

**FINAL MINUTES OF THE FINANCE AND EMPLOYMENT MEETING OF
PENNARD COMMUNITY COUNCIL HELD
ON 7th June 2022
VIA ZOOM AT 7.01 PM**

Present: Cllr Darran Hickery DH (Chair), Cllr Susan Rodaway SER, Cllr Lynda James LJ, Cllr Ralph Cook RC, Clerk and Cllr Cari Jones (observing only)

Apologies for absence

Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are accepted.

Cllr Jean Marnell JM and Cllr Keith Atkins KA, due to family commitments.

It was proposed to accept the above councillor's apology

Proposed by DH seconded by LJ agreed by all.

Declarations of interest: None

All votes will be named votes

1) To appoint a vice chair

**Cllr Lynda James put herself forward as Vice Chair
Seconded by RC agreed by all**

2) To review and agree the Operational Risk Assessment for 2022-23 for recommendation to Full Council

The Clerk presented the Operational Risk Assessment for 2022-23 and some amendments were made, the amended document will be recommended to Full Council at the June meeting.

Proposed by SER seconded by RC

3) To receive the internal auditors report for 2021-2022 for recommendation to Full Council

The Clerk had sent round the report previously, Cllr James questioned the paragraph on Petty Cash as it is not something we deal with, the Clerk said she would get clarification before the Full Council Meeting.

4) To discuss and agree the additional information proforma for the 2021-2022 Audit for recommendation to Full Council

The additional information proforma was presented the figures and statements were discussed, it was agreed that it should be referred to Full Council.

Proposed DH seconded LJ agreed by all

5) To approve accounting statement for 2021-2022 for recommendation to Full Council

The accounting statement was presented and agreed by all present ready for recommendation to full council.

Proposed RC seconded LJ agreed by all

6) Appointment of Sub Committees deferred from the Annual Meeting – Covid 19 Sub Committee for recommendation to Full Council

Cllr James opened the discussion by expressing she did not think the Covid 19 Sub Committee was needed and that the extra meetings meant more work for everyone including the Clerk. Cllr Rodaway disagreed, stating that Covid had not gone away and that Welsh Government were still doing three weekly updates. She explained that it could sit dormant with no meetings until it was needed, it has its own budget line so closing it down would mean extra work for the Clerk amending the Budgets. It is a very useful committee as meetings can be called at very short notice in an emergency. Both Cllr Cari Jones and the Clerk spoke about people in the community who are still shielding, so still need the emergency support this Sub Committee could give.

Cllr Rodaway proposed recommending to Full Council that the Covid 19 Sub committee be retained. Seconded by DH, agreed SER and DH, against RC and LJ, the Chair (DH) gave the casting vote to maintain the situation and recommend to Full Council that the Covid 19 Sub Committee be retained.

7) To review terms of reference of the Covid 19 Sub Committee and its delegation for recommendation to Full Council

The terms of reference were reviewed and a couple of minor changes made, it was agreed that these be recommended to Full Council.

Proposed by DH seconded by SER agreed by DH SER and RC 1 against LJ.

Meeting closed at 8.20pm