item of business:

8.1. To approve private session draft minutes held in the meeting on 30th November 2022, 28th June 2022 and 1st June 2023. The Chair deferred this item to the end of the meeting.

9. Trafod cadw cyllideb ar gyfer y Swyddog Grantiau a Phrosiectau / Discuss budgeting a retainer for the Grants & Projects Officer

9.1. The Grants and projects group to discuss this. This group need to meet again. Clerk to arrange a meeting. Clerk to chase PCC for new guidance for the Enhancing Pems grant.

10. Sefydlu Grwp gweithio Pecyn Cymorth Cyllid a Llywodraethu / Set up Finance & Governance Toolkit Working group

10.1. A working group to be set up to look at this. Chair, Clerk and Cllrs. Lewis and McGarry will be in this group.

11. Adolygu'r Rheoliadau Ariannol / Review the Financial Regulations

11.1. The new working group from agenda item 10.1 to investigate this. Has a 3-year financial forecast been completed? The Clerk to check this.

12. Apeliadau ariannol / Financial appeals

12.1. The council agreed to decide on financial appeals every 6 months. None of the 3 groups on the agenda are local. Pembrokeshire Pride event in Haverfordwest on 15th July, £500 request to be used to cover event costs including entertainment, marketing, and equipment rental., SSAFA, the armed forces charity and Kids cancer charity, Swansea to be included on the list for the end of year financial appeals. Applying for financial donations should be promoted on the website.

13. Tai Fforddiadwy - Tir i'r de o Feidr Eglwys / Affordable Housing - Land to south of Feidr Eglwys

13.1. Cllr. Griffiths proposed that the Clerk email Mr. Sanders to say that the Council's practice is not to comment on pre-application matters but only to respond as a statutory consultee to verified planning applications notified by PCNPA to the Council, Cllr. Lewis seconded, all agreed.

14. Cyfatebiad / Correspondence

14.1. Email regarding replacement bench at Gwelfor, Barony land – Clerk to thank him for keeping us updated and that he should carry on with the work.

15. Ystyried gwahardd y cyhoedd o'r cyfarfod ar gyfer yr eitem ganlynol o fusnes: / To Consider excluding the public from the meeting for the following item of business:

15.1. Cllr. Harries proposed that the council exclude the public and enter a private session to approve private session draft minutes held in the meeting on 30th November 2022, 28th

June 2022 and 1st June 2023, Cllr. Lloyd seconded, all agreed. These minutes were taken by the Clerk and written up in a separate and private document.

The next meeting is on the 31st July.

The meeting closed at 8.06pm.