



Radyr & Morganstown Community Council Cyngor Cymuned Radur a Threforgan

Minutes of a MEETING of the FINANCE COMMITTEE held on Thursday 7 November 2019 at 7.15pm at the Old Church Rooms.

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

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

40. Apologies for absence

Cllr Julia Charles

41. Declarations of interest

None.

42. Minutes of the Finance Committee Meeting on 5 September 2019

Members noted the Minutes of the Finance Committee Meeting held on 5 September 2019, approved and signed at the Full Council Meeting on 19 September 2019.

43. Payment Schedule for October 2019

Members received the Payment Schedule for October 2019. Finance Committee agreed to recommend the schedule for approval at Full Council.

44. Bank statements

Members noted the following bank statements:

- Unity Trust Acc. *****326 Statement No. 73
- Unity Trust Acc. *****339 Statement No. 62
- Nat West Account Statements for October 2019

45. Report on R&MCC accounts and bank reconciliation at Full Council

Cllr R McKerlich (as Chair of Finance Committee) has proposed to Council Members that a full report on the accounts and bank reconciliation will be made at Council on a quarterly basis following end-June, end-September, end-December and end-March. Council Members will continue to receive the accounts on a monthly basis and will be able to ask questions at Council meetings.

Finance Committee agreed the proposal as made by Cllr McKerlich.

46. Applications for grants

A request for financial assistance was received from Eisteddfod Caerdydd.

Finance Committee agreed to ask Eisteddfod Caerdydd to submit a completed R&MCC grant application form, to be considered by Finance Committee members prior to submission to Full Council in November.

47. Draft R&MCC Budget for 2020/21

Members received and discussed the Draft Budget 2020/21, prepared by the Chair and RFO.

Finance Committee agreed to recommend the Draft Budget 2020/21 to Full Council and to note that there may be a need for additional spending and virement as new projects develop.

48. Banking arrangements for the Old Church Rooms

Members received and discussed a report from the Clerk/RFO on banking arrangements for the Old Church Rooms.

(i) Finance Committee agreed to recommend the following to Full Council:

1. Direct debit payments from the Nat West account should be moved to the R&MCC Unity Trust current account.

2. R&MCC should open a new current account with Unity Trust bank to receive booking payments for the Old Church Rooms. The authorised signatories on this account should be the three R&MCC Members on the Hall Management Committee and the Chair of Finance Committee. The Clerks should be authorised to view the account and to load any transactions for authorisation by the signatories.

3. The Nat West account should be phased out gradually to allow regular hall users time to change their payment instructions. Payments received into the Nat West account should be transferred to the OCR Unity Trust account for monitoring purposes.

4. R&MCC should open a new instant access business savings account with Nationwide building society and transfer part of the reserve into this new account in order to limit the total funds held with Unity Trust. Signatories and access to this account should be the same as those for the Unity Trust deposit account.

(ii) Finance Committee requested that the Clerk identify and monitor the level of debt associated with late or non-payment of bookings once appropriate access to the OCR bank account is in place.

(iii) Finance Committee agreed that the contact address for the Nat West account should be changed to the R&MCC office address as soon as possible.

49. Date of next meeting

The date of the next meeting of the Finance Committee will be changed to 9 January 2020

Meeting closed at 8:30pm