



Radyr & Morganstown Community Council Cyngor Cymuned Radur a Threforgan

Minutes of a MEETING of the FINANCE COMMITTEE held on Thursday 7th March 2019 at 7:00pm at the Old Church Rooms.

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

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

58 Apologies for Absence: Cllr Tyrone Davies

59 Declarations of interest: No declarations were made.

60 Review of financial information to 28 February 2019

The statement of Bank Accounts and Income and Expenditure to 28 February 2019 was received. The Chair confirmed the reconciliation of accounts with bank statements and provided an overview of expenditure. The main areas of underspend are the Environment, Youth Provision and the Elderly Project. Finance Committee approved the accounts for recommendation at Council.

61 Payment Schedule for February 2019: The Payment Schedule for February 2019 was signed by the Chair and approved for recommendation at Council.

62 Unity Trust Bank Statements 62 Current Account: Noted and signed by the Chair

63 Unity Trust Bank Statements 53 Deposit Account: Noted and signed by the Chair

64 Nat West Bank Transactions for February 2019: Noted and signed by the Chair.

65 Grant Application: Radyr and Morganstown Association

The Radyr and Morganstown Association have requested funding towards the costs of the Radyr and Morganstown Festival, including St John's Ambulance cover for the Fun Run, sponsorship of the Concert in the Parc and costumes for the Festival Parade. The amount requested is £1,250. There is £1,000 allocated in the 2018/19 Budget for this purpose.

Finance Committee agreed to recommend to Council a grant of £1,250.

66 Grant Application: Morganstown Village Hall

Morganstown Village Hall have requested a grant of £200 towards the costs of an entertainer and food for the Children's Festival Tea Party. There is £200 allocated in the 2018/19 Budget for this purpose.

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

67 RFO Review of Financial Regulations – Spending Authorisations

The Responsible Financial Officer has reviewed the current spending authorisations and provided recommendations for new authorisations based on model regulations and practice in a selection of other Community Councils.

In response to questions:

- The RFO outlined a new procedure for maintaining an order book to include signatures from Members who approve transactions. This procedure is being trialled in March with a view to implementing from April 2019.
- The petty cash system is being reviewed and new procedures will be put in place following the approval of the financial regulations.
- The new spending authorisations and financial regulations should be incorporated in the OCR Hall Management Agreement.

Finance Committee agreed to recommend the approval of the spending authorisations set out in the RFO Review at the next Council meeting.

68 Draft R&MCC Financial Regulations

A draft policy document setting out R&MCC Financial Regulations, based on the One Voice Wales Model Financial Regulations was received.

Members agreed to review the appropriate percentage retention for building works at a later date with a view to incorporating in the Financial Regulations.

Finance Committee agreed to recommend the adoption of the draft R&MCC Financial Regulations at the next Council meeting.

69 Binding of R&MCC Minutes

Finance Committee agreed to recommend to Council that the 2015-2018 be professionally bound at an approximate cost of £84.

70 Web Team expenditure

(i) Urgent work was undertaken by Dark Green Media in January in relation to an attempted breach of the security system of the Radyr and Morganstown Community website. The invoice has not yet been received.

Finance Committee agreed to recommend that Council ratify the additional expenditure on the security of the website.

(ii) A member of the Web Team has requested reimbursement of £133.04 to cover the cost of the radyr.org.uk mailbox between July 2017 and October 2018. The Chair of the Web Team has confirmed that the mailbox was approved by the Web Team.

Finance Committee agreed to recommend that Council ratify this expenditure and reimburse the Web Team member.

71 To put forward any items for the next meeting: Cllr David Suthers requested that an item be included on Selective Tender Action for Approved Contractors.

72 Date of next meeting: To be confirmed.

Meeting closed at 7:50pm