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PENTYRCH COMMUNITY COUNCIL



CYNGOR CYMUNED PENTYRCH

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Minutes of the Finance Committee held at 10:30am, August 9 2021 held online via Microsoft Teams

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

In attendance: Helena Fox, Clerk

1. **To receive apologies for absence:** Cllr Karen 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 July were presented and accepted except for the CCLA which had not yet been received. Signatures will be applied digitally.
4. **To receive the schedule of income and expenditure for July 2021:** this was reviewed and accepted.
5. **To review investment of Council funds and decide on any transfers:** With the totals below, no change was recommended:
 - 5.1. £38,241.98 in the Current Account
 - 5.2. £96,740.90 in the Deposit Account
 - 5.3. approx. £130,544 in the CCLA
6. **To receive an update on the internal audit review:** The working group had met and it was **RECOMMENDED** that the audit review checklists be to the September PCC meeting.
 - 6.1. Review of the Financial Regulations is ongoing.
7. **To discuss costs for surveying land at Gwaelod y Garth:** Although PCC had requested two further quotes be sought at its July meeting it was noted that the Financial Regulations provide for circumstances where only one quote is necessary.
 - 7.1. A Request for Quotes had been drafted and would be sent out to two other firms and with its time limit should provide a response before the September Finance Committee.
 - 7.2. The Clerk will inform PCC's insurers generally and see if they can recommendation any contractors.
8. **To discuss PCC projects for this year and next year's budget:** A list of PCC Projects for 2021 was circulated in advance.
 - 8.1. Youth Council: costs of room hire and barring can be covered from PCC's budget. Cllrs Jones and S Thomas can move this forward now that Covid restrictions have been significantly reduced.
 - 8.2. Bulbs: if the cost is under £500 Cllr S Thomas may go ahead and place an order, first trying the most local firms but going wider afield if needed.
 - 8.3. Memorial Park:
 - 8.3.1. the CMOs will let the Clerk know which repairs they can make, otherwise professionals will be asked to quote. Wickstead will be asked to quote for repairs to the swings.
 - 8.3.2. Fence: once the Clerk has drone photos of the new fence line, quotes will be sought for replacing the fence.
 - 8.4. Planters in Gwaelod y Garth : the Clerk will follow up with Cllr Thorpe on progress.
9. **To draft a specification for an upgrade of the Clerk's PC:** Cllr Sherwood will draft an initial specification. There was general agreement that the PCC office should have equipment fit for purpose. Things to consider include:
 - 9.1. The Clerk will check that PCC has internet fibre access to PCC office
 - 9.2. The Clerk will ask Mumbles CC what hybrid meeting equipment they had considered. It was thought to have cost around £7,000.
 - 9.3. Windows 11: PCC equipment will need to be compatible. The Clerk will take advice.
 - 9.4. The Clerk will purchase a new SSD 1TB external harddrive for c £150 and ask OVW if they have any recommendations about preferred cloud storage providers.

9.5. PCC Meetings: the new legislation may mean that PCC needs to provide Councillors with equipment to enable them to attend online and hybrid meetings. The PCC office will need to be equipped with effective technology: hardware, software and internet access. PCC may have to change meeting locations with, say, the face/face location being PCC's office because of wifi availability. This will need to be budgeted for.

- 10. **To consider the financial implications of recruiting a Clerk's Assistant:** this was deferred to the September Finance Committee which will meet immediately after a briefing with One Voice Wales on recruitment. Issues to consider include existing and future staff roles and hours bearing in mind the expanding PCC community.
- 11. **To discuss PCC Penuel Road office cost/benefit analysis:** Cllr Dixon will arrange a task/finish group meeting and also meet with the Clerk in the PCC office.
- 12. **To discuss the purchase of framed photographs for Operation London Bridge:** It was **RESOLVED** to buy three framed photographs of HM The Queen on a dark blue frame for each book of condolence. The framed photographs are Crown Copyright and are available from Royal Images at a cost of £92.40 each = £277.20.
- 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:** There was none.
- 16. **To make recommendations on any budgeted expenditure over £2,000 as previously approved by Main Council:** There was nothing.

Cllr Dixon closed the meeting at 12:08.

Date of the next meeting: Monday September 13 2021 at Noon.

Signed _____ Dated September 20 2021

**Pentyrch Community Council
Cashbook transactions
for the period 01/07/2021 to
31/07/2021**

Payments

Date	Payee Name	Amount
21/07/2021	Current Bank A/c	60,000
22/07/2021	Deposit Account	56,315.01

15/07/2021	Sage Payroll	8.4
15/07/2021	Cardiff Council	364
12/07/2021	1&1 Ionos	60.02
12/07/2021	EDF utilities	60
31/07/2021	Staff pay July	4,864.95
31/07/2021	HMRC	1,162.57
31/07/2021	Cardiff & Vale Pension	1,502.07
31/07/2021	Home Bargains	13.12
31/07/2021	Colin Davies	100
31/07/2021	Gary Welsby	100
31/07/2021	Pentyrch Cricket Club	488
31/07/2021	Cardiff Council	71.86
31/07/2021	Cardiff Council	18.62
30/07/2021	DH Rees & Sons	336
30/07/2021	Miracle Design & Play	106.8
30/07/2021	Commercial Motors UK	215.2
30/07/2021	Digital Systems UK	19.67
30/07/2021	Tesco	5.85
30/07/2021	LDS Motor Factors	3.42
30/07/2021	Home Bargains	7.04
12/07/2021	Tesco	60

22/07/2021	Awa Traders		13.99
30/07/2021	Glasdon		666.77
30/07/2021	NBB Recycled Furniture		861.6
Receipts		Amount Banked	127,424.96
Date Banked			
21/07/2021	Transfer from CCLA	60,000	
22/07/2021	Transfer to Deposit Ac	5,6315.01	
09/07/2021	Refund from Viking for exchanged goods	18.59	
19/07/2021	Cheque received for 2 cremation plots at Bronllwyn Graveyard	304	
01/07/2021	Payment returned by Principality because Ref missing	125	
	Amount banked	11,6762.6	