

Clerk: Helena Fox
1 Ffordd Penuel
Pentyrch
Caerdydd CF15 9LJ

Ffon 029 2089 1417
Epost: clerk@pentyrch.cc
Gwefan: www.pentyrch.cc

PENTYRCH COMMUNITY COUNCIL



CYNGOR CYMUNED PENTYRCH

Clerk: Helena Fox
1 Penuel Road
Pentyrch
Cardiff CF15 9LJ

Phone 029 2089 1417
Email: clerk@pentyrch.cc
Website: www.pentyrch.cc

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

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

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:** Bank reconciliations and statements (where available) to the end of September 2019 were presented, accepted and signed for the four accounts: Co-Operative Current and Deposit Accounts, CCLA and petty cash.
4. **To review the schedule of income and expenditure for September 2019:** this was reviewed and accepted.
5. **To review investment of Council funds:** There was £44,691 on deposit with the Co-operative Bank. There was £80,075.43 invested with the CCLA at September 30.
6. **To review actual expenditure against budget for at 30.9.2019 and consider a draft budget for 2020-21:** the figures to 30.9.19 had been circulated in advance.
 - 6.1. The following **RECOMMENDATIONS** to main Council were made: under Financial Regulation 5.9 changes in Ear-marked Reserves (EMR) require Council approval.
 - 6.1.1. The whole EMR of £500 for IT be transferred from the Deposit to the Current Account to cover the cost of the new laptop and screen.
 - 6.1.2. £4000 be transferred from the Deposit Account to Current Account to reflect the expenditure of the EMR for Pentyrch Village Hall.
 - 6.2. The following comments were noted about actual income and expenditure that varied significantly from the expected percentage spend:
 - 6.2.1. Income: CCLA interest was higher than budgeted for. Filming income from the BBC increased the rental/wayleave income above the budget. Other income was higher than budgeted because of payments made to PCC in error (subsequently repaid)
 - 6.2.2. Expenditure:
 - 6.2.2.1. Salary cost variations were due to the new nominal codes in RBS which showed staff salaries as net instead of gross and combined tax and NI and combined PCC and staff pension contributions. The total salary costs were as expected.
 - 6.2.2.2. Sundry expenses were higher than budgeted because of payments received in error and repaid.
 - 6.2.2.3. Parks included the woodland survey which will be reposted to woodland maintenance.
 - 6.2.2.4. Creigiau Recreation Area costs were higher than budgeted because of building surveys done and not budgeted for.
 - 6.2.3. The budget will be adjusted accordingly.
 - 6.3. The first draft budget for 2020-21 was reviewed and the Clerk will continue to work on it for the November Finance Committee. The Clerk will chase Cardiff about the possibility of capital asset transfer and distribute a copy of the guidelines for loans from the Public Works Loan Board.
 - 6.4. It was **RECOMMENDED** that a task and finish group be set up to look at PCC's staffing needs.
7. **To authorize for payment invoices and cheques presented by the RFO:** There were none.
8. **To consider any overtime for staff (excluding changes to permanent worked hours):** It was **RECOMMENDED** that 10.5 hours worked extra by the Clerk be paid in November.
9. **To approve any purchase orders for budgeted items up to £2,000:** there were none.
10. **To make recommendations on any budgeted expenditure over £2,000 as previously approved by Main Council:** there were none.

11. **To receive the External Audit Report for 2018-19:** the Report was circulated in advance and **RECOMMENDED** for acceptance by main Council.
12. **To receive the six-month Interim Internal Audit Report:** The internal audit was carried out on October 10 and the report will be received shortly and considered at the November Finance meeting.
13. **To discuss the Key Safety Contract:** This was referred to the October main meeting so that delegated powers may be given to the Clerk re the renewal or not of the contract.
 - 13.1. A meeting with Key Safety is scheduled for October 28. The meeting will clarify the services provided by Key Safety. If delegated powers have been given to the Clerk, a decision will then be made on renewing the contract with Key Safety or looking for another provider or to keep H&S management in-house.
 - 13.2. The Clerk had been unable to set up a quorate H&S Committee meeting before October 21. It was **RECOMMENDED** that PCC consider the value of a H&S Committee and whether it would be more efficient to delegate powers to the Clerk with support from PCC Members, as needed.
14. **To review the draft Local Government Pension Scheme Employing Authority Discretions Policy:** The Clerk had drafted a policy which was **RECOMMENDED** for approval by main Council. consideration as soon as possible.
15. **Date of the next meeting:** Monday November 11 2019 at Noon

Signed _____ Dated October 21 2019