**MARSHFIELD COMMUNITY COUNCIL**

Minutes of the Finance and General Purposes Committee held via Zoom on Monday 21st June 2021, commencing at 12:00 noon.

Present: Councillor Linda Southworth-Stevens (Chairman)

Councillor Mark Dawkes

In attendance: Jayne Constance (Chair Marshfield Village Hall Management Committee),

G Thomas (Clerk).

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**1. Declarations of Interest**

No interests were declared.

**2. Marshfield Village Hall Proposed Coffee Shop**

The Committee welcomed Mrs Jayne Constance who provided details of costings obtained from contractors for work required to create a coffee shop at Marshfield Village Hall.

The Committee agreed that the Community Council should use money held in unallocated reserves to fund any support the Council gives to this project.

After examining the details obtained by Mrs Constance the Committee agreed that the Council should appoint the following contractors:

* LI Heating to carry out plumbing work at a cost of £1465 inc. VAT
* Magnet Kitchens Ltd - Supply and fit kitchen units - £2589.74+VAT
* Velindre Glass Ltd – Replace door glass with obscure glass - £180+VAT
* EuroSec – Additional security camera in coffee shop plus relocating Hall alarm panel to the foyer and combine alarms with Secure Systems fire alarm - £594 inc. VAT
* A Bowen painting & Decorating – Decoration of coffee shop - £290 inc. VAT

The Committee asked Mrs Constance to liaise with the Clerk who would issue the orders on behalf of the Council.

A quote of £700+VAT to supply Amtico click flooring had been provided by Magnet Kitchens but no other quotes had been obtained. The Committee agreed to fund the contract to supply the flooring but the eventual contractor would be decided when further prices had been obtained to ensure best value. It was hoped that fitting the floor would be included in the overall fitting costs quoted by Magnet kitchens.

The Committee agreed to provide a donation of £1700 to the Village Hall Management Committee to be used towards the cost of electrical work and providing a plinth heater in the new coffee shop.

Further financial assistance would be considered as the project progresses.

**3. Feasibility of Land Purchase**

The Committee agreed to seek more information from One Voice Wales about undertaking such a project and to make enquiries about possible maintenance costs and liabilities connected with land ownership.

**4. Concrete Bases for New Bench Seats**

The Clerk reported that seven contractors on the Newport CC approved contractors list had been offered an opportunity to quote to build concrete bases and fit two new bench seats being purchased from Amberol Ltd. Only two had shown an interest and one had provided a quote along with a quote from Newport CC.

The Committee recommended that Newport City Council should be appointed to carry out the work at a cost of £900+VAT

**5. Business Email Addresses**

The Clerk provided details of the service and costs offered by 123-Reg the Council’s domain registration company, Vision ICT and Cloud Next.

The Committee agreed that Cloud Next offered the best value with up to 25 email addresses at a cost of £39.99 per annum. However, the 2Gb storage could be insufficient and the Clerk was asked to find the cost of upgrading this.

The Committee also agreed to request the email addresses to be registered as marshfieldcommunitycouncil.gov.wales at a cost of £110+VAT for two years.

**6. Audit Update**

The Clerk reported that the Council’s records had been delivered to the internal auditor who was due to complete the internal audit before the next Council meeting on 13th July when the Annual Return would be put to the Council for approval before sending to the external auditor. The required notice had been placed to inform electors that the Council would not approve the Annual Return by 20th June.

**7. Scrutiny of accounts and financial records**

The Clerk had provided copies of Barclays bank statements up to 17th June 2021 for the Committee to compare with corresponding payments and receipts schedules and bank reconciliation. Members were provided with an opportunity to ask questions about invoices and other financial records.

**Meeting ended 13:12**