



Minutes of the Finance Committee held at 10am, June 8 2020 held online via Microsoft Teams

This meeting is held under the following Welsh Statutory Instrument:

The Local Authorities (Coronavirus)(Meetings)(Wales) Regulations 2020

The requirement for the press and public to be present is temporarily suspended.

Present: Cllrs Mike Sherwood, Wynford Ellis Owen, Stuart Thomas, Karen Thomas

In attendance: Helena Fox

- To Elect a Committee Chairman:** It was **RESOLVED** that Cllr Ellis Owen be elected as Chairman until the Annual Meeting.
- To receive apologies for absence:** Cllr John Harrison
- To receive any declarations of interest:** there were none
- To receive the monthly bank reconciliations, statements and petty cash:** Bank reconciliations and statements for accounts for April and May 2020 were presented and accepted except for the CCLA where the statements had not yet been received. Signatures will be applied digitally.
- To receive the schedule of income and expenditure for April and May 2020:** these were reviewed and accepted.
- To review investment of Council funds:** £120,000 was transferred into the CCLA account on receipt of the annual Precept.
 - The Clerk will check arrangements with CCLA for transfers back to the current account during the Coronavirus lockdown. If needed, Cllrs Sherwood and S Thomas can sign the necessary form and return to the Clerk by mail.
- To receive the Internal Auditor's Report for 2019-20:** the report had been circulated in advance.
 - The Clerk will prepare an Action Plan, as done in previous years, to highlight actions recommended by the Internal Auditor.
 - It was **RECOMMENDED** that the Report be accepted.
- To review the draft accounts for 2019-20 and consider ear-marked reserves for 2020-21:** the reports had been circulated in advance.
 - It was **RECOMMENDED** to approve the accounts.
 - Ear-marked reserves were **RECOMMENDED** as in the table below. Cllr K Thomas abstained on the addition of a new EMR for noticeboards.

Ear-marked Reserves	As at 31.3.2020	Budgeted in 2020-2021	Proposed for 2020-21
Vehicle	6,500	+ 1,500	8,000
Ride-on mower	3,000	+ 750	3,750
Elections	10,841	+ 1,000	11,841
Woodland	2,920	+ 1,080	4,000
Garth	500	+ 500	1,000
Defibrilators	350	0	350
Creigiau Rec Drainage	5,000	0	5,000
Play equipment	6,625	0	6,625
Memorial Park Path	5,000	0	0
Pentyrch Village Hall	0	0	0
Councillor Care Allowance	0	+ 1,500	1,500
Noticeboards	0	0	3,000
Total	£40,736	£6,330	£45,066

- 9. To authorize for payment invoices and cheques presented by the RFO:** Under the new Welsh Government Regulations and PCC's own emergency delegated powers these are being authorised electronically.
- 10. To consider any overtime for staff (excluding changes to permanent worked hours):** none.
- 11. To approve any proposed purchases for budgeted items up to £2,000:**
- 11.1. Expenditure previously previously authorized by the PCC Chairman and Vice Chairman under new Welsh Government Regulations:
 - 11.1.1. RBS fee for Year End : £360 + VAT
 - 11.1.2. Solicitor's fee for the Lease with Creigiau Recreation Charity: £1,495 + VAT
 - 11.1.3. Asbestos Report for the Pavilion, Creigiau Rec: £395 + VAT
 - 11.1.4. EPC Report for the Pavilion, Creigiau Rec: £200
 - 11.2. Planning Aid Wales have a new online training platform which is a subscription service for up to 20 users per payee per year. £150 buys 20 licences (email addresses). The PCC June meeting will be asked how many Members are likely to want to take part in this training.
 - 11.3. Cllr Rosser: £50 for IT support to participate in remote meetings.
- 12. To make recommendations on any budgeted expenditure over £2,000 as previously approved by Main Council:** The cost for the March 19 2020 contested election in Pentyrch was £2,813.42. A formal invoice is awaited. This will be paid out of the existing Ear-marked Reserve.
- 13. Date of the next meeting: Monday July 13 2020**

Signed  Dated June 15 2020