

**CYNGOR TREF CONWY TOWN COUNCIL**  
**GUILDHALL, CONWY**  
**MINUTES OF THE FINANCE COMMITTEE MEETING**  
**HELD ON Monday 22<sup>nd</sup> July @ 17:30pm 2019**

**PRESENT:** Councillors – G Willets (Chair), H Roberts, T James, P Hart, J Rooney.

**IN ATTENDANCE:** N Flint (Town Clerk & Responsible Financial Officer).

**APOLOGIES:** Councillors - G Edwards (The Mayor), E Leighton-Jones (Deputy Mayor)

**DECLARATIONS OF INTEREST – CODE OF LOCAL GOVERNMENT CONDUCT:** None

**Minute Number:**

**1. Appointment of Chair for Financial Year 2019-20**

Cllr. G Willets opened the meeting and called for nominations for the appointment of Chair for the Financial Year 2019-20. RESOLVED that Cllr. G Willets be appointed Chair for the Financial Year 2019-20.

**2. Appointment of Vice Chair for Financial Year 2019-20**

RESOLVED that Cllr. J Rooney be appointed Vice Chair for the Financial Year 2019-20.

**3. Set out Conwy Town Councils Finances as of 1st April 2019 – 30th June**

Members were taken through the accounts up to June 2019. The Town Clerk advised Members that now a full year of accounts has been placed into the new accounting software, over the new year the Town Clerk will 'tweak' the budget headings in the system to accurately reflect the budgetary requirements of the Town Council. CTC has utilised £64,685 of the current budget of £386,895. Members were pleased to see that the Town Council's finances were very healthy. It was noted that a VAT return from 2017-18 had been requested by the present Town Clerk and that accordingly £14,121 had been deposited into the Members Account by HMRC. The VAT return for 2018-19 had also been requested so a further £12,682.51 is expected to be deposited by HMRC.

**4. To discuss any Budgetary Issues arising in 2019-20 and Forecasting for 2020-21**

Members were advised by the Town Clerk that if year on year CTC subsidises the Precept by approx. £100,000 then very shortly CTC would run out of funds. Members noted the advice. The Town Clerk advised Members that she will prepare a 3-year forecast for the Committee to view and give guidance in relation to the above concerns.

A very frank and robust discussion was then had in relation to the Guildhall - it's running costs and its suitability as a working office, also the £45,000 set aside for repair and upgrading works of the Guildhall. The Town Clerk advised that CTC should be mindful that if CCBC ask Town and Community Councils to take on more non-emergency services and if CTC refuse due to lack of funds but are seen to be spending £45,000 on a refurbishment/repair programme to the Guildhall then CTC may have to explain their reasoning. Cllr. H Roberts informed Members that the refurbishment / repair programme for the Guildhall has been discussed on two occasions at the Guildhall Working Party Meetings last year and nothing has been actioned to date, Cllr. H Roberts asked why? The Town Clerk advised Members that at both Working Party Meetings it was stated that until she had been in post for a full year she would not action any Guildhall works, other than essential repairs, it was felt that the priority in the first 12 months was her duties as Town Clerk and RFO and not on the refurbishment / repair programme to the Guildhall which would take up a significant amount of her time.

The Town Clerk also advised Members that as the Guildhall is a Grade II Listed building, that if the refurbishment / repair programme was approved it may require a Project Manager, as £45,000 is a substantial amount to spend on refurbishment and repair. If the Town Clerk were to undertake the project, it would significantly impact the Town Clerk / RFO responsibilities.

RESOLVED to place the matter of the Guildhall on a future Town Council agenda.

**5. To advise Finance Committee of usage for Beverages in relation to Town Councillors after Meetings**

Members were informed that it may be advisable for CTC Members to contribute £10 per Member and Staff to a Refreshment Fund for the facilitation of beverages after the Town Council Meetings that are held every 6 weeks.

RESOLVED to ask CTC Members to contribute £10 towards the Refreshment Fund per Year for the facilitation of beverages after the Town Council Meetings.

**6. To update Finance Committee on new information from HMRC & IPRW in relation to Town Councillors Allowances**

The Town Clerk read correspondence from HMRC in relation to Town Councillor's Allowances - HMRC have advised CTC that before issuing an approval notice of exemption of TAX on the allowances ***"HMRC need to be satisfied that the allowance will do no more than reimburse the costs actually incurred. We therefore require evidence from you, obtained from your Councillors in the form of receipts, for a period of one month. Further information on how to make an application and what evidence is required is available on the Gov website"***.

RESOLVED that the Town Clerk look at the Gov website and report back to Committee at the next meeting with an update.

**7. To set date for next Finance Meeting**

The next Finance Committee Meeting will be Monday 16<sup>th</sup> September at 17:30pm

**There being no further business, the meeting was closed at 18:25pm**