



Newcastle Higher Community Council Audit Finance and Policy Committee

Pwyllgor Archwilio Cyllid a Pholisi Cyngor Cymuned Newcastle Uchaf

Minutes of Newcastle Higher Community Council Audit Finance and Policy Committee held online on **Tuesday 22th November 2022** at 6:30pm.

Present (3)

Councillors, Heidi Bennett, Gaynor Hewitt and Sarah Botterill.

A01/23 To receive nominations for and elect a Chair of the Council for 2022/23

No Councillor put themselves forward and so Cllr Bennett was proposed by Cllr Botterill and seconded by Cllr Hewitt to temporarily Chair the meeting.

A01/23 To receive apologies for absence

Apologize were received from Cllr Hughes and Cllr Barker.

A02/23 To receive declarations of Interests (if any) of Members in respect of the business to be transacted

None were noted.

A03/23 Review of current update including budget variances and projected year end

The Council was provided with the most recent budget analysis and accepted the recommendations presented.

It was noted that the following policies should be implemented

Welsh language policy.

A04/23 Draft 23/24 budget for recommendation to full council

A05/23 Precept request for recommendation to full council

The Committee unanimously agreed to recommend keep the precept at £53,637 for 2023 / 2024.

A06/23 Review of the financial regs (and copy of existing FR sent to members)

It was agreed to discuss this at the next meeting.

A07/23 To receive contracts, update from clerk (ie.annual actual costs per contract, contract duration, re-tender timescale)

It was noted that a Gantt chart would be welcome for future planning of contracts.

A08/23 To receive and approve cost of Christmas tree purchase for top of Penyfai and lighting, and churchyard tree.

It was agreed to approve BCBC to purchase and install the Christmas Tree on Pen Y Fai Common for 2023.

A09/23 To approve the following Policies

1. Retention and Disposal Policy

The Committee was presented with a Retention and Disposal Policy. The Committee Unanimously agreed to its implementation.

2. Complaints Policy

Cllr Bennett provided the Committee with a Complaints Policy; the Committee unanimously agreed its implementation.

3. Supervision Policy

The Committee was presented with a Supervision Policy. The Committee Unanimously agreed to its implementation.

The Committee recommended that the Clerk contact One Voice Wales for their standard GDPR recommended policies for the Council to implement.

A10/23 To confirm the date of the next committee meeting

It was noted that the Committee should have a standard agenda item to look at the Finance & Governance Toolkit at each meeting.

No meeting date was agreed.

Signed
Chair of Newcastle Higher Community Council

Date