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PENTYRCH COMMUNITY COUNCIL



CYNGOR CYMUNED PENTYRCH

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## Minutes of the Finance Committee held at 10:30am, March 15 2021 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 but PCC welcomes their attendance.

**Present:** Cllrs Mike Sherwood, Stuart Thomas, John Harrison, Gary Dixon

**In attendance:** Helena Fox

1. **To receive apologies for absence:** Cllr K 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 for February were presented and accepted. Signatures will be applied digitally.
4. **To receive the schedule of income and expenditure for February 2021:** this was reviewed and accepted.
5. **To review investment of Council funds:** At the end of February there was
  - 5.1. £18,453.14 in the Co-Operative Bank Current Account and £40,419.73 in the Deposit Account. The Deposit Account should be increased by £5,109.27 to equal the latest EMRs.
  - 5.2. CCLA account stood at £80,532.45 + £3.10 interest following the transfer of £20,000 to the current account 9.2.2021
  - 5.3. It was **RESOLVED** to move £10,000 from CCLA to Co-operative Current Account and make the EMR transfer to Co-operative Deposit Account.
  - 5.4. The Committee discussed whether its funds are adequately spread out to minimize risk in the light of warnings from the CCLA of a threat of negative interest rates - rates that are likely to affect all banking situations, not only the CCLA. PCC should be able to move funds quickly to minimize any losses or unexpected charges. Calling any formal council meeting involves giving three clear days' notice to the public.
    - 5.4.1. It was **RECOMMENDED** that powers be delegated to the Finance Committee for a set period of time to decide how money is put on deposit and be able to move swiftly if needs be.
    - 5.4.2. It was **RECOMMENDED** that powers be delegated to the Clerk in consultation with the Finance Committee.
    - 5.4.3. An extra Finance Committee could be called before March 31, if necessary.
    - 5.4.4. Clerk will investigate cash deposit funds that are widely used by other councils and seek advice from OVW on negative interest rates and delegations.
    - 5.4.5. Clerk had sought advice from several Welsh Town and Community Councils all of which were concerned about the situation.
6. **To review recent budget virements:** A report showing the agreed virement of £3,500 from Salaries to Professional Fees, as previously approved
7. **To receive the recommendation on staff pay for 2021-2022 from the Staffing Committee:** There was a long discussion following the recommendations made by the Staffing Committee and the realization that because PCC was now out of step with the NALC pay scale following the current year's agreed pay. This came about partly because PCC wanted to align staff pay more closely to Cardiff Council and partly because it awarded a 5% cost of living increase which was more than the NALC agreement. It was accepted that the intention of the Staffing Committee was that each member of staff receive a pay increase of approximately £350 for the coming year.
  - 7.1. It was **RECOMMENDED** that each staff member be placed on the national scale at a point which gives them approximately the £350 annual increase before cost of living is added. Once the new NALC rates are published, any cost-of-living increase will be back-dated to April.

- 7.2. It was **RECOMMENDED** that before the next set of staff appraisals and budget, PCC establish some structure and spine point range for deciding staff pay.
8. **To consider any requests for grants:** PCC holds £350 in an ear-marked reserve to be used towards the cost of an external defibrillator cabinet in Creigiau. Garth Rotary have applied for a grant of £339 to install a defibrillator in the old phone box in Creigiau, working with Community Heartbeat Trust and Cllr Amanda Thorpe. A copy of the Garth Rotary accounts were circulated in advance. Any expenditure would come out of the EMR, not the annual budget.
- 8.1. It was **RECOMMENDED** to award a grant of £339 from the EMR under the Public Health Act 1936 S234 and Garth Rotary are welcome to apply for further funding in future
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.
- 9.1. Community Link delivery payments will now be authorized.
- 9.2. Community Link 111 was longer than usual and will, therefore, cost more although the paper weight was reduced to help minimize the increase. This was because there were some important documents to print for the public.
- 9.3. It was **RECOMMENDED** that costs of bumper issues be considered by the Finance Committee and/or Main Council to consider costs.
- 9.4. The new development at Llanilltern Village now includes 60+ new homes and this will increase the Link printing and distribution costs. There may need to be a virement in the 2021-2022 budget to cover increased costs.
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:** There was none.
12. **To make recommendations on any budgeted expenditure over £2,000 as previously approved by Main Council:** There was nothing.

Date of the next meeting: Monday April 12 2021 at 10:30am.

Signed \_\_\_\_\_ Dated March 15 2021