

PONTHIR COMMUNITY COUNCIL CYNGOR CYMUNED PONTIR

Minutes of Finance Meeting Held on 20th November 2013

1. **Present:** Cllr. R. Davies (Chair), Cllr. T Roberts, Cllr. S. Bailey, Cllr. Mrs J. Morgan, Cllr. P. Matthews & Cllr. Mrs J Bold.
Members of Public Attending: None
Clerk: Karen Price
2. **Apologies:** None
3. **Declarations of Interest:** None
4. **Finance and Accounts**
 - a. **Balance of Accounts as at 31st October 2013**
 - i. Direct Plus Account = £16,679.74
 - ii. Instant Access Account = £11,601.75
 - b. The Bank Reconciliation of Accounts as at 31st October 2013 was received and contents noted.
 - c. A letter of authorisation to close the Instant Access Account and transfer the balance to the Direct Plus Account was duly signed.
5. **Budget Review against Actual Expenditure for 2013/2014 –** The Budget Review was received and the contents noted. Council agreed to transfer £700 from the contingency budget with £500 going to catering, to allow for the Christmas event catering, and £200 going to IT Development, to allow for the new laptop recently purchased.
6. **Possibility of a War Memorial In Ponthir –** See Agenda Item 7
7. **Annual Budget 2014/2015 –** Cllr. Bailey, together with the Clerk, had produced a draft budget for discussion. The following Budget for 2014/15 was agreed:

<u>Office Expenditure</u>	<u>Budget</u>	
Room Rental	£1,200.00	
Stationery and Postage	£500.00	
IT and Office Equipment	£200.00	
Telephone	£120.00	
Sub Total		£2,020.00
<u>Other Costs</u>		
Staff Costs	£5,500.00	
Chair's Allowance	£150.00	
Subscriptions	£250.00	
Insurance	£600.00	

Publicity (Including Newsletter)	£1,200.00	
Community Event Catering	£500.00	
Internal Audit Fees	£300.00	
External Audit Fees	£200.00	
Travel Expenses	£250.00	
Training	£480.00	
Grants and Donations	£6,000.00	
Sub Total		£15,430.00
Future Programmes		
Contribution to War Memorial	£100.00	
Christmas Decorations	£1,600.00	
Best Kept Village	£500.00	
Community Improvements (New Planters, Maintenance of Street Furniture, Gateway Proposals)	£4,250.00	
Sub Total		£6,450.00
General Contingency Fund	£2,500.00	
Sub Total		£2,500.00
Total		£26,400.00
Funded By:		
Estimated Balance Brought Forward	£19,715.00	
2014/15 Precept	£15,435.00	
Total		£35,150.00
Unallocated Budget		£8,750.00
Major Projects Under Consideration For Use Of Unallocated Budget:		
Equipment for Children's Play Area		
Additional Christmas Lights		
Foodie Project		
War Memorial for Ponthir		
Llanfrechfa Notice Board		
Major Project Budget		£5,000.00
Unallocated Budget		£3,750.00

Council agreed that before the next Insurance renewal date Clerk should contact One Voice Wales to check insurance requirements for a community council of our size and then obtain quotes from different insurance companies.

It was agreed that this year's supply of the Christmas Event Hog Roast paid for by the Community Council would be a one off. Council discussed the possibility of having a Chairman's Charity Box for people attending this year's Christmas Event to make a donation and agreed to do this.

Cllr. Roberts informed Council that Torfaen CBC had come back with a proposal for the Gateway Site at the junction of Barnfield with Caerleon Road. It would involve a 9ft x 4ft raised bed with a plaque. Torfaen CBC would apply for planning permission and build, plant

and maintain it. For this agreement there will be an annual charge to Ponthir Community Council of £2,500.00. The Community Council would have to pay this charge for the first year but after that local business could be offered the chance to pay for sponsoring this site. Council agreed that Cllr. Roberts should continue to proceed with this project and to make enquiries to see if additional maintenance e.g. village benches could be included in any contract.

It was agreed that in the next edition of the newsletter the Council will detail the major projects that the Council has been considering and will also be asking residents for any further suggestions. The following edition of the newsletter will then detail all suggestions and enable residents to vote on their preferred venture. **(Action: Clerk to look into obtaining Insurance Quotes. Cllr. Davies to cost voting flyers. Clerk to confirm number of properties in our community area. Number of properties per newsletter delivery routes to be calculated. Information for articles to be researched by the following: Cllr. Matthews – Christmas Lights, Cllr. Bold – Foodie Project, Clerk – Llanfrechfa Noticeboard, Cllr. Davies – War Memorial, Cllr. Bailey – Play Area. Clerk to confirm whether the TCBC Youth Programme is to continue next year and, if so, whether Community Council's will be asked to match fund this project.)**

8. Precept 2014/2015 – Council agreed that in view of the estimated balances remaining by the end of this financial year the precept for 2014/15 should remain the same as 2013/14. Proposed by Cllr. Bailey and seconded by Cllr. Roberts. **(Action: Clerk to inform Torfaen CBC)**

9. Review of Community Council's Financial Regulations – **(Action: Clerk to include on January's agenda)**
Cllr. Matthews left the meeting at 8.55pm.

10. Council noted the contents of an e-mail received from a local organisation concerning the distribution of this year's Community Council Grants. **(Action: Clerk to respond)**

11. Date of the Next Meeting

To confirm that the next Meeting of the Council will be held on **Wednesday 11th December 2013 at 7.00pm at Ponthir District Sports Club.**

Meeting Closed at 9.15pm

A copy of this document could be made available in Welsh. Please contact us on the telephone number or e-mail below/Mae copi or ddogfen hon ar gael yn Gymraeg. Cysylltwch a ni ar y rhif ffôn neu drwy e-bost isod.

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