



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

Minutes of a MEETING of the FINANCE COMMITTEE held on Thursday, 1 June 2017 at 7.00pm at the Old Church Rooms.

Present: Cllrs Rod McKerlich, Ralph Vaughan, Tyrone Davies, Clive Morgan, Helen Lloyd Jones

In Attendance: Julie Hopkins, Ceri Mortimer

- 41 Apologies for absence:** Cllr H Jones, Cllr D Suthers
- 42 To make declarations of interest:** There were none.
- 43 To sign the Minutes of the previous meeting:** The Minutes for April 6 2017 were agreed and signed by Cllr R McKerlich.
- 44 To consider any applications for grants:** No new Grant applications received. It was agreed that either Cllr R Vaughan or Cllr R McKerlich will present the Grant cheque to Teeny Tots.
- 45 To receive an update on finances of the OCR Project:** Cllr R McKerlich had met with Chris St Leger and Mike Diment to agree the facts of the case as no response had been received from the Architect or W&T Builders following the letter sent on 20th March 2017. Cllr R McKerlich had drafted a further letter to the Architect enclosing a copy of the snagging list and letter of 20th March 2017. The retention monies are £6,457. It was agreed that the letter be sent to the Architect. A copy of the letter is filed with these Minutes.
- 46 To review year end expenditure against budget and bank reconciliation:** This consisted of 3 pages. A Summary of budget against spend as at 31 March 2017, a revised budget expenditure and bank reconciliation. Spend is £26,000 less than expected. We are below the budgeted sum for salaried staff, £11,000 less than expected. Spend for "other" is £2,500 more than expected mainly due to IT. Overall spend is much less than budgeted for. Should this be added to Reserves or Earmarked. A decision is to be made at the next Full Council meeting. Bank reconciliation opening balance was £27,000, income of £190,000 comprising of £112,500 Precept and £60,000 VAT. There is approximately £70,000 in deposit account. The balance in the OCR Nat West account is £24,173.40. It was agreed that £15,000 of this be put into earmarked reserves for building repairs etc. If everyone was happy with the bank reconciliation figures this should be signed. All agreed that the bank statement was correct and this was initialled by Cllr R McKerlich, Chair of Finance and Cllr R Vaughan, Chair. Cllr T Davies suggested a fourth column be added to the Revised Budget Expenditure to show "percentage" of spend. A copy of the revised budget expenditure and bank reconciliation is filed with these Minutes.
- 47 To review variance report:** As above.

48 To review Financial Regulations: The 2016-2017 Audit is being done using the previous Financial Regulations. It was agreed that the Model Financial Regulations be updated at the next Finance meeting. Cllr T Davies suggested that the Chair of Finance and Clerk present the updated document to the next Full Council meeting for approval.

49 Any other business by prior agreement with the Chair:

Cllr R McKerlich will send a copy of the Tribunal bundle of evidence and a copy of his Statement to Councillors if required.

OCR Hall Management Agreement. Following review of the Draft Hall Management Agreement, it was agreed to amend the following:

Item 10 - This agreement can be wound up by the R&MCC or by the RMA with 3 months' notice, in which case running of the building will revert back to R&MCC, the owners of the building.

Conditions of Use item (iii) To provide the Chain Room for the sole use of R&MCC at all times unless the Clerk specifically agrees otherwise.

It was also agreed that a block booking be made for the Castle Room for all R&MCC meetings.

50 To put forward any items for the next meeting: An Employment Committee meeting to be held following Full Council meeting on 15 June 2017 to discuss staff matters.

51 Date of next meeting: The next Finance Meeting be held on Thursday 6 July 2017 at 7.00pm.