

pay for 2022-2023 as a result of the rise in the national scale. PCC added 1.5% cost-of-living in its budget so it is estimated that the 1.75% confirmed increase adds some £350 to PCC's budget with NI increases to be determined.

- 7.2. The following will apply in 2022-23 to the Clerk: when salary arrears are paid to ex-employees who were in the Local Government Pension Scheme (LGPS), the employer must inform its local LGPS fund. Employers will need to amend the CARE and final pay figures (if the ex-employee has pre-April 2014 LGPS membership) accordingly. Further detail is provided in section 15 of the HR guide which is available on the employer resources section of www.lgpsregs.org
 - 7.3. HM Revenues & Customs asks employers to include a message on the payslips of employees affected by the national insurance increase between 6 April 2022 and 5 April 2023, explaining the increased National Insurance contribution. The message should read; "1.25% uplift in NICs funds NHS, health & social care." This is to help employees understand that the increased National Insurance contribution of 1.25% from 6 April 2022 is helping fund the NHS, health & social care.
- 8. To discuss arrangements for financial management around the May election:** The Clerk advised that PCC should consider the financial risk management around the May election. Previously, PCC's Internal Auditor had also drawn the Council's attention to this. There is a risk that no PCC Members will be on the bank mandate following the election and PCC has a duty to pay its staff and other invoices. By April 7 PCC will know if any candidates will be elected unopposed and preparations can be made to add them to the bank mandate. They will not become PCC Members until at least May 9 and on signing the Declaration of Acceptance of Office. After careful discussion, it was **RECOMMENDED** that:
- 8.1. A minimum of three PCC Members be on the bank and CCLA mandates. This will be reviewed in August.
 - 8.2. Delegated powers be given to the Clerk to pay staff salaries, HMRC, pension contributions and invoices due by phone should PCC have no mandate in place for one month from May 9 2022. Any extension will be a further decision for full council to make. This only to take place if there are no PCC Members who are signatories on the account. All payments needing approval will still be approved in the usual way.
 - 8.3. Approval of payment of salaries and other payments for May and June be made in April while there are PCC Members to approve and authorise online. Payment will be set on the bank for payment at the end of the month.
 - 8.4. Cllr Dixon be put on the bank mandate and CCLA now.
 - 8.5. The Clerk will confirm these arrangements with the Internal Auditor
 - 8.6. The Finance Committee scheduled for May 9 is the first day newly elected councillors can meet: the Clerk will confirm this. If so and at least three current Finance Committee members can meet then this meeting can go ahead as scheduled. Both the PCC Chairman and Vice Chairman remain in office until May 16 whether they stand for election or not.
- 9. To make recommendations payment of allowances to PCC Members absent during the year:** The Clerk had received advice from One Voice Wales: "There is no guidance in the Annual Report of the IRPW in relation to the arrangements for the basic payment of £150. However, in the case of county councillors it does state that allowances should be paid in full for 26 weeks when a member is unable to attend to their duties due to illness and any payment beyond this is for the Authority to determine."
- 9.1. It was **RECOMMENDED** to pay the sum of £75 in line with the advice above.
- 10. To make recommendation on grant applications made to PCC:** PCC's grant budget stood at: S137/PoWB : Budget £1,000. Spent to date: £225. Available: £775. Other : Budget £9,400. Spent to date: £4,438. It was **RECOMMENDED** that:
- 10.1. PCC consider Jubilee grants at each of its Finance Committee through June 2022.
 - 10.2. Tuesday Club be awarded a grant of £100 towards the cost of new tables and a Jubilee tea under the Power of Wellbeing
 - 10.3. Keep Creigiau Tidy be awarded a grant of £150 towards insurance and running costs under the Power of Wellbeing
 - 10.4. Creigiau Cricket Club be awarded £500 towards an artificial roll-out wicket under the power of Local Government (Miscellaneous Provisions) Act 1976, s.19;
 - 10.5. Ty Hafan be awarded £100 under the Power of Wellbeing.

- 10.6. Happy Gathering be awarded a grant of £50 towards the cost of a Jubilee lunch under the Power of Wellbeing.
- 10.7. Ukraine emergency: PCC will wait to see what Cardiff does and whether PCC can help in any way.
- 11. To authorize for payment invoices and cheques presented by the RFO:** this is done by email in the usual way.
- 12. To consider any overtime for staff (excluding changes to permanent worked hours):** It was **RECOMMENDED** to pay the Clerk 16.25 extra hours for work done in February due to extra work arising from the incomplete February Finance Committee including longer February meeting prep and meeting time; storm admin; and Extraordinary Meeting 28.2.2022
- 12.1. Cllr Dixon proposed that PCC have a process for approving extra hours worked by staff and this is for the new council to put in place.
- 13. To approve any proposed purchases for budgeted items up to £2,000:**
- 13.1. The swings in Memorial Park are old and, as previously discussed, PCC should consider replacing them. One of the toddler swings needs to be replaced and it was **RECOMMENDED** to approve expenditure of £98.40 + new chains £39 + adjusters £13 + new shackle £10 and new shackles for the other swings £22 + VAT.
- 13.2. Bench for Banc yr Afon: the final details have been agreed with Cardiff. PCC agreed to buy this bench at its October meeting at £1189 + VAT. It was **RECOMMENDED** to proceed with the updated quote received from Ogilvies was Bench £1103; plaque £62; bolt down kit £14 = £1179 + £105 delivery = £1284 + VAT
- 14. To make recommendations on any budgeted expenditure over £2,000 as previously approved by Main Council:** The invoice from Emroch has been received: £6,735.75 + £1,347.15 VAT. This is as expected and it was **RECOMMENDED** to pay this invoice.

Date of the next meeting: Monday April 11 2022 at 6:30pm

Cllr Dixon closed the meeting at 20:03

Signed

Dated March 21 2022