

Finance Committee Meeting Minutes

Attendee:

Cllr. R Hunt, Cllr. C Volrath,
Cllr. K Reid , Clerk J Chen and 2 member of the public

Absent:

None

Meeting Started on: Dec 3rd,2025 07:00PM

Meeting Ended on: Dec 3rd,2025 07:59PM

Held on/at: Zoom Meeting

<https://zoom.us/j/92846650351>

Meeting Chaired by: Cllr. K Reid

1. Welcome and introduction

Cllr. K Reid welcomed all attended the meeting

Introduction:

Cllr. K Reid, Councillor of St Nicholas & Bonvilston Community Council
Chair of Finance Committee

Cllr. R Hunt, Chair of St Nicholas & Bonvilston Community Council
Member of Finance Committee

Joan Chen, Clerk & RFO of St Nicholas & Bonvilston Community Council

Cllr. C Volrath, Vice Chair of St Nicholas & Bonvilston Community Council
Member of Finance Committee

2. To receive apologies for absence

None

3. To receive Declarations of personal and prejudicial Interest under the Council's Code of Conduct

None

4. To approve the minutes of 1st committee meeting on 21st October 2025

Cllr. Reid proposed to approve the minutes subject to amendments below:

1. Amend minutes item4 'the council hasn't applied the cheque book' to 'the council hasn't utilized the cheque book'
2. Add word 'reconsidered' in the end of minutes item 5.

This minutes is approved subject to above amendments unanimously.

5. To review and approve awaiting payments for December 2025.

- It is resolved to agree unanimously that payment for by-election charges £3383.95 will go to full council for approval.
- It is resolved to agree unanimously that payment under £1000 on the awaiting payments list are approved to pay in December.
- RFO notified the committee that she noticed there is no direct debit for council email/website account £10.26 in November 2025, and she has queried Cllr. Perry regarding this matter as she doesn't have login details to follow up the status. She is still waiting for Cllr. Perry's response.
- Cllr. Reid proposed to approve the clerk November Salary payment £1677.23, Cllr. Volrath queried the reason not setting up standard order for the contracted hours and pay by end of the month, then bring the overwork amount for approval as resolved in previous meeting.

RFO will confirm with monthly payroll provider how to implement this decision legally and correctly.

It is resolved to agree unanimously that payment of clerk salary for November is now approved to be paid in December

6. To review and approve setting up direct debit for HMRC National Insurance

It is resolved to agree to set up direct debit for HMRC National Insurance.

7. To review and approve payments and receipts of October 2025

It is resolved to agree that the payments and receipts of October 2025 is approved.

8. To review and approve the limited scope bank reconciliation of October 2025

It is resolved unanimously to agree that the limited bank reconciliation of October 2025 is approved only limited to the month of October 2025 due to incomplete record and gap reference prior to July 2025

9. Update regarding Internal audit

Cllr.Reid stated that an Audit Report for year ended 31st March 2024 will not be undertaken as an Internal Audit report has previously been issued. It is only year ended 31st March 2025 Internal Audit report status which is dependent upon Audit Wales External Audit Report. She proposed that the council is not progressing with any internal auditor for the year ended March 2025 yet as we don't have the records and there had been an internal audit report produced by an internal auditor for the year ended 31st March 2024, the council should not be revisiting that with another auditor while we are waiting for the outcome of the conversation with the external auditors -Audit Wales.

It is resolved to agree that the council will not liaise and progress with internal auditors for year ended 31st March 2025 before the results from external auditors.

10. Update regarding External audit

Cllr. Reid stated that information has been provided by Finance Committee to Audit Wales to rectify the situation of outstanding information for the year ended 31st March 2024, 31st March 2025 and a gap prior to July 2025. We will keep this agenda item open until matters are resolved and the council receives the report from Audit Wales.

11. Update regarding expected outturn to 31st March 2026

It is resolved to agree unanimously that budget for 2025-2026 won't be accepted and updated due to incomplete records and background information.

12. Strategic Plan & Precept 2026/2027-first consideration

- Cllr. Hunt presented the strategic plan for 2026/2027 (please see the attached plan)
- The committee discussed the need for a zero-based budget to review and approve the budget in advance of the next full council meeting.
- RFO is tasked with creating a draft budget based on fixed costs and estimates for community and calculation of the precept for 2026-2027 for FC review in advance of the next committee meeting.

13. Next meeting

Tuesday, 6th January 2025 at 7pm

Minutes taken by

Joan Chen – Clerk to the Council

Approved by.....

Chair Kathryn Reid on behalf of the Finance Committee

Approved Date:.....