



Minutes of the Finance Committee held at noon, 14 January 2019 at 1 Penuel Road, Pentyrch

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

- To receive apologies for absence:** Cllr Chris Priday
- To receive any declarations of interest:** There were none
- To receive the monthly bank reconciliation and bank statements:** The papers were presented and accepted. The payments and receipts for January were accepted.
- To review investment of Council funds:** It was **RECOMMENDED** to transfer £20,000 from the CCLA to PCC's current account.
- To discuss the latest reports from the Welsh Audit Office:** The WAO reports had been circulated and amended PCC Financial Regulations will be prepared for the March meeting.
- To consider hiring a book-keeper:** Following a discussion the Clerk was asked to report back to the committee on the any underspend once the budget for 2018-19 had been reviewed and re-balanced.
- To consider new accounting software:** PCC uses Sage for its financial management. This is a powerful business system which does not easily produce the reports that a community council needs. There will be a visit to Pontyclun CC to see the Rialtas system in operation. That system is designed for local government and is used by over 900 town, community and village councils and is recommended by the SLCC. A demonstration by Rialtas will also be arranged.
- To make recommendations on any budgeted expenditure over £2,000 as previously approved by Main Council:** there were none.
- To consider costs for the Memorial Park path upgrade:** The Clerk was asked to see if Taffs Well Quarry had any details on how they could help with this. She will also follow-up with Persimmon and look into further commercial quotes.
- To consider items for the budget for 2020-21:** It was agreed to add two new reserves into the draft budget for 2020-21 for office IT equipment replacement and litter picking equipment for the Love Where You Live projects. The current budget has funds allocated for IT and the Clerk was asked to seek a recommendation from AD Computers on upgrading the system.
- To consider printing/compiling costs for the Community Link:** The Business Plan Committee recommended that PCC move its printing to a company that can compile the content and produce a pdf proof. A faster turn-round time is needed with a move to four editions a year. The Clerk will confirm that the printer can print in full colour as per current editions and how he would deal with issues such as low-quality photographs. There needs to be a clear process for dealing with submitted content to ensure proper editorial control by PCC. The Clerk presented a comparison between the existing printing costs and proposed compiling and printing costs.

Existing printing costs

December 2018 : £1,252 – 28 pages
September 2018 : £987 – 16 pages
March 2018 : £1,086 – 24 pages
December 2017 : £1,232 – 28 pages

Proposed compiling/printing costs

pdf for proofing £220; printing £985 = £1,205
pdf for proofing £250; printing £1,095 = £1,345
20 ages : pdf for proofing £190; printing £895 = £1,085

It was **RECOMMENDED** to move to J&P Davison if the issues are confirmed and resolved.

- To consider quotes received for upgrade of Penuel Road ground floor:** It was **RECOMMENDED** to accept the quote from Quality Carpets to fit new carpet in the library only at £554.00 + VAT. A proper specification will be drawn up for the WC upgrade.
- To receive the CRAMC Treasurer's Report:** This was received.

14. To consider any overtime for staff (excluding changes to permanent worked hours):

14.1. Clerk: 8 extra hours for January were approved.

14.2. Admin Assistant: 17 extra hours had been worked and the Committee asked to see the timesheets before approving.

15. To review petty cash: Reconciliations were received and will be clear for 31.3.19.

16. To approve any purchase orders for budgeted items up to £2,000: There were none.

17. Date of the next meeting: Monday March 11 2019 at Noon