

MAESTEG TOWN COUNCIL

Minutes of a **HYBRID** meeting of the **Finance committee** held remotely via Microsoft Teams and at the Council Chamber, Council Offices, Talbot Street, Maesteg, on **Tuesday, 23rd May 2023**

PRESENT:

COUNCILLORS: **G Thomas (Chair)**

F Abedalkarim, P Davies, C Knight, and R Martin

Cllr A LeGeyt had technical difficulties and was unable to connect to the meeting.

APOLOGIES were received from Cllr L Thomas

DECLARATION OF INTEREST: None received

25. TO REVIEW THE ANNUAL RETURN

Members were provided with the following:

- Annual Return form
- List of creditors and debtors
- Income analysis
- Expenditure analysis

	2021/22	2022/23		
1	balances BF	257,055	511,419	
2	PRECEPT	330,919	330,919	
3	INCOME	269,756	87,365	
4	STAFF	(70,072)	(79,182)	
6	OTHER EXPENDITURE	<u>(276,239)</u>	<u>(317,190)</u>	
7	Balances	<u>511,419</u>	<u>533,331</u>	
8	DEBTORS	36,221	15,922	payments to be received
9	TOTAL BANK	476,802	520,826	Business Account + CCLA
10	CREDITORS	<u>(1,604)</u>	<u>(3,417)</u>	payments to be made (nett figures)
11	BALANCES	<u>511,419</u>	<u>533,331</u>	

The Chair of Finance went through the Annual Governance Statement questions and the Finance Committee were satisfied that Council agreed with each statement and

recommend that in the Extraordinary Meeting council agree to each Annual Governance Statement.

26. TO GO INTO COMMITTEE TO DISCUSS A CONFIDENTIAL ITEM

Given the nature of the business and the discussion on recruitment processes it was decided to exclude the public from the meeting as per

RESOLVED: THAT THE COUNCIL GO INTO COMMITTEE

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and Local Government Act 1972, ss100 & 102 'Members of the public/press can be excluded by resolution if publicity would prejudice the public interest by reason of confidential nature of the business and arising out of the business to be transacted'

28. RESOLVED: THAT THE COUNCIL COME OUT OF COMMITTEE

29. TO REVIEW THE CCLA AUTHORISED SIGNATORIES

Members were provided with the following handouts:

- CCLA Application form dated 16/11/2021
- CCLA Account Opening Letter
- CCLA Change of Signatory Form

During a recent transfer of money from MTC Lloyds bank account to the CCLA investment account, the online authorised signatories queried the payment as they did not know about the account.

Clerk advised that money is transferred between the accounts as we get a higher dividend from the CCLA Account. Cllr F Abedalkarim queried why only Clerk and Deputy Clerk signatures were on the Subscription application form and not any of the online authorisers? Clerk advised that only 2 are required by CCLA and it was agreed in 2021 that only the Clerk and Deputy Clerk would be the account signatories. The others listed on the application form were the Mayor at the time Cllr AR Davies and Chair of Finance Cllr G Thomas. They are listed as Directors (or equivalent) but do not act as authorised signatories (see pages 7 & 8 of the Application form). The Clerk telephoned the Chair of Finance who then confirmed this with Cllr F Abedalkarim.

Following this telephone call it was agreed to look into this at the next Finance Committee meeting.

The Chair of Finance advised members that the account only requires 2 authorised signatories to transfer money between the accounts, however MTC Financial Regulations do state any 2 councillors + Clerk/Deputy Clerk to authorise the transfer from the Lloyds Bank account.

Members agreed to **recommend** the following changes:

- remove the Cllr AR Davies as he is no longer the Mayor
- add Cllr F Abedalkarim as Directors (or equivalent) and include as an authorised signatory.

30. TO REVIEW THE WARD SPECIFIC FUND – WHETHER THERE IS ENOUGH RESERVES TO CARRY OVER AGREED SPENDS FROM 2022-23 INTO 2023-24

Members were provided with the minutes in March whereby a number of Ward Fund projects were agreed. From this information the following is outstanding from 2022-23:

Ward	Item	Cost
Maesteg West	Planting outside Maesteg Sports Centre	?
Caerau	Skip Hire	~ £363.00
Caerau	Benches	£465 each + VAT + £260 delivery = £1,190.00
Caerau	Concrete Plinths for benches	?
Caerau	Soil & flowers for planters	~ £300.00
Caerau	Graffiti	May be moved to full council capital spend
Maesteg West	Graffiti	May be moved to full council capital spend
Maesteg West	A4 notice board frames for Friends of Maesteg Welfare Park	£187.52
Nantyffyllon	Chippings	?
Nantyffyllon	Benches	?
Maesteg East	Concrete plinth – for bench on Ffordd Dysgu	?
TOTAL		£2,040.52 + approx. £3,000 for unknown spends

Having looked at the income for 2022-23 (income not used for budget but goes into reserves)

	2022-23	Average each month (year total/12)
CCLA Dividends	£13,502.04	£1,125.17
Llan Middle Office hire	£2,600.00	£216.67
Vault Hire	£1,500.00	£125.00
TOTAL	£17,602.04	£1,466.84

2023-24 income received to date	
CCLA Dividends	£1,603.72
CAT Grant from BCBC	£2,000.00
Vault Hire	£250.00
TOTAL	£3,853.72

Members discussed that the projects already agreed to in March 2023 can be spent using the reserves from 2023-24. It was agreed that the graffiti projects be included within Capital Projects spend. The Chair of Finance **proposed** that the Committee **recommend** that the projects listed above with fully costed proposals are completed using the income received i.e. the reserves from 2023-24.

The Chair of Finance also raised the previously discussed litter bin design project with Maesteg Comprehensive School and that £5k of the Street cleansing budget be ringfenced for this project.

The Chair of Finance reminded members that the Finance Committee meet quarterly to discuss the budget and to recommend any amendments.

31. RECOMMENDATIONS

1. Council to meet to and sign off the Annual Return for 2022-23
2. Personnel Committee to look into a Lone Working Policy
3. For the Internal Auditor to come to the Extraordinary Meeting to discuss his internal audit report.
4. CCLA Fund changes:
 - a. remove the Cllr AR Davies as he is no longer the Mayor

- b. add Cllr F Abedalkarim as a Director (or equivalent) and include as an authorised signatory.
- 5. £5,000.00 ringfenced from the street cleansing budget for the litter bin design school project.
- 6. Projects already agreed and costed in March 2023 be purchased from the reserves in 2023-24.

Minutes emailed to all Councillors to Read on 24th May 2023

**Read and accepted at a remote meeting
of the Council held on 6th June 2023**

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Mayor