

Clerk / Responsible Financial Officer: Mrs Susan Rodaway

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**EXTRAordinary meeting of Mawr Community Council (MCC)**

**Held remotely via Zoom on Monday 27 March 2023 at 7.00 pm**

**KEY POINTS NOTICE**

**PRESENT**: Cllr. L. Frame (LF), Cllr. C. Williams (CW), Cllr. M. Davies (MD), Cllr. D. James (DJ)

**APOLOGIES**:Cllr. LJ. Thomas – maternity leave, Cllr. G. Price – personal commitment

**Declarations of Interest:** *None*

1. **Finance 2023/13**
2. To approve payments for March 2023.

The Clerk presented the March payments for approval.

*Motion Passed. Proposer: DJ; Seconder: CW; Agreed all.*

1. To approve review of Quarters 1,2 and 3.

*Deferred to further meeting pending information from Accountant.*

1. To agree 2023/24 budget.

Members held a robust discussion to formulate an outline budget which ensures essential services can be maintained through the 2023/24 financial year. Members agreed to continue to refine the budget as the year progresses, once the 2022/23 end of year figures have been finalised.

*Outline Budget agreed. Proposer: MD; Seconder: CW; Agreed all.*

1. To receive report from Working Party on Internal Audit procedure review.

*Report received along with proposed Audit procedure. Members explained difficulties with the previous year’s internal audit and the proposed improvement measures they had produced, including an outline of the requirements from the Internal Auditor.*

1. To agree actions as suggested by Working Party for Internal Audit procedure.

Following the explanation from the working party, and having had sight of the audit procedure, members were satisfied the working party had completed their task.

*Audit procedure agreed. Proposer: DJ; Seconder MD; Agreed all*

1. To agree appointment of Internal Auditor for 2022/2023 Audit

*Three quotes were received and discussed. Council appointed Mr. Ron Dolbear at a cost of £300. Proposer: DJ; Seconder: CW; Agreed all.*

*It was proposed by CW, seconded by MD, and agreed by all to suspend Standing Order 3x in order to complete the agenda.*

1. To agree Asset Register 2022/23

Members reviewed and amended the asset register to the best of their knowledge. This will be further reviewed during the next financial year.

*Asset Register Agreed. Proposer DJ; Seconder: MD; Agreed all.*

1. To Agree Financial Risk Assessment 2022/23

*Deferred to further meeting.*

1. To agree to use three MCC dormant bank accounts; one for each hall.

The Clerk explained the grants Council receive for the halls would be easier to track if 3 of the Council’s dormant bank accounts were allocated one to each hall. Despite additional financial reconciliations, this would ensure the grants allocated to the halls would be easier to account for.

*Motion Passed. Proposer MD; Seconder: CW; Agreed all.*

*Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.  
Motion Passed. Proposer MD; Seconder CW; Agreed all.*

1. **Staff Matters 2023/14**
2. To ratify staffing decisions taken *in camera* during 2022/23 and agree to publish appropriate public minutes.

*Deferred to further meeting.*

1. To agree Staff Contracts
2. *Deferred to further meeting.*

To discuss employee overtime request and agree any action.  
*Deferred to further meeting as awaiting advice.*

**Meeting closed 22.43**