



Radyr & Morganstown Community Council Cyngor Cymuned Radur a Threforgan

Summary (Notes) of a MEETING of the FINANCE COMMITTEE held on 7 September 2023 at 7:00 pm

This meeting was held at the Old Church Rooms, Park Road, Radyr, Cardiff and remotely in accordance with the Local Government and Elections (Wales) Act 2021

These minutes are subject to confirmation at the meeting to be held on 2 November 2023

Any recommendations below will be submitted to the Council on 21 September 2023

Present: Councillors Julia Charles (Chair), How Onllwyn Jones, Vina Patel and David Silver (all in person)

Also: David Collins (Clerk) (in person)

Absent: Councillor Tyrone Davies

No public participation session took place at the meeting.

1. Apologies for Absence

Apologies for Absence were accepted from Councillor Tyrone Davies (personal)

2. Declarations of Interest

Members were asked to declare any personal and/or prejudicial interest they had and give details of their interest.

3. Method of Voting

It was **Recommended** that the manner of any voting at this meeting and any subsequent meetings would 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

No members of the public wished to speak.

5. Minutes of Previous Meeting held on 20 July 2023

The minutes of the meeting were confirmed as a correct record, subject to the correction of the spelling of the name of Councillor Huw Onllwyn Jones in the list of Members present.

6. Payment Schedule: July 2023

The Chair introduced the above attached schedule.

The Clerk explained the circumstances of a payment of £22.35 for stationery.

It was **Recommended** that the information is noted.

7. Bank Statements: 31 July 2023

The Chair introduced the above statements.

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

It was **Recommended** that the information is noted.

8. Management Accounts: Analysis of Expenditure against Budget: July 2023

The Chair introduced the above information for July 2023, including explanation of variances. Members discussed variances and spending against budget overall.

Budget headings would incur income and expenditure as the year progresses and details would be monitored and reported. Further adjustments may be required as part of the preparation of final accounts.

It was **Recommended** that the information is noted.

9. Annual Return and Accounts 2022/23

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

It was **Recommended** that the position is noted.

10. Invitation of Quotations and Amendments to Financial Regulations

Members considered a report template, which would improve the Council's existing procurement arrangements and help ensure that proper procedures have been followed in terms of the acceptance of quotations. Members also considered proposed changes to Financial regulations.

It was **Recommended** that:

(1) the report format is approved.

(2) 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) Financial 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.

- (4) 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

Members noted that, in accordance with Financial Regulations, the Clerk had approved urgent expenditure as follows:

- (1) £320 (plus VAT) in relation to bargeboards 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 was **Recommended** that the action is approved.

12. Schedule of Regular Payments

In accordance with Financial Regulations, Members considered a list of regular payments made by the Council. Members noted that details of all payments were also recorded each month on the Payment Schedule.

It was **Recommended** that, subject to the addition of Members' Allowances, the schedule of payments is approved.

13. Financial Assets held by the Council

Members received an update on arrangements to transfer funds to the Co-op bank to protect the Council's financial interests. The Council had 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. Details of some signatories remained outstanding.

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

14. **Grant Applications**

Members considered applications from Bryn Deri Primary School PTA and Radyr Rangers FC.

Members discussed the applications in the context of previous grants awarded and existing budgets. The Chair referred to observations submitted by the Chairman of the Council.

It was **Recommended** that:

(1) the applications are dealt with as follows:

- (i) Bryn Deri Primary School PTA
£1440 from Code F1 (Youth Projects) towards music provision.
The grant to be awarded on a 'one off' basis.
The applicant is advised to approach a local garden centre for assistance with materials.
- (ii) Radyr Rangers FC
£500 from Code F1 (Youth Projects) (subject to receipt of outstanding information.)

(2) the title of budget heading is amended to Youth and Children's Projects.

15. **Forward Work Programme**

Members considered progress in relation to key priorities identified by the committee and considered any new priorities.

It was **Recommended** that the information is noted.

16. **Date of next meeting**

The next meeting of the committee would take place on 2 November 2023 at 7.00 pm on a hybrid basis with physical provision having regard to statutory considerations and Guidance (Local Government and Elections (Wales) Act 2021.)

It was **Recommended** that the information is noted.

The meeting closed at 20:00 pm.