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PENTYRCH COMMUNITY COUNCIL



CYNGOR CYMUNED PENTYRCH

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Minutes of the Finance Committee held at noon, July 11 2022 held online via Microsoft Teams

Present: Cllrs Mike Sherwood, Sandie Rosser, Gary Dixon, Louise McGrath

In attendance: Helena Fox, Clerk

- To receive apologies for absence:** Cllrs Jones, K Thomas, Quilter
- Press and public session:** There were none
- To receive any declarations of interest under the Code of Conduct:** There were none.
- To receive the monthly bank reconciliations, statements and petty cash:** Bank reconciliations and statements for accounts for June and the CCLA for May were presented and approved. The signature of the Chairman of the Finance Committee will be applied digitally.
- To receive the schedule of income and expenditure:** this was reviewed for June and accepted.
- To review investment of Council funds and decide on any transfers at year end:** At June 30 PCC had:
 - Current Ac: £42,965.49 and now with £1,739.67 less for the new Pentyrch Horticultural Show EMR
 - Deposit Ac: £87,423.72 with £1,739.67 added for the new Pentyrch Horticultural Show EMR
 - CCLA: £175,838.53
 - Petty Cash: £219.69 - £1 added for Deed of Surrender paid by CRC Total: c£304,707
 - The VAT refund for Q1 for £1,174.85 had been submitted but had not yet been received.

No transfer of funds were required this month and will be reviewed in August.

- To review budget against income and expenditure to 30.6.2022:** At the end of Q1 PCC is 25% into the current financial year. It was **RECOMMENDED** to accept the recommendations below:

Nominal Code	Budget	Comments	
4130	Professional fees	These are made up of: Solicitors: £725 Recruitment: £1,050 Audit: £175 Land Reg fees: £60 Rialtas: £179	There are final accounts from our solicitors for the CRC lease due. Check again after Q2 for any adjustment
4170	Grants: S137	Because of Jubilee grants you have spent more than 25% at the end of Q1.	No adjustment needed. Check again after Q2
4240	Community Link	This is for Link 116 printing and delivery. It was a larger edition than usual because of the election and Jubilee.	No adjustment needed. Check again after Q2
4260	Fuel	Busy time of year with grass cutting and machines in frequent use.	May need to increase this because of the large increase in fuel costs nationally. No adjustment needed. Check again after Q2
4540	Seats	1 bench has been bought for Banc yr Avon.	There will be the bench to pay for Don Llewellyn but

			<p>some of that will be refunded by Pentyrch History Society.</p> <p>No adjustment needed. Check again after Q2</p>
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- 8. To review Financial Regulations and consider amendments.** Draft amended Financial Regulations were circulated in advance following the June meeting. It was **RECOMMENDED** to approve a new section on sale or lease of council land or buildings.
- 9. To receive an update on recruitment for PCC:** Interviews were held on 5.7.22 and an Extraordinary Meeting was held on 6.7.22 which approved the offer of appointment for the Deputy Clerk's role. There is still a vacancy, for the Clerk role.
- 9.1. It was **RECOMMENDED** that PCC readvertise the Clerk's role in September. The Clerk will liaise with One Voice Wales on this.
- 9.2. It was **RESOLVED** that PCC get specifications for and then purchase 3 new laptops with good monitors and keyboards. Microsoft Defender is included in the operating systems. Any old machines should be professionally wiped once any data has been transferred. It was suggested that the laptops have at least i3 processors and 16GB RAM.
- 10.** To consider a renewed Lease with Llandaff Surgery: PCC's lease with Llandaff Surgery expires in November 2022. The delay in the building of the new surgery means that this lease may need to be extended. It was **RECOMMENDED** that PCC offer Llandaff Surgery the opportunity to renew the lease for an agreed period, with three months' notice by either party.
- 11.** To authorize for payment invoices and cheques presented by the RFO: to be by email in the usual way.
- 12.** To consider any overtime for staff (excluding changes to permanent worked hours). There was none.
- 13.** To approve any proposed purchases for budgeted items up to £2,000
- 13.1. Pentyrch Bowls Club: The Clerk will liaise with the Club about a further grant application.
- 14.** To make recommendations on any budgeted expenditure over £2,000 as previously approved by Main Council:
- 14.1. Invoice from CJCH, solicitors, expected for completion of the lease with CRC for some £2,675 + VAT

Date of the next meeting: August 8 2022

Cllr Sherwood closed the meeting at 12:07.

Signed

Dated July 18 2022