

Langstone Community Council
Minutes of a Finance Committee Meeting held on
Friday 22 October 2021
at 7.00 pm

Date: 22 October 2021

In attendance:
Adrian Edwards Clerk

Time: at 19.00hrs
Venue: Zoom

21/232

Cllr's Present

C Bryant
L Duthie
A Jarman
L Humphries (Chair)
M Kellaway

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

Absent:
Cllr A Tucker
Cllr C Romani
Cllr M Griffiths

The Chair asked for a proposer to suspend the start of the meeting by ten minutes to allow those wishing to attend resolve the IT issues.

Proposed: by Cllr M Kellaway seconded by Cllr C Bryant

21/233 Agenda Item 1. Apologies for absence.

Cllr M Harring-Burn, J Harring-Burn and J Straw, family commitments

21/234 Agenda Item 2. Declarations of interest

Members will make any declaration as and when required

The Chair opened the meeting and thanked those in attendance for their time. The Chair invited the clerk to present his report. The Clerk explained that the meeting was convened following a sub-committee meeting that was convened at short notice with the agreement of the Chair and Vice Chair.

21/235 Agenda Item 3. To note and accept the internal Audit report from the appointed internal auditor

The Clerk presented the report that was agreed in the sub-committee meeting on the 19th October. The Clerk explained that all members received the annual return. A wide range of discussion took place with a range of views being expressed by those members present. After some debate it was proposed that the sub-committee recommend that the Finance Committee approves the report for signing by the Chair.

Proposed: by Cllr M Kellaway seconded by Cllr C Bryant that the report is accepted.

All those present agreed

21/236 Agenda Item 4. To propose the Chair signs the Annual Report

After some consideration it was:

Proposed: by Cllr M Kellaway seconded by Cllr L Duthie that the report is signed by the Chair.

All those present agreed

21-10-22 Oct Finance Sub-Committee Meeting

Meeting Note:

Chairman's initials

21/237 **Agenda Item 5.** To consider a Clerks report following receipt of the internal audit. This meeting is an informative meeting for members of the Community Council.

The Clerk present his report and explained that the report was distributed before the meeting for members consideration. A wide and varied discussion took place with a range of views being expressed by members. After some debate it was:

Resolved: The Clerk report was accepted by all those present

Reports to: - Langstone Community Council members
Subject: - Report relating to Internal Audit report
Report: - by the Clerk/Proper Officer
Date: - 22 October 2021

This is a supplementary report following the Clerks report presented to the councils sub-committee.

Recommendation:

Members of the Community Council formerly note and accept the updated comments below and agree that the Annual Return is noted and accepted to enable the Chair to sign the Annual Report to submit to the External Auditors.

Report:

The Clerk has provided and presented a number of reports to the Community Council during the period May to October 2021. All Members have been made aware of a weakness in governance procedures. This has also been noted and identified by the internal auditor.

Community Council has received a report from the internal auditor, where the internal auditor has identified a number of governance issues and has made a number of conclusions which are contained in the 2020/21 annual return.

1. It was identified that a number of invoices presented to the Community Council for payment were not presented to the Council for approval.
2. Payments were made on behalf of the Community Council without invoices being presented and reported to council members for approval.
3. It was identified that there is no record in the minutes that the Community Councils risk assessment was presented during the 20/21 financial year.
4. The internal audit has identified that there is no record in the minutes of formal budget reports being presented to Community Council.
5. It was identified that the former clerk's contract of employment was presented to the internal audit, but this contract was not signed. and there isn't a signed copy retained in the Community Council 's filing systems.

Members of the Community Council are aware the Annual Return will need to be accepted and agreed by Council to allow the Chair to sign the Annual Report to send to the external auditors.

This report is late being sent to the auditors. It was the belief of the Clerk that all the returns had been submitted before the current Clerk was appointed.

In conclusion:

1. The invoices requesting payments were signed but not presented to Community Council in 20/21. A list of payments is attached to this report so members can note and accept the payments in retrospect.
2. A Risk Assessment was presented to Council in 2019 and 2021 AGM's. The Risk Assessment in 2020/21 has not been changed in 2021/22.
3. A budget report was spoken about under minute 20/5. The Council were told about the budget but a copy was not presented as an updated budget for 2020-21. It was recorded the Chairman signed the Annual Return and Summary Receipts and Payments report. The main issue that was addressed by the audit is that no report was published and recorded.

A list of receipts and payments are attached to this report so members can note and accept the payments in retrospect.

4. The matter relating to the former clerk's contract of employment cannot be addressed as a signed copy has not retained in the filing system.

Members must be mindful if the external auditor requests further information or wishes to inspect documents this could incur extra costs on the Community Council budget. At this present time a financial cost cannot be set aside.

AUTHOR:

Clerk/Proper Officer

21/238 Agenda Item 6. To consider the Minor Grant applications received from outside bodies

The Clerk presented the applications received by the Community Council from three local groups. Members considered the applications and a discussion that took place with a wide and varied range of views being expressed by members. After some debate it was:

Resolved: that all the application should be deferred to the next meeting as those members believed it should be for the full Council to approve the awarding of any grant.

All those present agreed

The Clerk asked members to consider cutting the grass on the Common at Llandevaud. The Clerk explained that the Common Committee were intending to hold a Bonfire and Fireworks display on the 5th November. After some debate it was:

Resolved: the Clerk should contact the City Council to cut the grass on safety grounds and appearance

All those present agreed

Cllr A Jarman declared an interest relating to the grant application from the Common Committee at Llandevaud and grass cutting. Cllr A Jarman took no part in the discussion or resolution.

21/239 The Chair thanked everyone for attending and the meeting closed at 19:55 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.

