

Pentir Community Council

Minutes of the Finance Sub-Committee held at Penrhos Community Centre at 7.00pm on Wednesday Evening 25th September 2024

1. Present
Cllr L A James Chair; Cllr I Ellis; Cllr J Pierce; Cllr D Jones-Morris; Cllr B. Jones and the Clerk
2. Apologies
All were present
3. Code of Conduct
Cllr L A James declared that she was a trustee of Penrhosgarnedd Centre.
Cllr J Pierce declared membership of Clwb y Garnedd item 5
4. Minutes of the last Meeting 24--07--2024
Its accuracy was confirmed as a correct record, as proposed by Cllr I Ellis and seconded by Cllr J Pierce.
5. Application for Funding
Clwb y Garnedd Recommended to offer £300 in funding. It was added that the Group was now accounting separately from Contact the Elderly and in the process of re-opening their bank account, which could mean that some time might elapse before the cheque was cleared from our account.
6. Confirmation of Payments and payments requiring attention
Recommended that the following be paid
Salary August & Sept 2x £ 693.64 H M R C Month 5 & 6 2 x £ 173.40
Wyn Lewis Grass cutting July & August 2 x £ 840.00
Cymen translation July £1149.35 and Translation August £170.04
Delwedd SSL Licence £91.15 J Devlin Caerhun Playing field cutting x 4 £300.00
S E Jones Interpreting September £40.00 Gareth Hughes Chapel and Bench in cemetery £156.42
7. Risk Register/Policies
Discuss translation and agree priorities
 - Financial regulations – need to look through to confirm amounts and they also **need translating**
 - Standing Orders - have already been translated but a need to confirm that there is an 'expectation' for the post of Chair to be two years and that it is expected that meetings will not exceed two hours.
 - Finance Meetings need to be established rather than a Finance Sub-Committee
 - Code of Conduct No change **but needs translating**
 - Risk Register Already translated An open live document that needs to be kept on the monthly agenda.
 - Language Policy Already translated – amendments added in red
 - G D P R – both policies need to be translated but also to add a Retention/Prevention Policy document which means we can Archive documents in the County Archives
 - A Complaints Policy needs to be created/established
 - Biodiversity and Environmental - already bilingual but need to be checked
 - Health and Safety Policy needs to be established too

Chair to circulate the policies with recommendations to the rest
Discussion of Cllr A Joyce's recommendation. Not received so far.
8. Clerk's Matters
The flooring for the chapel agreed The company of Contractors had not come back

The meeting concluded at 8.50