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PENTYRCH COMMUNITY COUNCIL



CYNGOR CYMUNED PENTYRCH

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Minutes of the Finance Committee held at noon, September 9 2019 at 1 Penuel Road, Pentyrch

Present: Cllrs Stuart Thomas, Wynford Ellis Owen, Simon Davies, Mike Sherwood

Cllr Chris Priday; Mike Colley

In attendance: Helena Fox

1. **To receive apologies for absence:** There were none.
2. **To receive any declarations of interest:** There were none
3. **To receive the monthly bank reconciliation and bank statements:** Bank reconciliations to the end of August 2019 were presented, accepted and signed for the Co-Operative Current Account and petty cash.
4. **To review investment of Council funds:** There is £44,691 on deposit with the Co-operative Bank. No recent statement had been received from the CCLA. £30,000 was transferred to the current account on August 13.
5. **To review actual expenditure against budget for 2019-20:** the figures to 31.8.19 had been circulated in advance. The Internal Audit will be arranged as soon after 30.9.19 as possible. With the half-year figures, the Committee will review them carefully both in preparation for the budget process for 2020-21 and to ensure that the budgeted sums for 2019-20 are received/expended where at all possible
6. **To consider any requests for grants:** one request was received.
 - a. It was **RECOMMENDED** that a grant of £50 be made to Creigiau Cantorian with an opportunity for the group to apply again in December when a copy of the last audited accounts will be required.
7. **To authorize for payment invoices and cheques presented by the RFO:** There were none.
8. **To consider any overtime for staff (excluding changes to permanent worked hours):** There was none.
9. **To approve any purchase orders for budgeted items up to £2,000:**
 - a. Came & Co provided three quotations for renewing PCC's insurance policy. The committee reviewed the quotation documents and **RECOMMENDED** that PCC renew their policy with Hiscox as recommended by Came & Co at either a one year cost of £1,401.56 or a three year cost of £1,333.98/year. The Clerk will confirm with Came & Co whether changes can be made to the policy during a 3-year contract. Other quotes were for £1,565.81 and £1,641.33.
 - b. Having approved expenditure on solar-powered Christmas trees at the August meeting it was found that the trees cost £98 each not £78. It was **RECOMMENDED** to increase the expenditure to allow for 5 trees for each of the three villages on the same budget terms as before.
 - c. It was **RECOMMENDED** that the Clerk attend the 2019 AGM/conference of the SLCC at a cost of £375.
10. **To make recommendations on any budgeted expenditure over £2,000 as previously approved by Main Council:**
 - a. Noticeboards: Having reviewed the products available from The Parish Noticeboard Company, Greenbarnes and Notice Board Co (UK) Ltd it was **RECOMMENDED** to order one board from The Parish Noticeboard Company at £540 + £35 header + VAT. This was the least expensive board of the large size that PCC needs. If the board meets PCC's needs, a further 4 will be ordered.
 - i. It might be possible to fix a new noticeboard to the wall of the Gwaelod y Garth Village Hall but would need Cardiff Council and Hall Management Committee consent.
 - ii. A board in Capel Llanilltern would need planning consent at a suitable location.
 - b. Memorial Park Path: Mike Colley was asked to address the meeting. He raised his serious concerns about the new path width and surface resilience. Twelve solar lights are to be installed on the fence posts to light the way at night. All the work done to date has been funded by Cemex at Taffs Well Quarry for which PCC is most grateful. Local people were pleased with the path

but shared concerns about the surface which was, so far, easily damaged by bikes and horses. Mr Colley and the Clerk will ask for further a meeting with Cemex to sort this out.

- i. The Clerk noted that the path construction had identified live high-power electricity cables running either side of it which restricted its width. The Clerk will confirm this with Swalec or the appropriate authority.
 - ii. The Clerk will confirm whether the path route is a bridleway, as many local people think it is. It is not shown as a bridleway on Cardiff's iShare mapping system. If not, signs will be put up to restrict the path to pedestrians.
 - iii. PCC will keep its ear-marked reserve for the path in place for the time being.
- c. Memorial Park Play Equipment: the local group PARC were working with Community Funding Resources Ltd to apply for a grant under the old Landfill Tax grant programme to cover the whole cost of the planned upgrade. Three quotes had been received from between £9,225 and £11,369 and it was **RECOMMENDED** that PARC's preference guide PCC's. The project has to be registered by 13.9.19 and the Clerk had already provided official information to CFR Ltd. If successful, PCC will have to contribute 10% of the project cost as a 3rd party payment to Cardiff Council under this government scheme. Any funded project must be complete by 31.3.2020.

Cllr Priday left the meeting.

- 11. To review the draft Local Government Pension Scheme Employing Authority Discretions Policy:** Cardiff Council is no longer able to help with this by providing a copy of its policy. The Clerk will draft a policy for PCC's consideration as soon as possible.
- 12. To consider discretionary allowances as set out by the Remuneration Panel for Wales:** This was deferred until the next draft report from the Panel is received, perhaps in October.
- 13. To receive Revised Financial Regulations:** It was **RECOMMENDED** to amend PCC's Financial Regulations to include these revisions recently received from One Voice Wales.
- 14. To receive updated Governance and Accountability: A Practitioners' Guide Wales 2019:** these were received.
- 15. Date of the next meeting:** Monday October 14 2019 at Noon

Signed _____ Dated September 16 2019