**Peterston-super-Ely Community Council**

***Cyngor Cymuned a Llanbedr-y-Fro***

**Minutes of the Finance Committee Meeting held at 8.45am on Wednesday 21st November at Peterston super Ely Church & Community Hall**

**Present:** CllrsD Moody-Jones, I Pearson and D Field

**Also Present:** Joanna Howell (Clerk to the Council)

**Apologies** None

* 1. **Election of Chairperson for the finance committee**

It was proposed by Cllr Moody -Jones, that Cllr Pearson be elected Chairperson for this committee, this was seconded by Cllr Field, and therefore agreed by all.

It was RESOLVED that Cllr Pearson be elected Chairperson for this Finance Committee.

* 1. **Agreement on frequency of committee meetings to include explanation of financial timetable of Council**.

It was agreed that a meeting was needed for budget setting, this was set as 9.30am in the hall on 3rd Jan for from then on meetings would be set on an ad hoc basis as required.

* 1. **Review of previously circulated engagement letter and internal audit governance statement**

Last year’s engagement letter and the suggested letter previously circulated, with a small number of changes it was agreed that last year’s engagement letter was suitable. A fee of £80 was also agreed (same as prior year). The Clerk provided a description of the experience and qualifications of Mr Alec Davies the previous internal auditor. It was therefore agreed to propose to the Community Council that Mr Davies be officially appointed as internal auditor at the January ordinary meeting.

Audit Governance Statement – This previously circulated statement was reviewed, Cllr Pearson explained that this had been developed in conjunction with the internal auditor and a review of the practioners guide and advice from OVW.

It was therefore agreed to propose to the Community Council that this statement be accepted at the January ordinary meeting.

* 1. **Consideration of proposed auditor-** Covered in Point 3 above
  2. **Consideration of updated 2017/18 budget and additional budget items for 2018/19. To include agreement on best process for completing 2018/19 budget**

Cllr Pearson suggested that the budget process should be

* Clerk to draft 2018/19 Budget prior to Finance Meeting 03/01/18
* All to consider additional projects/costs for 2018/19 Budget
* Finance Meeting on 03/01/18 to go through budget line by line and consider all reserves allocation
* Clerk to incorporate output from meeting into 2018/19 Budget and circulate to full Council
* Budget to be fully considered and approved at January 2018 Ordinary meeting

All agreed that this was a suitable process.

At this point the updated 2017/18 budget was reviewed. All changes suggested were agreed. The playground mound maintenance work was discussed. Two quotes were underway; however, it was proving difficult to obtain a third. At this point Cllr Pearson proposed that the financial regulations at this point were overruled, due to the very specific nature of the work, and also the fact it was a comparatively small project, along with the fact that the mound as it currently was could be a health and safety issue.

This committee agreed that this would be proposed at the January Ordinary meeting.

It was also suggested and agreed that the Clerk would start an evolving list of grants.

*AP Clerk to set up list*

The meeting was closed at 9.45am

Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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