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PENTYRCH COMMUNITY COUNCIL



CYNGOR CYMUNED PENTYRCH

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Minutes of the Finance Committee held at 10:30am, October 12 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 (see below)

In attendance: Helena Fox

- To Elect a Committee Chairman:** Cllr K Thomas nominated Cllr Ellis Owen, seconded by Cllr Sherwood. All agreed. It was **RESOLVED** that Cllr Ellis Owen be elected as Chairman.
- To receive apologies for absence:** Cllr John Harrison was present at times but had technical issues and could not participate in decisions.
- 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 September were presented and accepted. Signatures will be applied digitally.
- To receive the schedule of income and expenditure for September 2020:** this was reviewed and accepted.
- To review investment of Council funds:**
 - It was **RECOMMENDED** to transfer £25,000 from the CCLA to the Co-Operative Bank Current Account.
 - It was **RECOMMENDED** to give the Finance Committee delegated powers to instruct the Clerk to transfer funds between the CCLA and Co-Operative Current Accounts.
- To recommend new online banking signatories:** It was **RECOMMENDED** that each member of the Finance Committee be able to authorize payments online.
- To recommend movement to the Co-Operative Deposit Account to match ear-marked reserves:** The Deposit account holds £40,378.59. EMRs at 1.4.2020 stand at £39,909.90. It was decided to delay this until the Q2 budget review was complete in case there were further changes to EMRs.
- To review expenditure/income against budget to 30.9.2020 with explanation of variances and recommend any adjustments:** The following documents had been circulated in advance: Income/expenditure against budget to 30.9.2020; Explanation of variances; EMRs at 1.4.2020; Internal Audit Action Plan. The Committee went through the explanation of variances line by line and made the following **RECOMMENDED virements** which can be summarised: Income is reduced by £2,950 and Expenditure is reduced by £2,665. With £5,000 moving to an EMR for Capital Asset Transfer.

Income

Item	Annual Budget Sum	Over or Under 15% Q2 variance	Explanation of Variance between Actual Income and end of Q2 Budget	Adjustments Recommended to Annual Budget Sum
Grants	100	Under	None received or expected	Reduce to £0

Rental wayleave	250		Tenancy at Fairmeadow earned £10/month and ended after May.	Reduce to £150
Community Link	3,500	Under	Link 109 produced and ad income coming in	Reduce to £1,500
Scouts grass cutting	200	Under	Two cuts made to date but no invoice issued	Reduce to £50
Creigiau Rec	1,200	Over	Old CRAMC payment of £1,200 received plus rental income	Increase to £1,800
Other income	1,200	Under	None received or expected. This is for unexpected income.	Reduce to £0

Expenditure

Item	Annual Budget Sum	Over or Under 15% Variance	Explanation of Variance between Actual Expenditure and end of Q2 Budget	Adjustments Recommended to Annual Budget Sum
Staff salary	71,975	Under	Budget includes £ for extra hours and staff not yet used.	To be confirmed following Staffing Committee
Staff expenses	1,500	Under	Less travel costs due to Covid-19	To be confirmed following Staffing Committee
Training	2,000	Under	Training reduced during Covid-19	Update after Q3 reviews
Members costs	3,450	Under	Some allowances from 2019-20 paid	£1950 mandatory allowance. £200 for Chairman's allowance
Professional fees	3,831	Over	Over - extra legal costs for CRC Lease	Increase to £5000. £1500 from Grants Others for VE Day 75
Insurance	1,834	Over	Insurance for year now paid	Increase to £1920
Website	2,460	Under	Money allocated for compliance with site accessibility. Work not yet done.	Reduce to 400

Grants other	9,400	Under	Only one grant made re PPE made in Pentyrch. Grant to Pentyrch Cricket Club to be paid in October	Reduce by £1,500 to £7,900
Election costs	0		This is an EMR expenditure	Review at Q3
Community Link	5,560	Under	Link 109 produced with others to follow	Reduce to £4000
Civic Reception	400	Under	Cancelled due to Covid-19	Vire to cover Freeman/ Freewomen awards.
Hall hire	300	Under	No meetings held in halls due to Covid-19	Reduce to £100
Postage	200	Under	Few letters mailed due to Covid-19	Reduce to £100
CAT	5,000	Under	Not progressing due to Covid-19	Move to new EMR
Woodlands	700	Under	Survey done with invoice to be paid October	Add new budget line for tree work. Annual cost can vary wildly hence the EMR. Need to budget for tree replanting.
Creigiau Rec	0	Under	EMR of £5,000	Cover these expenses from other surpluses where possible. Increase budget to £1500 from other reductions.

9.1. The Clerk will produce a revised budget once the virements have been decided by Main Council.

9.2. PCC's grants will be advertised in the next Community Link and online to increase take-up.

9.3. It was **RECOMMENDED** to establish a PCC Community Emergency Community Fund with initial funds coming from current year's underspends followed by additional funds included in the 2021-2022 budget. Distribution of these funds will be subject to community involvement and specific application criteria.

10. To consider amended Financial Regulations: These had been amended following feedback from OVW and PCC's Internal Auditor.

10.1. It was **RECOMMENDED** that these Financial Regulations be further amended to change 6.3 to remove '*or properly delegated officers*' from the second sentence and the last bracketed phrase "*(one authorised officer and one member or two authorised officers at minimum)*" and then be approved by full council.

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: There was none.

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 November 9 2020 at 10:30am and this will be the regular meeting time.

Signed _____ Dated October 19 2020