

Langstone Community Council
Minutes of a Finance Sub-Committee Meeting held on
Monday 19 October 2021
at 7.00 pm

Date: 19 October 2021

In attendance:
Adrian Edwards Clerk

Time: at 19.00hrs
Venue: Zoom

21/226

Cllr's Present

C Bryant
L Duthie
S George
L Humphries (Chair)

Apologies received:
Cllr M Harring-Burn
Cllr J Harring-Burn
Cllr J Straw

Absent:
Cllr A Tucker
Cllr C Romani
Cllr M Griffiths
Cllr A Jarman
Cllr M Kellaway

The Chair opened the meeting and thanked those in attendance for their time. The Chair invited the clerk to explain that the meeting was convened at short notice with the agreement of the Chair and Vice Chair. This is to enable the Council members to have an understanding of the internal auditors' observations and remarks.

The clerk explained that the annual report is late, due to a misunderstanding. He thought the end of year accounts had been submitted to the internal auditor after noting an item of correspondence.

21/227 Agenda Item 1. Apologies for absence.

Cllr Chris M Harring-Burn, J Harring-Burn and J Straw, Family commitments

21/228 Agenda Item 2. Declarations of interest

Members will make any declaration as and when required

21/229 Agenda Item 3. To consider a Clerks report following receipt of the internal audit. This meeting is an informative meeting for members of the Community Council.

Reports to: - Langstone Community Council members
Subject: - Report relating to Internal Audit report
Report: - by the Clerk/Proper Officer
Date: - 19 October 2021

This report is to provide Council members with an explanation regarding the internal audit and its responsibility for ensuring that there are procedures in place to guarantee the adequacy and effectiveness of financial control and corporate governance arrangements of the Community Council.

Recommendation:

Members of the Community Council formerly note and accept the updated note below.

This audit identifies a number of concerns that have been raised over the last several months in different reports presented to members of the Council.

The internal auditor has identified the following:

Questions required to be answered by the internal audit	Yes	No	N/A
Appropriate books of accounts have been properly kept throughout the year	Yes		
Financial Regulations have been met, payments were supported by invoices, expenditure was approved and Vat was appropriately accounted for		No	
The body assessed the significant risk to achieving its objectives and reviewed the adequacy of arrangements to manage these.		No	
The annual precept levy resource demand requirement resulted from an adequate budget process progress against the budget was regularly monitored, and reserves were appropriate		No	
Expected income was fully received, based on correct prices, properly recorded and promptly banked, and Vat was appropriately accounted for			N/A
Salaries to employees and allowances to members were paid in accordance with minute approvals and PAYE and NI requirements were properly applied	Yes		
Asset and investment register were complete, accurate and properly maintained		No	

The book keeping is not a matter of concern, apart from the points that have been identified as governance and reporting to Council for approval. Members will recall the Council applied for grant funding from Welsh Government via the City Council. This was not reported or agreed with a minute to support the application. The Council received a payment from the same fund that was not reported to council and the same amount of money was transferred to a third party without the transfer being recorded in the minutes.

The internal audit also identified that a former employee had a contract of employment but the contract was not signed.

A full report will be presented to the finance meeting where council will need to accept the Annual Return and agree the Chair signs it and the Clerk will counter sign it before submitting to the external auditor.

During the period of the accounting year, 20/21, it has not followed a normal process and has been difficult due to the council convening and holding meetings remotely.

AUTHOR:

Clerk/Proper Officer

The Clerk explained that he would address any questions or observations members may have relating to the report. One member asked about item three, above. The clerk explained that it was noted that payments had been made without receipt of an invoice or approval of the council members, and income received without being recorded in the minutes.

A wide and varied discussion took place with a range of views being expressed by members. After some debate it was:

Resolved: to note the clerks report and convene a Finance meeting on the 22nd October to sign the Annual Return.

21/230 The Chair thanked everyone for attending and the meeting closed at 19:40 hrs

Clerks note: these minutes are a summary of the above meeting, and a record of the decisions or resolutions moved. These minutes are not to be taken as a verbatim record of the meeting.