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

**Present:** Cllrs Stuart Thomas, Chris Priday, Mike Sherwood, Simon Davies

In attendance: Helena Fox

1. **To receive apologies for absence:** there were none.
2. **To receive any declarations of interest:** there were none.
3. **To receive the monthly bank reconciliation:** The bank reconciliation for September plus bank statement were presented, reviewed and signed by Cllr Priday.
4. **To review investment of Council funds:** The statement for the month ended 1.8.18 was presented. £50,000 remains on deposit with £4.06 dividend reinvested. The investment will be reviewed at the end of March 2019 in anticipation of the 2019-20 financial year.
5. **To review expenditure and income against budget:** This was presented and reviewed. Nominal codes will be added for capital purchases. No concerns were raised about over- or under-spends.
6. **To receive the External Auditors' Report 2017-18:** The External Audit Report was received, its minor issues noted and the report **RECOMMENDED** for approval and acceptance. No action plan is needed.
7. **To make recommendations to vire budget line items that will not be spent in the year:**
  - a. Pentyrch Village Hall reserve: The Hall Committee will be asked when this is likely to be needed.
  - b. Pentyrch pathway: the PVH reserve may contribute to this project if not needed now.
  - c. Fire Risk Assessment: funds will be needed for fire doors on the second floor and Fire awareness and Fire Warden training.
  - d. It was **RECOMMENDED** that the office printer be upgraded to an A4 and A3 printer that can also print banners. It will increase running costs by some £50/year, based on a quote from Digital.
8. **To make recommendations on any budgeted expenditure over £2,000 as previously approved by Main Council:** The Village Plan Questionnaire invoice for £4,050 (including VAT) and had been previously approved.
9. **To consider costs of an election for the PCC Casual Vacancies:** The Notice of Vacancy will be published on September 14. It will then remain to be seen whether any candidates for election come forward.
10. **To consider applications for grants:** three applications had been received with relevant supporting paperwork. It was **RECOMMENDED** to award
  - a. Pentyrch Bowling Club £150.00 towards lighting costs.
  - b. Pentyrch Open Gardens half the cost of a WW2 bench from PCC's Pentyrch bench budget
  - c. Tia Fi Gwaelod Y Garth Family and Community Group £100 towards set up costs.
11. **To consider costs of recommendations from the fire risk assessment for 1 Penuel Road:** The Clerk will seek quotes for three fire doors missing for the second floor and Fire awareness and Fire Warden training from the Assessor.
12. **To receive an update on PCC's insurance policy:** No update had been received from Came & Co.
13. **To consider War Memorial maintenance:** The Royal British Legion Property Team had confirmed that the Pentyrch War Memorial is PCC's responsibility under the Lease. A quote for £395 had been received for treating the Memorial with anticide to keep it clean for longer. The Clerk was asked to find out the name of the anticide and whether it is available commercially.
14. **To consider a rubbish bin for Ael y Bryn, Pentyrch and Memorial Park:** The Clerk will get figures.
15. **To consider electrical work at 1 Penuel Road:** It was **RECOMMENDED** not to undertake any major works until PCC has decided on the building's future. The Fire Assessor had confirmed that no fire alarm system is needed. LED bulbs will be used in existing fittings where possible.
16. **To consider any overtime for staff:** There was none.
17. **To review petty cash:** this was not available
18. **To approve any purchase orders for budgeted items up to £2,000:** invoices presented for approval.
19. **Date of the next meeting: Monday October 8 2018**