**Minutes of the Finance Committee held at noon, March 9 2020 at 1 Penuel Road, Pentyrch**

**Present:** Cllrs Mike Sherwood, Wynford Ellis Owen, Stuart Thomas, John Harrison

**In attendance:** Helena Fox

1. **To receive apologies for absence**: Karen Thomas
2. **To receive any declarations of interest:** there were none
3. **To receive the monthly bank reconciliations, statements and petty cash:** Bank reconciliations and statements for accounts to the end of February 2020 were presented, accepted and signed except for the CCLA where the statement had not yet been received.
4. **To receive the schedule of income and expenditure for February 2020**: this was reviewed and accepted.
   1. The Clerk will ask RBS for a custom-designed report of Current Account expenditure and income.
5. **To review investment of Council funds**:
   1. It was **RECOMMENDED** to transfer £10,000 from CCLA to the current account.
6. **To review the budget against income/expenditure for the year to date:** the report was circulated in advance.
   1. The committee reviewed the report and noted a healthy financial position at the end of month 11.
   2. The virement of grants had been done but it was not clear if this showed in the Nominal Ledger. The Clerk will check.
7. **To review the Interim Internal Audit and Action Plan**: these were circulated in advance.
   1. It was **RECOMMENDED** that while the council passwords are currently kept in a sealed, dated envelope in a locked cupboard, they will now be kept by the Chairman in a safe place and a wax seal added. If they need to be opened, this will be done in front of a witness.
   2. Cllr Sherwood will draft amended Financial Regulations to clarify the difference between the initial decision to spend and the authorization of invoices and to match daily practice. The draft will be presented to the April Finance Committee. Cllr S Thomas did not support this proposed draft amendment.
   3. Cllr S Thomas resigned as Chairman of the Finance Committee with immediate effect. An election for a new Chairman will take place at the April meeting. It was agreed that for the purpose of completing the meeting Cllr Sherwood would take the chair.
8. **To recommend finance procedures in case of a public health emergency**: It was **RECOMMENDED** that:
   1. PCC follow any advice and directives issued by Cardiff Council, Welsh Government or Westminster.
   2. the Clerk be delegated powers to decide on actions in an emergency in agreement with the Chairman and Vice Chairman.
   3. in case of community lock down, the Clerk will come into the office once a week. Finance authorisation may have to take place by email with invoice pdfs provided and a record kept via email.
9. **To authorize for payment invoices and cheques presented by the RFO:** invoices were presented for authorization.
10. **To consider any overtime for staff (excluding changes to permanent worked hours)** There was none.
11. **To approve any proposed purchases for budgeted items up to £2,000:** there were none
12. **To make recommendations on any budgeted expenditure over £2,000 as previously approved by Main Council**: there was none.
13. **Date of the next meeting: Monday April 13 2020**

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated March 16 2020