

Minutes of the Special Council meeting of Hay Town Council held remotely at 6.00 pm on 28th June 2021

Present: Cllr S Morris (SM) Cllr D Landymore (DL) Cllr A Powell (AP)
Cllr F Howard (FH) Cllr J Prothero (JPr) Cllr T Stedman (TS)
Cllr J Morgan (JM)

Apologies: Cllr J Boyd Green (JBG) Cllr G Like (GL) Cllr I Keith (IK)
Cllr R Golesworthy (RWG)

In Attendance: N Burdekin (NB)

2787. Declarations of Interest and Code of Conduct

TS – HADSCAL Hay Woodland Group, Hay in Bloom, Hay Primary School
Community Governor, Hay Repair Café

AP - HADSCAL, The Warren, Hay Woodland Group

FH – HADSCAL, Cheesemarket Trustee, Castle Trust, The Warren & proposed
cycleway

JPr – Hay in Bloom

SM – HADSCAL, The Warren, Cubs and Scouts Leader 1st Hay Scouts,
Explorers, Summer Show, owner of business in Hay, Country Supplies

DL – Owner of business in Hay, Charlotte’s of Hay

JM – Hay Woodland Group, Hay Warren Anglers

2788. Certify Accounts for year ending 31 March 2021

Prior to the meeting, NB had circulated to all Councillors the supporting
documents from the Internal Auditors, DM Jones.

The income and expenditure report was considered and NB said that there
were no major issues and the figures presented were as expected.

FH asked about why the cleaner’s salary was as high as it was. TS and NB
explained that was because of the redundancy payment given to the cleaner in
October 2020.

FH also asked if ‘Sundry’ items was an eligible code as she thought this might
not be acceptable. **Action:** NB to ask auditor if this is an eligible code

The Internal Auditor’s Report was then considered and there were 4
recommendations. The summary of these being:

1. The number of categories used could be consolidated. *DL said that she and NB had consolidated the cost centres and sub codes the day before*
Action: Once the codes have been typed up, these will be circulated to Finance Sub Committee
2. That HTC uses a software package for future accounting (and acknowledged that HTC has this in place from 1st April 2021) *NB confirmed that Scribe Accounts for HTC is all set up ready for 2021/2022*
3. Rather than inputting expenditure when it is paid at a later date, the auditor recommends changing to an accrual system – *Scribe Accounts is an accrual auditing system*
4. Payments have not been made consistently from the same bank account – *NB explained to Councillors this was because electronic banking was not available until recently, and the main account cheque book had need replacing, but not arrived due to ongoing issues with the postal system. Electronic banking is now operational and Main Account cheque books have now arrived, so this issue will not happen next audit.*

After Councillors had considered both documents as above, SM read out the 8 statements on the External Audit Annual Return form relating to the Annual Governance Statement (Part 1). Councillors were happy with all 8 statements and responded 'yes'.

On this basis, SM put Finance Sub Committee's recommendation to Full Council as below:

FIN534. Recommendation

JPr proposed accepting the Annual Accounts for 2020/2021, SM seconded.

Unanimously approved

JM proposed accepting the recommendation, AP seconded. *Unanimously approved. Resolution passed.*

2789. Date and time of next meeting

Monday 5th July 2021

There being no further business, the meeting closed at 6.30 pm.

Signed:



Date: 5th July 2021