

LANGSTONE COMMUNITY COUNCIL

Finance and Development Committee Meeting

MINUTES OF THE FINANCE COMMITTEE HELD ON 18 FEBRUARY 2025

In attendance: Cllr B Newport (Chair), Cllr S Davies, Cllr R Bevan, Cllr S George, Cllr I Riley, Cllr S Voyle
J Ford (Acting Clerk)

FC25/001 Apologies for absence

There was one apology for absence from Cllr B Sheppard.

FC/002 Declarations of interest

There were no declarations of interest.

FC25/003 To approve and sign the minutes of the Finance Committee held on 8 October 2024.

The minutes were signed and approved by the Chair, Cllr B Newport.

FC25/004 Matters arising from the Finance Committee meeting held on 8 October 2024.

There were no matters arising that were not listed on the agenda.

FC25/005 Clerk/RFO

The Chair informed the meeting the motion listed to be discussed by Full Council regarding the appointment of HKJ to job share the role of Interim Clerk with JF will no longer be viable and will be removed from the agenda.

FC/006 Finances

(a) Motion: Propose Council nominate additional signatories for Unity Trust Bank

Appointing signatories for Unity Trust Bank to be discussed on agenda item 25/028 (vii).

(b) Payments made/scheduled (including Councillor expenses) – to be signed at the end of the Full Council Meeting

Cllr Davies listed the Remuneration payments still outstanding awaiting authorisation
The payments that needed authorisation for OVW/Newport CC etc were listed and all payments will be authorised with the exception of the invoice from VisionICT for the renewal of the domain name Langstonecc.gov.uk. The Chair confirmed that the DD to Lloyds Bank for the card has been cancelled.

(c) Recovery of Remuneration overpayments made to past Councillors and additional responsibility payments made but not properly approved – Resolved: at the Full Council Meeting held 21 January 2025 under minute 25/012 (vi) to send out a letter regarding any reclaim of overpayments.
This matter to be discussed as item 25/029 (ix) on the Full Council Meeting agenda.

FC25/007 Grant Applications

(a) Discussion took place on the 6 grant applications received. The grants for the 3 churchyards were approved: St Peter's, St Martin's and Langstone Church plus the Langstone Ladies Friendship Group grant.

Motion: that discussions in particular of the grant application from Llandevaud Hall and recommendations of FC be taken to Council.

Discussion took place on the HCPT Group grant and the application for repairs to the Llandevaud Hall car park.

Resolved: Both grants to be deferred to Council.

FC25/008 Financial Regulations

- (a) Discussion took place on the new Financial Regulations and the impact for LCC. It was agreed that the financial regulations are very lengthy and that Council should look at how other Councils have updated their regulations for help and advice on this document.
- (b) Risk assessment and control systems
- (c) Review of internal controls

Motion: Propose that the above items (a) – (c) are addressed in a Finance Working Group.

Resolved: This motion to be taken to the Finance Working Committee.

FC25/009 Update from Finance Working Group

Councillor Newport gave a summary of items discussed in the Working Group meeting which included:

- update on talks about investment of reserves in a savings account
- the Precept has been submitted.
- the Asset register has been updated and some of our assets might need to be disposed of.
- the Finance Committee will be looking at the Terms of Reference for the Finance Committee but has looked only briefly at the document.
- necessity of engagement of an Internal Auditor to look at the 2022/23 and the 2023/24 accounts. An approach has been made to the Penhow Clerk for a recommendation.

FC25/010 Committee Chair notice of resignation

Cllr B Newport is to stand down from Chair but stay on the Finance Committee.

To be discussed in the Full Council Meeting agenda item 25/028 (iii).

Cllr George proposed that 7pm will be future start time for the Finance Committee meeting and that 7.30 pm for Full Ordinary Council meeting. All were in agreement.

FC25/011 Public participation

There being no public participation the meeting closed at 7.00 pm.

FC25/012 Date of next meeting – to be arranged.