**meeting of THE FINANCE, EMPLOYMENT, AND POLICY COMMITTEE of MAWR COMMUNITY COUNCIL.**

**Held remotely via Zoom on Tuesday 5th March 2024 at 7.00 pm.**

**Draft Minutes**

**Present:** Cllr. Linda Frame – Chair (LF); (CW); Cllr. Darren James (DJ); Cllr. Caroline Williams – Vice Chair.

**Apologies:** Cllr. Catherine Evans (CW); Cllr. Aled Williams (AW);

**2024/39** *Due to internet issues the Chair requested another member be elected temporary Chair of the meeting. Cllr. DJ nominated himself.*

*Proposed: DJ; Seconded: LF; Agreed: All.*

**Declarations of Interest:** *None*

**Questions from the public relating to items on this agenda** (limited to 10 minutes): *None*

1. **2024/40 Policy**
2. To discuss maintenance contract for defibrillators across Mawr to bring them all in line with the one at Felindre Welfare Hall.

*Clerk explained one of the defibrillators was under a three year contract for maintenance and the others were under the guardianship of the Council. The Chair raised there is an extra defibrillator in CCP, purchased by Cllr. Brigette Rowlands. The Clerk will contact Cllr. Rowlands and discuss options to co-ordinate ongoing maintenance for all defibrillators across Mawr.*

1. To agree a date for Annual Health and Safety inspections at all three halls to be carried out by Chair of Estates and Clerk
*The inspections will be carried out by the Clerk and two Cllrs on March 23rd 2024*
*Proposed: DJ; Seconded: LF; Agreed: All.*
2. **2024/41 Finance**
3. To note Qtr. 3 figures
*Noted*
4. To discuss and approve asset register for recommendation to Full Council
*This was discussed and the Clerk was instructed to carry out Land Registry searches to inform this agenda item for consideration at a future meeting.
Proposed: DJ; Seconded: LF; Agreed: All.*
5. To discuss and agree Financial and Operational Risk assessment for recommendation to full Council
*Moved to a future Meeting*
6. To review and agree the Internal Audit procedure for recommendation to full Council
*Proposed: CW; Seconded: LF; Agreed: All.*
7. To agree appointment of Internal Auditor for recommendation to full Council
*Proposed: DJ; Seconded: CW; Agreed: All.*

**2024/42** *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.
Proposed: LF; Seconded: DJ; Agreed: All.*

1. To discuss way forward with previous accountants
Clerk instructed to write a final letter prior to deciding further action
*Proposed: DJ; Seconded: CW; Agreed: All.*
2. **2024/43 Employment**
3. To discuss employment matter and agree a way forward and where necessary make recommendation to full Council
*Report to come to future meeting*
4. To discuss employee TOIL hours and agree a way forward for recommendation to full Council
*Report to come to future meeting*
5. To discuss employee annual leave days and agree carry forward for recommendation to full Council
*Report to come to future meeting*
6. To agree employee pension provider for recommendation to full Council
*Smart Pension Agreed
Proposed: DJ; Seconded: CW; Agreed: All.*

Meeting closed 21.28