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PENTYRCH COMMUNITY COUNCIL



CYNGOR CYMUNED PENTYRCH

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## Minutes of the Finance Committee held at noon, June 8 2022 held online via Microsoft Teams

**Present:** Cllrs Mike Sherwood, Sandie Rosser, Jena Quilter, Stuart Thomas

**In attendance:** Helena Fox, Clerk

1. **To elect a committee Chair:** Cllr Quilter proposed and Cllr Rosser seconded Cllr Sherwood as Committee Chair. Cllr Sherwood accepted the nomination. It was **RESOLVED** that Cllr Sherwood be the Finance Committee Chair.
2. **To receive apologies for absence:** Cllrs Pickard, Dixon, Jones
3. **Press and public session:** There were none
4. **To receive any declarations of interest under the Code of Conduct:** There were none.
5. **To receive the monthly bank reconciliations, statements and petty cash:** Bank reconciliations and statements for accounts for May were presented and accepted except for the CCLA because the statement had not yet been received. The signature of the Chairman of the Finance Committee will be applied digitally.
6. **To receive the schedule of income and expenditure:** this was reviewed for May and accepted.
7. **To review investment of Council funds and decide on any transfers at year end:** At May 31 PCC had:
  - 7.1. Current Ac: £51,816.71
  - 7.2. Deposit Ac: £85,684.05
  - 7.3. CCLA: approx. £175,632
  - 7.4. Petty Cash: £218.69.                      Total: Approx £313,352
8. **To consider PCC financial policy reviews**
  - 8.1. Reserves and Investment Policy were reviewed at Annual Meeting in May 2022.
  - 8.2. Financial Regulations were last amended November 2021 and it was **RECOMMENDED** to refer this to full Council.
9. **To receive an update on bank signatories**
  - 9.1. Gary Dixon is now a full user of PCC's Cooperative Bank for authorizing payments and he is a signatory on the CCLA.
  - 9.2. Jena Quilter and Ian Jones will be added to the CCLA account shortly.
  - 9.3. The Clerk will make enquiries with Unity Trust Bank into their services and hope to arrange a meeting.
10. **To receive an update on recruitment for PCC:** PCC will readvertise its vacancy for a Clerk but now as two part-time roles for Clerk and Deputy Clerk. The Clerk had circulated possible salary costs on a range of working hours.
  - 10.1. It was **RESOLVED** to approve the advertisement drafted by One Voice Wales for a Clerk and Deputy Clerk to be available Monday through Friday with a total of 45 hours/week worked at 3 days/week.
  - 10.2. The timetable: Adverts go out: June 10. Deadline for responses: June 24. Interviews w/c July 4. The interview panel will be decided at the June 20 meeting.
  - 10.3. Cardiff cannot advertise the vacancies nor provide locum cover.
11. **To consider requests for Platinum Jubilee and other Grants:** It was **RECOMMENDED** to award:
  - 11.1. Creigiau Carnival : Community Support fund £285 for new food hygiene certificates, BBQ gas cylinders, service/testing of cylinders under the Power of Local Government Act 1972, s.144
  - 11.2. Creigiau Community Hub on behalf of Creigiau Carnival: £650 from the Community Support Fund : under the Power of Local Government Act 1972, s.144 towards the cost of Programmes and stall-holder support.

- 11.3. Creigiau Community Market: request for £150.00 for the cost of a new banners: under the Power of Local Government Act 1972, s.144.
- 11.4. Creigiau Tennis Club: £400 for two benches at £200 each. under the Power of Local Government (Miscellaneous Provisions) Act 1976, s.19.
12. To discuss The Cottage, Cefn Bychan: There was a long discussion of this matter and the Clerk advised that PCC should consider the full market value in any sale or purchase of land.
- 12.1. It was **RECOMMENDED** that PCC accept the proposal of £5000 plus all legal costs, land registry and admin costs and tax to sell the piece of land as shown edged in red below to Mr and Mrs Aspden. PCC also accepts the offer of 80 hours of free consultancy to PCC for the period of one year from the IT Consultancy ([www.stable.co.uk](http://www.stable.co.uk)).



13. **To authorize for payment invoices and cheques presented by the RFO:** this will be done by email in the usual way.
14. **To consider any overtime for staff (excluding changes to permanent worked hours):** It was **RECOMMENDED** to pay 7.5 hours of time to the Clerk.
15. **To approve any proposed purchases for budgeted items up to £2,000:** It was **RESOLVED** to approve:
- 15.1.1. It was **RESOLVED** to place an order for work at £500+ VAT, (£600.00) to clear pigeons from the PCC office roof. British Bird Control are specialists in solar panel pigeon-proofing and are full BPCA members.
- 15.1.2. CJCH : an invoice from PCC's solicitors for further work on the lease for Creigiau Recreation Area was awaited. In discussing this matter it was **RECOMMENDED** that in future, should PCC be asked to sell any land or grant any leases, that those making the requests must pay PCC's fair and reasonable costs. PCC should write a policy setting out the process or add to the Financial Regulations as appropriate.
16. **To make recommendations on any budgeted expenditure over £2,000 as previously approved by Main Council:** There were none.

**Date of the next meeting:** TO BE CONFIRMED

Cllr Sherwood closed the meeting at 13:35.

Signed

Dated June 20 2022