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PENTYRCH COMMUNITY COUNCIL



CYNGOR CYMUNED PENTYRCH

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## Minutes of the Finance Committee held 10:30am, December 14 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:** Cllr Gary Dixon
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 November were presented and accepted. Signatures will be applied digitally.
4. **To receive the schedule of income and expenditure for November 2020:** this was reviewed and accepted.
  - 4.1. A payment made to Key Safety in error has been dealt with.
5. **To review investment of Council funds:**
  - 5.1. It was **RESOLVED** to transfer £25,000 from the CCLA to the Co-Operative Bank Current Account.
    - 5.1.1. The Finance Committee has delegated powers to instruct the Clerk to transfer funds between the CCLA and Co-Operative Current Accounts as of November 16 2020.

Cllr Stuart Thomas joined the meeting

6. **To consider a draft budget for 2021-22:** The budget was updated following the last Finance and Staffing Committees and other suggestions.
  - 6.1. The Committee went through the draft budget in detail making some changes. This will be circulated to the Committee after the meeting.
  - 6.2. The latest draft budget will be presented to the December main meeting. PCC Members may attend the January Finance Committee for a detailed discussion as observers.
  - 6.3. For the January Main meeting the Clerk will colour-code discretionary and necessary spend and/or present a simple schedule of discretionary proposed expenditure.
  - 6.4. The Police asked PCC whether it could supply signage for Caerau Lane to warn speeding vehicles in a lane without pavements that is used by pedestrians and horses.
    - 6.4.1. It was **RECOMMENDED** to refer this to Full Council since this is a Cardiff Council issue.
7. **To receive the External Audit Report for 2019-2020.** The report was received and it was noted that there were only two minor issues:
  - 7.1. The Internal Audit recommendation about budget review with which PCC is dealing thoroughly
  - 7.2. Sage payroll costs should not be included with staff costs.
  - 7.3. Audit Wales have notified PCC that its new 3-year regime will be: 2020-12: basic. 2021-2022: full (the new transactional audit). 2022-2023: basic. This cycle will repeat until further notice.
  - 7.4. The audit fee for 2020-21 will be between £200-£380.
  - 7.5. The Conclusion of Audit Notice 2019-2020 is on the website.
8. **To consider applications for grants**
  - 8.1. Penrhys Pilgrimage: It was **RECOMMENDED** to make a grant of £200 towards the cost of signage in the PCC area under Local Government Act 1972, s.144 (encouraging tourism)
  - 8.2. Gwaelod Rangers FC : It was **RECOMMENDED** to make a grant of £200 towards the cost of coaching fees for FAW courses under Local Government (Miscellaneous Provisions) Act 1976, S19.

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:** To place the noticeboard in Capel Llanilltern, PCC needs to apply for consent from Cardiff. With a Community Councils 50% fee concession this will cost £230 (50% of £460).
  - 11.1. It was **RECOMMENDED** to make the application and pay the fee.
12. **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 January 11 2021 at 10:30am and this will be the regular meeting time.

Signed \_\_\_\_\_ Dated December 21 2020