

**COFNODION AM CYFARFOD CYLLIDEB A CHYLLID A GYNHALIWIYD AR-LEIN ar 16^{eg}
EBRILL 2024 am 7yh
MINUTES FOR THE BUDGET AND FINANCE MEETING HELD ONLINE on 16th APRIL 2024 at
7pm**

Pobol yn presennol: Cllr Paul Harries (Chair) Cllr. Ros McGarry
Persons Present: Cllr. John Griffiths Cllr. Elaine Lloyd
Cllr. Sandra Bayes 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 Cllrs. Lewis and Paish.

2. Datganiad o ddiddordeb / Declarations of Interest

2.1. No declarations of interest.

3. Cofnodion o'r cyfarfod a gynhaliwyd ar 14^{eg} Rhagfyr 2023 / Minutes of the meeting held on 14th December 2023

3.1. These have already been approved.

4. Cyllid / Finance

Arian a dderbyniwyd / Monies received:

Street market deposits £.....

Cyfrifon i'w talu / Accounts to be paid

SLCC Annual membership	£148.00
OVW annual membership	£313.00

5. Adolygiad ariannol / Financial review

5.1. The accounts are as follows: Treasurers-£8,306.39, Grants & Projects-£10.00, 30-day savers-£37,081.16, Playing field-£9,788.59. There are 2 invoices to be paid, annual memberships to OVW and SLCC. The Chair advised that the council need to sort out the name on the bank card and transferring money into a high interest savings account. Cllr. Harries proposed that all finances are paid, Cllr. McGarry seconded, all agreed.

5.2. Receipts and payments – All 4 quarters are up to date. Payment out to Fishguard tool hire was for the rental of the rotavator for the children's play area. Some of the financial donations have been paid in this year, others will be paid after April as they did not send their bank details in time. The cheque to B. Evans has been highlighted as it was not

cashed in that quarter and so became an outstanding cheque. It has now cleared. Cllr. Lloyd proposed that the figures are correct and accepted, Cllr. Letten seconded, all agreed.

- 5.3. Income/expenditure actuals to budget – The underspend is showing at £17k but this includes an internal transfer of £15, so the underspend is less than £2k. The council thanked the Clerk for her hard work. Cllr. Harries proposed that the figures are correct and accepted, Cllr. Letten seconded, all agreed.
- 5.4. Bank reconciliation – the Clerk has completed the bank reconciliation for the 4 quarters. There are some discrepancies in the figures but this is due to outstanding cheques. The Chair and Clerk to look at the year end bank reconciliation.
- 5.5. Variances – the Chair and Clerk to do this.
- 5.6. Capital and reserves accounts – There is £11k in the Parrog capital year reserve, this may be used to help purchase Parrog land.
- 5.7. Notes and assets – the Chair and Clerk to do this.
- 5.8. High interest savings account – this was discussed in item 5.1.

6. Dadansoddiad risg / Risk analysis

- 6.1. The following were identified as potential risks: delaying opening a high savers account, not updating the financial regulations document, not changing the name on the bank card and potential future capital projects.

7. Grwp gweithio Pecyn Cymorth Cyllid a Llywodraethu / Finance & Governance Toolkit Working group

- 7.1. The Chair and Clerk began working on this toolkit. This is ongoing.

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

- 8.1. The Clerk asked OVW whether the regulations received in 2019 were the most updated ones. OVW advised that they are but that the model is in the process of being re-written by the National Association of Local Councils on their behalf and will be published in the next few months. Take this off the agenda.

9. Apeliadau ariannol / Financial appeals

- 9.1. No financial appeals.

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

- 10.1. Nothing to report.

11. Cyfatebiad / Correspondence

- 11.1. The Clerk has received annual financial timetable of actions documents from OVW. These have been sent to everyone. The Clerk advised that it looks like the council are doing what they should be doing.

The meeting closed at 7.20pm