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**Minutes of the Finance Committee held at noon, 11 March 2019 at 1 Penuel Road, Pentyrch**

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

Mrs Caroline Robertson

**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, accepted and signed. The payments and receipts for February were accepted. Several supplier invoices will be looked into:
  - a. A late fee charged by BT caused by BT closing PCC's direct debit without consultation. This fee will be challenged.
  - b. Forest Park & Gardens: The Chairman and Chair of Finance will visit to sort out the small difference in our accounts.
  - c. Travis Perkins: £22.03 is owed to PCC.
  - d. Siemens: the VAT invoice will be requested.
4. **To review investment of Council funds:**
  - a. The Clerk confirmed and the statement to 28.2.19 showed that £20,000 was transferred from CCLA account to the Co-Operative Bank account on 22.2.19 as instructed.
  - b. When the Precept for 2019-20 is received in April it is **RECOMMENDED** to deposit £120,000 in the CCLA account to maximise interest.
5. **To receive an update on the orchard project:** Mrs Robertson had provided an update which was circulated in advance. She reported that the group favoured planting the fruit trees in pots for now and will get prices for larger pots for public places. It was **RECOMMENDED** to discuss pot or in-ground locations at its March main meeting.
6. **To make recommendations on grants awarded by PCC:** The following grants were **RECOMMENDED**:
  - a. Pentyrch Cricket Club: £200.00 towards improved practice facilities for the junior and All Star section.
  - b. Coed y Bedw Nature Reserve Volunteer Group: £150.00 towards the cost of tools
  - c. Keep Creigiau Tidy: £200.00 towards the cost of litter-picking tools, wild flower seeds and bulbs with the proviso that should the group ever close, the tools will return to PCC for community use.
  - d. PCC has been asked to make a donation to St David's Church, Pentyrch but under Local Government Act 1894 S6 does not have the power to give financial assistance to a church,.
7. **To receive an amended budget for 2018-19:** Following the Internal Auditor's recommendation, the budget had been amended to reflect expenditure to date.
  - a. The amended budget was **RECOMMENDED** for approval by Main Council
  - b. Various budget lines will be reviewed at the year end and any unspent funds added to earmarked reserves as needed to maintain sufficient reserves.
  - c. This review raised questions about some budget items which will be considered during the next budget exercise.
  - d. The budget will be reviewed quarterly including each mid-year as part of the half-yearly Internal Audit.
8. **To review the Internal Audit Action Plan:** This was received and will be reviewed at the April Finance Committee.
9. **To recommend amended Financial Regulations:** It was **RECOMMENDED** to approve the amended regulations.

- a. These were reviewed by the Committee which had taken the Internal Auditor's advice and considered her recommendations.
  - b. Clause 6 Banking Arrangements and Authorisation of Payments: the Committee did not take the Internal Auditor's recommendation to retain 6.4 as drafted but accepted the amendments. Cllr Stuart Thomas objected.
  - c. A clause was added under Clause 11 Insurance to retain a record of PCC's Employer's Liability records for 30 years.
- 10. To consider an Investment Policy:** This was received for consideration and will be discussed further at the April Finance.
- 11. To consider a Reserves Policy:** This was received for consideration and will be discussed further at the April Finance.
- a. The Clerk will add a clause to show that the Co-Operative Bank Deposit Account will be held at a sum equal to all ear-marked reserves.
- 12. To consider costs for the Memorial Park path upgrade:** There was no news from the quarry.
- 13. To consider new accounting software:** The Chairman, Chair of Finance and Clerk had visited Pontyclun CC and were impressed by the Rialtas system in operation. A demonstration will be given at PCC office on March 18. The Rialtas system is designed for local government and brings together PCC operations currently done by Sage and Excel spread sheets.
- a. It was **RECOMMENDED** to move to Rialtas subject to the office demonstration.
- 14. To discuss building assessment of the Pavilion, Creigiau Recreation Area:** This will be raised at the Creigiau Recreation Area Next Steps Group on March 13.
- a. The Clerk will seek quotes for the various assessments
- 15. To receive an issues list from CRAMC:** This was received. Actions will depend on the outcome of the discussions with the Creigiau Recreation Area Next Steps Group.
- 16. To receive the CRAMC Treasurer's Report:** There was none.
- 17. To make recommendations on any budgeted expenditure over £2,000 as previously approved by Main Council:** there were none.
- 18. To authorize for payment invoices and cheques presented by the RFO:** There were none.
- 19. To consider any overtime for staff (excluding changes to permanent worked hours):**
- a. Clerk: There were no extra hours for February.
  - b. Admin Assistant: 17 extra hours were approved.
  - c. Unused annual leave: It was **RECOMMENDED** that all staff be given the opportunity to carry forward into 2019-20 all unused annual leave from 2018-19 on the understanding that it be used in the coming year and that as of April 2020 only 5 days may be carried over, as per contracts, after approval.
- 20. To review petty cash:** It was **RECOMMENDED**, with RFO agreement, that any unreconciled sums be written off when the year end is completed.
- 21. To approve any purchase orders for budgeted items up to £2,000:** There were none.
- 22. Date of the next meeting:** Monday April 8 2019 at Noon