

**MEETING OF THE FINANCE AND GOVERNANCE COMMITTEE OF ABERTILLERY
AND LLANHILLETH COMMUNITY COUNCIL HELD ON 11 September 2026 at 6:00 pm
at the Council Offices, Mitre Street, Abertillery.**

PRESENT

Councillors: Steve Bard (Chair), Frankie Baker, Rob Phillips, Josh Rawcliffe

Officers: Molly Jones (Deputy Clerk)

Absent: Nick Simmons, Mike Whatley, Bruno Góes Maciel

24. Apologies for Absence

Apologies were received from Cllr Mike Whatley and Cllr Nick Simmons.

25. Declarations of Interest or Dispensations

None.

26. Minutes 17 July 2026

The Committee **RESOLVED** to agree the minutes as a true and correct record.

27. Q2 Budget Outturn

The Committee noted that the outturn did not cover a full quarter (July-September).

The Committee did not raise any issues with the outturn, and felt that spending is on track.

The outturn will be re-done in October to cover a full quarter, and the Committee will review it again.

28. Finance and Governance Toolkit

The Committee reviewed the council's progress on the toolkit themes.

Theme A: Completed.

Theme B:

- The HR Committee are due to agree the list of staff policies and an employee code of conduct in October, which will complete theme B.

Theme C

- The Committee **RESOLVED** to recommend that the Community Empowerment Committee investigate creating a community engagement strategy. This will complete theme C.

Theme D:

- The HR Committee will investigate a scheme of delegation for the Clerk in October. (D11)
- The officers will investigate examples of constitutions and report back to the Finance & Governance Committee regarding whether this is something council should implement. (D12)
- The Committee agreed that the council does not need a written business plan, as this is covered in the committee terms of reference and the budget. (D13)

Initial:

Date:

- The officers will complete the Information Commissioner's self-assessment checklist. (D16)
- The officers will draft an IT Security Policy, which will go to Full Council to approve. (D17)
- The officers will check that the council's Privacy Notice is up to date, and add a link to the notice in the council's email signature. (D18)
- The council will need to undertake a data audit (D19), this will likely be actioned next year. This will also include purging information (D21) and implementing disposal records. (D22)
- The Committee agreed that the council does not need a business continuity plan as this is covered in the risk register and financial risk register (D24)
- The officers will investigate examples of emergency plans and report back to the committee to decide how to proceed. (D25)

29. Bank Reconciliation

The Committee agreed the following rota for bank reconciliations:

September – Rob Phillips and Nick Simmons

October – Steve Bard and Josh Rawcliffe

November – Frankie Baker and Mike Whatley/Bruno Góes Maciel (depending on availability)

30. Asset Register

The Deputy Clerk explained that two of the council's 6ft trestle tables were broken beyond repair.

The Committee **RESOLVED** to dispose of the two trestle tables from the asset register.

31. Date of Next Meeting

Friday 9th October 2026 at 6pm

The meeting ended at 6:30pm

Minutes produced by Molly Jones, Deputy Clerk.

Signed as correct record by the Chair.....

Date.....