

Clerc: Helena Fox
1 Ffordd Penuel
Pentyrch
Caerdydd CF15 9LJ

Ffon 029 2089 1417
Epost: clerk@pentyrch.cc
Gwefan: www.pentyrch.cc

PENTYRCH COMMUNITY COUNCIL



CYNGOR CYMUNED PENTYRCH

Clerc: Helena Fox
1 Penuel Road
Pentyrch
Cardiff CF15 9LJ

Phone 029 2089 1417
Email: clerk@pentyrch.cc
Website: www.pentyrch.cc

Minutes of the Finance Committee held at noon, 13 August 2018 at 1 Penuel Road, Pentyrch

Present: Cllrs Stuart Thomas, John Harrison, Wynford Ellis Owen, Chris Priday

In attendance: Helena Fox

1. Cllr Stuart Thomas took the Chair in Cllr Sherwood's absence.
2. **To receive apologies for absence:** Cllrs Mike Sherwood, Simon Davies
3. **To receive any declarations of interest:** there were none
4. **To receive the monthly bank reconciliation:** The bank reconciliation for August plus bank statement were presented, reviewed and signed by the Cllr Priday.
5. **To review investment of Council funds:** The CCLA account was now open and the initial deposit of £50,000 had been made in two tranches: £30,000 on July 26 and £20,000 on July 30. Any further deposits will be considered at the September meeting.
6. **To review expenditure and income against budget:** This will be done at September's meeting.
7. **To make recommendations on any budgeted expenditure over £2,000 as previously approved by Main Council:** there were none. The September meeting will look at Forward Planning and consider any budget adjustments from items not expected to be spent.
8. **To consider costs of an election for the Creigiau Casual Vacancy:** The committee **recommends** to Full Council that with 2,127 electors in the Ward it is reasonable to save some £3,000 from the cost of some £5,800 for a contested election by:
 - a. not issuing polling cards at approx. £1,445
 - b. having only one polling station at Creigiau Church Hall thereby saving some £1,300 by not having a mobile station at Star Lane, Capel Llanilltern for the 138 electors.
 - c. 1 polling station reduces the costs for electoral officers by some £195.
 - d. PCC will put a notice in the next Community Link and will explain the recommendations above if approved by Full Council and encourage postal voting.
 - e. this recommendation does not commit PCC to doing the same in future. It would be reasonable to say that with an overall cost of a contested election
9. **To review the new BT charges:** The Committee reviewed new charges from BT and OneCom and asked the Clerk to get quotes from Pinnacle Telecom and EE.
10. **To receive an update on PCC's insurance policy:** The Clerk had met with PCC's insurance agent and following a discussion, the Clerk was asked to update the policy for a final quote for 2019-20 to be put to the September meetings.
11. **To consider a litter bin for Ael y Bryn Pentyrch and Memorial Park:** It was agreed that the Clerk get costs for one bin in Ael y Bryn and a second one for Memorial Park. Members would also like to see a bench in Ael y Bryn Park.

- 12. To discuss PCC grass cutting costs:** These were previously circulated. It was **recommended** that PCC charge £32 for a two-hour cut.
- It was **recommended** to plan areas for wild flower seed in PCC green spaces and buy an appropriate wild flower mix.
- 13. To renew Sage support for one year:** It was **recommended** to renew tech support at £168/year.
- 14. To consider tools, equipment and PPE for PCC:**
- It was **RESOLVED** to replace the following equipment at quoted costs that fall within the sum budgeted:
 - Hammer drill: £350
 - Generator (for operating power tools off-site: £298
 - Wire rope and hoist for dealing with trees: £183
 - The Clerk and Admin Assistance will purchase PPE for the CMOs within the sum budgeted.
- 15. To consider electrical work at 1 Penuel Road:** A quote was still awaited. A free survey will take place to look at the cost of installing LED lights. The Clerk was asked to look at Utility Warehouse and its lighting offers.
- 16. To consider any overtime for staff** (excluding changes to permanent worked hours): There was none.
- 17. To review petty cash:** The petty cash invoices/receipts were presented and accepted.
- 18. To approve any purchase orders for budgeted items up to £2,000:**
- £400 for Ongar Loam for Creigiau Cricket Club. This will purchase 59 x 25kg bags.
 - The schedule of payments and receipts for August 2018 was presented showing payments of £8,305.62 + £50,000 invested with CCLA and receipts of £464 were recorded for July 2018. It was **RECOMMENDED** to accept the figures.
 - Forest Park & Gardens: a statement of account has been received and nothing is outstanding.
 - SLCC: £147 is outstanding from 2017-18.
- 19. Items for the next meeting:**
- 20. Date of the next meeting:** Monday September 10 2018 at 6:30pm.