

Clerk: Helena Fox
1 Ffordd Penuel
Pentyrch
Caerdydd CF15 9LJ

Ffon 029 2089 1417
Epost: clerk@pentyrch.cc
Gwefan: www.pentyrch.cc

PENTYRCH COMMUNITY COUNCIL



CYNGOR CYMUNED PENTYRCH

Clerk: Helena Fox
1 Penuel Road
Pentyrch
Cardiff CF15 9LJ

Phone 029 2089 1417
Email: clerk@pentyrch.cc
Website: www.pentyrch.cc

Minutes of the Finance Committee held at 10:30am, July 12 2021 held online via Microsoft Teams

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

In attendance: Helena Fox, Clerk

- To receive apologies for absence:** There were none.
- 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 June were presented and accepted. Signatures will be applied digitally.
- To receive the schedule of income and expenditure for June 2021:** this was reviewed and accepted.
- To review investment of Council funds and decide on any transfers:** A balance sheet as at 30.6.2021 was circulated in advance. There is:
 - £190,548.87 in the CCLA. £200,000 is the maximum PCC has agreed to keep in the CCLA.
 - £45,219 in the Co-op Current account
 - £40,426 in the Co-op Deposit account
 - £219 in petty cash
 - PCC has a total of £277,300.
 - It was noted that the CCLA interest is now very low but PCC had been aware that rates might have fallen to negative rates.
- To review expenditure/income against budget to 30.6.2021 with explanation of variances and recommend any adjustments including EMRs.** The Detailed Income & Expenditure by Budget Heading Report 30.6.2021, EMR report and the budget for the year were circulated in advance.
 - EMRs have been adjusted as per decisions taken 21.6.2021. These now stand at £96,740.90. PCC has previously agreed to keep all these in the Deposit Ac. To increase the Deposit Ac to this sum will mean moving £57,315 to the Deposit Ac. That could reduce the interested PCC earns in the CCLA account.
 - It was **RESOLVED** to transfer £60,000 from CCLA to Current Ac and then £57,315 into the Deposit Ac to match EMRs.
 - The Detailed Income/Expenditure report shows budget variances and below are those that exceed 25% of the annual spend since PCC is 25% into the financial year.
 - It was **RECOMMENDED** to take the following actions set out in the table below:

Items over 25%	Explanation	Action
PAYE NI	In the budget, tax had not been deducted from the salaries line item to show net salaries only. Notification of any national pay rise for the year is awaited.	£5,930 to be vired from Staff Salary to PAYE/NI. Total budget is not altered. RECOMMENDED
Professional fees	There is no current overspend but there will be more expenses for the CRC lease. Other professional fees during the year will include Asbestos Report (£425); Internal Audit (c£130) in October; Penuel Road survey; survey for Gwaelod y Garth woodlands	Prepare to vire £ into this at end of Q2

Insurance	No current overspend and there is only PCC's general insurance to come in September.	An increase in the vehicle cover cost may mean a small virement after Q2
Subs and membership	Covers SLCC and OVW subs only. OVW is £894 and is paid for year. SLCC is out of sync because it is billed for January so paid at year end	None
Vehicle tax MOT	£275 spent is the Toyota tax for the year. MOT to come.	None
Woodland	Land to be surveyed is a little larger this year to ensure all ash die-back is included. Once survey is received will inform budget in subsequent years.	Vire £140 to cover extra survey area increase RECOMMENDED

6.4. Q1 VAT refund due is £891.00.

6.5. Election costs 2022: Currently, Cardiff estimate the elections costs to be as set out below. PCC will be notified of any update.

Gwaelod y Garth	£1,599.66	
Pentyrch	£2,299.30	
Creigiau Ward	£3,393.16.	Total = £7,292.12

PCC has a legal duty to pay election costs as billed by Cardiff. In planning for the budget for 2022-23 PCC will make provision to increase the election EMR.

7. **To receive an update on the internal audit review:** The Finance Committee members will meet informally on July 26 at 10:30am for 1 hour.
8. **To discuss and make recommendations on bank signatories/online authorisations and staff business cards:**
- 8.1. It was **RECOMMENDED** that Cllrs Gary Dixon and John Harrison be added to online banking.
- 8.2. It was **RECOMMENDED** that payments for May 2022, particularly salaries, be approved before the elections.
- 8.2.1. Any Members with dongles will need to return them to the Clerk if not re-elected or standing down in May 2022.
- 8.3. The Clerk had provided the Committee with information on Cooperative Bank Business Debit Cards and Business Charge Cards. Following a discussion it was **RECOMMENDED** to make an imprest expenditure of £100 each to PCC's two Community Maintenance Officers. This is a one-time payment to cover purchases on behalf of PCC such as fuel and PPE. The staff members will return the sum or its balance on leaving PCC's employment. There will be a new budget a category for this.
9. **To discuss costs for surveying land at Gwaelod y Garth:** The Clerk had requested a quote from Earth Science Partnership of Taffs Well which is awaited.
10. **To make a recommendation on a grant to Pentyrch Cricket Club:** following the June 21 decision to defer a decision on this grant, new information had been received and circulated in advance.
- 10.1. It was **RECOMMENDED** to award Pentyrch Cricket Club £488 towards practice nets and youth teams under the Power of the Local Government (Miscellaneous Provisions) Act 1976, S19. The club will be asked to submit an article to the Community Link to publicize the grant and expenditure so that the community is aware.
11. **To discuss PCC projects for this year and next year's budget:** A list of PCC Projects for 2021 was circulated in advance. This was generally deferred to the August meeting.

- 11.1. It was **RECOMMENDED** to replace the bench at Lon y Fro open space from the Parks Miscellaneous budget (£1500) and the Clerk will get costs for a recycled plastic bench and a decorative metal bench.
- 11.2. Fence at Memorial Park. PCC has £5,000 in this year's budget. The community group PARC has researched fencing quotes and the cost of including a football goal fence insert. The goal unit costs around £3000 and will be paid for by PARC.
- 11.3. PCC has worked successfully with PARC to date and this is a request for a next stage around replacing the fence.
- 11.4. The Committee felt that a detailed proposal is needed from PARC to go to full council for its decision about future development of the park including the goal.
- 11.5. The position of the new fence also needs confirmation around the idea of moving it to widen the 'new' path for all users.
- 11.6. Members of the Building & Estates Committee will meet informally on-site on Friday July 16th late afternoon/early evening to have a recommendation to make to Full Council on July 19. The Clerk was asked to attend and provide an agenda.

12. To discuss PCC Penuel Road office cost/benefit analysis: A task and finish group will be set up to make recommendations to the Finance Committee and Full Council but the decision be deferred for the next elected council after the May 2022 elections. The first step will be to establish what PCC needs and whether Penuel Road is fit for PCC's purpose or some other community use. Members of the task and finish group will be the Finance Committee and any other members who would like to participate. Cllr Dixon will organize the meetings.

13. To authorize for payment invoices and cheques presented by the RFO: These are being authorised electronically by the Finance Committee and this process will be part of the audit review.

14. To consider any overtime for staff (excluding changes to permanent worked hours): there were none.

15. To approve any proposed purchases for budgeted items up to £2,000:

- 15.1. There are payments for items for the Memorial Park but they will come out of the EMR so not budget expenditure: picnic table £718 + VAT; 2 bins £556 + VAT. It is **RECOMMENDED** that this expenditure is made from the Memorial Park EMR.

16. 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 July 12 2021 at 10:30am.

Signed _____ Dated July 19 2021

Pentyrch Community Council				
Cashbook transactions June 2021				
Date		Payee Name		Amount
30/06/2021		Opus Energy		6.52
08/06/2021		1&1 Ionos		62.36
17/06/2021		Sage Payroll		8.4
03/06/2021		British Telecom		179.96
15/06/2021		Cardiff Council		364
28/06/2021		Siemens photocopier		142.8

30/06/2021		Staff Pay June		4864.95
30/06/2021		HMRC		1162.57
30/06/2021		Cardiff & Vale Pension		1502.07
30/06/2021		Forest Park & Garden		10.77
23/06/2021		Sports Direct		40
30/06/2021		One Voice Wales		30
30/06/2021		CJCH solicitors		1170
30/06/2021		Gwaelod Tuesday Club		125
30/06/2021		Cardiff Council		88.45
30/06/2021		Dwr Cymru		78.7
01/06/2021		AD Computers		15
01/06/2021		Dynefor Gardening Soc		50
01/06/2021		Garth Rotary Club		50
23/06/2021		Gwaelod Rangers FC		35
23/06/2021		MTyner Just Lofts		44
30/06/2021		Xpedient Print		1260
23/06/2021		Tesco		14.29
30/06/2021		Tesco		60
16/06/2021		DVLA		275
23/06/2021		Commercial Motors UK		378.9
15/06/2021		Viking Stationery		89.87
30/06/2021		Hanging baskets		157.5
23/06/2021		Cardiff Council		26.51
14/06/2021		EDF utilities		60
			TOTAL	12352.6
	Date Banked		Amount Banked	
	01/06/2021	Link 112 ad	15	
	03/06/2021	Link 112 ad	60	
	04/06/2021	BT Openreach wayleave	70.56	
	04/06/2021	Link ad for year	216	
	04/06/2021	Link 112 ad	30	
	08/06/2021	Refund from 1&1	18.05	
	16/06/2021	Burial plot purchase	454	
	24/06/2021	Burial plot purchase	454	
		TOTAL	1317.61	