



## Radyr & Morganstown Community Council Cyngor Cymuned Radur a Threforgan

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1 September 2023

Members of the public and press are entitled to attend meetings of Radyr & Morganstown Community Council in person or via remote means unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion. Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. Members of the public may attend in person or remotely.

Members of the press or public wishing to access the remote meeting below should contact the Clerk no later than 1:00pm on the day of the meeting to request the Zoom link and passcode to join the meeting. Please email the Clerk at the following address: [clerk@radyr.wales](mailto:clerk@radyr.wales) to obtain the link.

Dear Members of Radyr & Morganstown Community Council

I hereby give you notice that a Finance Committee Meeting of the Community Council will be held on **Thursday 7 September 2023 at 7:00pm**. The meeting will be held in person at the above address and remotely via Zoom. All Members of the Committee are summoned to attend. The business to be transacted is set out in the agenda below.

Yours sincerely

David Collins DMS  
Clerk of the Council Radyr & Morganstown Community Council/  
Clerc y Cyngor Cymuned Radur a Threforgan  
(Proper Officer / Swyddog Priodol)

## AGENDA

### 1. Apologies for absence

Apologies to be submitted in advance to the Clerk.

### 2. Declarations of Interest

Councillors are reminded of their personal responsibility to declare any personal and/or prejudicial interest(s) in respect of any item of business on this agenda in accordance with the Local Government Act 2000, the Council's Constitution, and the Code of Conduct for both Councillors and the Clerk.

### 3. Method of Voting

To confirm that the manner of any voting at this meeting and any subsequent meetings will be by show of hands and calling each name alphabetically with a response of "for" or "against" or "abstain."

### 4. Members of the Public Invited to Speak

### 5. Minutes of Previous Meeting

To confirm the attached minutes of the previous meeting held on 6 July 2023 which were approved by Council on 20 July 2023.

Chairman to sign.

### 6. Payment Schedules

To consider the attached schedules for July and August 2023.

### 7. Bank Statements 31 July 2023

The statements have been verified by Councillor Allan Cook in accordance with Financial Regulations. There are no exceptions arising from this verification.

### 8. Management Accounts: Analysis of Expenditure against Budget

To consider the attached information for July 2023, including explanation of variances. Budget headings will incur income and expenditure as the year progresses and details will be monitored and reported. Further adjustments may be required as part of preparation of final accounts

### 9. Annual Return and Accounts 2022/23

The Annual Return, Governance Statement and other supporting information have been submitted to Audit Wales. Further details have also been provided in response to issues raised. The audit opinion is awaited. The audited accounts must be published by 30 September 2023 but there is provision to publish a notice advising that the audit has not been completed by that date.

It is **recommended** that the position is noted.

## 10. Invitation of Quotations and Amendments to Financial Regulations

- (1) To consider the attached report template, which has been prepared in consultation with the Chair of the committee.

The report format will improve the Council's existing procurement arrangements and help ensure that proper procedures have been followed in terms of the acceptance of quotations.

- (2) In order to achieve consistency and reflect price rises, it is also **recommended** that Financial Regulations are amended as follows:

*Authority to Spend for items included for that class of expenditure in the approved budget is as follows.*

- (i) *The Council for all items over £5,000.*
- (ii) *For all items over £1,000 and up to £5,000, the Clerk in conjunction with Chair of the Council or Chair of the appropriate committee.*

- (3) Two further minor amendments to Financial Regulation are also proposed.

It is **recommended** that Regulation 12.3 is amended as follows (amendment in italics):

*Any significant variation to a contract or addition to or omission from a contract must be approved by the Council and notified by the Clerk to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.*

It is **recommended** that Regulation 5.7 is amended as follows (amendment in italics):

*In respect of grants, the Finance Committee (or Full Council) will review all grant applications. The Finance Committee will make recommendations to Council for approval by Council. Full Council can also determine applications. The Finance Committee or other duly authorised committee shall approve expenditure within any limits set by Council and in accordance with any policy statement approved by Council.*

## 11. Urgent Expenditure authorised by the Clerk

In accordance with Financial Regulations, the Clerk has approved urgent expenditure as follows:

- (1) £320 (plus VAT) in relation to barge boards at the Old Church Rooms. The works were authorised to help ensure public safety and protect the Council's reputation. The works to be funded from Earmarked Reserves.
- (2) additional expenditure of £100 in relation to design work for Windsor Gardens to avoid further delay to this long-standing Council aspiration. The Council approved the sum of £500. Inflation has resulted in an increased cost since the original estimate was prepared. The figure of £600 remains with the threshold referred to in item (1) above.

The action has been reported to the Chairman of the Council.

It is **recommended** that the action is approved.

## 12. Schedule of Regular Payments.

Financial Regulation 5.6 requires that a list of regular payments is drawn up and reported to the committee and the Council. Details are set out below:

- Scottish Power (gas & electricity)
- Cardiff Council (waste and Rates)
- Debit Card Monthly Fee
- Sage Subscription (accounting software)
- Hourihan Ltd. (accounts)
- BT (phone and Broadband)
- Mrs Bucket: Cleaning
- Jellyfish (IT support and Licences)
- Staff salaries (Clerk, Assistant Clerk and Handyman.
- Pension
- HMRC (salaries)

Details are further recorded each month on the Payment Schedule.

### 13. Financial Assets held by the Council

To receive an update on arrangements to transfer funds to the Co-op bank to protect the Council's financial interests. The Council has agreed to transfer the sum of £85,000 (Minute FIN22/66 refers.) Some regular transactions would need to be authorised from the account to keep the account live.

### 14. Grant Applications

To consider the attached application: Bryn Deri Primary School PTA. Accounts and SLA available from the Clerk.

(Grant Budget: £3,000)

### 15. Forward Work Programme

To note the following progress in relation to key priorities and identify any new priorities.

<b>Finance Committee</b>	
Review of finances to ensure that the Council was not at risk (Amounts above £85,000.)	See above.
Review of Grants Procedure	Procedure approved. Monitoring to be undertaken.
Review of procedures for secure storage of key documents.	The acquisition of a document safe is under consideration.

### 16. Date of next meeting

To note that the next meeting of the committee will take place on 2 November 2023 at 7.00 pm. This will be a hybrid meeting.