

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, June 14 2021 held online via Microsoft Teams

Present: Cllrs John Harrison, Karen Thomas, Gary Dixon

In attendance: Helena Fox

- To elect a committee Chairman:** Cllr K Thomas nominated Cllr G Dixon, seconded by Cllr Harrison. Cllr Dixon accepted the nomination. It was **RESOLVED** that Cllr Dixon be the Chair of Finance.
- To receive apologies for absence:** Cllrs Mike Sherwood, Stuart Thomas
- 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 May were presented and accepted. Signatures will be applied digitally.
- To receive the schedule of income and expenditure for May 2021:** this was reviewed and accepted.
- To discuss a review of PCC's internal controls including audit review:** The Finance Committee will carry out an internal audit review and report and make recommendations to full council. The Clerk will try to arrange a working group meeting for the week starting June 28.
- To review investment of Council funds:** It was noted that as at May 31, PCC's funds were:
 - CCLA: £190,544.73
 - Deposit Ac: £40,425.89
 - Current Ac: £56,540.92Total: £287,511.54

The budget for this year is £187,802. That leaves £99,709 less current EMRs of £61,579 = £38,130.

- To review finances and ear-marked reserves:** PCC's EMRs were discussed. It was **RECOMMENDED**:
 - that the EMRs shown below as at 1.4.2021 be approved. These are the result of the previous EMR plus additions as per the 2021-2022 budget.
 - Additional EMR suggestions are shown in a separate column

EMR	2021-2022	Suggestions from June Finance Committee	
	£ as at 1.4.2021	£ to be added	
Vehicle reserve	9,500	3,500	Consider Electrical replacement
Ride-on mower	4,500		
Election costs	9,464		
Woodland work	4,840	16,000	
Garth Mountain	4,000		
Play equipment	6,625	10,000	Consider working with Cardiff and local groups to improve facilities in the PCC area
Defib	11		claimed for Creigiau at start of 2021?

Creigiau Rec drainage	5,000		
Members Allowances IRPW D43	1,500		
Capital Asset Transfer	5,000		
Community Support Fund	4,800	5,000	
PARC: Memorial Park		5,000	Set up June 2021
PCC office maintenance	1,000	1,000	new EMR for 2021-22
	56,240	40,500	Total: £96,740

8.2.1. These additions give total EMRs of £96,740. It should be noted that £5,000 donated by PARC does not come from PCC funds.

8.3. PCC should carry out a cost/benefit analysis of the PCC office, gathering views and thoughts over the next 6 months and feeding into of the Business Plan for 2022-27 and the new council term in 2022.

9. To receive an update on the tree works: Contracts have been placed with Orange Forestry and SG Tree Services to deal with recommended works, particularly ash die-back.

9.1. SG Tree Services will be felling trees at Pentyrch Village Hall and Gwaelod. Work will start on August 9 and 12. Pentyrch Village Hall, surgery and a resident have been kept up to date.

9.2. Orange Forestry will be working across the PCC area.

10. To consider provision of pre-paid bank cards for staff: Following a discussion it was **RECOMMENDED** that the Clerk investigate the options for debit and credit cards from the Co-Operative Bank with a pre-paid or automatic limit of £200 and report back to the Finance Committee. PCC currently has a debit card for the Clerk only to use.

11. To make recommendations on grants.

11.1. Cllr Harrison declared a personal interest in the grant request from Pentyrch Cricket Club as member of the Pentyrch Sports Association.

11.2. It was **RECOMMENDED** to award the following grants:

11.2.1. Pentyrch Cricket Club: £488 towards practice nets and youth teams under the Power of the Local Government (Miscellaneous Provisions) Act 1976, S19.

11.2.2. Gwaelod Tuesday Club: £125 towards establishment of the new group under the Power of Wellbeing and ask the group to let PCC how it is doing in three months' time when a further grant will be considered.

11.2.2.1. PCC's Community Engagement Officer will be asked to attend to liaise with the new group.

12. 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.

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

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

14.1. The two new litter bins for Memorial Park will total £555.65 + VAT and this will be paid out of the Parc EMR so is not PCC budget expenditure. The bins have been ordered and are due in c3 weeks.

15. To make recommendations on any budgeted expenditure over £2,000 as previously approved by Main Council: There was nothing.

16. Pentyrch Village Hall: The Clerk was asked to enquire about responsibility for the squash courts.

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

Signed _____ Dated June 21 2021

Cashbook transactions May 2021

Date	Payee Name	Amount
07/05/2021	1&1 Ionos	8.44
17/05/2021	Cardiff Council	364
17/05/2021	Sage Payroll	8.4
06/05/2021	Ellis Whittam	1980
26/05/2021	Simon Roberts	150
31/05/2021	Staff May	4864.55
31/05/2021	HMRC	1162.97
31/05/2021	ADT Tyco Fire and Security plc	290.16
28/05/2021	Cardiff Council	71.86
28/05/2021	Cardiff Council	18.62
28/05/2021	Cardiff & Vale Pension	1502.07
28/05/2021	One Voice Wales	894
28/05/2021	SG Tree Services	560
28/05/2021	Rialtas Business Solutions Ltd	206.4
28/05/2021	Jo Howell ACA	175
28/05/2021	Creigiau Recreation Charity	137.39

28/05/2021	Tesco	60
28/05/2021	Tesco	50
28/05/2021	Toolstation	7.96
12/05/2021	EDF utilities	60
	Total	12571.82

Date Banked		Amount Banked
31/05/2021	BT Openreach wayleave	70.56
31/05/2021	Link ad for year	216
20/05/2021	Link ad 112	15
21/05/2021	Link ad 112	60
25/05/2021	Link ad 112	15
25/05/2021	Link ad 112	60
19/05/2021	Link ad 112	15
24/05/2021	Link ad for year	260
26/05/2021	Parc donation	5000
	Total	5711.56