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PENTYRCH COMMUNITY COUNCIL



CYNGOR CYMUNED PENTYRCH

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Finance Committee

Minutes of the Finance Committee held at noon, October 11 2021 held online via Microsoft Teams

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

In attendance: Helena Fox, Clerk

1. **To receive apologies for absence:** Cllr John Harrison
2. **To receive any declarations of interest:** There were none.
3. **To discuss start time of Finance Committee meetings:** It was **RESOLVED** to start Finance Committee meetings at 11am from now on to match the Planning Committee.
4. **To receive the monthly bank reconciliations, statements and petty cash and VAT return:** Bank reconciliations and statements for accounts for September were presented and accepted. Signatures will be applied digitally.
 - 4.1. VAT Q2 : the claim for £789 was submitted on 4.10.2021
5. **To receive the schedule of income and expenditure for September 2021:** this was reviewed and accepted.
6. **To review the budget against income and expenditure to 30.9.2021 and consider any variations:** Reports were provided in advance showing ear marked reserves and detailed income and expenditure against budget.
 - 6.1. The Clerk will prepare tree work requests for quotes for all P1 trees and all other ash tree work in P2 and P3.
 - 6.2. It was **RECOMMENDED** to purchase a bench for Banc yr Afon, Gwaelod y Garth from PCC's budget for Community Growing projects (NC4400) since Cardiff were now financing community planters for Gwaelod y Garth.
7. **To review internal audit review actions:** The Committee had received the report with actions in advance and were content with progress.
 - 7.1. The Clerk will arrange a meeting between the Committee and Internal Auditor.
8. **To review investment of Council funds and decide on any transfers:** With the totals below, no change was recommended:
 - 8.1. Current Ac: £19,593.75
 - 8.2. Deposit Ac: £96,740.90
 - 8.3. CCLA: £130,559.76
 - 8.4. It was **RESOLVED** to transfer £20,000 from CCLA to the Cooperative Current Account.
9. **To consider a draft budget for 2022-23:** A first draft with explanatory notes was circulated in advance. The Committee looked in detail at the draft, making some changes and a revised version will be circulated by the Clerk as soon as possible and will be presented to the November Finance Committee.
 - 9.1. A work programme based on PCC projects will be drawn up to help track what PCC's aspirations against its resources.
10. **To consider applications for grants:** A grant request had been received from Pentyrch Bowls Club. This was deferred until receipt of the 2020 draft or audited accounts presented to the AGM are received by PCC.
11. **To review the proposed process for preferred contractor status:** The Clerk had researched this and taken advice from OVW. Documents were circulated in advance on procurement procedures but nothing simple on preferred contractor status had been found. The Clerk will continue to use the

request for quotation mechanism used for to seek quotes for the land survey at Gwaelod y Garth. This provides evidence of seeking 3 quotes and of how many were received. PCC does not have regularity and scale of works where preferred contractors are needed.

11.1. The Internal Auditor will be informed and a note added to the Internal Audit Action Plan.

12. To consider the quote for Key-person insurance cover: Came & Co have confirmed that the only cover available is as below. There is no stand-alone policy.

12.1. It was **RECOMMENDED** to Full Council that PCC increases its cover by paying the additional premium of £84 on its current policy with Hiscox. This will give PCC a maximum cover of £10,000 per policy period and £400 per week.

13. To discuss PCC projects for this year and next year’s budget: A list of PCC Projects for 2021 was circulated in advance. These are now included in the budget.

14. To receive an update on the PCC Penuel Road office cost/benefit analysis: Cllr Dixon had visited the office with the Clerk and CMOs. There is visible evidence of missing tiles from the roof rotten wood on soffits and signs of damp inside the building both downstairs and upstairs. A professional condition report is necessary to judge and justify any expense. The Clerk had sent requests for quotes to 4 RICS-regulated surveyors in the local area and requested a quote for a full structural survey of the PCC office and its detached garage. The Clerk will clarify that a condition report is needed including the roof and attic with recommendations for any immediate repairs and photographs in the report. The firms contacted were

Roger North Long and Partners, Cardiff.

Allied Surveyors, in Radyr

Jones Battye, Rhiwbina

Meadow Consultants, Taffs Well.

It was **RECOMMENDED** to seek consent for expenditure up to £700 from Full Council to proceed with the survey.

Company	Quote received
A	£700 + VAT
B	£650 + VAT

15. To authorize for payment invoices and cheques presented by the RFO: These are authorised electronically by the Finance Committee.

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

17. To approve any proposed purchases for budgeted items up to £2,000: It was **RECOMMENDED** to approve:

17.1. Pentyrch Sports Association had sent an invoice for PCC’s regular contribution towards their insurance at £200. It was **RECOMMENDED** to pay this invoice.

17.2. Litter bins had been ordered at a cost of £1118 for 5 as previously notified from a budget of £1120.

18. 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 12:31pm.

Date of the next meeting: Monday November 8 2021 at 11am.

Signed _____ Dated October 18 2021