



## Minutes of the Finance Committee held at noon, September 13 2021 held online via Microsoft Teams

**Present:** Cllrs Stuart Thomas, Mike Sherwood, Karen Thomas

**In attendance:** Helena Fox, Clerk

1. **To elect a Chairman for the meeting:** In the absence of Cllr Dixon, it was **RESOLVED** that Cllr Sherwood be chairman for today's meeting.
2. **To receive apologies for absence:** Cllrs Gary Dixon, John Harrison
3. **To receive any declarations of interest:** There were none.
4. **To discuss start time of Finance Committee meetings:** It was **RESOLVED** to defer this to the October Finance Committee meeting.
5. **To receive the monthly bank reconciliations, statements and petty cash:** Bank reconciliations and statements for accounts for August were presented and accepted. Signatures will be applied digitally.
6. **To receive the schedule of income and expenditure for August 2021:** this was reviewed and accepted. Income is due for Community Link 113 adverts.
7. **To review investment of Council funds and decide on any transfers:** With the totals below, no change was recommended:
  - 7.1. £30,499.77 in the Current Account
  - 7.2. £96,740.90 in the Deposit Account
  - 7.3. £130,557.13 in the CCLA
8. **To review PCC's Financial Regulations:** Following the Internal Audit Review it was **RECOMMENDED** to make minor changes to clauses 11 and 12:
  - 8.1. 11.1 : add 'email' to read *An official order, email or letter ...*
  - 8.2. 11.3 : add the following at the end of the existing wording: '*without the authorisation of the Finance Committee or Full Council or Clerk/RFO*'.
  - 8.3. 12.1.f : correct as follows: *Standing Order 18, Part 3, paragraphs 10-14*
  - 8.4. 12.1.g : add 'written' to read *Clerk or RFO shall obtain 3 written quotations*
  - 8.5. Consider awarding preferred contractor status to simplify the process of placing orders.
9. **To discuss any financial implications of PCC's planned recruitment process:** Following the earlier meeting with OVW, PCC will review this when it has received OVW's report. There may also be a need to expand the scope of the review once the report is received.
10. **To discuss costs for surveying land at Gwaelod y Garth:** The Clerk had sent out requests for quotes with a deadline for responses and two had now been received at values of: Firm A: £2,495; Firm B: £3,800
  - 10.1. The Committee reviewed the quotes and were confident that both companies were competent to provide the report and **RECOMMENDED** that Firm A be instructed.
11. **To discuss PCC projects for this year and next year's budget:** A list of PCC Projects for 2021 was circulated in advance.
  - 11.1. Christmas lights : The Clerk will contact three contractors requesting quotations to a limit of £2,000 and make a recommendation to Full Council in October. Any contract will include securing all necessary permissions from all necessary authorities and property owners and include installation and removal of lights.
12. **To receive an update on the PCC Penuel Road office cost/benefit analysis:** there was no report from the task and finish group.
  - 12.1. The Clerk will clarify understand of responsibility/ownership/maintenance of buildings around the Pentyrch Village Hall.
13. **To authorize for payment invoices and cheques presented by the RFO:** These are authorised electronically by the Finance Committee.
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:** It was **RECOMMENDED** to approve:

15.1. PCC's renewed Insurance: £1,382.42 which is part of a three-year agreement. The Clerk was asked to find the cost of increasing key-person cover to the Clerk's full cost of employment for 6 months, with no excess.

15.2. A commercial quote had been received for valuation of PCC's land adjacent to The Cottage, Pentyrch. The Clerk will ask the owners of The Cottage if they are happy to proceed. It was noted that the Valuation Office Agency has not yet responded to PCC's request for a quote.

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

Cllr Sherwood closed the meeting at 13:30.

Date of the next meeting: Monday October 11 2021 at 11am.

Signed

A handwritten signature in black ink, consisting of a series of loops and a final dot.

Dated September 20 2021