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PENTYRCH COMMUNITY COUNCIL



CYNGOR CYMUNED PENTYRCH

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## Minutes of the Finance Committee held at 10:30am, February 8 2021 held online via Microsoft Teams

### This meeting is held under the following Welsh Statutory Instrument: The Local Authorities (Coronavirus)(Meetings)(Wales) Regulations 2020

The requirement for the press and public to be present is temporarily suspended but PCC welcomes their attendance.

**Present:** Cllrs Mike Sherwood, Stuart Thomas, Karen Thomas, Gary Dixon, John Harrison

**In attendance:** Helena Fox

1. **To elect a Committee Chairman:** Cllr Dixon proposed Cllr Sherwood, seconded by Cllr K Thomas. Cllr Sherwood accepted the nomination. The vote in favour was unanimous.
2. **To receive apologies for absence:** There were none.
3. **To receive any declarations of interest:** There were none.
4. **To receive the monthly bank reconciliations, statements and petty cash:** Bank reconciliations and statements for accounts for January were presented and accepted except for the CCLA which had not been received in time. Signatures will be applied digitally.
5. **To receive the schedule of income and expenditure for January 2021:** this was reviewed and accepted.
6. **To review investment of Council funds and decide on any transfers including in April 2021:** As at 31.1.2021, PCC has £12,984 in its current account and approximately £100,527 in the CCLA.
  - 6.1. It was **RESOLVED** to transfer £20,000 from the CCLA to the Cooperative Bank current account. The Clerk will send Cllrs S Thomas and M Sherwood the form to sign.
  - 6.2. It was **RESOLVED** to move up to £150,000 to the CCLA (not to exceed £200,000 in the CCLA account as per the Investment Policy) in April on receipt of the Precept.
  - 6.3. It was **RECOMMENDED** to investigate other places to invest funds and bring to the March Finance Committee.
  - 6.4. The Clerk will update the Cooperative Bank Deposit account to match EMRs and update the March Finance Committee.
7. **To review recent budget virements:** The Clerk reported on the latest virements and circulated a report in advance.
  - 7.1. £300 vired to Professional Fees from Creigiau Rec as agreed in the January meeting.
  - 7.2. It was **RECOMMENDED** to vire £3,500 from Salaries to increase the budget for Professional fees because PCC will not be employing the extra staff provided for.
8. **To make a recommendation on staff pay for 2021-2022:** PCC has budgeted for up to a 1 scale point and 2% cost of living for each staff member.
  - 8.1. It was **RECOMMENDED** that the Clerk liaise with Cardiff and try to find comparative salaries for PCC's 4 officers relative to Cardiff staff.
  - 8.2. The Clerk will call a Staffing Committee to make a recommendation on staff pay.
  - 8.3. The Clerk will confirm how PCC stands in relation to the national and living wage. The Clerk stated that PCC pays above both at present.
  - 8.4. The cost of living increase will be confirmed when the new national scale is released via One Voice Wales.
9. **To consider the quote for H&S consultancy:** A quote was circulated in advance. It was agreed that PCC needs professional support.
  - 9.1. The Clerk will ask if it is possible to have five-year contract with a one-year break clause and report to the H&S Committee.
  - 9.2. The H&S Committee will meet in the week commencing February 15 2021.

**10. To discuss the Lewis Arms car park:** It was **RECOMMENDED** that pending discussions between the Clerk and Ei no legal costs be incurred.

**11. To discuss Community Link advertising rates and delivery costs:** The current costs were circulated in advance. It was **RECOMMENDED** not to change the costs at present and to set the conditions below. These are:

### Delivery

Village	Number of houses	Who	£/edition
Pentyrch	1,001	Garth Rotary	50
Creigiau	c1,173	Dynevor Gardening Assoc	50
Capel	c50	Andrew Davies for Creigiau Scouts	15
Gwaelod	510	Sarah Evans	35

Delivery is £150/edition x 4 = £600/year

### Advertising

Advertising rates are as follows with a 10% deduction for a year (4 editions) paid in advance:

- 6 cm x 9 cm B&W £15
- 9 cm x 13 cm B&W £30
- Colour £60
- After 4 continuous adverts are placed, PCC will ask the advertiser if they agree that their advert be included automatically, and PCC will invoice them after each issue.
- Any advertiser who has not paid after the invoice is issued and after a 3<sup>rd</sup> and final reminder will not be able to advertise again.

**12. To authorize for payment invoices and cheques presented by the RFO:** Under the new Welsh Government Regulations and PCC's own emergency delegated powers these are being authorised electronically.

**13. To consider any overtime for staff (excluding changes to permanent worked hours):** none.

**14. To approve any proposed purchases for budgeted items up to £2,000:** It was **RECOMMENDED** to place an order for a new decorative bench with Ogilvie's and take advantage of a £161 discount if done before March 31. The Climate Change and Wellbeing Group will be asked to choose a design.

**15. To make recommendations on any budgeted expenditure over £2,000 as previously approved by Main Council:** CRC/EHC had applied for the £3,500 grant as previously agreed as part of the Lease discussions. It was **RECOMMENDED** to make the grant award. For 2021-2022 PCC will remind the Charity that PCC will expect to see a full set of accounts before the next grant submission and will hope to see a set of proposals for improvements which the grant will support.

Date of the next meeting: Monday March 8 2021 at 10:30am.

Signed \_\_\_\_\_ Dated February 15 2021