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## Minutes of the Finance Committee held at 6pm, 3 December 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 papers were presented and accepted.
4. **To review investment of Council funds**
  - a. The Clerk presented the CCLA Redemption Form for signature to transfer £10,000 from the CCLA investment to the current bank account. This was signed by Cllrs Thomas (after his arrival) and Sherwood and will be scanned and sent to CCLA as soon as possible.
  - b. The last statement, dated 30.9.18, showed £50,031.24 on deposit.
5. **To consider a draft budget for 2019-20**
  - a. An updated draft, including recommendations from the Staffing Committee, had been circulated in advance and was available in the meeting.

Cllr Priday joined the meeting

Cllr Thomas joined the meeting

- b. The meeting went through the budget in detail and a revised draft budget with updated anticipated final expenditure and ear-marked reserves will be circulated for review before presentation to the December Full Council meeting.
  - c. The Clerk will ask Cardiff again for the latest Band D equivalents.
6. **To consider a quote for the Memorial Park path upgrade**
  - a. A quote for the work had been circulated in advance and was available in the meeting.
  - b. The Clerk, Mike Colley and Cllr Priday will meet with Graham Warrington of Taffs Well Quarry tomorrow to look at the path and see whether the quarry can help with this project.
  - c. The Clerk was given permission to negotiate delivery with the Quarry and contractor.
7. **To receive the CRAMC Treasurer's Report for November 2018:** This was received.
8. **To consider CRAMC request for a pitch survey report**
  - a. Sports Wales can arrange a pitch condition survey at a cost of £450. CRAMC have asked PCC to pay for the survey.
  - b. It was **RECOMMENDED** not to make any grant before the meeting with all the users of the Recreation Area to be held on February 12 2018
9. **Creigiau Scouts grass cutting contract:** It was **RECOMMENDED** that the Clerk draft a contract based on the Scouts' previous template.
10. **To consider application for grants:** PCC budgeted £1,500 for S137/Power of wellbeing and £1200 for the Eisteddfod (already paid). To date, it had spent £350 under Other grants and £250 under S137. That leaves you with £900 to spend by the end of March 2019.
  - a. **Pentyrch Tennis Club:** Cllr S Davies declared a personal interest: his wife is a member of the tennis club. It was **RECOMMENDED** to award £200 towards the cost of essential repairs to the tennis courts.
  - b. **Hill Top Theatre:** It was **RECOMMENDED** to award £100 towards the cost of painting a storage container at Pentyrch Village Hall. The group will be asked to use waterproof paint on the room to help extend its life.
  - c. **Penrhys Pilgrimage:** It was **RECOMMENDED** to award £100 towards the cost of signage.
  - d. It was **RECOMMENDED** to establish an annual fund to a Christmas grant to each of the four local schools. The Clerk was asked to add a line item to the budget: £50/school totally £200.

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

11. **To make recommendations on any budgeted expenditure over £2,000 as previously approved by Main Council:** there were none.
12. **To consider any overtime for staff (excluding changes to permanent worked hours):** 7 extra hours were **RECOMMENDED** for the Clerk in November.
13. **To review petty cash:** this is being worked on and the Clerk will report to the next meeting.
14. **To approve any purchase orders for budgeted items up to £2,000**
  - a. The statement with Forest Park and Gardens is not yet resolved.
  - b. £15.80 is still due back from Dwr Cymru.
  - c. Travis Perkins had been paid twice, in error.
  - d. It was **RECOMMENDED** to stop using the Diesel Card since its service charge amounts to some £200/year. Until a bank card is obtained, petty cash will be used.
15. **Date of the next meeting:** Monday February 11 2019 at noon