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PENTYRCH COMMUNITY COUNCIL



CYNGOR CYMUNED PENTYRCH

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Minutes of the Finance Committee held at noon, 10 June 2019 at 1 Penuel Road, Pentyrch

Present: Cllrs Mike Sherwood, Stuart Thomas, John Harrison

In attendance: Helena Fox

1. **To elect a Chairman:** Cllr Harrison proposed Cllr Thomas, seconded by Cllr Sherwood. It was **RESOLVED** to elect Cllr Stuart Thomas Chairman of the Finance Committee.
2. **To decided on dates and times for meetings:** It was **RESOLVED** to keep this as the 2nd Monday of each month at noon at the PCC offices.
3. **To receive apologies for absence:** Cllrs Davies, Ellis Owen
4. **To receive any declarations of interest:** There were none
5. **To receive the monthly bank reconciliation and bank statements:** The Co-Operative Current Account with bank reconciliation to end of May and CCLA account statements to end of May were presented, accepted and signed.
 - a. The May bank reconciliation will be presented at the July meeting: the set up of the new RBS financial software had delayed it.
6. **To review investment of Council funds:** The Clerk confirmed and statements showed that £30,500 had been transferred from the CCLA to the Co-Operative current account to bring the Deposit Account total to match Ear Marked Reserves.
7. **To receive the Internal Auditor's Report 2018-19:** This was received and **RECOMMENDED** for approval by Main Council.
 - a. The Clerk confirmed that Mrs Jo Howell had been sent a letter of appointment for 2019-20 following the Annual Meeting.
 - b. The Committee considered that Mrs Howell was a particularly well-qualified Internal Auditor since she is a qualified Chartered Accountant, lectures in the subject and demonstrated her independence in her 2018-19 report.
8. **To review the Annual accounts and Annual Return for 2018-19:** The documents were inspected.
 - a. The Committee **RECOMENED** the Accounts and Annual Return be approved by Main Council.
9. **To receive an update on PCC's Co-Operative Bank Accounts:** The Clerk had been notified that the bank was no longer offering a 14-day notice account and its name will change as of July 22 2019 to Business Select Instant Access account but otherwise things will remain the same. Interest rates on this account will be watched to see whether PCC should consider investing elsewhere.
10. **To receive an update on the installation of RBS accounting software:** The PCC Chairman and Clerk had met with RBS on May 30 in the office and data for the system was installed. The system was brought up to date to April 30 2019 and the bank reconciliation done. Thereafter, all existing invoices were entered onto the system.
 - a. The Clerk is the system superuser and will set up the Chairman and Chair of Finance with read-only access. All passwords are kept secure in the usual way.
 - b. The Clerk had converted the figures for 2018-19 into the RBS nominal codes which could be entered onto the system if needed but it was agreed to focus on the current year for now.
 - c. The Clerk is interviewing a book-keeping shortly and will make a recommendation to Main Council. Only one person has answered PCC's advertisement.
 - d. Pontyclun CC will be asked if they could provide initial support/training.
11. **To consider requests for grants:** Three applications were considered and the following **RECOMMENDATIONS** made:
 - a. Gwaelod y Garth WI : £100 towards the cost of speakers for meetings
 - b. Creigiau Carnival : £300 towards the cost of printing programmes. It was noted that the group had not built up any reserves.

- c. Shelter Cymru : since this application did not benefit PCC residents directly but was for a more general programme, the applicant will be asked to reapply in March 2020 when PCC considers requests from outside its area, if grant budget funds remain unspent.
- 12. To receive an update on the Memorial Park path upgrade:** The Clerk reported that the meeting with the quarry to discuss details of how they will help was still awaited.
- 13. To receive CRAMC's Treasurer's Report:** There was none.
- 14. To make recommendations on any budgeted expenditure over £2,000 as previously approved by Main Council:** PCC had had a long-standing Ear Marked Reserve of £4,000 allocated to repairs to the flat roof of Pentyrch Village Hall. This had been confirmed for the 2019-20 budget and, as previously notified, the work was done earlier in the year and the £4,000 had been paid. It was **RECOMMENDED** that the Main Meeting be notified.
- 15. To authorize for payment invoices and cheques presented by the RFO:** These were reviewed and authorized by Cllr Thomas after the meeting.
- 16. To consider any overtime for staff (excluding changes to permanent worked hours):** There was none.
- 17. To review petty cash:** The Clerk reported that this was in balance. The new RBS system should remove the need for a separate Excel record. In future, this will be included under item 5.
- 18. To approve any purchase orders for budgeted items up to £2,000:** The Clerk was seeking quotes for assessments at the Pavilion, Creigiau Recreation Area.
- The Committee **RESOLVED** to accept the quote of £295 + VAT for a Legionella Risk Assessment to be done by Vector Air & Water Ltd. They had been recommended by Jeff Berriman, CMIOSH who is a consultant for OVW and had carried out PCC's offices fire assessment last year.
 - The Clerk had one quote for an EICR and was seeking a second.
 - The Clerk had requested a quote for a fire assessment via OVW.
 - The Clerk was given delegated powers to accept quotes for these assessments in consultation with Chairman and Vice Chairman of PCC.
- 19. Date of the next meeting:** Monday July 8 2019 at Noon