

# Minutes of the Finance Committee meeting held at Hay Council Offices on 28<sup>th</sup> February 2020

**Present:** Cllr D Price (DP) Cllr T Stedman (TS)

Cllr F Howard (FH) Cllr A Powell (AP) Cllr D Landymore (DL) N Burdekin (NB)

**Apologies:** None

## **FIN406. Minutes of meeting dated 19<sup>th</sup> December 2019**

The minutes of the meeting dated 24<sup>th</sup> June 2019 were agreed as a correct record.

## **FIN407. Matters Arising**

NB reported that the Precept has been sent in and accepted by Powys CC. NB said that the outstanding Bank Reconciliations since July are now completed and will be signed by DP in today's meeting.

## **FIN408. Recycling Grant application**

(i) Hay Bowls Club

TS raised the possibility of HTC installing private car parking spaces where residents, businesses, charities and so on could buy a space (with drop-down bollard) for £300.00 a year. Possibly 30 spaces could be sold on this basis which would raise £9,000.00 which would cover the entire operating costs of the Recreation Facilities. *FH declared an interest as a local resident – FH would buy one of these proposed car parking spaces.*

HTC, the Sports Clubs and any organisation renting offices would be allocated free parking to the side/rear of the Pavilion which would be gated off from the rest of the car park.

DP asked what the legal implications with Powys CC are for this proposal. TS said that HTC has a 99-year lease for the Recreation Facilities and the sub let does allow HTC to raise monies for the running costs of the Pavilion. DP also said that a limit on the numbers of parking spaces people could buy needs to be applied e.g. one business would not be allowed to buy 6 spaces.

Councillors agreed that more research needs to be done to determine the feasibility/legal position of installing the bollard parking option.

The Bowls Club's grant application was deferred until more is known.

(ii) Hay Summer Show

Hay Summer Show had put in a recycling grant for Summer Show 2020 requesting £500.00. TS confirmed that in 2019 the Summer Show was awarded £1,000.00, but this came from the general grant fund, not the Recycling grant fund. So the 18-month criteria between grants was not an issue. On this basis, TS proposed giving the Summer Show the full £500.00. FH seconded. *Unanimously approved*

## **FIN408. Recommendation:**

**(i) To award Hay Summer Show a recycling grant of £500.00**

**FIN409. Financial Regs – review of financial regulations relating to £300.00 limit for 3 quotes and £500.00 for emergency works.**

NB explained that HTC's Financial Regulations currently state that any works over £300 and below £1,000 need three quotes to be obtained if possible. Similarly the current limit for emergency works is £500.00. NB suggested raising the limits to £500.00 and £750.00 respectively.

TS proposed accepting raising the limits of both items, FH seconded. *Unanimously approved*

In terms of the emergency works, FH suggested changing the individuals who can authorise emergency works to include the Chair of Finance. TS suggested that the wording should be changed to read: 2 of the following: Mayor/Deputy Mayor, Clerk and Chair of Finance (this would mean adding the Chair of Finance). NB to make the necessary amendments to HTC's Financial Regulations.

**FIN410. Councillor Responsibility Payments 2019 / 2020**

NB explained that the Councillor Responsibility Payments for 2019/2020 are now due. These payments must be made available to Councillors, but Councillors can opt out. NB has generic opt out forms from OVW which Councillors can sign. Alternatively, an e-mail will suffice. The opt out by Councillors has to be put in writing to the Clerk. DP asked NB to bring the opt out forms to next Monday 2<sup>nd</sup> March Full Council's meeting and Councillors asked to make a decision in that meeting as to whether they will opt out or accept the payment.

**FIN411. Appointment of Internal Auditor for 2019/2020 accounts**

NB said that, like NL did the previous year, he has sought 4 quotes. Grovely Solutions said that they can't do this work, Hay Accountancy Services thanked HTC for asking them, but that they do not have the time to do the work. WJ James Accountancy did not respond. Chris Lewis from David M Jones has responded and provided a quote of £750.00 plus VAT. David M Jones was appointed last year and provided the lowest quote, as well as an excellent report for HTC. TS proposed accepting David M Jones' quote, AP seconded. *Unanimously approved*

**FIN411. Recommendation**

**(i) That HTC appoints D M Jones Accountancy to carry out HTC's Internal Audit for 2019/2020.**

**FIN412. 2019/2020 accounts – Expenditure against Budget 28<sup>th</sup> Feb 2020**

NB has circulated the latest expenditure against budget at 28<sup>th</sup> February 2020. Councillors looked at the spreadsheet line by line. DP asked NB if there were any major differences / items to note. NB said that anticipated income from rents in Council Offices were £9,000.00 less because tenants have left since Powys CC issued the Notice to Vacate.

NB added that some payments of electricity at the Pavilion (there are two meters at the Pavilion) are coming out of the Council Offices account, not the Project Account. NB to transfer money back into the correct account when he has the mandate forms from Barclays.

NB also said that approximately £22,000 is due back from VAT, and £5,000 from Natural Resources Wales for the 'Shared Spaces' grant.

NB had put the costs of three interpretation boards at the Gliss to the Gliss account. However, NB was asked to change this cost to the allocated Fingerpost budget.

AP asked about the funding of £7627.00 allocated for The Gliss and if this budget can be used for any repairs needed due to the flooding. This is correct.

A discussion followed about the recycling grants fund. It was agreed that this should be discussed by Full Council. FH proposed a recommendation to Full Council, TS seconded. *Unanimously approved*

**FIN412. Recommendation**

**(i) That Full Council discuss and agree the way forward regarding Recycling Grants**

**FIN413. Bank Reconciliations**

DP signed off the bank reconciliations for August – December 2019 and January 2020 at the end of the meeting.

**FIN414. Financial Risk Assessment** – Item deferred until the next meeting

**FIN415. Zurich Insurance Cover – To be reviewed**

NB said that Gipsy Castle Play Area is not on the insurance schedule. FH added that Black Lion Green is also not on the schedule. **Action** – NB to contact Zurich Insurance and add these two sites onto the schedule. NB to also find out what the insurance costs would be as and when HTC leaves Council Offices.

*FH left the meeting at approximately 11.00 am*

**FIN416. Review Fixed Asset Register 2019/2020**

Councillors went through the current Fixed Asset Register 2019/2020. It was agreed that the list was correct, but NB was asked to add the 7 wooden sculptures installed along the Old Railway Line/Bailey Walk. DP explained that the land at the Meadows had been given to HTC from a developer, which is why this is on the Fixed Asset Register.

**FIN417. VAT claims 2017/2018 to 2019/2020**

NB said that Christine Watkins has almost completed the 3 years VAT re-claims to the HMRC. **Action** - NB to send these claims in next week.

**FIN418. Energy Renewal date – British Gas (electricity at Clock Tower toilets, 16<sup>th</sup> April 2020)**

NB said that British Gas has sent a renewal form to HTC for the Clock Tower toilets, with a deadline of 16<sup>th</sup> April 2020. Councillors agreed to recommend to Full Council that delegated authority be given to the Finance Sub-Committee to approve what they consider to be the most suitable offer available.

**FIN418. Recommendation**

**(i) The Finance Sub-Committee be given authority to approve what they consider to be the most suitable offer available for the electricity contract renewal for the Clock Tower toilets.**

**FIN419. Town Crier – request for a pay rise**

NB said that George Tofarides had been into the office and had requested a pay rise for his role of Town Crier. **Action** -NB was asked to speak with RWG and FH about the Town Crier's contract and what it involves before any decision is made on whether to award a pay rise or not.

**FIN420. Invoices for Sports Clubs 2019/2020**

NB said that invoices to the 4 sports clubs for their 2019/2020 contributions have not yet been issued. **Action** – NB to issue invoices as a priority.

**FIN421. Any Other Business**

NB said that he had contacted Barclays' Leicester branch, which is now Hay's branch, twice and asked for mandate forms to be sent through to him to change NL's contact details for NB's. So far, no paper work has come through from Barclays. **Action** – NB to contact Barclays again to follow this up.

TS said that there is a grant available that she would like to put an Expression of Interest in for. The project TS has in mind is to re-surface the entire Old Railway Line using the same sort of materials that were used for Bailey Walk. Also part of the project would be to install a horse and tram installation along the Old Tram Line. The total cost of the project from initial quotes would be in the region of £85-90,000.00. HTC would need to be the organisation that put the application in. The fund requires 20% match funding, although 10% or so of this can be through volunteer hours. The potential cost to HTC's funds would be around £10,000.00 if the application is successful. TS to put in an Expression of Interest (the deadline for this grant is 12.00 pm today), which doesn't commit HTC to the project.

**FIN422. Date of next meeting** – NB to arrange

Signed.....Date.....