

Clerk: Helena Fox  
1 Ffordd Penuel  
Pentyrch  
Caerdydd CF15 9LJ

Ffon 029 2089 1417  
Epost: [clerk@pentyrch.cc](mailto:clerk@pentyrch.cc)  
Gwefan: [www.pentyrch.cc](http://www.pentyrch.cc)

PENTYRCH COMMUNITY COUNCIL



CYNGOR CYMUNED PENTYRCH

Clerk: Helena Fox  
1 Penuel Road  
Pentyrch  
Cardiff CF15 9LJ

Phone 029 2089 1417  
Email: [clerk@pentyrch.cc](mailto:clerk@pentyrch.cc)  
Website: [www.pentyrch.cc](http://www.pentyrch.cc)

## Minutes of a Finance Meeting held 12 September 2022 held online via Microsoft Team

### Present:

Cllrs Mike Sherwood (in the Chair), Yvonne Krip, Sandie Rosser

### In attendance:

Gethin Williams, Acting Clerk

1.

### To receive apologies for absence:

Apologies received from Cllrs G Dixon and Ian Jones

2.

### Press and public session:

There were none present.

3.

### To receive any declarations of interest under the Code of Conduct:

There were none declared.

4.

### To receive the monthly bank reconciliations, statements and petty cash:

It was noted that a cheque to a former Councillor had still not been banked.

### AGREED

to accept the Bank reconciliations and statements for accounts for August.

-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 August and

### AGREED

To accept the schedule of income and expenditure.

6.

### To review investment of Council funds and decide on any transfers at year end:

There was a discussion regarding ear marked reserves.

### AGREED

to note the information received as at August 31, 2022, namely:

6.1.

£40,000 had been transferred from the CCLA and received in the PCC Current Ac on 11 August 2022,

6.2.

Current Ac: £53,558.11,

6.3.

Deposit Ac: £87,423.72,

6.4.

CCLA: £136,137.32,

6.5.

Petty Cash: £219.69,

Total: £277,338.84.

Any decisions regarding transfers from CCLA would be considered at a later meeting.

7.

**To review the Internal Audit Action Plan for 2022-23 and plan Annual Internal Audit Review:**

An informal meeting had been held on August 23 and updated documents circulated in advance of this meeting.

**AGREED**

to amend the typo in the right hand column of additional Qs for the Council on page 6 of the report and

**RECOMMENDED**

7.1 To await the six monthly Audit report due at the end of the month and then to plan the Annual Internal Audit review.

7.2 To adopt the Internal audit Action Plan.

8.

**To make recommendations on matters affecting the financial management of PCC in line with the Financial Regulations:**

The Financial Regulations were forwarded with the meeting Agenda and meeting papers

**Noted**

8.1.

That HF would continue as bookkeeper as agreed at the extraordinary council meeting held on 22 August 2022

8.2.

Changes to the bank mandate would be made once the new Clerk/RFO is in post and the Council has resolved to add this name to the bank mandate at the next Council meeting.

9.

**To consider the purchase and cost of a Microsoft Business account:**

A quotation had been received from the Council's equipment supplier.

**RECOMMENDED**

that Council accept the Annual tender of £101.49 (paid monthly) received.

10.

**To consider the Council's insurance renewal quotes:**

It was noted that a renewal information request had been completed and sent to the Council's brokers. The Acting Clerk reported that insurance renewal quotes had not been received.

**AGREED**

that if a quote is received before the next Council meeting it is to be reported to that meeting

11.

**To consider the three applications for grants received:**

**RECOMMENDED** to Council to:

11.1.

Pentyrch Bowls Club-to amend the £250 grant previously awarded to be used instead to finance the "much-needed green maintenance"-Members mentioned if the club wanted a grant for its original grant purpose a new application would have to be submitted for consideration,

11.2.

Garth Rotary- to award a grant of £200 towards the cost of replacement batteries/repair to the defibrillator outside the Pentyrch Pharmacy, and to

11.3.

Gwaelod Rangers-to award a grant of £250 towards the Under 8 girls football kit.

12.

**To consider the cost of applying for the Freehold title to Fairmeadow, Pentyrch:**

It was reported that

12.1. the former clerk had had a discussion with the Council's solicitor about Fairmeadow – an area of land the Council is eager to "do more with". The Council's solicitors are asking what action (if any) the Council wishes to take,

12.2.

The Council has a 999-year lease from 29 March.1996 from Taff Ely B.C.,(now succeeded by Cardiff, City Council) for the land at Fairmeadow,

12.3.

Under the Landlord and Tenant Act, the Council can apply to the Land Registry to convert the leasehold into a freehold title. The City Council may or may not object,

12.4.

The legal cost of undertaking this task would be some £575-£750 + VAT + Land Registry fees of about £12,

12.5.

The Council is asked by the Solicitors whether:

it wishes to want to leave things as they are or

to acquire the land for the community in order to protect the land for the future and to ensure that, for example, it doesn't get zoned for housing by the City Council.

**AGREED**

to refer the matter, along with other Council leasehold properties to its Business Committee to consider what action to take and to report back to the Finance Committee.

13.

**To authorise for payment invoices and cheques presented by the RFO and/or bookkeeper done by email with Finance Committee members:**

AGEED

and confirmed to authorise the payments

14.

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

After a discussion and noting the information received

**AGREED/RECOMMENDED**

to pay the former Clerk for the 7.5 extra hours for time worked in June 2022.

15.

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

There were none

16.

**To make recommendations on any budgeted expenditure over £2,000 as previously approved by Council:**

There were none

Date of the next meeting: October 10, 2022

Cllr Sherwood closed the meeting at 11.54am

Signed

Dated September 19, 2022