

Radyr & Morganstown Community Council

Cyngor Cymuned Radur a Threforgan



Minutes of a MEETING of the FINANCE COMMITTEE held on Thursday, July 21 2011 at 7:30pm at the Old Church Rooms.

Present: Councillors E Watt, R Granger, D Suthers, T Davies, C Morgan, D Silver
Cllr S Thomas attended by invitation.

In attendance: Helena Fox

- 11.270** TO ELECT A NEW CHAIRMAN OF THE COMMITTEE: Cllr Granger nominated Cllr Morgan, seconded by Cllr Watt. All agreed. Cllr Morgan was happy to accept the nomination.
- 11.271** APOLOGIES FOR ABSENCE: There were none.
- 11.272** DECLARATIONS OF INTEREST: There were none.
- 11.273** MATTERS ARISING: There were none.
- 11.274** APPLICATIONS FOR GRANTS:
- 11.274.1** Twinning : Cllr Granger recommended and Cllr Morgan seconded that £79.91 be paid to cover the cost of framing the French version of the renewed Declaration of Friendship. All agreed.
- 11.274.2** Radyr and Morganstown Mixed Indoor Bowls Club had requested a grant of £250.00 towards the cost of winners' boards. Cllr Granger proposed and Cllr Suthers seconded that the grant be awarded. All agreed.
- 11.274.3** Welsh Centre for International Affairs had requested a contribution towards the World Schools Debating Championship in Dundee, 2011. The Committee recommended that no contribution be made on the grounds that the event is not local.
- 11.275** TO RECEIVE THE INTERNAL AUDITOR'S REPORT FOR 2010-11: The Internal Auditor's Report was presented. It was recommended that the issues re contracts of employment are referred to the main July meeting.
- 11.276** FINANCIAL STATEMENT:
- 11.276.1** The Clerk confirmed that £20,000 had been put on Enhanced Fixed Rate Deposit for 12 months with NatWest.
- 11.276.2** The Clerk reported that the Quarter 1 refund claims for VAT and the OCR have been submitted.
- 11.276.3** The financial statement was presented to the committee. The balance in the cash book was £96,099.27 including £8,957.44 in the Capital Reserve (Millennium Fund) account. £1,160.00 remains in the grant budget.
- 11.277** TO RECEIVE THE BANK RECONCILIATION FOR Q1 2011-12: The Bank Reconciliation for Q1 2011-12 was received.
- 11.278** TO RECEIVE THE DRAFT ACCOUNTS AND DRAFT ANNUAL RETURN FOR 2010-11: The papers were reviewed and Cllr Granger proposed and Cllr Morgan seconded that these be recommended to main council for approval.
- 11.279** TO DISCUSS THE COUNCIL'S BANKING ARRANGEMENTS : The Clerk explained that NatWest appear to be working from an inaccurate bank mandate. The Clerk

was asked to write, again, to ask NatWest for an explanation. The Committee preferred to stay with NatWest as it has a local branch. The Clerk informed the Committee of online banking via Unity Trust Bank but it did not want to pursue this.

- 11.280** TO RECEIVE DRAFT FINANCE REGULATIONS: Cllr Granger proposed and Cllr Morgan seconded that the draft Finance Regulations be recommended to Main Council to accompany the reviewed Standing Orders. All agreed.
- 11.280.1** The Internal Auditor had suggested increasing the limit beyond which formal tenders are needed at £10,000. It was proposed to recommend this amendment to main council.
- 11.281** TO REVIEW THE RISK MANAGEMENT DOCUMENT: Cllr Granger suggested that the finance section be simplified to refer to the Finance Regulations to save repetition. On the basis of this amendment, Cllr Morgan proposed that the document be recommended to main council, seconded by Cllr Granger. All agreed.
- 11.282** The Committee recommended that the Council staff are trained in manual handling.
- 11.282.1** TO CONSIDER AN INVESTMENT FOR SIX MONTHS FROM SEPTEMBER 2011: The Clerk had been asked to investigate the possibility of a 6 month deposit for the second half of the year and advised against it. It was agreed not to make a further investment.
- 11.283** TO REVIEW THE INSURANCE SCHEDULE:
- 11.283.1** Schedule : a copy was given to the committee to consider for the next finance committee meeting.
- 11.283.2** The Clerk presented information on the value of the Council's Chain of Office. The Clerk will ask the insurance brokers about cover outside the Old Church Rooms.
- 11.284** TO MAKE A RECOMMENDATION ON THE CLERK'S PAY GRADE: The Clerk left the room during the discussion. Cllr Granger proposed and Cllr Morgan seconded that the Clerk be moved from LC2 Below Substantive to LC2 Substantive, as recommended by Cllr Silver and Cllr Thomas. Cllr Thomas had been invited to address the meeting as she and Cllr Silver had reviewed the Clerk's submission.
- 11.285** TO DISCUSS ARRANGEMENTS FOR CHRISTMAS 2011: The Clerk updated the committee on arrangements and costs: one festoon of coloured or clear lights to be installed between 3 street lights in Station Road; 1 motif to be attached to each of 3 street lights in Station Road. All with mains supply in compliance with Cardiff Council's festive lighting specifications. It may be possible to borrow the motifs from Cardiff Council for 2011. The cost exclusive of VAT will be approximately £1600.00 of which R&MCC will contribute £1,000.00, as budgeted. The balance will be met by the Station Road traders. The Committee thanked Nick Hawkins for all his work in delivering this project.
- 11.286** TO DISCUSS THE COMMUNITY CHEST: This matter was deferred to September's Finance meeting and will be placed at the top of the agenda.
- 11.287** TO DISCUSS THE COUNCIL'S COMPUTER NEEDS: This matter was deferred to September's Finance meeting.
- 11.288** CHEQUES FOR SIGNATURE: Fifteen cheques were examined and signed for presentation at the Council meeting on 28 July 2011 for final approval.
- 11.289** ANY OTHER BUSINESS: There was none.
- 11.290** DATE OF NEXT MEETING: THURSDAY September 15 2011