

**MINUTES OF PONTYPOOL COMMUNITY COUNCIL**  
**VIRTUAL FULL COUNCIL MEETING**  
**WEDNESDAY 12<sup>th</sup> AUGUST 2020**

**In attendance:**

Councillor: Mrs R. Matthews (In the Chair)

Councillors in attendance: Mrs E. Chilcott JP, Miss L. Clarkson, Mrs E. Hunt, Mrs G. E. James, N. Jones, J. Killick, R. Overton, Mrs N. P. Parrish,

Officers: Mrs R. Tucker, Ms J. Wright, Mrs R. Cronin, Mrs L. McMail

379

**Apologies**

Apologies were received from Councillors: Mrs K. Arthur, G. Davies, Mrs J. E. Jones, R. Mills, N. Simons, B.M. Taylor JP and Mrs J. Taylor.

380.

**Declarations of Interest**

Although there were no items on the agenda relating to Torfaen County Borough Council, Councillors Mrs G. James, N. Jones, R. Overton and Mrs N. P. Parrish declared an interest as members of TCBC.

**RESOLVED:** that the declarations of interest be recorded.

**JW**

381.

**Full Council**

The Council received the minutes of the Council meeting held on Wednesday 22<sup>nd</sup> July 2020. These were agreed as a true record subject to Councillor Mrs G. James being included in the list of members present and the resolution in minute 370 being amended to state the 24<sup>th</sup> June and not the 24<sup>th</sup> July.

**RESOLVED:** that the minutes of the Full Council Meeting held on the 22<sup>nd</sup> July 2020 be confirmed as true record subject to the necessary amendments being made as outlined above.

382. **Final Accounts**

Members received and considered the final accounts, the Annual Return and the Internal Audit Report for 2019/2020.

The Clerk informed the meeting that pages 1 and 2 of the Annual report relate to the Statement of Accounts which compiles a breakdown of its income and expenditure.

Pages 3 and 4 are the Annual Governance Statement which is the responsibility of the Council to ensure that there is a sound system of internal controls within the Council, including the preparing of the accounting statements with a number of boxes to be ticked to state the Council agree. The Internal Auditor has agreed there are adequate systems in place and all the boxes can be ticked. This is signed by the Chair of the Council and the RFO

Page 5 of the return relates to the Auditor General for Wales' Audit Certificate and report which will be completed following the External Audit and then returned to the Council for publication.

Pages 6 – 8 of the return refers to the Internal Audit Report. The Chair of Policy & Finance stated that she had met with the Internal Auditor, the Clerk, the Accountant and the Vice-Chair of Policy on the 27<sup>th</sup> July and the IA report was discussed in detail. They took on board what was outlined in his report and stated that some of the concerns he had raised had already been actioned and those that had not been actioned would be done so as soon as possible.

In the first instance it was unanimously agreed that the Council approves the Final Accounts, the Annual Return and Internal Audit Report for 2019/2020.

A number of questions/points were raised by members in relation to the accounts and it was agreed that the Accountant would put a report together to be presented to the next Policy & Finance meeting with the answers.

1. Why is the Debtors figure much higher than usual?
- 2 There is a VAT recoverable pre-payment of £10,000 in June – what does this relate to?

3. There is an additional balance of £51,000 in the Council's accounts – in the first instance why is this and secondly the Council put the precept up at the budget day last year obviously not knowing there would be this additional balance so although the Council has a healthy bank balance the precept needs to be looked at very closely at the next budget day taking into account this additional figure.
4. Why is there a figure of £20,264.00 in relation to partnership schemes?
5. At the budget day it was agreed to have a breakdown of the Council's fixed assets as well as a process to be put in place in relation to the Council's long-term investment strategy which had not yet happened. The Clerk informed members that this was an item on the next Policy & Finance Committee.
6. As there is no longer a Task Force should the figure of £5,000 be in the Task Force Contingency Reserve or moved elsewhere?

**RESOLVED:** (i) that the Council approves the final accounts 2019/2020.

(ii) that the Council approves the Annual Return 2019/2020

(iii) that the Council approves the Internal Audit Report 2019/2020

(iv) that the Accountant produces a report to be presented to the September Policy & Finance meeting in relation to the queries raised by members as outlined above.

### 383. **Internet Banking & Bacs Payments**

The Clerk informed members that at last month's Council meeting it was agreed that a more detailed report be presented to August Council in relation to approving the process for Internet Banking & Bacs payments.

The Council was asked to approve the process for Internet Banking & Bacs payments as outlined in the report produced by the Council's Accountant. The Chair of Policy & Finance proposed that the recommendations of 4.1 and 4.2 be approved. This was unanimously agreed by members.

The Chair of Events asked for a guarantee that the organisations who she gives Local Voluntary Funding to would still know that she is awarding the money when the

new system is put in place. The Clerk said this would not be a problem as the new form would have a reference name and this is where the member's name would appear who is awarding the money.

The other concern she had was that if organisations/associations were receiving money straight into their bank accounts through this new system would presentation evenings become obsolete as it was important to remember that as a Community Council events are put on to support the community and when the time is right it is extremely important to keep these community events going. A discussion took place and it was agreed that this could be looked into at a future date.

**RESOLVED:**

(i) that the current system be amended to allow authorised persons as detailed above to make payments directly via the Cooperative Bank using a security token as outlined in the report.

(ii) that members of the committee take steps to adopt this new system.

(iii) that the future of presentation evenings be looked into at a later date.

Chair