



Radyr & Morganstown Community Council Cynghor Cymuned Radur a Threforgan

Minutes of a MEETING of the FINANCE COMMITTEE held on Thursday, July 7 2016 at 7.00pm at the Old Church Rooms.

Present: Cllrs Davies, R McKerlich, M Diment, S McKerlich, C Morgan, D Suthers

In Attendance: Julie Hopkins

16.281 Apologies for absence: None

16.282 To make declarations of interest: There were none.

16.283 To receive the financial statement and the bank reconciliation Q1 2016-17: Deferred to main meeting on 21st July 2016.

16.284 To receive the actual expenditure against budget for 2015-16: This was agreed at meeting held on 2 June 2016.

16.285 To consider any applications for grants: Resuscitation equipment. The RMA have been given £183.87 from the Good Neighbours account and would like R&MCC to purchase the above equipment for the OCR with RMA picking up the small extra cost. The cost will be £204 + VAT. Cllr R Vaughan has advised on this and will be able to carry out the training. It was agreed in principle to purchase this.

16.286 To receive an update on the Internal Audit Review and interim review from the Task & Finish Group: Following recommendations from the Internal Auditor, Cllr Diment gave a brief outline of finance tasks that need to be addressed and the way forward. These included agreeing levels of expenditure – up £500 (Clerk), £500 - £5,000 (Committee). Over £5,000 (full Committee). Regular checking of income against budget. Payroll, petty cash, Invoicing and banking procedures. New revised risk schedule. Insurance changed to cover value of building. Listed areas that need looking at. Cllr Suthers requested that we draw up a Schedule of Insurances. There should be two petty cash accounts, one for RMCC and one for OCR. David Cargill feels that all spending should go through the new account. Cllr Diment thinks this should be through RMCC account. Cllr R McKerlich and Cllr Diment suggest a meeting with the RMA to discuss this.

16.287 To discuss 5 Woodfield Avenue: To approve the quote of £250 + VAT from Orange Forestry to carry out the work of clearing the deadwood at Radyr Woods. If Environment Committee agrees that this is a reasonable quote then the Finance Committee recommends we do this.

16.288 To discuss replacement Notice Board at Morganstown: The cost of a new notice board is on the high side. It was agreed that we do need to have a notice board and the Finance Committee have set a limit up to £700. Environment committee to decide on the type of board that is required.

16.289 To discuss Petty Cash – New procedures: This was discussed in 16.286 above.

16.290 To discuss Money Soft Payroll package: The Accountant provided some guidance notes on this. The cost would be £60 + VAT per year. The package is able to produce payslips, P60's and is HMRC PAYE recognised. It was agreed in principle but will be discussed at July main meeting.

16.291 To put forward any items for the next meeting: None

16.292 Date of the next meeting: Thursday September 1 2016 at 7:00pm