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PENTYRCH COMMUNITY COUNCIL



CYNGOR CYMUNED PENTYRCH

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

Present: Cllrs Stuart Thomas, Simon Davies, Mike Sherwood, John Harrison

In attendance: Helena Fox

1. **To receive apologies for absence:** Cllr Ellis Owen
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 October 2019 were presented, accepted and signed for the following accounts: Co-Operative Deposit Account and petty cash. The CCLA statement had not yet been received. The Co-Operative Current Account did not reconcile because of unrepresented cheques.
4. **To review the schedule of income and expenditure for October 2019:** this was reviewed and accepted.
5. **To review investment of Council funds:** There was £40,276.57 on deposit with the Co-operative Bank. There was £80,124,17 invested with the CCLA as per a Certificate of Balance dated November 4 2019.
6. **To receive the six-month Interim Internal Audit Report:** The internal audit was carried out on October 10 and the report was circulated in advance of this meeting. The committee discussed the report's recommendations and the Clerk will draw up an Action Plan to address these and will present them to the December Finance Committee.
7. **To consider a draft budget for 2020-21:** the Clerk had prepared an amended draft budget with actual costs to date, anticipated costs to the year end and budget and actual costs for 2018-19. This had been circulated in advance. The Committee discussed line items in detail and more generally. The Clerk will amend the budget and circulate it to the Committee as soon as possible. A further discussion will take place at the December Finance Committee with a draft budget presented to the December Full Council.
8. **To authorize for payment invoices and cheques presented by the RFO:** There were none.
9. **To consider any overtime for staff (excluding changes to permanent worked hours):** It was **RECOMMENDED** that 7 hours worked extra by the Community Engagement Officer and 2 hours by the CMO be paid in November.
10. **To approve any purchase orders for budgeted items up to £2,000:** there were none.
11. **To make recommendations on any budgeted expenditure over £2,000 as previously approved by Main Council:** there were none.
12. **To consider Community Link advertising:** this was deferred to the December meeting.
13. **To consider the annual Christmas bonus for staff:** this was **RECOMMENDED** for payment at £35 per person in December.
14. **To consider discretionary allowances as set out by the Remuneration Panel for Wales:** the last report had been circulated in advance. No comments were made except to note that the sums were the same as last year.
15. **To consider the quote for a WC upgrade:** one quote had been received and the Clerk was asked to clarify a detail about replacement of a radiator.
16. **Date of the next meeting:** Monday December 9 2019 at Noon

Signed _____ Dated November 18 2019