

# LANGSTONE COMMUNITY COUNCIL

Acting Chair: Councillor Sharon Davies  
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Interim Clerk: Mrs Jacqueline Ford  
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04 February 2025

Dear Finance Committee Councillors,

You are summoned to attend the **LCC Finance Committee** to be held on **12 February 2025 19:00**. **The meeting will be held online. Members of the public wishing to attend can use the following Teams Link (also see Langstone Community Council website):**

**Microsoft Teams Meetings ID:** 397 225 019 648

Passcode: wc3DBS

**Dial in by phone:** +44 20 3443 8778,,89169054#

(phone conference ID: 891 690 54#)

Members are invited to declare Personal and Prejudicial interests in items on the agenda. It is a requirement that declarations from a member include the nature of the interest and whether it is Personal or Prejudicial.

The Council may consider excluding members of the press and public from a meeting of a council during any item of business whenever it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that, if members of the public were present during that item, confidential information would be disclosed to them in breach of the obligation of confidence.

**Please note:** *The meeting may be recorded, purely for ensuring the accuracy of the minutes*

## AGENDA

**Councillors are reminded that they need to be online at or before 19:00 p.m.**

**Matters for Consideration by the Council in open meeting:**

**FC25/001      Apologies for absence**

**FC25/002      Declarations of interest and consideration of Councillors' declarations of interest forms**

**FC25/003      Committee Membership and Composition.**

Cllr Bernadette Newport to step down as Chair of Finance Committee. Election of new Chair.

**FC25/004 Chair to sign Acceptance of Office**

**FC25/005 Interim RFO**

Role of Interim RFO to support Interim Clerk.

**FC25/006 To Receive and Sign Minutes of meeting on 8 October 2024**

**FC25/007 Matters Arising from Meeting held on 8 October 2024 (not covered in Agenda Items)**

a) Outstanding Action Points

Action	Summary	Responsibility	Update	Status
5a	Investigate Reserve Policy & Risk Assessment	SG		
5b	Asset Register			
8d	RW's Contract of Employment (SG to accompany CB to Storage to collect) + further data	SG		
9a	Bank Signatories – complete and send bank mandates for BN & SD			
10a	Providing unredacted financial data providing payee info (+ chq book stubs) Chq info still required from CB/Clerk: 16/1/24 Chq 677 £4889.01 20/2/24 Chq 689 £4296.90 20/2/24 Chq 688 £592.11 19/12/23 Chq 664 £2171.40 (out & in same day) 2/1/24 Chq 678 £2171.40			

**FC25/008 Finances**

- a) Status of signatories and access to Unity Trust Bank.
- b) Discuss current known status LCC Finances + sight of financial data.
- c) Recent payments made/scheduled. Update as to how current payments are being made. NB Some Councillor Remuneration outstanding – calculated incorrectly by previous Clerk.

**Cllr Motion:** Chair and signatories to follow proper approach of obtaining approval at Full Council before any payments are made.

- d) Payments made to Clerk re Salary, Overtime, Sick Payments, NI and Income Tax in relation to Contract of Employment – timesheets? In particular, payments made to Clerk during August 2024 totalling £5,107.85 (three payments between £1100 and £1500+). Update from Cllr BS on discussions with HMRC.

**Cllr Motion:** To action the recovery of overtime payments (not a part of contract) and any other remuneration deemed inappropriate.

- e) Recoupment of Remuneration payments made to past Councillors. List of past Councillors who resigned before year end, but claimed full year remuneration, and calculate amount of overpayment.

**Cllr Motion:** Propose that a letter be sent to all past Councillors where remuneration needs to be recouped for overpayment.

- f) Update from JF re input of past data into Rialtas system.

#### **FC25/009 Internal Audit**

- a) Information required by Audit Wales to complete Audit for 2022/23.
- b) Audit Submission for 2023/24.
- c) Discussion of existing Internal Audit process

**Cllr Motion:** Given discrepancies between accounts signed off by internal auditor and Audit Wales report, propose that a new Internal Auditor be appointed.

#### **FC25/010 Budget & Reserves**

- a) Budget 2024/25 - SG. Need to monitor actual spend v budget

**Cllr Motion:** Propose that from April 2025 (new financial year) variance analysis produced monthly of actual spend v budget.

- b) Update on Asset Register – SG
- c) Submission for request of precept 2024/25 – update SG/JF

#### **FC25/011 Events**

#### **FC25/012 Grant Applications**

- a) Grant Application Documentation – discuss policy and application documentation.

b) Grant applications received. Discussion, in particular, of grant application from Llandevaud Village Hall and recommendations of FC to be taken to Full Council.

c) Sourcing of Grant Monies

**Cllr Motion:** Propose that a working group be established to investigate sources of funding that could be used to benefit projects in the Community.

#### **FC25/013 Centenary Park Maintenance**

Inspection work status - SG

#### **FC25/014 Terms of Reference**

To discuss and agree terms of reference for Finance Committee proposed by Cllr Rob Lewis (please read before meeting).

#### **FC25/015 Financial Regulations**

- a) Discussion of new Financial Regulations and impact for LCC. Need to be in place by April 2025.
- b) Risk Assessment/Internal Control System – discussion of what are the current measures in place to ensure safe and efficient safeguarding of public money.
- c) Review of the effectiveness of the current LCC system of internal control and propose changes as appropriate (to be taken to Full Council)
- d) Possible Engagement of Jonathan Lazenby, Clerk of Goytre Community Council to go through Part 1 of Financial Toolkit?

#### **FC25/016 Public Participation**

10 minutes set aside for Community interaction and members of the community to ask the Committee questions relevant to the agenda. Whilst members of the community should feel free to raise matters of importance, it is requested that any questions should be submitted to the Chair at least 24 hours before the meeting.

#### **FC25/017 AOB**

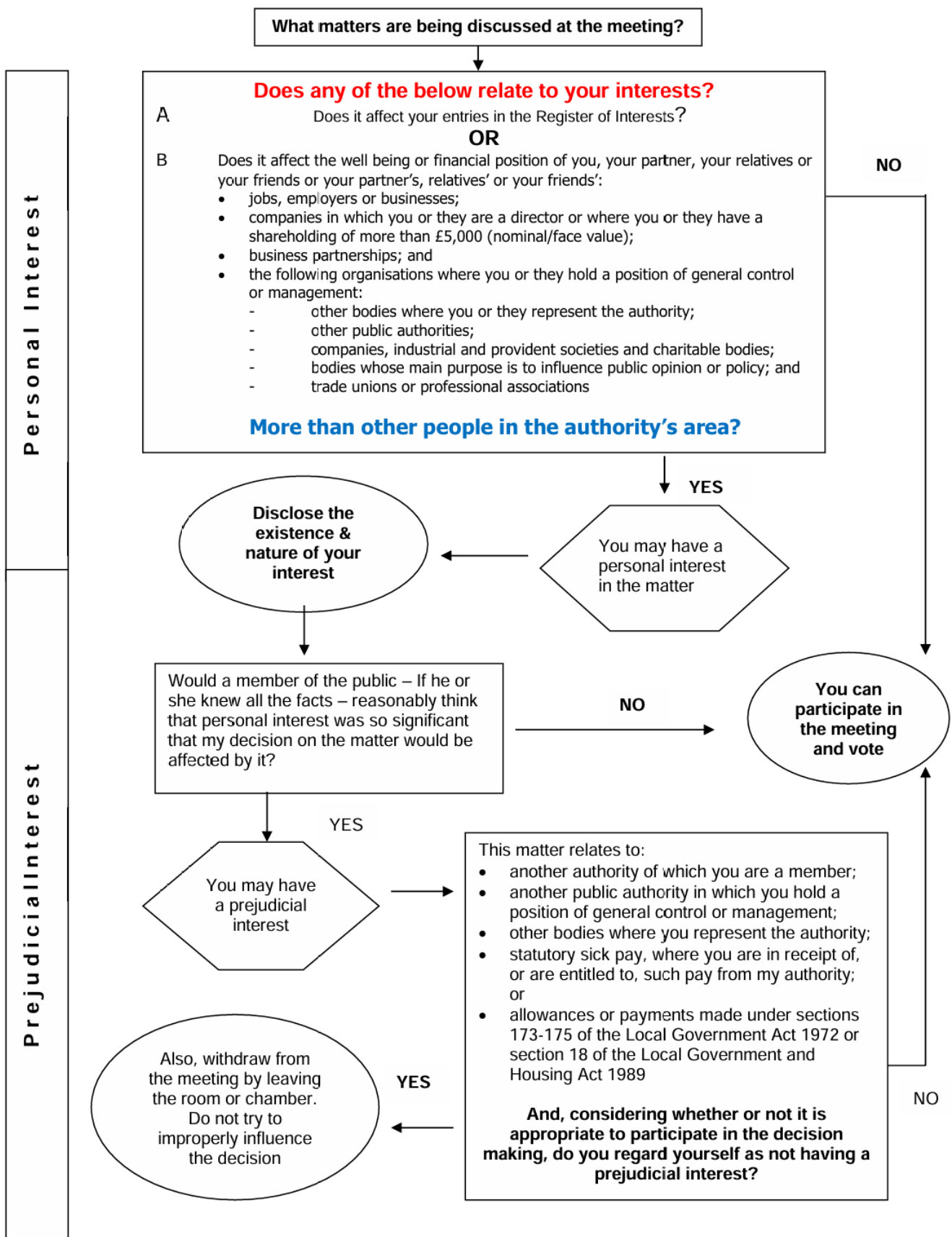
#### **FC25/018 To fix date of next meeting**

**Cllr Motion:** Propose that future FC Meetings be held directly before Full Council Meetings.

Bernadette Newport

Finance Committee Chair

## Members Declaring an Interest Flowchart



**MEMBERS CODE OF CONDUCT – PARAGRAPHS 10 & 11& 12**

I, Community Councillor \_\_\_\_\_

give the Community Councils, Proper Officer written notification of an interest declared by me at a meeting of Langstone Community Council:

Held on \_\_\_\_/\_\_\_\_/\_\_\_\_ details of which are set out below:

Please tick the relevant box below:

- ☐ **Personal Interest**
- ☐ **It was not a prejudicial interest**
- ☐ **It was a prejudicial interest and I left the meeting**
- ☐ **It was a prejudicial interest but I have received dispensation from the Standards Committee.**

**Agenda item:** \_\_\_\_\_

**Details of the business on the agenda which the Personal Interest relates to:**

**Details of the personal/prejudicial interest:**

**Please Note:** in addition to the written disclosure of an interest, members have an obligation to declare the interest orally at the meeting, before, or at the commencement of the consideration of the item, or when the interest becomes apparent. Members should hand the Declaration of Interest forms to the Proper Officer at the end of the meeting or returned to the council office before the end of the week following the meeting.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_