

**COFNODION AM CYFARFOD CYLLIDEB A CHYLLID A GYNHALIWDYD AR-LEIN ar 14<sup>eg</sup>  
RHAGFYR 2023 am 7yh  
MINUTES FOR THE BUDGET AND FINANCE MEETING HELD ONLINE on 14<sup>th</sup> DECEMBER  
2023 at 7pm**

**Pobol yn presennol:** Cllr Paul Harries (Chair) Cllr. Ros McGarry  
**Persons Present:** Cllr. Morgan Lewis (Vice Chair) Cllr. Elaine Lloyd  
Cllr. John Griffiths Cllr. Ros. Cleal  
Miss L Evans (Town Clerk)

**Ymwelwyr / Visitors** County Cllr. Huw Murphy

**1. Ymddiheuriadau am absenoldeb / Apologies for absence**

1.1. Apologies received from Cllrs. Letten and Paish.

**2. Datganiad o ddiddordeb / Declarations of Interest**

2.1. No declarations of interest.

**3. Cofnodion o'r cyfarfod a gynhaliwyd ar 12<sup>fed</sup> Hydref 2023 / Minutes of the meeting held on 12<sup>th</sup> October 2023**

3.1. These were approved at the town council meeting on the 30<sup>th</sup> October.

**4. Cyllid / Finance**

**Arian a dderbyniwyd / Monies received:**

**Cyfrifon i'w talu / Accounts to be paid**

Information Commissioners office (Data protection fee) (DD)	£35.00
Fishguard tool hire Ltd, rotoator for children's play area	£35.00
One Voice Wales, Councillor training	£19 (bursary incl)

4.1. The accounts are as follows: Treasurers-£22,801.08, Grants & Projects-£10.00, 30-day savers-£36,923.10, Playing field-£9,086.07. Cllr. Harries proposed that all finances are paid, Cllr. McGarry seconded, all agreed.

4.2. Budget for replacement trailer and more street market stalls – the market committee to bring a quote to the full town council meeting before the precept is agreed. The market roughly makes an income of £1k a year.

4.3. Parc y plant, Fields in Trust event on 27<sup>th</sup> April – Cllrs. McGarry, Lewis and Letten to start looking into organising this event.

**5. Adolygiad ariannol / Financial review**

- 5.1. Receipts and payments – The Clerk explained that the 3<sup>rd</sup> quarter figures are not complete yet as the end of this quarter is the end of December. Income for the 3<sup>rd</sup> quarter is mainly from the street market, VAT return and new headstone. The 3<sup>rd</sup> and final precept has just been received. The expenditure is mainly monthly direct debits which include energy, telephone, website, clerk's pay. Cllr. Harries proposed that the figures are correct and accepted, Cllr. Cleal seconded, all agreed.
- 5.2. Income/expenditure actuals to budget – The Clerk explained again about the 3<sup>rd</sup> quarter not being complete. The underspend is showing at £20k but this is not an accurate reflection as there is a £15k internal transaction showing in the income, so the actual underspend is roughly £5k. Cllr. Harries proposed that the figures are correct and accepted, Cllr. Lloyd seconded, all agreed.
- 5.3. Bank reconciliation – the first 2 quarters balance. The 3<sup>rd</sup> quarter has not been done yet.
- 5.4. Variances - this is done at the end of the year.
- 5.5. Capital and reserves accounts – The underspend from the previous financial year was discussed and approved on the 29<sup>th</sup> November. The Clerk has re-allocated the approved underspend. Cllr. Lewis proposed that the figures are correct and accepted, Cllr. McGarry seconded, all agreed.
- 5.6. Notes and assets - this is done at the end of the year.
- 5.7. High interest savings account – there is roughly £44k in the bank, currently receiving 1.3% interest. Cllr. Griffiths has been into the bank who have sent the Clerk an email with instructions on how to add a new signatory and change the name on the bank card.

## **6. Dadansoddiad risg / Risk analysis**

- 6.1. The following were identified as potential risks: delaying opening a high savers account, setting up a finance governance group and not updating the financial regulations document.

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

- 7.1. Nothing to report.

## **8. Praesept am 2024 / Precept for 2024**

- 8.1. The Clerk and Chair have draft suggestions for the precept which were read out to the council, including £400 for auditors, £12k for Clerk's salary (Clerk's appraisal is ongoing so this is a draft figure), £500 for subscriptions, £500 for gifts and donations, £1,000 to the playing field charity (advice was sought previously from OVW regarding being able to do this), £1,760 for councillor payments. There may be extra costs for the Christmas lights if they are reinstated in Maes Ingli and extend to the hall. Clerk's training cost to be discussed at the appraisal. The current inflation is 4.6% but has been higher throughout the year. After looking at the figures the draft precept sits at £33,124 which is roughly an increase of 9% on last year's precept.

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

- 9.1. This is ongoing.

## **10. Adolygu'r Rheoliadau Ariannol / Review the Financial Regulations**

10.1. This is ongoing.

## **11. Apeliadau ariannol / Financial appeals**

11.1. Financial appeals will be discussed and decided upon at the end of January meeting.

## **12. Cyfatebiad / Correspondence**

12.1. No correspondence.

The next meeting is the planning meeting on the 19<sup>th</sup> December.

The meeting closed at 8pm.