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PENTYRCH COMMUNITY COUNCIL



CYNGOR CYMUNED PENTYRCH

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## Minutes of the Finance Committee held at noon, November 8 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:** There were none.
2. **To receive any declarations of interest:** There were none.
3. **To receive the monthly bank reconciliations, statements and petty cash and VAT return:** Bank reconciliations and statements for accounts for October (except CCLA) were presented and accepted. The signature of the Chairman of the Finance Committee will be applied digitally.
4. **To receive the schedule of income and expenditure for October 2021:** this was reviewed and accepted. Cllr S Thomas declared a personal interest for his order for spring bulbs on behalf of PCC, as previously agreed.
5. **To review investment of Council funds and decide on any transfers:** The account totals are below. No transfer was needed.
  - 5.1. Current Ac: £30,223.33
  - 5.2. Deposit Ac: £96,750.99
  - 5.3. CCLA: c£110,559.76
6. **To receive the interim Internal Audit Report and Action Plan:** These were circulated in advance.
  - 6.1. Cllr Dixon thanked the Clerk/RFO and Committee for all its work in bringing PCC's systems up to a high standard as per the IA's comments.
  - 6.2. Cllr Sherwood and the Clerk met with the Internal Auditor online on 26.10.2021. The IA explained how audit samples are done and how the Financial Regulations are checked against PCC's processes. All the paperwork was in place for the audit and no issues were found. There are some things for PCC to consider and these are shown in the Internal Audit Action Plan 2021-2022. It was **RECOMMENDED** that:
    - 6.2.1. A task/finish group examine the Risk Management Schedule in detail
    - 6.2.2. The Clerk enquire about the benefits of a possible move to Unity Trust Bank which provides for up to three councillors to authorise each transaction.
7. **To review amended Financial Regulations:** Following the meeting with the Internal Auditor two amendments to the Financial Regulations were circulated in advance: clauses 6.2 and 8.9. It was **RECOMMENDED** that the following amendments in blue be made:

6.2. *At each meeting of the Finance Committee the RFO shall prepare a schedule of payments made since the last meeting of the Finance Committee and present the schedule to the Committee. The Committee shall review the schedule for compliance and, having satisfied itself shall approve the schedule as per 2.3.1 above by a resolution of the Committee. The approved schedule shall be ruled off and initialled by the Chairman of the meeting. **The initials or signature may be applied electronically provided a written record of the authority to do so is made on each such occasion.** A detailed list of all payments shall be referenced within the minutes of the meeting at which schedule was approved. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) must be summarised to remove public access to any personal information or simply referenced.*

8.9 *By a decision of the finance committee a one off imprest payment or advance on expenses may be made to staff who, during the course of their work, are required to buy consumable items that they later claim back on presentation of a suitable invoice. Such a payment must be recovered at the end of employment as stipulated in 8.2. The payment to be commensurate with the level of expense likely and within the limits noted in 5.1. Such a payment and the conditions under which it is provided to be notified to staff in a letter.*

- 8. To consider applications for grants:** Pentyrch Bowls Club had provided its latest accounts, as requested.
- 8.1. It was **RECOMMENDED** to award a grant to Pentyrch Bowls Club of £250 towards repairs to the club's toilets with evidence of the work done provided. Cllr S Thomas voted against.
- 9. To consider a hydrological report on Gwaelod y Garth woodland:** this was not received in time for the meeting.
- 10. To make a recommendation on quotes for a new fence at Memorial Park:** Three quotes had been received. Members were provided with quote documents with the financial information redacted. It was **RECOMMENDED** to:
- 10.1. approve expenditure up to £8,090.
- 10.2. ask all three contractors if they can supply a copy of their insurance and policy for site H&S that the companies adhere to:
- T J Fencing Ltd  
Broodryk and Sons Developments Ltd  
Emroch Landscapes
- The quotes received back (anonymized and not as in the order above):
- A. £8,082.90  
B. £6,626.24  
C. £5,320.00
- 10.3. It was **RECOMMENDED** that in future requests for quotes include small print on qualifications, H&S site management and compliance with any regulations relevant to the quote.
- 11. To receive an update on the PCC Penuel Road office cost/benefit analysis and a condition report:** The condition report was circulated in advance.
- 11.1. It was **RECOMMENDED** to take initial action to repair the roof, roof tiles, including the valley with the neighbour, chimney, soffits and fascias, gutters, and deal with the pigeons.
- 11.2. PCC will use the condition report to inform its Ear Marked Reserves.
- 11.3. The task and finish group will now take this report into account in its cost/benefit analysis.
- 12. To consider the report from OVW on the PCC Clerk's working hours assessment:** the reports from OVW were circulated in advance.
- 12.1. The Staffing Committee will meet to discuss the reports.
- 12.2. It was **RECOMMENDED** that the budget salary figures include the current Clerk/RFO at 30 hours/week and the new Clerk at 37 hours/week from 1.4.2022 for the full year to allow the new council flexibility for a handover and if it decides to appoint an Assistant Clerk.
- 13. To consider a draft budget for 2022-23:** The latest draft was circulated in advance. The Clerk was asked to update it following the information received from OVW and the building condition report.
- 14. To authorize for payment invoices and cheques presented by the RFO:** These are authorised electronically by the Finance Committee.
- 15. To consider any overtime for staff (excluding changes to permanent worked hours):** It was **RECOMMENDED** to pay 5.5 hours extra time for the Clerk. This is almost all due to the lease with CRC, a meeting on Friday 29.10.2021 and follow up that day.
- 16. To approve any proposed purchases for budgeted items up to £2,000:**
- 17. 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 December 13 2021 at 11am.

Signed

Dated November 15 2021