



CYNGOR TRÊF **GORSEINON** TOWN COUNCIL

Town Clerk: David Walters

Ty Newydd Community Centre, 17 West St., Gorseinon, Swansea SA44AA
Tel: 07510 259678 / 07841 580604 Email: clerk@gorseinontowncouncil.gov.uk

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Minutes of the Finance Meeting of Gorseinon Town Council held at Ty Newydd Community Centre, **on Wednesday 9th June at 6pm.**

Minutes in DRAFT form until approved at the next meeting.

Attendees:	Councillors; J. Clayfield (Chairman), J. Curtice, N. Matthews, M. Phillips. A. West, Town Clerk,
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Main Meeting Discussion Points:

FM0626-01	Apologies for Absence. There were apologies for absence – None.
FM0626-02	Public Participation. No members of the public were present and there were no representations from the public prior to the meeting commencing.
FM0626-03	Declaration of Interests. None noted.
FM0626-04	Election of Chairman - To receive nominations and duly elect a Chairman for the 2026-27 municipal year. The Current Mayor, Councillor J. Clayfield was elected as Chair for this municipal year.
FM0626-05	Minutes of Previous Meeting. It was RESOLVED that the Minutes of the Finance Meeting of the Council held on January 7 th , 2026, be confirmed as a correct record - AGREED. Approved by Councillor M. Phillips and Seconded by Councillor J. Curtice
FM0626-06	Matters arising from the previous Minutes. None reported.



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FM0626-07

Terms of Reference – Setting the Stage.

Gorseinon Town Council Finance and Personnel Committee – Terms of Reference 2025 26 were shared with members. Discussions continued around the content of the terms of reference.

Members agreed The Finance and Personnel Committee is constituted to monitor all Town Council income and expenditure, as well as, ensuring all Town Council responsibilities to Personnel are met.

In terms of Finance, members agreed the objective of the Committee is to assist the Town Council in overseeing the proper financial management and proper governance, financial risks, management strategy, internal and external audit, policy and financial transactional matters in accordance with Governance and Accountability for Local Councils in Wales.

This includes the preparation of the annual budget and subsequent changes to the budget, delegated to it by the Town Council and in reviewing and making recommendations on major financial transactions including the annual Precept to the Full Council.

Members agreed The Finance Committee has no decision-making powers but instead makes recommendations to Main Council for agreement. Approved for a maximum authorised £1000 of smaller and urgent spends without referral to main council.

Members then discussed The Financial Regulations of Gorseinon Town Council govern the conduct of all financial transactions of the Town Council.

Members agreed The Clerk/Responsible Financial Officer (RFO) is responsible for the proper administration of the Town Council's financial affairs and is responsible for the maintenance of any documents and records necessary to ensure the effective fulfilment of the Committee's duties in accordance with Governance and Accountability for Local Councils in Wales: A Practitioners Guide.

Also, to continue To ensure the membership number for the Municipal year 2026 27 are made up of serving Town Councillors. The presiding Town Council Chairman each year shall automatically be a member of the Committee. All other serving Councillors may request to be appointed to the Committee.

In terms of Personnel, it is the responsibility of Gorseinon Town Council as an employer to ensure any employees Job Description, Job evaluation, contracts, Grading, Training, and Pensions are relevant and up to date.

This should be backed up with regular annual appraisals and reviews of the post/s. Usually around or shortly after the New Mayor has taken office.



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Members further agreed that a quorum is necessary for the transaction of business and shall be at least three, one of whom must be the Chair of the Committee or his/her nominee in the event of enforced absence and meetings will normally be held quarterly reporting to the following full council meeting.

The Clerk to the Council shall act as the Secretary of the Committee. The Clerk shall minute the proceedings and resolutions of all meetings of the Committee including recording the names of those present and in attendance.

Minutes of Committee meetings shall be circulated promptly to all members of the Committee and shall be considered and approved at the next full Town Council meeting. Items to be discussed at the meeting are limited to those that are included on the agenda for the meeting. The agenda shall be circulated by email to all Committee members in advance, giving three clear days' notice.

At the Annual Meeting of Gorseinon Town Council membership of the Finance and Personnel Committee is reviewed and voted on annually together with these Terms of Reference for the Finance and Personnel Committee.

At the first meeting of the Finance Personnel Committee following the Annual General Meeting of Gorseinon Town Council, the Finance and Personnel Committee will elect the Chair before any other business is conducted.

All Members unanimously agreed with these terms of reference.



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FM0626-08

Final Budget Outturn Report from The Clerk.

The purpose of this report is to present the final revenue outturn and overall financial position of Gorseinon Town Council as at 31 March 2026, and to provide Members with the year-end position to support governance, audit and future budget setting.

Members are requested to note the final outturn for the year ended 31 March 2026, including balances brought forward of **£161,907.30**, precept income of **£158,449.00**, and balances carried forward of **£151,812.02**, and to have regard to this confirmed year-end position when determining budget requirements, earmarked reserves and the adequacy of general balances for 2026/27 and subsequent years.

Clerks report was **NOTED**. It was **RESOLVED** from all members to **APPROVE** the report of the clerk.



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FM0626-09

Review of Annual Precept and Budget Report 2026-2027

The Clerk shared the Report with members The clerk stated as Council are aware the refurbishment works on the Ty Newydd are now urgent and potentially could be very costly. Grant funding is being actively pursued to assist with these costs. But costs such as these below must be considered in full.

- a. Fire escape est. £20000.00
- b. Re render of exterior est. £30000.00 – 35000.00
- c. New secure front doors, replacement of exterior basement doors and upgrades to existing Fire doors, including potential associated building works with all fire doors est. at £20000.00 – £30000.00.

Original earmarked reserves as of 2024.

- d. Bottom of Lime St. project, contribution from GTC = £40000.00
- e. Melin Mynach skatepark/Pump track. contribution from GTC = £40000.00.

There are also new, reinstated, events throughout 2025/26 year, such as an Awards ceremony and Mayors Dinner which will continue to be ongoing events beyond 2026/27.

Some of these costs could be offset in to following years, such as Lime St. project outside the Bug, which may take over a year to complete.

If all these costs were to fall within 2026/27 financial year, the Potential commitment costs for 2026/27 = £165000.00. This would not include our current ongoing annual expenditure.

Our reserves at the beginning of the financial year April 2025/26 were £196,000.00.

Our current reserves, including our final precept instalment for 2025/26 due on 31/12/2025 of £52816.33, will be, as of 31/12 /25 £213,912.66.

This means we should be slightly below our reserves of the previous year come the end of March 2026 after ongoing expenditure.

It is recommended by Auditors to always have at least six months' worth of capital in reserve.

Clerk reminded members that the budget for Melin Mynach could be reduced in the next financial year as the works are almost completed.

Further discussion by Members then went on to discuss the need to continue to fund the Christmas Tree at St Catherines, which is currently funded by Gorseinon Town Council, as well as it's Christmas Tree commitments in Argyll Gardens and Penyrheol Green.



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	<p>The Clerk explained this funding of the St. Catherines Tree was only started in the last few years. Members requested the Clerk to contact and clarify the situation with St. Catherines.</p> <p>Further, Members expressed a wish to potentially have a tree on the green next to the Bug club as this would have greater visibility for residents as they enter Gorseinon.</p> <p>Also, to potentially have a 'switching on ceremony' of all the lights in Gorseinon simultaneously, as well as the current Argyll Gardens.</p> <p>Members requested the clerk look into the feasibility of this and report back.</p> <p>Clerks report was NOTED. It was RESOLVED from all members to APPROVE Gorseinon Town Councils Annual Precept and Budget Report 2026-2027.</p>
FM0626-10	<p><u>Budget Monitoring and Cash Books.</u></p> <p>To consider the cash books and bank reconciliation for end of year, March 2026 and report to Town Council, as appropriate.</p> <p>Clerks report was NOTED. It was RESOLVED from all members to APPROVE Gorseinon Town Councils Budget and Cash Books.</p>



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FM0626-11	<p><u>Reserve Levels - To review the Council's general reserves.</u></p> <p>The Clerk shared copies of The General Reserves with Members. Clerks report was NOTED.</p> <p>It was RESOLVED from all members to APPROVE Gorseinon Town Council's General Reserves.</p>
FM0626-12	<p><u>Review Financial Risk Assessment 2026.</u></p> <p>The Clerk shared copies of The Financial Risk Assessment with Members, which members reviewed.</p> <p>Clerks report was NOTED.</p> <p>Members noted at this point, that the Gorseinon 10K Fun run, which as of next year, will be totally arranged and delivered by Morgan's Army, may not be clear what their position is going forward. Some of the points which may need clarification are;</p> <ul style="list-style-type: none">a. They may not be charging enough to the runners?b. What the £3000.00 that Gorseinon town Council will be used for? <p>Clerk was requested to invite Morgan's Army representatives/Directors to give an update and a presentation to members around their current status.</p> <p>It was RESOLVED from all members to APPROVE Gorseinon Town Council's Financial Risk Assessment.</p>
FM0626-13	<p><u>Review Independence of Internal Auditor.</u></p> <p>To review the appointment of the New internal Auditor, Mr. Lynn Llewellyn.</p> <p>Clerks report was NOTED.</p> <p>It was RESOLVED from all members to APPROVE the new and current Internal Auditor.</p>



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FM0626-14

Review of VAT return for 2025 26.

Members discussed The VAT return, Which has been submitted.

The clerk reported that we have already had some large purchases during this year, with extra lantern parade equipment, renewal of the old Christmas lights in Argyll Gardens, and Purchasing our own Christmas lights for High St., etc.

Further, that last year's VAT return claim was approx.. £8500.00, this year's VAT claim has been just over £10,500.00

Clerks report was **NOTED**.

It was **RESOLVED** from all members to **APPROVE** the VAT return for the year 2025 26.

FM0626-15

Personnel.

a. Clerk's Contract.

The clerk reminded members of the two big changes this last financial year.

- i. The sudden death of the previous clerk.
- ii. The stepping in of the clerk's role by the assistant clerk(June 2025).
- iii. The recognition as Clerk/ RFO in October 2025.

Clerks report was **NOTED**.

It was **RESOLVED** from all members to **APPROVE** the current contractual arrangement.

b. Clerk's Grading

- i. Clerk reminded members of the way grading is assessed for the role.
- ii. How increments are different to the recommendations of CCOS annual pay awards. And how members have the option of choosing the latter, or not, if they wish.

Clerks report was **NOTED**. Members agreed that the increments should increase annually through the SCP grading range for the current clerk.

It was **RESOLVED** from all members to **APPROVE** the current grading of the clerk/RFO.



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c. Review of pension arrangements.

- i. Clerk had moved from Hargreaves Lansdown personal pension over to NEST provider during 2025, which was the preferred provider.
- ii. The clerk has records of the previous pension if required and they are also on record in Gorseinon Town Council Audited files.

Clerks report was **NOTED**.

It was **RESOLVED** from all members to **APPROVE** the current NEST pension arrangements at 5%, being the same as they previously agreed amount.

d. Review of PAYE.

- i. Both the previous clerk and current Clerk had limited knowledge of the PAYE system and employed a consultant during 2025 to advise on any issues with the previous arrangement.
- ii. There were backdated payments which were paid during this time to ensure Gorseinon Town Council were up to date with PAYE and the current clerk had training in how to submit the PAYE.

It was **RESOLVED** from all members to **APPROVE** the current arrangements. The clerk was authorised to continue to submit the correct PAYE in line with previously agreed percentage contributions from Gorseinon Town Council.

All the above Approved Personnel arrangements and clerk's submissions in terms of

- a. Contract.
- b. Grading.
- c. Pension.
- d. PAYE submissions.

Will be reviewed and checked before or during the Finance and Personnel Committee, who will meet quarterly.



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Presiding Member closed the meeting at 8.30pm.

Chair Name;

Chair Signature;