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PENTYRCH COMMUNITY COUNCIL



CYNGOR CYMUNED PENTYRCH

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Minutes of the Finance Committee held at noon, 10 July 2018 at 1 Penuel Road, Pentyrch

Present: Cllrs Stuart Thomas, Mike Sherwood, Simon Davies, John Harrison

In attendance: Helena Fox

1. **To receive apologies for absence:** Cllr Wynford Ellis Owen
2. **To receive any declarations of interest:** there were none
3. **To receive the monthly bank reconciliation:** The bank reconciliation for June plus bank statement were presented, reviewed and signed by the Committee Chairman.
4. **To review investment of Council funds:** Application papers had been sent to CCLA and a request received for further information which would be sent as soon as possible.
5. **To review expenditure and income against budget:** This is still being set up in Sage and will be circulated to the committee shortly. It was decided to review this report quarterly.
6. **To make recommendations on any budgeted expenditure over £2,000 as previously approved by Main Council:** there were none.
7. **To consider any overtime for staff** (excluding changes to permanent worked hours): There was none.
8. **To review petty cash:** The petty cash invoices/receipts were presented and accepted.
9. **To approve any purchase orders for budgeted items up to £2,000:**
 - a. It was agreed that the following reports/documents be listed on the Finance Committee Agenda and circulated at least 24 hours in advance of each Finance Committee meeting:
 - Invoices to be authorised
 - Payments for the month
 - Bank reconciliation
 - Supplier invoices due
 - b. The schedule of payments and receipts for June 2018 was presented showing payments of £10,957.59 and receipts of £95.00 were recorded from May 24 to July 8 2018. It was **RECOMMENDED** to accept the figures.
 - c. It was agreed that the budget process for 2019-20 should consider new IT equipment and printer for the PCC office.
 - d. It was **RECOMMENDED** that £7.31 credit with Ted Hopkins be written off. This was caused by a discrepancy over a discount for early payment.
 - e. Forest Park & Gardens: a statement of account is awaited to clarify PCC's account. This will be reviewed at the August meeting.
 - f. SLCC: the Clerk was asked to double check that all recent invoices had been presented.

g. The following payments were approved:

Date*	A/C*	Due On*	Ref	N/C*	Details	Net	VAT	Total
30/06/2018	ESSO	30/07/2018	020056115	5000	Esso	59.84	11.97	71.81
30/06/2018	LYR	30/07/2018	6240226110	7502	Stationery	97.54	19.51	117.05
30/06/2018	LYR	30/07/2018	6240226110	7501	2nd Class stamps	79.00	0.00	79.00
01/07/2018	SAGE	16/07/2018	04756117	7506	Sage Payroll	6.00	1.20	7.20
02/07/2018	CCC	01/08/2018	1801806531	7804	Refuse Bronllwyn Graveyard	38.50	0.00	38.50
02/07/2018	CCC	01/08/2018	1801806530	7804	Refuse 1 Penuel Rd	204.01	0.00	204.01
02/07/2018	STAMP	01/08/2018	sfa48517	7502	Payment Stamp	24.92	4.73	29.65
03/07/2018	EDEN	02/08/2018	47	6001	June Grass cutting	400.00	0.00	400.00
03/07/2018	EDEN	02/08/2018	47	6001	Weed & Feed treatment	420.00	0.00	420.00
06/07/2018	ADC	05/08/2018	561	7518	Service Computer	70.00	0.00	70.00

10. Items for the next meeting: It was **RECOMMENDED** that at least one more councillor should be a member of Finance committee.

11. Date of the next meeting: Monday August 13 2018 at 6:30pm.