

Minutes of the Finance & Governance Meeting
Held (electronically) on Thursday 24th September 2020

Present: Cllrs M Clarke, N Clarke, A Harris, T Hill, B Lewis, J Pratt, R Smith

Assistant Clerk: S Watkins

1. Apologies for Absence

None.

2. Declaration of Interest

None.

3. To review item – Internal Auditor for the Year End 31st March 2021

Resolved to recommend:- To appoint Lyn Llewellyn as the Internal Auditor for the Year End 31st March 2021.

4. To approve item – Monthly Accounts April-August 2020 (held under separate cover)

Members were briefed and discussed the details included in the income and expenditure section of the monthly accounts.

Members raised some concerns over the layout of the accounts and deemed them to be inaccurate. It was advised that they require more detailed information and that they have a few anomalies that need to be corrected prior to them being approved by Council. It was also mentioned that a carry-over figure should be included in the accounts as a global figure.

It was agreed that the Chairs of the Operations and Promoting Porthcawl Committees should discuss and gather ideas of the projects that they would like to bring to the forthcoming Vision & Budget Seminar meeting of Council for consideration.

Resolved to recommend:- That the Chair of the Finance & Governance Committee seeks clarity on the information required by Members from PML Accountants and reports back to Members at the next Finance and Governance Meeting.

5. Update on progress of External Audit (Assistant Clerk).

The Assistant Town Clerk advised that the External Audit is still to be completed. The External Auditor BDO have been advised by our Accountant that due to the health pandemic that there would be a slight delay in Porthcawl Town Council submitting our documents of which is understood that other Councils have also done the same. It was advised that the Internal Audit Report and the Annual Return are to be approved by Members at the next Full Council meeting in October, and that progress is currently being made in the office in gathering all the other relevant documents also required that need to be submitted to the External Auditor BDO. Once the Internal Audit Report and the Annual Return have been approved by Council they can then be posted along with the other required documents to the External Auditor as soon as practicable.

6. Clerk's Report

Nothing to report.

The meeting concluded at 8.40pm