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PENTYRCH COMMUNITY COUNCIL



CYNGOR CYMUNED PENTYRCH

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Minutes of the Finance Committee held at noon, 12 November 2018 at 1 Penuel Road, Pentyrch

Present: Cllrs Stuart Thomas, Chris Priday, Mike Sherwood, Simon Davies, Wynford Ellis Owen

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 and bank statements:** The bank reconciliation to October 31 plus bank statements were presented, reviewed and signed by Cllr Sherwood.
 - a. Payments and receipts, unrepresented items and payments due were presented and accepted.
 - b. Forest Park & Garden: there is a difference between PCC's and FP&G's account statement and this is being sorted out.
 - c. Dwr Cymru: all but the final payment of £15.80 has been refunded to PCC and this will be followed up.
 - d. Siemens: the Clerk is awaiting confirmation on the transition payments between the old and new photocopier.
4. **To review investment of Council funds:** £50,000 remains on deposit with £4.06 dividend reinvested.
 - a. It was **RECOMMENDED** to transfer £10,000 on December 1 into the current account to see how the process works. Then another tranche will be set for the year end. The Clerk will find out whether it is possible to set up transfers in advance.
5. **To consider a draft budget for 2019-20:** The Clerk had circulated the latest draft.
 - a. A separate line item is to be added to account for possible staff pay increases. The Staffing Committee will meet on November 22 to discuss salaries in detail.
6. **To receive an update on Internal Audit:** The Clerk had sent the appointment letter to the Internal Auditor and the interim IA was scheduled for early December.
7. **To make recommendations on any budgeted expenditure over £2,000 as previously approved by Main Council:** There were none.
8. **To consider any overtime for staff:** It was **RECOMMENDED** to approve 7 hours extra time for the Clerk in October and 2 for the Senior CMO for Remembrance Sunday.
 - a. The annual Christmas bonus of £35 for each member of staff was **RECOMMENDED**
9. **To review petty cash:** The Clerk and Chairman will check the reconciliation.
 - a. It was **RECOMMENDED** to set an imprest of £250.00.
10. **To approve any purchase orders for budgeted items up to £2,000:** invoices presented for approval were authorized.
11. **Date of the next meeting: Monday December 3 2018**

Members: Stuart Thomas, Wynford Ellis Owen, Mike Sherwood, Simon Davies, John Harrison, Chris Priday

Correspondence is invited through the medium of English or Welsh
Gellir llythyr a'r Cyngor yn Saesneg neu yn Gymraeg