

**THE HAVENS COMMUNITY COUNCIL  
CYNGOR CYMUNED THE HAVENS**

(Clerk/RFO Helen Godfrey, Rock House, 26, Marine Road, Broad Haven, SA62 3JS)

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<http://www.pembstcc.co.uk/the-havens-community-council>

**THE MINUTES OF THE FINANCE MEETING HELD ONLINE  
23 JUNE 2020, AT 7.00 PM**

**Present**

Cllrs. Mark Burch (Chair), Charlotte Alexander (Vice Chair), Gillian Collins, Connie Stephens, Peter Morgan, Carys Spence, Sue Reynolds and Helen Godfrey (Clerk/RFO).

**Apologies**

Cllrs. Joan Phillips, David Faulkner. Matthew Ford.

**Finance & Audit Information**

Following the sad death of the previous post holder, The Havens Community Council have been left in a complex position with limited information other than bank statements available within which to complete the required Annual Report.

The Clerk has received two emails from Councillors with some enquiries and supporting information which has been used to assist in completing the report and expects that this meeting will result in additional enquiries and information being provided. The clerk has requested that any questions be submitted by email in the next couple of days in order for full and detailed answers to be collated and circulated to all Havens Community Councillors.

**Overview of Requirements**

The Annual Return deadline is 30<sup>th</sup> June 2020. Grant Thornton and Wales Audit Office have been made aware of the current situation. Grant Thornton have provided a copy the Annual Return 2018/2019 which was submitted this time last year.

In completing the Annual Return, there is a requirement to compare figures from financial year 2018/2019 with the figures from 2019/2020. For example:

- Total receipts
- Staff costs
- Total payments
- Cash & Investments
- Creditors

If there is a variance of more or less than 15% then an explanation is required. At this point the clerk cannot offer a full explanation of some of the variances. As a result, this may result in the external auditors requesting additional information and possible issuing a qualified audit opinion.

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Mark Burch [Chair]

### **Accounts 2018/2019 & Accounts 2019/2020**

A review and analysis of the bank statements and paperwork available has been made and the main source of income is, as expected, from the precept payments. However, when comparing the accounts from the two years there are several variances of +15% and -15%.

Following a short discussion additional information was identified and will be emailed to the clerk tomorrow to assist in providing a response to any variances noted in the accounts.

### **Internal Audit**

An internal audit has been carried out by Richard Edwards, his assistance with completing this task and the supporting advice he was able to offer regarding monies set aside for statutory contingencies has been much appreciated:

- Reserve for elections (£5,000)
- Councillor expenses (£1,500)
- General reserve (25% of expenditure not including any monies received from 106 agreements), (£10,500)

There is not a need for any additional funds to be added to the statutory contingency funds this year but may need increasing every couple of years as required.

As Chair, Mark Burch will sign of the accounts on behalf of The Havens Community Council and the required paperwork will be sent both electronically and by recorded delivery to reach Grant Thornton by 31 June 2020.

### **Budget Proposal 2020/2021**

No budget proposal has been set for financial year 2020/2021. This needs to be done at the earliest opportunity to enable the clear and transparent income and expenditure of the Community Council to be analysed and reviewed as the financial year progresses.

The cashbook for 2020/2021 is already being populated and suggested changes are for clearer breakdown of invoices to clearly identify for example; repairs to the playpark and the opening of a deposit bank account to hold 'Funds for Purpose' (FFP) to include statutory contingency monies and money identified for the replacement and repair of playground equipment.

### **End of Meeting**

**THESE MINUTES ARE SUBJECT TO CONFIRMATION AT THE MEETING TO BE HELD ON 7 JULY 2020  
IN BROAD HAVEN VILLAGE HALL OR VIA AN ONLINE PLATFORM.**

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Mark Burch [Chair]