



MINUTES OF ST ATHAN COMMUNITY COUNCIL
FINANCE MEETING HELD ON TUESDAY 15TH NOVEMBER 2022 IN THE
OLD SCHOOL COMMUNITY CENTRE



PRESENT

Councillor R Eustace (Chairman)	Projects Committee General Maintenance Committee Merger Council Building / Library Bro Tathan Local Council Liaison Committee Cardiff Airport Liaison Committee Conservation Area Planning - Flemingston
County Councillor J Lynch-Wilson (Vice-Chairman)	Projects Committee St Athan Community Association
Councillor B Acott	Aberthaw Power Station Local Liaison Committee Bro Tathan Local Council Liaison Committee Friends of the Glamorgan Heritage Coast Llantwit Major Town Public Footpaths Forum.
Councillor R Christian	Friends of the Glamorgan Heritage Coast Llantwit Major Town Public Footpaths Forum. Conservation Area Planning - Gileston
Councillor S Toker	Projects Committee One Voice Wales Vale of Glamorgan Council, Community Liaison Committee
Councillor D White	Projects Committee
Councillor D Willmot	General Maintenance Committee Aberthaw Cement Works C.L.C. School Governors

MINUTE	ITEM	ACTION
1.	<u>WELCOME</u> The Chairman welcomed those present to the meeting.	
2.	<u>APOLOGIES FOR ABSENCE</u> Councillor S Harries Councillor J Angove	
3.	<u>TERMS OF REFERENCE</u> PROPOSED by: Councillor J Lynch-Wilson SECONDED by: Councillor R Christian	

	<p>That the undermentioned Terms of reference be accepted in respect of the 2023-24 Finance meeting.</p> <ul style="list-style-type: none"> a. To prepare a financial budget statement for the financial year 2023 – 2024 and present statement to the full Council for approval at the January 2023 General Council Meeting. b. To make recommendations to full Council regarding major projects costs c. To recommend to the full Council the required Precept for financial year 2023 – 2024. 	
4.	<p><u>EMPLOYEE SALARIES</u></p> <ul style="list-style-type: none"> a. The Clerks salary to increase in line with recommendations with affect 1st April 2023. 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. b. The Caretaker salary be increased to the recommended ‘Real Living Wage’ rate effective 1st April 2023. 	
5.	<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>	
6.	<p><u>ROUTINE BUDGET REQUIREMENTS FOR F/Y 2023-2024</u></p> <p>In formulating the routine budget requirements for the F/Y 2023-2024, the following data was used:</p> <ul style="list-style-type: none"> a. Statement of account for as at 15th November 2022 b. Council bank balance as at 15th November 2022 c. Projected income and expenditure to the 31st March 2023 <p>A copy of the projected income and expenditure budget for the F/Y 2023-2024 to be recommended to the full council is at Annex B.</p>	

7.	<p><u>PRECEPT FOR FINANCIAL YEAR 2023-2024</u></p> <p>Details of cabinet approved Precept figure for 2023-2024 was not available at the time of this meeting. The proposed figure was used instead.</p> <p>2022 - 2023 Precept formula £1.00 = £1524. 45 = £68,694.40 2022 - 2023 Precept formula £1.00 = £1524 33 = £49,631.06</p> <p>PROPOSED By: Councillor R Christian SECONDED By: Councillor S Toker</p> <p>That a recommendation be made to the full Council in respect of the Precept for F/Y 2023-2024 to be set at £45, realising an income of £68,694.40</p>	
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There being no further business to discuss the meeting closed at 9:28 pm

ST ATHAN COMMUNITY COUNCIL
OLD SCHOOL HALL COMMUNITY CENTRE HIRE CHARGES & TIMINGS
2023 - 2024

Charges: Regular Users	Per Session 2022-23	Per Session 2023-24
Playgroup	£12.00	24.00
Whist Club	£10.00	20.00
St Athan Women’s Institution	£10.00	20.00
Beavers, Scouts, Brownies & Guides	£10.00	20.00
Ladies what Dance	£10.00	20.00
Ju-jitsu	£10.00	20.00

Charges: Non-Regular Users	Per Session			
	Residents		Non-residents	
	2022-23	2023-24	2022-23	2023-24
Clubs, Jumble Sales, Craft & Christmas Fairs	£12.00	24.00	£24.00	48.00
Parties (Birthdays, Christening, etc)	£25.00	40.00	£50.00	60.00
Fundraising Events (per session)	£12.00	24.00	£24.00	48.00
Business Meetings (per session)	£50.00	80.00	£50.00	80.00

Available Session Times		
Morning	Afternoon	Evening
08:30 – 12:30	1:30 – 5:30	6:30 – 10:30

ST ATHAN COMMUNITY COUNCIL
FINANCE PROJECTIONS FOR FINANCIAL YEAR 2023-2024

PROJECTED INCOME

Reserve Acct – Projected C/Fwd from FY 2022 - 2023	6067.54
Current Acct - Projected C/Fwd from FY 2022-2023	9577.82
Total	15645.36

PROJECTED EXPENDITURE

Administration	Annual Fee - Anti-Virus Software	80.00
	Annual Fee - Audit Internal	40.00
	Annual Fee - Audit Wales Audit	500.00
	Annual Fee - One Voice Wales	750.00
	Annual Fee - Website	200.00
	Annual Fee - You Need A Budget Software	100.00
	Chain of Office & Roll of Honour Board	2,000.00
	Clerk Expenses	50.00
	Clerk Salary (Gross)	27202.50
	Councillors Annual Remuneration	2372.00
	Councillors Attendance Remuneration	2880.00
	Councillors Admin Costs	624.00
	Conference & Training Fees	960.00
	Election Fees	0.00
	Microsoft License Fee	135.36
	Office Equipment & Furniture	1500.00
	Public Liability & Building Insurance	2800.00
	Stationery & Postage	500.00
	Telephone & Broadband	500.00
Sub Total	43,193.86	

Council Building	Annual Fire Check	250.00
	Caretaker Salary (Gross)	5418.40
	Cleaning - Windows, Pipes & Facia	750.00
	Cleaning Materials	50.00
	Council Tax	2500.00
	Electric Supply	6,000.00
	Electric Check	500.00
	Maintenance - Major Repairs	1,500.00
	Maintenance - Routine	250.00
	Maintenance - Scout Shed	50.00
	Water Rates	200.00
	Sub Total	17,468.40

Chair Allowance	Sub Total	250.00
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Grants & Donation	Church – Flemingston	200.00
	Church - Gileston	300.00
	Church - Methodist	200.00
	Church - St Athan	400.00
	Contingency Fund	300.00
	Others	800.00
	Sub Total	2,200.00

St Athan Ward	Allotment	500.00
	Council Civic Event	800.00
	Bus Shelter Maintenance	50.00
	Feeder Pillar x 2	482.00
	Fete/Party in the Park	3,500.00
	Flower Baskets & Maintenance	600.00
	Grass Cutting	2,100.00
	Litter Pick Equipment	100.00
	Newsletter	1,200.00
	Notice Board	0.00
	Library	2,000.00
	King Charles Coronation	250.00
	Remembrance Sunday	200.00
	Solar Panels	2,000.00
	War Memorial Maintenance	2,500.00
	Festive Light – Up & Removal	2,500.00
	Festive Light - Insurance	0
	Festive Light - New & Accessories	1,000.00
	Festive Light - Switch On Event	750.00
	Xmas OAP Party	150.00
	Xmas Open Top Bus	800.00
Sub Total	21,482.00	

	Expenditure Grand Total	84,542.26
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RECONCILIATION

Predicted Income	15,645.36
Predicted Expenditure	84,542.26
Precept Requirement	68,896.90

PRECEPT

FY 2023 – 2024 £1.00 = 1524 45 68,896.90
FY 2022 – 2023 £1.00 = 1524 33 49,631.06