

TS said that the recommendation from the Internal Auditor was that HTC is currently using a cash-based system to complete its accounts. The Internal Auditor has asked HTC to consider using a software package for its finances. TS has arranged a remote meeting with a software company, to be attended also by NB, for a demonstration. The software is specifically tailored for Town Councils. TS and NB to feedback after demonstration.

FIN439. Recommendation:

It was proposed by FH, seconded by DL and agreed that the accounts be recommended for approval by Full Council. *Unanimously approved*

FIN440. Current Bank Balances

NB reported that as per the bank statements of 31 July 2020, the current bank balances are:

Main Account = £32515.22
Council Offices = £44261.67
Project Account = £11769.58
Deposit = £14824.65

FH asked if the Council Offices account can still be called this as and when HTC moves to the Sports Pavilion. TS thought that this should not be an issue as different accounts have been called different things in the past. NB suggested checking this with Barclays, as well as on-line banking, passwords etc. **Action:** NB to arrange a meeting with Barclays in a local branch.

FIN441. VAT claim for 2019/2020

NB said that following on from the Internal Auditor's report, the final VAT claim for 2019/2020 stands at £10,100. **Action:** NB and CW will put the VAT claim in as a matter of priority.

FIN442. Recycling Grant – 1st Hay Scouts

NB reported that 1st Hay Scouts were last awarded a recycling on 1st May 2018 for £200.00. The scouts group has sent in the application form and supporting budgetary information. The scouts have asked for £500 towards the costs of two composting toilets and a greenhouse at the Walled Garden site off Belmont Road. TS asked NB how much was currently in the recycling fund. NB said approximately £10,000. FH said that the scouts group were doing great work and was very happy to support a full payment.

FIN442. Recommendation:

AP proposed awarding 1st Hay Scouts the full £500.00, FH seconded. *Unanimously approved*

FIN443. Financial Risk Assessment

NB had circulated prior to the meeting the more recent previous Financial Risk Assessment dated 29th March 2019. TS asked if there were any areas of concern. NB said that toilet income could be amended to include the Covid-19 impact on income. Cllrs agreed. FH said that the rent at Council Offices need to be removed as no longer relevant. **Action:** NB to review all aspects relating to Council Offices and amend risk assessment accordingly as many no longer relevant. FH offered to help NB with this.

FH asked about the references to staff and that further information is needed here to ensure continuity of service for HTC if the Clerk becomes ill, leaves etc. NB to put more detail in here about the role of the Admin Assistant and ensuring the assistant has enough background information/knowledge/access to I.T. and so on to cover for the Clerk if necessary. Also, add in ensuring Chairs of Sub Committees have more information.

NB referred to "Land owned by the Council" and the fact that the insurance company has informed HTC that some areas owned or run by HTC are only covered by Public Liability Insurance. This insurance is only valid if risk assessments for each site e.g. Black Lion Green, the Old Railway Line, are in place and up to date. **Action:** NB and F&E to ensure risk assessments for all HTC land are in place and up to date.

FH added that the proposal for paid parking at the Sports Pavilion could be added. TS and FH have put together an initial plan for this which will need to be presented to Full Council. **Action:** TS/FH to take a proposal to Full Council.

FIN444. Toilet income 1st April to 7th August – 2019 & 2020 comparisons

Prior to the meeting, NB had circulated to Councillors the cost comparisons for toilet income from the period 1st April to 7th August 2019 and 2020. NB explained that there is still card payments to come for the two machines recently installed. The current loss is around £6,200, and so likely to be over £5,000 even with the card payments. This loss is one item that can be added to HTC's claim to the Welsh Government – see agenda item FIN445.

FIN445. Welsh Government – Covid-19 Loss of Income Grant Fund opportunity

NB reported that One Voice Wales has forwarded the Welsh Government's funding for Community and Town Councils for recovering income lost a result of Covid-19. The deadline for requests is Friday 18th September 2020, 5.00 pm. Councillors asked NB to draft HTC's funding request on the following items:

- Loss of toilet income
- Loss of rental income for Council Offices
- Loss of rental income from (x4) sports clubs at the Pavilion

Action: NB to draft the funding request and circulate to Finance Sub Committee for comment/approval.

FIN446. Outstanding rent from 2019/2020

- (i) **Wye Valley Mediation (£350)** – NB confirmed that payment had been received from WVM on 14 July 2020. This is WVM's last payment.
- (ii) **Hay Dial-a-Ride (£1678)** – NB confirmed that payment had been received from Dial-a-Ride on 28 May 2020. This is Dial-a-Ride's last payment.

NB said that there are now no further rental payments due to HTC for Council Offices. NB added that Powys CC has sent the first invoice for 5th August 2020 for £220.00 for HTC's rolling, month-by-month licence to remain in Council Offices.

FIN447. A.O.B. - No items.

FIN448. Time and date of next meeting