

ROGERSTONE COMMUNITY COUNCIL
MINUTES OF THE COUNCIL MEETING HELD VIA A ZOOM MEETING ON
WEDNESDAY 29TH JUNE 2021

Members present: -

Chairperson: Councillor S. Mlewa

Councillors: S. Bowen, C Larcombe, S. Jones, K. Hopkins, T. Jaynes, M. Bentley, Y. Forsey.

Apologies were received from: -

Councillors: N. Upham, N. Ireland, B. Davies

It was agreed that Councillor S. Jones would Chair the meeting until the Chairperson arrived.

1. DECLARATIONS OF INTEREST

There were no declarations of interest at this point in the meeting.

2. 20/21 RCC ANNUAL ACCOUNTS

The annual accounts prepared by Nathan Evans Ltd., were circulated to members prior to the meeting. (Appendix 1).

The Clerk introduced the report headlines and went through the statement for the benefit of members; the following was discussed:-

- The closure of Tydu Community Hall due to Covid regulations March 2020 and the loss of lettings income.
- Meetings held to discuss the finances of the Council and budget estimates.
- Savings made throughout the year to help offset any loss of income, which included reducing seasonal staff and furloughing some staff for a short period.
- Additional income throughout the year, such as a Covid grant, rates reduction, furlough payments, rental of the Council facilities during the toilet block rebuild.
- Income from Jubilee Park Management Company, for example the 5% management fee (as last year), increased precept payments as new houses were built in that financial year, the percentage on salaries cost (25%) to cover overheads, such as vehicles, premises costs, equipment, fuel, etc.
- Increase in allotments and rentals income includes the rental of facilities discussed earlier, Fugitives field rental, Ty Du House rent etc.
- Income from the Rogerstone and Bassaleg Burial Board for work undertaken by Rogerstone Community Councils staff.
- Salaries and NI, which includes seasonal Jubilee Park staff. (This is reclaimed during the year).
- Increased superannuation costs, which are set by Torfaen Pension Service.
- Capital expenditure (formerly Citizens Panel).
- The positive outcome of the accounts, though the Clerk reminded members that the fund balance in the accounts do not necessarily reflect cash in the bank because of the timings of cash flows, so caution on spending should remain in place.

Following consideration members approved the accounts.

3. 20/21 RCC ANNUAL RETURN/INTERNAL AUDIT

3.1 Annual Return

The Annual Return was circulated to members prior to the meeting (Appendix 2).

The Clerk went through the document page by page and answered queries raised.

Following consideration members approved the Annual Return, which will be signed by the Chairperson and Clerk, before being forwarded to the external auditor with other documentation.

3.2 Internal Auditors Report

The Internal Audit Report from Lyn Llewellyn was circulated to members prior to the meeting (Appendix 3).

The report advised:-

The control objectives tested proved to be satisfactory and as a result the Auditor advised that there are no matters that need to be brought to the attention of the Council.

Members were pleased with the Audit Report and approved this.

The Auditor recommended that for the 21/22 financial year that a review of internal control and the outcome should be considered by members and minuted. (A copy of the Practitioners Guide was attached for information, which was also circulated to members).

Following consideration, it was agreed to:-

- Review the Councils practices internal control by a report with the risk assessment and Standing Orders/Financial Regulations.
- The review report is to be received by members for consideration at the December meeting.

4. 20/21 JUBILEE PARK ANNUAL REPORT

The Jubilee Park Annual Report was circulated to members prior to the meeting (Appendix 4).

The Clerk introduced the report and explained the Annual Accounts outcome;the following was discussed:-

- The handover of Phase II of the Linear Park, and the tree die back issues. There will be an inspection July to ascertain the extent of the die back and the replacements required.
- The Bowls Hall, which is due to be handed over July.
- The annual charge, which is increased by RPI annually.
- What the charge covers:-
 - Funding for the maintenance of unadopted areas on the housing estate.
 - Management and professional costs.
 - Insurance.
 - Reserve/contingency funds to deal with the depreciation of fixed assets and in particular the repair and eventual replacement of the flood wall defenses. The importance of this fund and to ensure it will be sufficient.

- The main costs for 20/21:-
 - Contributions to the reserve depreciation/contingency flood fund.
 - Flood defense structural survey (following exceptionally adverse weather)
 - Maintenance costs for the unadopted areas.
 - Galvanized safety rail to the flood wall outlet.
 - Graffiti removal.
 - Repairs to the flood prevention wall.
 - DDA compliant swing and reconfiguration of one of the play parks.
 - Traffic prevention barriers.
 - Shrub planting/ tree lopping where needed/ knotweed eradication programme.
 - Christmas lighting for residents committee.
- Requests from the Jubilee Park Residents Committee and the Police for a number of items, which will be considered during 21/22.
- The statement of accounts prepared by Nathan Evans Ltd.
- The budget variances, which are largely the salaries as seasonal employees are now included in the budget heading.
- Debtors, debt advice/debt collection and court proceedings.

Following consideration members approved the Jubilee Park Report and Statement of Accounts.