



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

**Minutes of a MEETING of the FINANCE COMMITTEE held on Thursday 5 September 2019 at 8.10pm at the Old Church Rooms.**

Present: Cllrs Rod McKerlich (Chair), Tyrone Davies, Huw Onllwyn Jones, Clive Morgan, David Suthers, Ralph Vaughan

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

### **28. Apologies for absence**

Cllr Julia Charles

### **29. Declarations of interest**

The Clerk declared a personal and prejudicial interest under Minute No. 36 as a member of the staff pension fund and did not participate in that item.

### **30. Minutes of the Finance Committee Meeting on 4 July 2019**

Members noted the Minutes of the Finance Committee Meeting held on 4 July 2019, approved and signed at the Full Council Meeting on 18 July 2019.

### **31. R&MCC accounts and bank reconciliation at 30 July 2019**

The statement of R&MCC accounts and bank reconciliation to 30 July 2019 was received. The Chair provided an overview of the accounts.

The Chair requested clarification of expenditure on the Community website project and the Community Council website. The Clerk reported that invoices relating to the Community website (owned by the Radyr & Morganstown Association) had been recorded under the budget line for the Community Council website and that this would be corrected in the statement for 31 August 2019.

### **32. Payment Schedules for July and August 2019**

Members received the Payment Schedules for July and August 2019 and agreed to recommend the schedules for approval at Full Council.

### **33. Bank statements**

Members noted the following bank statements:

- Unity Trust Acc. \*\*\*\*\*326 Statement No. 69 and 70
- Unity Trust Acc. \*\*\*\*\*339 Statement No. 59 and 60

- Nat West Account Statements for July and August 2019

#### **34. Applications for grants**

The Friends of Radyr Woods have requested funding of £200 to facilitate the continuation of the relationship between the Friends and Community Council, including the purchase of small items of equipment and provision of refreshment during work parties.

Finance Committee agreed to recommend to Council a grant of £200.

#### **35. Report on HMRC VAT visit**

The Chair and Clerk provided a report on the VAT visit by HMRC on 26 July 2019. A mistake on the most recent VAT return was identified in advance of the visit by HMRC and the VAT repayment claim had been adjusted with no penalty charged. Procedures in the office will be amended to strengthen the checks in place when preparing the VAT return.

#### **36. R&MCC staff pensions: policy statement on discretionary powers**

As an employer in the Local Government Pension Scheme, R&MCC is required to prepare and publish a statement of policy relating to the use of discretionary powers. Members received a background paper by the Clerk and draft policy statement based on recommendations developed by Cllr R McKerlich and Cllr T Davies.

Finance Committee agreed to recommend the draft policy statement to Full Council.

#### **37. Any other business**

(i) Cllr H Jones requested clarification of the arrangements for online access to the bank account used for payments for bookings at the Old Church Rooms. Online access is needed for the purposes of managing the new invoicing system.

The Clerk will write to the OCR Treasurer to request further information on progress with setting up online access to the OCR bank account.

(ii) An outstanding invoice for £180 from Dark Green Media has been received. The invoice relates to emergency work carried out on the security of the R&M Community website in January. The original invoice was not received by the Council.

Finance Committee agreed to recommend to Council that the outstanding invoice be paid.

#### **38. Items for the next meeting**

The November meeting will consider the budget for 2020/21, to include proposals on spending money, setting the precept, and whether to use part of the surplus to pay off debt.

#### **39. Date of next meeting**

The next meeting of the Finance Committee will be on 7 November 2019

**Meeting closed at 8:40pm**