

## **Finance Meeting Agenda 26, September at 6.30 pm Virtual Meeting (Zoom) / Hybrid**

- 01 Apologies for Absence**
- 02 Declarations of Interest**
- 03 Minutes of the Previous Meetings of the Committee**
- 04 Action Points Arising from Previous Minutes**
- 05 Councillor Review of Bank Reconciliations**
- 06 Ostreme Centre Budget Report**
- 07 Ostreme Alterations to Minor Hall**
- 08 Sport Information Board**
- 09 Training Budget**
- 10 Chestnut Avenue 52 Affordable Houses**
- 11 Finance Application from Grange school**
- 12 Councillors Individual Fund Policy**

## Councillor Review of Bank Reconciliations

Report for the Meeting of the Finance and Compliance Committee to be held on 26/09/2022

Agenda Item: item No

1.1 Financial Regulations 2.2 states the following

*2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chair [or a cheque signatory] shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the next meeting of Council.*

1.2 The Council's Internal Auditor, in his review of the Council's 2021/22 accounts identified that the review of Bank Reconciliations was not happening and recommended that consideration should be given to introducing the check required by this Financial Regulation.

1.3 The RFO considers that this is an important check on the overall governance of the Council's finances and should be introduced as soon as possible.

1.4 It is **RECOMMENDED** that the review of the Bank Reconciliations produced by the RFO should be undertaken on a quarterly basis starting with the Bank Reconciliations to 30/09/2022 and that the Finance and Compliance Committee identify 3 councillors who are not the Council Chair or a bank signatory to undertake the review of Bank Reconciliations completed for each quarter ending 30/09/2022, 31/12/2022 and 31/03/2023.

Author: Paul Beynon (Responsible Financial Officer)

# DRAFT COUNCILLOR'S INDIVIDUAL FUND POLICY

**Question to Finance and Compliance Committee – do you want to give the scheme a snappier title?**

Approved by Council on xx/xx/2021

## **1. Introduction**

- 1.1 In March 2020, Alain Thomas produced an evaluation report following a review of the Council's structures, processes and staffing arrangements.
- 1.2 The report included a number of recommendations including the following which was intended to improve the way Mumbles Community Council (MCC) responds to local priorities.  
  
***Recommendation 2:** that the Clerk and Responsible Financial Officer prepare a proposal for a responsive fund, along the lines described above to enable the Clerk and Responsible Financial Officer to approve small amounts of expenditure at the request of a councillor and up to a maximum amount, to enable councillors to respond quickly to requests from the public.*
- 1.3 The recommendation, among others, was adopted by the Council at the monthly meeting held on 14/07/2021.
- 1.4 The Council's budget for 2020/21 approved in January 2021 included £18,000 for a Councillors Individual Fund which was intended to meet the recommendation shown above and was based on each councillor having an amount of £1,000 available to allocate to local priorities within their ward.
- 1.5 This policy outlines the rules and processes that will apply to the spending of each councillor's allocation of £1,000.

## **2. What can the Councillor's Individual Fund be spent on?**

- 2.1 The fund is intended to support the delivery of small local measures that are a priority for individual councillors and their local community but are not funded by other Council budgets.
- 2.2 The fund will give councillors the opportunity to respond quickly to resolve simple problems raised by their constituents and provide a tangible, immediate benefit to the local community.
- 2.3 Each councillor will have an allowance of £1,000 available per financial year which will be reviewed each year as part of the setting of the budget for the following year.

- 2.4 Works may be delivered up to the £1,000 allowance available to each councillor in any year. **(Should there be a lower limit for each transaction e.g., the maximum per job could be £250 or £500?)**
- 2.5 Councillors can decide to pool their resources with other councillors in their ward to allow the delivery of larger schemes. Councillors may also 'save' up their annual allowance to deliver a larger scheme over their term of office. **(F&C to confirm this will be the case).**
- 2.6 It is intended that the uses of the fund by councillors will be as broad as possible to allow the maximum community impact subject to MCC having the powers and permission of the landowner as noted in the next section. Examples of the types of expenditure would include.
- To clear fly-tipped rubbish.
  - General grounds maintenance e.g., clearance of weeds, hedge trimming, encroachment onto pavements etc.
  - Clearance of unkempt or neglected pieces of land.
  - Provision of community assets e.g., benches, noticeboards, minor lighting schemes.
  - Repairs to community assets e.g., broken benches, removal of graffiti, re-painting of assets.
  - To stage community events, fun days or parties.
  - Minor highways works.
  - **F&C to confirm and/or add to this list**
- 2.7 The fund should not be used to enhance, improve or develop private land unless the specific written permission has been obtained from the landowner, this also applies to land owned by Swansea Council.
- 2.8 The fund should not be used in pursuit of any political purposes or be used to provide funding for any commercial organisation or to any individual or organisation whose principles conflict with those of MCC.
- 3. What controls are to be put in place over expenditure from the Councillor's Individual Fund?**
- 3.1 The public would see MCC responding quickly to requests as work requested under this scheme would be undertaken without the excessive planning or bureaucracy normally involved with council schemes. However, it is important that the controls identified in this section are adhered to in order to protect the position of each councillor and the Council as a whole.
- 3.2 It is vitally important that MCC has the power to undertake the proposed work and the power must be identified by the councillor when requesting work be undertaken. The Clerk and RFO/Assistant Clerk can provide support to councillors in identifying powers.
- 3.3 If there are no specific powers, the work can still be carried out and be classed as S137 expenditure which for 2022/23 is limited to £8.82 per elector and must be

identified in the Council's accounts. S137 expenditure is allowed if Council considers the expenditure is in the interest of and will bring direct benefit to the community providing that benefit is commensurate with the expenditure.

- 3.4 Any expenditure met from the fund is still classed as Council expenditure therefore it must comply with the Council's procurement rules and financial regulations.
- 3.5 Any assets purchased or improved which are funded by the fund will be assets of MCC and must remain in the Council's ownership. The assets will be recorded in the Council's Asset Register by the RFO.
- 3.6 The intention of the fund is that works can be carried out quickly therefore the approval process for any works must be approved without the normal process of obtaining Committee and Council approval.
- 3.7 It is proposed that the RFO be responsible for authorising expenditure to be charged to the fund. **(Question to F&C should this be RFO and Clerk or Clerk in absence of RFO?)** Councillors must complete the form attached in Appendix 1 and submit to the RFO for approval. **(Question to F&C is a form too bureaucratic or could it be done by email?)**
- 3.8 Any proposed work must be for the benefit of the community rather than an individual, group of individuals or business. **(Question to F&C is a group of individuals allowed?)**
- 3.9 All orders for works must be placed by the Clerk or RFO/Assistant Clerk to ensure compliances with Standing Orders and Financial Regulations.
- 3.10 **Question to F&C – should an annual report of expenditure from the Councillor's Individual Fund be provided to Council? Possibly to the Annual Meeting?**

This Policy should be reviewed every 2 years and is due for review in 2024/25

**Appendix 1**



**COUNCILLOR'S INDIVIDUAL FUND 2022/23**

Councillor	
Description of Works	
Exact Location of Works	
Estimated Cost of Works	£
Who will benefit from works?	
What powers does the Council have to incur expenditure?	
Funding available after approval of works identified above.	£
Councillor Signature	
Date	
Approved by	
Date	

The completed form must be emailed to [council@mumbles.gov.uk](mailto:council@mumbles.gov.uk)

**FINANCE AND COMPLIANCE COMMITTEE  
BUDGET MONITORING REPORT TO 31/08/2022**

Code and Title	Actual to 31/08/2022			Year End Adj £	Adjusted Net to 31/08 £	Budget 2022/23 £	Net Position +/- Under/Over £	Over/Underspend To be reviewed
	Expenditure £	Income £	Net £					
FC1 - Small and Medium Grants	45,030	0	45,030	0	45,030	40,000	-5,030	Earmarked Reserve will cover  Mural (Earmarked Reserve)
FC5 - Training Courses and Associated Costs	1,015	0	1,015	0	1,015	5,000	3,985	
FC6 - Evaluation Services	0	0	0	0	0	3,000	3,000	
FC7 - Hybrid Meeting Equipment and Licences	0	0	0	0	0	0	0	
FC8 - Ostreme Centre Development Costs	2,513	0	2,513	2,087	426	45,300	44,874	
FC11 - Commercial & Residential Painting Grants	0	0	0	0	0	0	0	
FC14 - Ostreme Centre - New Operating Model	0	0	0	0	0	25,000	25,000	
<b>Total</b>	<b>48,558</b>	<b>0</b>	<b>48,558</b>	<b>2,087</b>	<b>46,471</b>	<b>118,300</b>	<b>71,829</b>	

**NOTES**

1. Year End Adj are invoices paid in 2022/23 that have been charged back to the 2021/22 budget.

## Mumbles Community Council

### Finance and Compliance Committee - Expenditure Transactions to 31/08/2022 (Between 01-04-2022 and 31-08-2022)

#### Code 10 FC5 - Training Courses and Associated Costs

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
145	05/07/2022	CO2201.S-06	1Lloyds Current Account		Training	One Voice Wales	X	945.00		945.00
252	09/08/2022		1Lloyds Current Account		Training	One Voice Wales	X	70.00		70.00
Subtotal for Code: FC5 - Training Courses and Associated Costs								£1,015.00		£1,015.00

#### Code 14 FC8 - Ostreme Centre Development Costs

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
81	31/05/2022	275.06	1Lloyds Current Account		Legal Fees	Peter Lynn and Partners	S	2,086.70	417.34	2,504.04
82	31/05/2022	275.06	1Lloyds Current Account		Legal Fees	Peter Lynn and Partners	S	408.00	81.60	489.60
83	31/05/2022	275.06	1Lloyds Current Account		Legal Fees	Peter Lynn and Partners	X	18.00		18.00
Subtotal for Code: FC8 - Ostreme Centre Development Costs								£2,512.70	£498.94	£3,011.64

#### Code 17 FC1 - Small and Medium Grants

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
5	12/04/2022	CO2203-09	1Lloyds Current Account		Grant	Swansea Yarnbombers	X	350.00		350.00
11	12/04/2022	CO2203-10	1Lloyds Current Account		Grant	1st Mumbles Scout Group	X	19,080.00		19,080.00
152	15/07/2022	CO2204-09	1Lloyds Current Account		Grant	St. David's Primary School	X	2,500.00		2,500.00
231	04/08/2022		1Lloyds Current Account		Grant Award	Swansea Bay Orienteering Club	X	250.00		250.00
251	09/08/2022	CO2207-10	1Lloyds Current Account		Grant	Mumbles Development Trust	X	5,000.00		5,000.00
256	09/08/2022	CO2207-11	1Lloyds Current Account		Grant	YGG Llwynderw	X	2,850.00		2,850.00
270	19/08/2022		1Lloyds Current Account		Grant	Oystermouth School PTA	X	15,000.00		15,000.00
Subtotal for Code: FC1 - Small and Medium Grants								£45,030.00		£45,030.00
Subtotal for Cost Centre: Finance and Compliance Committee								48,557.70	498.94	49,056.64

**TOTALS . . . . . £48,557.70    £498.94    £49,056.64**



**OSTREME CENTRE -  
BUDGET MONITORING REPORT TO 31/08/2022**

Code and Title	Actual to 31/08/2022			Year End Adj £	Adjusted Net to 31/08 £	Budget 2022/23 £	Net Position +/- Under/Over £	Over/Underspend To be reviewed
	Expenditure £	Income £	Net £					
OS1 - Rent	3,750	0	3,750	0	3,750	15,000	11,250	
OS2 - Electricity	0	0	0	0	0	2,700	2,700	
OS3 - Gas	0	0	0	0	0	2,100	2,100	
OS4 - Water	0	0	0	0	0	600	600	
OS5 - Insurance	0	0	0	0	0	1,800	1,800	
OS6 - Minor Maintenance	0	0	0	0	0	1,000	1,000	
OS7 - Annual Gas Safety Check	0	0	0	0	0	200	200	
OS8 - Annual Fire Alarm Checks	0	0	0	0	0	300	300	
OS9 - Annual Fire Extinguisher Check	0	0	0	0	0	100	100	
OS10 - Burglar Alarm Contract	0	0	0	0	0	150	150	
OS11 - Ostereme Community Association Rent	0	-3,500	-3,500	-3,500	0	-7,000	-7,000	
OS12 - Loan Repayment	0	0	0	0	0	-5,000	-5,000	
<b>Total</b>	<b>3,750</b>	<b>-3,500</b>	<b>250</b>	<b>-3,500</b>	<b>3,750</b>	<b>11,950</b>	<b>8,200</b>	

**NOTES**

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## Mumbles Community Council

### Ostreme Centre - Expenditure Transactions to 31/08/2022 (Between 01-04-2022 and 31-08-2022)

Code Vchr.	Date	98 OS1 - Rent Minute Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
140	24/06/2022	1Lloyds Current Account		Ostreme Centre Rent	All Saints Church	X	3,750.00		3,750.00
					Subtotal for Code: OS1 - Rent		£3,750.00		£3,750.00
					Subtotal for Cost Centre: Ostreme Centre		3,750.00		3,750.00
					<b>TOTALS . . . . .</b>		<b>£3,750.00</b>		<b>£3,750.00</b>

## Mumbles Community Council

### Ostreme Centre - Income Transactions to 31/08/2022

(Between 01-04-2022 and 31-08-2022)

Code Vchr.	Date	108 Minute	OS11 - Ostreme Community Association Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
2	19/04/2022		1Lloyds Current Account		Ostreme Centre Rent	Ostreme Community Association	X	3,500.00		3,500.00
						Subtotal for Code: OS11 - Ostreme Community Association Rent		£3,500.00		£3,500.00
						Subtotal for Cost Centre: Ostreme Centre		3,500.00		3,500.00
						<b>TOTALS</b> .....		<b>£3,500.00</b>		<b>£3,500.00</b>