

## MINUTES OF THE POLICY, COMPLIANCE & FINANCE COMMITTEE

HELD ON TUESDAY 20th JUNE 2023 at 7:00PM

**PRESENT:** Cllr H. Roberts Cllr A. Wilson Cllr C. Evans (Mayor)  
Cllr K. Griffiths Clerk H. Davies

The meeting was recorded for minuting purposes and will be deleted once minutes are agreed.

		Who	When	Status
1.	<b>To elect a chairperson</b> Cllr J. Beynon was nominated and this was seconded. Cllr Beynon will be informed of the nomination and asked for his response. <i>Note: Cllr Beynon accepted this position via email on 21/6/23</i>	Clerk	21/6	
2.	<b>To elect a deputy chairperson</b> Cllr H. Roberts was nominated and this was seconded. Cllr Roberts accepted the position and chaired the meeting in the absence of the Chair.			
3.	<b>APOLOGIES FOR ABSENCE</b> Apologies received from Cllr J. Beynon. No apologies received from Cllr J. Harris			
4.	<b>TO RECEIVE DECLARATIONS OF PERSONAL INTEREST FROM MEMBERS IN ACCORDANCE WITH THE COUNCIL'S CODE OF CONDUCT</b> No declarations received			
5.	<b>MINUTES OF LAST MEETING FOR ACTIONS OUTSTANDING</b> Local Governance Toolkit – the task group will be arranged for September.	Clerk		
6.	<b>ANNUAL RETURN 2022-23/AUDIT</b>			

	The clerk reported the internal was complete and had been returned from the internal auditor as satisfactory with no matters needing attention. This will now be submitted to the External Auditor, Audit Wales.			
7.	<b>FINANCIAL SOFTWARE</b> The clerk reported that all transactions have been entered in to the new financial software for the financial year 2022-23, and up to 31 May 2023. The system is straightforward to use and produces a range of reports.			
8.	<b>BUDGET REPORT</b> <ul style="list-style-type: none"> <li>The Clerk presented the budget report for April-May 2023 which had been circulated prior to the meeting. There were no questions from members.</li> <li>The clerk informed the group of the three council bank accounts and the existing set-up between the deposit and £1 account, which includes an automatic sweep, resulting in additional process steps for all transactions and reconciliations. The clerk has discussed this with Lloyds bank who have no explanation as to why the additional account was set-up as it is not a system they have seen elsewhere and do not recommend. It was therefore agreed that the clerk arrange for the £1 account be merged into the deposit account.</li> </ul>	Clerk          Clerk	29/3	
9.	<b>STANDING ORDERS</b> These will be reviewed by the Clerk over the next few months, and reported back to this committee.	Clerk		
10.	<b>CLERK'S ADDITIONAL HOURS</b> The clerk requested permission at the start of the meeting for this item to be added. Following recommendation at the Special Events Committee meeting on 16 <sup>th</sup> May 2023 minute no. 6.g., the clerk submitted information containing details of some of the work undertaken in organising the summer festival and the additional hours worked. It was agreed that a RECOMMENDATION is made to council at the meeting on 22 June 2023, to approve the additional hours stated in the clerks letter, at the clerk's current salary rate. An additional request from the clerk includes payment to be made to Mr R. Davies for four days' work to support the clerk in setting up and clearing away for the festival.	Chair/Dep Chair	22/6	
11.	<b>MEETING FREQUENCY</b> Meetings will be held on the 2nd Thursday of the month at 7pm.			