



Radyr & Morganstown Community Council Cyngor Cymuned Radur a Threforgan

Minutes of a **MEETING** of the **FINANCE COMMITTEE** held on **Thursday 2 May 2019** at 7:45pm at the Old Church Rooms.

Present: Cllrs Rod McKerlich (Chair), Julia Charles, Tyrone Davies, Huw Onllwyn Jones, David Suthers, Ralph Vaughan.

In Attendance: Lynne Thomas (Clerk and Responsible Financial Officer)

- 1. Apologies for Absence:** Cllr Clive Morgan
- 2. Declarations of interest:** No declarations were made.
- 3. Applications for grants:** No applications received.
- 4. Minutes of the Finance Committee Meeting on 7 March 2019:** Members noted the Minutes of the Finance Committee Meeting held on 7 March 2019, approved and signed at the Full Council Meeting on 21 March 2019.
- 5. Payment Schedule for April 2019:** Members received the Payment Schedule for April 2019 and agreed to recommend the schedule for approval at Full Council. The schedule was signed by the Chair.
- 6. List of Variable Direct Debits for 2019/20:** Members received the List of Variable Direct Debits for 2019/20 and agreed to recommend the list for approval at Full Council. The list was signed by the Chair.
- 7. List of Regular Payments for 2019/20:** Members received the List of Regular Payments for 2019/20 and agreed to recommend the list for approval at Full Council. The list was signed by the Chair.
- 8. Report on the End of Year Accounts 2018/19:** The Chair provided a report on the end of year accounts for 2018/19. Commitments made in 2018/19 but not paid during the year are reported in the end of year accounts as Provisions. This includes grants awarded by Council that are subject to conditions and are expected to be paid in the following financial year. Earmarked reserves have increased to include the allocation of S.106 monies to community facilities and planned expenditure on environment projects and repairs at the Old Church Rooms in 2019/20.

Members noted the S.106 monies arising from the Plasdŵr development to be received over time. Members agreed to consider and develop proposals for the use of these funds to improve the provision of community halls.

- 9. End of Year Asset Register 2018/19:** Members received and noted the end of year Asset Register for 2018/19 and agreed to recommend the Register for approval at Full Council.
- 10. R&MCC Risk Assessment Schedule:** Members received an update from the Chair on the Risk Assessment Working Group. The Working Group has reviewed the R&MCC Risk Assessment Schedule and have proposed abbreviating the document to make it simpler to use. Finance Committee agreed to recommend to Full Council that the Risk Assessment Schedule last updated in May 2018 remain in place until the Risk Assessment Working Group have completed work on proposals to abbreviate the schedule in 2019/20.
- 11. Insurance Renewal 2019/20:** Members received a report on the insurance premium for 2019/20 from the Clerk/RFO. Members agreed to recommend that Council renews its insurance policy with Zurich at a cost of £1,910.14 for 2019/20 and that a full review of insurance coverage and costs be conducted for 2020/21.
- 12. Any other business**
 - (i) Members received a draft Terms of Reference for the Finance Committee and agreed to recommend the Terms of Reference to Full Council at the Annual Meeting.
 - (ii) Members received a note on petty cash procedures for the OCR Hall Management Committee from the Clerk/RFO. Members agreed to recommend to Full Council that the RMA Members on the Hall Management Committee be designated as Authorised Volunteers for the purposes of petty cash payments under R&MCC Financial Regulations 6.21, to come into effect on the signing of the new Hall Management Agreement.
- 13. Date of next meeting:** Members agreed that the new Finance Committee will meet immediately after the Annual and Full Council Meetings on 16 May 2019 in order to elect a Chair.

Meeting closed at 8:40pm