

**FINAL MINUTES OF THE MEETING OF THE FINANCE EMPLOYMENT AND POLICY
COMMITTEE
HELD ON THE 30th NOVEMBER 2022 AT 7.55PM**

Present: Cllr Darran Hickery DH (Chair), Cllr Susan Rodaway SER, Cllr Ralph Cook RC Cllr Cari Jones CJ, the Clerk

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.

Apologies were received from Cllr Keith Atkins and Cllr Jean Marnell due to family commitments. Apologies for lateness were received from Cllr Lynda James and Cllr Ralph Cook. Council resolved to accept their apologies.

Proposed by SER seconded by CJ agreed by all

Declarations of interest: None

All votes will be named votes

Questions from the Public relating to items on this agenda (limited to 10 minutes)

The Clerk mentioned the letter received concerning the budget which would be referred to during point 2

1. To note quarter two figures for 2022-2023

The quarter 2 figures were examined discussed and noted.

Cllr Cook joined the meeting during this discussion

2. To review the draft Admin budget 2023-24 for recommendation to Full Council

As the initial part of the discussion involved staff information it was proposed that the meeting go “into Camera”

Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

Proposed by SER seconded by RC agreed by all

Salaries were discussed and agreed that a recommendation be put to Full Council of some increases which had been incorporated into the 2023-2024 Budget.

The meeting then came “out of camera” and the discussions continued visiting each line and entering the figures into the Budgeting spreadsheet.

It was suggested that the Covid 19 entry becomes Community Emergency this would be taken to Full Council for approval.

During the discussion the received Budgeting Letter was read out and the implications considered.

It was proposed that the draft budget be recommended to Full Council for consideration in December.

Proposed by RC seconded by SER agreed by all

Cllr Rodaway proposed that we suspend Standing Orders 3y in order that the meeting continue.

Seconded by CJ agreed by all

3. To review and agree amendments to PEFTA terms and conditions for recommendation to Full Council.

It was agreed that this need careful consideration and that should be worked on further and may need a separate meeting before being proposed to Full Council

Deferred

4. To discuss and agree hybrid meeting procedures for recommendation to Full Council.

The draft document was examined discussed and amended ready for recommendation to Full Council.

Proposed by CJ seconded by RC agreed by all

The meeting closed at 9.49pm

Financial Summary - Cashbook

Summary of receipts and payments between 01/10/22 and 31/10/22 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

Current Account £40,704.57

Short Term Investment Accounts

Green Path £3,530.11

No 4 Account £136,973.20

Pavillion Account £39,556.72

Total £220,764.60

Balances at start of period

Ordinary Accounts

Current Account £59,221.82

Short Term Investment Accounts

Green Path £3,530.50

No 4 Account £136,988.21

Pavillion Account £39,561.06

Total £239,301.59

RECEIPTS	Net	Vat	Gross
Administration	£4,094.20	£0.00	£4,094.20
FIELD	£741.00	£0.00	£741.00
Hall	£822.50	£0.00	£822.50
Total Receipts	<u>£5,657.70</u>	<u>£0.00</u>	<u>£5,657.70</u>

PAYMENTS	Net	Vat	Gross
Administration	£7,292.97	£76.75	£7,369.72
Burial	£429.25	£84.84	£514.09
FIELD	£1,334.04	£243.45	£1,577.49
Hall	£1,240.05	£166.25	£1,406.30
Total Payments	<u>£10,296.31</u>	<u>£571.29</u>	<u>£10,867.60</u>

Closing Balances

Ordinary Accounts

Current Account £54,004.27

Short Term Investment Accounts

Green Path £3,530.65

No 4 Account £136,994.03

Pavillion Account £39,562.74

Total £234,091.69

Signed _____

Chair

Clerk / Responsible Financial Officer

Pennard Community Council												
2021- 2022 Regular Payments	Oct-22											CHQ/BACS/DD/
Detail	PF	BG	CH	ENV	YOUTH	ADMIN	BANK	PAV	S137	SUB TOTAL	Dr Card	
Octopus Pavilion Electricity	19.57									19.57	DD	Local Govt Act 1972 S133
Dwr Cymru	32.50		16.70							49.20	DD	Local Govt Act 1972 S133
Good Energy (Hall Gas)			16.88							16.88	DD	Local Govt Act 1972 S133
Swansea CC - Rates			78.00							78.00	DD	Local Govt Act 1972 S133
ground rent										0.00	i/n	Local Govt Act 1972 S133
Swansea CC - Waste disposal charges										0.00	DD	Local Govt Act 1972 S133
Lloyds Bank (Monthly Service Charge)							8.70			8.70	DD	Local Govt Act 1972 S111
Octopus Electricity for Hall			201.92							201.92	DD	Local Govt Act 1972 S133
Internet for Hall (2mth)			42.19							42.19		Local Govt Act 1972 S133
Vodafone						31.40				31.40	DD	Local Govt Act 1972 S111
Voxi						10.00				10.00	DD	Local Govt Act 1972 S111
HMRC						930.10				930.10	Payroll	Local Govt Act 1972 S111
Employee costs						3027.62				3027.62	Payroll	Local Govt Act 1972 S111
Home Working Allowance						26.7				26.70	Payroll	Local Govt Act 1972 S111
Youth worker 1 (Leader) (12hr)										0.00	i/n	
youth worker 2 (12hr)										0.00	i/n	
Smart Pension						173.94				173.94	Payroll	Local Govt Act 1972 S111
Smart Pension Admin Fee						15.00				15.00	Payroll	Local Govt Act 1972 S111
Payrol back up						1.40				1.40	DD	Local Govt Act 1972 S111
Ground Maintenance	901.66	422.5	86.12							1410.28	i/n	Local Govt Act 1972 S133
Line paint	90.65									90.65		Local Govt Act 1972 S133
Play equipt repairs	89.66									89.66		Local Govt Act 1972 S133
Cleaning			348.24			232.16				580.40	i/n	Local Govt Act 1972 S133
Cleaning Materials										0.00		Local Govt Act 1972 S133
Zoom						14.39				14.39	DD	Local Govt & Elections (Wales) Act 2021 s47
Street Light in BG Car Park (SWALEC)		6.75								6.75	DD	Highways Act 190 S301
ground rent			150							150.00	i/n	Local Govt Act 1972 S142
Web hosting Krystal						4.99				4.99	DC	Local Govt Act 1972 S142
leberra						3.99				3.99	DC	Local Govt Act 1972 S111
PEFTA									700.3	700.30	DC	Local Got Act 1972 S137
Grave Digging										0.00	i/n	Local Authorities Cemeteries Order 1977 S.214(6)
Google Storage						1.33				1.33	DD	Local Govt Act 1972 S142
Training						35.00				35.00	i/n	Local Govt Act 1972 S111
phone case						7.49				7.49		Local Govt Act 1972 S111
Stationery						-9.98				-9.98		Local Govt Act 1972 S111
refreshents						17.87				17.87		Local Govt Act 1972 S145
insurance						1936.59				1936.59		Local Govt Act 1972 S111
wreath						23.98				23.98	DC	Local Govt Act 1972 S145
Risk assessment	200		300			100.00				600.00	DC	Local Govt Act 1972 S111
TOTAL	1334.04	429.25	1240.05	0.00	0.00	6583.97	8.70	0.00	700.30	10296.31		

