

## Finance Committee

### Minutes of the Finance Committee held at 11am, December 13 2021 held online via Microsoft Teams

**Present:** Cllrs Mike Sherwood, Karen Thomas, John Harrison

**In attendance:** Helena Fox, Clerk

1. **To elect a Chairman for this meeting:** It was **RESOLVED** that Cllr Sherwood be committee chair for this meeting.
2. **To receive apologies for absence:** Cllrs Dixon and S Thomas
3. **To receive any declarations of interest under the Code of Conduct:** There were none.
4. **To receive the monthly bank reconciliations, statements and petty cash:** Bank reconciliations and statements for accounts for November and the October CCLA were presented and accepted. The signature of the Chairman of the Finance Committee will be applied digitally.
  - 4.1. £2,403.74 had been transferred from PCC's Deposit Account to Current Account to match the EMRs as at 31.10.2021 of £94,347.25
  - 4.2. A further transfer will be needed to cover woodland costs of £580 paid in November
5. **To receive the schedule of income and expenditure:** this was reviewed and accepted.
6. **To review internal audit review actions:**
  - 6.1. The Risk Management Schedule group needs to hold a meeting.
7. **To review investment of Council funds and decide on any transfers:**
  - 7.1. PCC account balances at 30.11.2021
    - 7.1.1. Current Ac: £19,143.04
    - 7.1.2. Deposit Ac: 94,347.25
    - 7.1.3. CCLA: £110,564.74
    - 7.1.4. Petty Cash: £218.69                      Total: £224,273
  - 7.2. It was **RESOLVED** to transfer £20,000 from CCLA to Current Account.
8. **To consider a draft budget for 2022-23:** The latest draft was circulated in advance.
  - 8.1. The Committee discussed the budget and the Clerk was asked to write a summary report of key decisions for full Council.
  - 8.2. Budget was **RECOMMENDED** to main Council for consideration at the December 20 meeting. It has been updated to show income/expenditure as at 30.11.2021 and anticipated to 31.3.2022
  - 8.3. The Clerk had provided the EMRs and the detailed income/expenditure against budget as at 30.11.2021. The Committee made no comments on these.
  - 8.4. Cllr Rosser had asked if PCC could repair two Cardiff Council benches on Riverglade. It was **RECOMMENDED** that PCC offer to take over care and repair of the two Cardiff Council benches in Gwaelod y Garth on Riverglade and PCC will use recycled materials if Cardiff agrees to this transfer.
9. **To consider applications for grants:**
  - 9.1. Young Ones: to help fund the children's fitness and wellbeing sessions for those less well-off in our community.
    - 9.1.1. The committee deferred this request a grant of £390 and asked the Clerk for advice from One Voice Wales.
    - 9.1.2. The Clerk will ask Young Ones how it will monitor, record and evidence the need in the PCC area and the estimated number of children who would benefit from a reduced fee.

- 9.2. Gwaelod Rangers Football Club: defib for Heol Berry Changing Rooms – audited accounts were provided
- 9.2.1. It was **RECOMMENDED** to award a grant for the defibrillator up to £350 under the Public Health Act 1936 S234 subject to the Clerk confirming the amount requested.
- 10. To decide on Christmas payment for PCC staff:** It was **RECOMMENDED** to award a Christmas bonus of £35 to each of PCC's four members of staff.
- 11. To receive an update on the PCC Penuel Road office cost/benefit analysis:**
- 11.1. Repairs arising from the Condition Report: requests for quotes have been sent to contractors and the neighbours have been notified.
- 11.2. It was suggested through a note from Cllr Dixon that once the repairs have been carried out that this matter be taken forward by the group with a view to having an outline recommendation for the new council in May 2022.
- 12. To authorize for payment invoices and cheques presented by the RFO:** These are authorised electronically by the Finance Committee.
- 13. To consider any overtime for staff (excluding changes to permanent worked hours):** It was **RECOMMENDED** to pay 5 hours extra time for the Clerk worked in November due to weekend work so Members had information in time for meetings.
- 14. To approve any proposed purchases for budgeted items up to £2,000:**
- 14.1. The Staffing Committee had requested a quote from One Voice Wales to carry out further assessments of PCC staff roles.
- 14.2. One Voice Wales quote for assessing the working hours and grading levels of the other staff would be £978 (this assumes that the Community Maintenance Officers have the same job descriptions). It would require possibly two online meetings with the Community Engagement Officer and with the Community Maintenance Officers before a full assessment can be made.
- 14.3. The Finance Committee **RECOMMENDED** that this quote be accepted by full Council.
- 15. 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 January 10 2022 at 11am.

Cllr Sherwood closed the meeting at 12:15.

Signed

Dated December 20 2021