

MINUTES OF A FINANCE MEETING OF THE ST ATHAN COMMUNITY COUNCIL
HELD ON TUESDAY 23rd NOVEMBER 2021 AT 7:30 PM

PRESENT

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| Councillor R Eustace (Chairman) | Bro Tathan Local Council Liaison Cttee Future Projects Cttee General Maintenance Cttee |
| Councillor A Barnaby (Vice Chairman) | Future Projects Cttee One Voice Wales Vale of Glamorgan Council, Community Liaison Cttee |
| Councillor D Crompton | Cardiff Airport Liaison Cttee Conservation Area Planning – Flemingston General Maintenance Cttee Llantwit Major Public Footpaths Cttee |
| Councillor S Haines | Cardiff Airport Liaison Cttee (Deputy) Future Projects Cttee General Maintenance Cttee |

APOLOGIES

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| Councillor B Acott | Aberthaw Power Station Local Liaison Cttee (Deputy) Friends of the Glamorgan Heritage Coast |
| Councillor D Willmot | Aberthaw Cement Works Cttee C.L.C General Maintenance Cttee School Governors |

| MINUTE | ITEM | ACTION |
|--------|---|--------|
| 1. | <p><u>TERMS OF REFERENCE</u></p> <p>PROPOSED by: Councillor S Haines SECONDED by: Councillor A Barnaby</p> <p>That the undermentioned Terms of reference be accepted in respect of the 2022-23 Finance meeting.</p> <p>a. To prepare a financial budget statement for the financial year 2022 – 2023 and present statement to the full Council for approval at the January 2022 General Council Meeting.</p> <p>b. To make recommendations to full Council regarding major projects costs</p> | |

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| 1. Cont. | c. To recommend to the full Council the required Precept for financial year 2022 – 2023. | CARRIED |
| 2. | <p><u>EMPLOYEE SALARIES</u></p> <p>At the time of the meeting, employees’ salaries for 2022-23 had not been published. It was agreed that salaries be increased within Government guidelines, minimum wage regulations and that the following recommendation be made to full Council:</p> <p>a. The Clerks salary to increase in line with recommendations as at 1st April 2022. Representing the salary scales recommended by National Association Local Council (NALC), the Society of Clerks and One Voice Wales, or the Real Living Wage’ whichever is the greater.</p> <p>b. The Caretaker salary be increased to the recommended ‘Real Living Wage’ rate effective 1st April 2022.</p> | |
| 3. | <p><u>REVIEW OF COMMUNITY CENTRE CHARGES</u></p> <p>A review of current community centre hire charges was conducted.</p> <p>It was agreed to increase hall hire charges as set out at Annex A</p> | |
| 4. | <p><u>ROUTINE BUDGET REQUIREMENTS FOR F/Y 2022-2023</u></p> <p>In formulating the routine budget requirements for the F/Y 2022-2023, the following data was used:</p> <p>a. Council bank balance as at 23rd November 2021</p> <p>b. Projected income and expenditure to the 31st March 2022</p> <p>c. Statement of account for the F/Y 2020-2021</p> <p>A copy of the projected income and expenditure budget for the F/Y 2022-2023 to be recommended to the full council is at Annex B.</p> | |
| 5. | <p><u>PRECEPT FOR FINANCIAL YEAR 2022-2023</u></p> <p>Details of cabinet approved Precept figure for 2022-2023 was not available at the time of this meeting. The proposed figure was used instead.</p> <p>2022 - 2023 Precept formula £1.00 = £1524.00 30 = £45,881.06</p> <p>2021 - 2022 Precept formula £1.00 = £1536.00 25 = £38,472.86</p> | |

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| 5. Cont. | PROPOSED By: Councillor S Haines SECONDED By: Councillor D Crompton That a recommendation be made to the full Council in respect of the Precept for F/Y 2022-2023 to be set at £30, realising an income of £45,881.06 | CARRIED |
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There being no further business to discuss the meeting closed at 20.20 pm

ST ATHAN COMMUNITY COUNCIL
OLD SCHOOL HALL COMMUNITY CENTRE HIRE CHARGES & TIMINGS

(Reviewed on 23rd November 2021 - Effective 1st April 2022)

Charges: Regular Users

Per Session

| | |
|--|--------|
| Playgroup | £12.00 |
| Whist Club | £10.00 |
| St Athan Women's Institution | £10.00 |
| Beaver, Cub, Scouts, Brownies & Guides | £10.00 |
| Ladies What Dance | £10.00 |

Charges: Non-Regular Users

| | Resident (Per Session) | Non-Resident (Per Session) |
|---|-----------------------------------|---------------------------------------|
| Clubs, Evening Classes, Jumble Sales, Craft & Christmas Fairs | £12.00 | £24.00 |
| Parties (Birthdays, Christening, etc) | £25.00 | £50.00 |
| Fundraising Events (per session) | £12.00 | £24.00 |
| Business Meetings (per session) | £50.00 | £50.00 |

| Morning | Afternoon | Evening |
|----------------|------------------|----------------|
| 8:30 – 12:30 | 1:30 – 5:30 | 6:30 – 10:30 |

ST ATHAN COMMUNITY COUNCIL
FINANCE PROJECTIONS FOR FINANCIAL YEAR 2022-2023

PROJECTED INCOME

| | |
|-------------------------------------|------------------|
| Carried forward from FY 2021 - 2022 | 15,689.94 |
| Community Centre Income | 2,124.00 |
| Total | 17,813.94 |

PROJECTED EXPENDITURE

Administration

| | |
|---------------------------------------|------------------|
| Annual Audit Fee | 400.00 |
| Annual Internal Audit Fee | 40.00 |
| Annual One Voice Wales Fee | 650.00 |
| Annual Website Fee | 200.00 |
| Annual You Need A Budget Software Fee | 100.00 |
| Annual Windows Office 365 | 65.00 |
| Annual Anti-Virus Software | 100.00 |
| Clerk Expenses | 50.00 |
| Clerk Salary | 13,520.00 |
| Conference & Training Fees | 300.00 |
| Council Insurance | 2,500.00 |
| Councillors Remuneration | 2,300.00 |
| Councillors Attendance | 2880.00 |
| Office Equipment & Furniture | 1,000.00 |
| Chain of Office | 1,000.00 |
| Stationery & Postage | 300.00 |
| Telephone & Broadband | 750.00 |
| Sub Total | 26,155.00 |

Council Building

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|-----------------------------------|-------------------|
| Annual Council Rates | 3,000.00 |
| Annual Fire Check | 200.00 |
| Caretaker Salary | 4,940.00 |
| Cleaning – Windows, Pipes & Facia | 700.00 |
| Cleaning Materials | 100.00 |
| Electric Supply | 3,400.00 |
| Electric Check | 500.00 |
| Maintenance Major Repairs | 2,000.00 |
| Maintenance Routine | 500.00 |
| Maintenance - Scout Shed | 100.00 |
| Water Rates | 200.00 |
| Sub Total | £15,640.00 |

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|--------------------|--------|
| Chairman Allowance | 250.00 |
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Grants & Donation

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|--------------------|-----------------|
| Flemingston Church | 200.00 |
| Gileston Church | 300.00 |
| Methodist Church | 200.00 |
| St Athan Church | 400.00 |
| Contingency Fund | 300.00 |
| Others | 800.00 |
| Sub Total | 2,200.00 |

St Athan Ward

| | |
|-----------------------------------|------------------|
| Remembrance Sunday | 50.00 |
| Open Top Bus | 800.00 |
| OAP Christmas Party | 1000.00 |
| Bus shelter | 250.00 |
| 2 x Feeder Pillar | 250.00 |
| Election Fees | 1,000.00 |
| Fete/Party in the Park | 4,000.00 |
| Flower Baskets & Maintenance | 650.00 |
| Grass Cutting | 2,200.00 |
| Litter Pick Equipment | 100.00 |
| Memorial Refurbishment | 250.00 |
| Newsletter | 1200.00 |
| Project Committee | 2,000.00 |
| Festive Light - Erect & Removal | 2,200.00 |
| Festive Light - Insurance | 300.00 |
| Festive Light - New & Accessories | 1,000.00 |
| Festive Light - Switch on event | 1,000.00 |
| Notice Board | 1,200.00 |
| Sub Total | 19,450.00 |

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| Expenditure Grand Total | 63,695.00 |
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RECONCILIATION

| | |
|-----------------------|-----------|
| Predicted Income | 17,813.94 |
| Predicted Expenditure | 63,695.00 |
| Precept Requirement | 45,881.06 |

PRECEPT

FY 2022 – 2023 £1.00 = 1524 30 45,881.06

FY 2021 – 2022 £1.00 = 1516 25 38,472.86