

**MEETING OF THE FINANCE COMMITTEE OF ABERTILLERY AND LLANHILLETH
COMMUNITY COUNCIL HELD ON 26th January 2024 at 6.00 pm in the Council Meeting
Room at Council Offices, Mitre Street, Abertillery.**

PRESENT

Councillors: Steve Bard (Chair), Peter Adamson, Josh Rawcliffe, Nick Simmons, Glyn Smith.

Officers: Steve Edwards (Clerk)

Absent: Mark Lewis

43. APOLOGIES FOR ABSENCE

Mark Lewis

44. DECLARATIONS OF INTEREST OR DISPENSATIONS

None. There was brief discussion to about to include an item concerning an email received from a member of the public. The chair decided that as this was not an agenda item it would not be discussed.

45. MINUTES 8 December 2023

The Committee **RESOLVED** that the minutes, were a true and correct record.

46. HR Committee Terms of Reference.

The Finance Committee **RESOLVED** to recommend the amendments as shown to Full Council.

47. Finance Committee Terms of Reference

The Finance Committee **RESOLVED** to recommend the following changes to Full Council.

1: Paragraph 1 – Amend “Members” to “Committee Members”

2: Paragraph 2 – delete “and the Chairs to which the Council has delegated powers to authorise expenditure”

3: Paragraph 2 – Amend “members” to “a member”

4: 4th paragraph from the end – Delete and replace with “The Finance Committee will call in Chairs or responsible project leads or RFO to agree actions to address potential significant variations in the budget.”

The Clerk stated that a new Model Financial Regulations are due to published nationally during March.

48. Bank Reconciliation December 2023

Peter Adamson and Josh Rawcliffe successfully conducted the bank reconciliation for December 2023. No issues to report.

49. Bank Reconciliation assignments.

The Finance Committee agreed the following bank reconciliation assignments.

January 2024 – Steve Bard and Nick Simmons; **February 2024** – Glyn Smith and

Josh Rawcliffe; **March 2024** – Peter Adamson and Mark Lewis; **April 2024** – Steve Bard and Josh Rawcliffe.

50. Work Plan for 2024.

The Committee agreed the following work plan. (It should be noted that a bank reconciliation for the previous month will be done). There is also the Internal Auditors report to be factored in during March/April

February Meeting: Digital Asset Register, Draft Standing Orders, Budget Process, Q3 Outturn

March Meeting: No Plans

April Meeting: End of Year Finances; Review of Risk Register

May Meeting: Review of Financial Regulations

June Meeting: Annual Return. Close down of Rialtas for 2023/2024

July Meeting Quarter 1 Budget Report

August Meeting: No Meeting

September Meeting: Committees for budget reports

October Meeting: Quarter 2 Budget Report, review of Risk Register, start of 2025/2026 Budget, Look at any initial proposals.

November Meeting: Budget 2025/2026 – discussion s with Committee Chairs and RFO

December Meeting: Budget 2025/2026 – agree budget proposals to be recommended to Full Council

51. DATE OF NEXT MEETING

16th February 2024 at 6pm

The meeting ended at 6:50 pm.

Signed as correct Record by the

Chair.....

Minutes produced by Steve Edwards, Clerk.