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PENTYRCH COMMUNITY COUNCIL



CYNGOR CYMUNED PENTYRCH

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## Minutes of the Finance Committee held at 11am, August 8 2022 held online via Microsoft Teams

**Present:** Cllrs Mike Sherwood, Gary Dixon, Louise McGrath, Yvonne Krip

**In attendance:** Helena Fox, Clerk

- 1. To receive apologies for absence:** Cllr Ian Jones
- 2. Press and public session:** There were none
- 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 July were received and accepted. The signature of the Chairman of the Finance Committee will be applied digitally.
- 5. To receive the schedule of income and expenditure:** this was reviewed for July and accepted.

Cllr Krip joined the meeting.

- 6. To review investment of Council funds and decide on any transfers at year end:** At July 31 PCC had:
  - 6.1. Current Ac: £29,639.76
  - 6.2. Deposit Ac: £87,423.72
  - 6.3. CCLA: approx. £175,976.89
  - 6.4. Petty Cash: £219.69
  - 6.5. It was **RESOLVED** to transfer £40,000 from the CCLA to the Current account. The Finance Committee must meet before the end of the year to review this.Total: £293,260.06
- 7. To review the Internal Audit Action Plan for 2022-23 and plan Annual Internal Audit Review:** The Action Plan and previous Audit Review documents were circulated in advance. The Clerk explained that it was important that the Review was carried out.
  - 7.1. It was **RESOLVED** to hold an informal meeting to carry out the Annual Internal Audit Review before the end of August.
- 8. To receive an update on recruitment for PCC:**
  - 8.1. The posts of Clerk and Deputy Clerk had been advertised again with a deadline of Sunday August 21. Interviews will be held on August 31.
  - 8.2. It was **RECOMMENDED** that after retiring as Clerk, Helena Fox be appointed PCC's temporary book-keeper to manage the monthly finances for a fixed sum of £500/month to include the Interim Internal Audit to September 30 2022. A new @pentyrch.cc email account will be set up for this.
  - 8.3. The Chairman, Vice Chairs and Finance Committee Chair will be given access to the [clerk@pentyrch.cc](mailto:clerk@pentyrch.cc) emails for monitoring after the Clerk retires. There will be an explanatory message on the email account for the public.
  - 8.4. The Clerk had provided the Committee with information on locum services via SLCC. The Clerk will ask for details of locums available and their fees and this was referred to be full council.
- 9. To consider the time and date of Finance Committee meetings:** It was **RESOLVED** to continue to meet at 11am on the second Monday of each month.
- 10. To consider an upgrade of Rialtas for hybrid working:** The Clerk had provided a quote from Rialtas and back ground information in advance and advised that a move to Rialtas Cloud was necessary if more than one member of staff using the system was working from home and the office.
  - 10.1. Currently the Support and Maintenance cost is £179 plus VAT/year.

10.2. It was **RESOLVED** to change to Rialtas Cloud with two staff members using the system and two councillors on a shared read-only account totalling £71.92/month or £863.04/year. The Clerk will check if there is any fee to migrate the current account to the Cloud.

**11. To make recommendations on issues for handover to Clerk/Deputy Clerk:** This was referred to a full council meeting.

11.1. It was **RECOMMENDED** that a costed proposal for a PCC Microsoft Business account be prepared for a full PCC meeting.

**12. To authorize for payment invoices and cheques presented by the RFO:** to be by email in the usual way.

**13. To consider any overtime for staff (excluding changes to permanent worked hours).**

13.1. It was **RECOMMENDED** to pay the Clerk for 7 extra hours worked in July.

**14. To approve any proposed purchases for budgeted items up to £2,000**

14.1. It was **RESOLVED** to approve the purchase of three new laptops and set up costs at £1499.94 + £400 set totalling £1,904.94. PCC was unable to order the laptops to meet the deadline of a new member of staff and cannot reclaim the VAT. In future, it was noted that PCC should be able to order new equipment directly.

**15. To make recommendations on any budgeted expenditure over £2,000 as previously approved by Main Council:** There were none

Date of the next meeting: September 12 2022

Cllr Sherwood closed the meeting at 12:26pm

Signed

Dated September 19 2022