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PENTYRCH COMMUNITY COUNCIL



CYNGOR CYMUNED PENTYRCH

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Minutes of the Finance Committee held at 10:30am, November 9 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, John Harrison

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 reconciliations, statements and petty cash:** Bank reconciliations and statements for accounts for October were presented and accepted. Signatures will be applied digitally.
4. **To receive the schedule of income and expenditure for October 2020:** this was reviewed and accepted.
5. **To review investment of Council funds:** £125,510.56 in the account as of 31.10.2020. No movement was recommended.
6. **To review virements made after the Q2 budget review:** A list of all virements made to date was circulated in advance.
 - 6.1. PCC's Internal Auditor is content that virements be made when the balance is £0. There is no need to amend income budgets unless this affects what PCC can spend. There is no need to adjust for expenditure underspends. Overspends should be adjusted from any underspends and line items may be treated in groups where similar. If there is no underspend to balance an overspend PCC can approve an extra sum to come from the general reserve, if necessary.
7. **To receive the Interim Internal Audit Report:** This was circulated in advance. There were no concerns from the Internal Auditor. The Report was accepted.
8. **To consider a first draft budget for 2021-22:** This first draft was circulated in advance. The Committee when through the budget in detail, changes were made and the Clerk will send the updated version to the Committee.
9. **To recommend the Christmas bonus payment to staff:** It was **RECOMMENDED** to make the usual payment of £35 to each member of staff. They were thanked by the Committee for the work during the year.
10. **To receive an update on the External Audit:** This is delayed at the External Audit office and remains awaited.
11. **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.
12. **To consider any overtime for staff (excluding changes to permanent worked hours):** none.
13. **To approve any proposed purchases for budgeted items up to £2,000:**
 - 13.1. Utility contract: The Clerk will work with the broker to find the cheapest new contract.
 - 13.2. Community Link 110 will be a big issue likely to cost up to £1500.
14. **To make recommendations on any budgeted expenditure over £2,000 as previously approved by Main Council:** there was none.

Date of the next meeting: Monday December 14 2020 at 10:30am and this will be the regular meeting time.

Signed _____ Dated November 16 2020