



MINUTES OF ST ATHAN COMMUNITY COUNCIL
FINANCE MEETING HELD ON TUESDAY 28th NOVEMBER 2023
IN THE OLD SCHOOL COMMUNITY CENTRE



PRESENT

Councillor R Eustace - (Chairman)
 County Councillor J Lynch-Wilson - (Vice-Chairman)
 Councillor G Berrill
 Councillor R Christian
 Councillor S Hignell
 Councillor M Levett
 Councillor S Toker
 Councillor D Willmot

MINUTE	ITEM	ACTION
1.	<p><u>WELCOME</u></p> <p>The Chairman welcomed those present to the meeting.</p>	
2.	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>Councillor S Harries</p>	
3.	<p><u>TERMS OF REFERENCE</u></p> <p>PROPOSED by: Councillor S Toker SECONDED by: Councillor R Christian</p> <p>That the undermentioned Terms of reference be accepted in respect of the 2024-25 Finance meeting.</p> <p>a. To prepare a financial budget statement for the financial year 2024 - 2025 and present statement to the full Council for approval at the January 2024 General Council Meeting.</p> <p>b. To make recommendations to full Council regarding major projects costs.</p> <p>c. To recommend to the full Council the required Precept for financial year 2024 - 2025.</p> <p>d. No account is taken in any from income or expenditure from the Childcare proposal under consideration.</p>	CARRIED
4.	<p><u>EMPLOYEE SALARIES</u></p> <p>PROPOSED by: Councillor J Lynch-Wilson SECONDED by: Councillor R Christian</p>	

	<p>That the below pay increases be effective from 1st April 2024.</p> <p>a. The Proper Officer’s salary to increase in line with recommendations with affect 1st April 2024. Representing the salary scales recommended by National Association Local Council (NALC), the Society of Clerks and One Voice Wales. Finding of ongoing pay review may result in an additional increase to the Proper Officer’s salary.</p> <p>b. The Caretaker salary be increased to the recommended ‘National Living Wage’ rate effective 1st April 2024.</p>	<p>CARRIED</p> <p>CARRIED</p>
5.	<p><u>REVIEW OF COMMUNITY CENTRE CHARGES</u></p> <p>A review of current community council hire charges was conducted. It was agreed to increase hall hire charges as set out at Annex A, subject to agreed provisos.</p>	
6.	<p><u>ROUTINE BUDGET REQUIREMENTS FOR F/Y 2024-2025</u></p> <p>In formulating the routine budget requirements for the F/Y 2024-2025, the following data was used:</p> <p>a. Statement of account for as at 31st October 2023. b. Council bank balance as at 31st October 2023. c. Projected income and expenditure to the 31st March 2024</p> <p>A copy of the projected income and expenditure budget for the F/Y 2024 -2025 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 2024-2025 was not available at the time of this meeting. The proposed figure was used instead.</p> <p>FY 2024 – 2025 £1.00 1601 56 £89,540.22 FY 2023 – 2024 £1.00 1601 44 £70,602.12</p> <p>PROPOSED By: Councillor J Lynch-Wilson SECONDED By: Councillor S Toker</p> <p>That a recommendation be made to the full Council in respect of the Precept for F/Y 2024-2025 to be set at £56, realising an income of £89,540.22. Subject to agreed provisos.</p>	<p>CARRIED</p>

There being no further business to discuss the meeting closed at 10.25pm

ST ATHAN COMMUNITY COUNCIL
OLD SCHOOL HALL COMMUNITY CENTRE HIRE CHARGES & TIMINGS
2024 - 2025

Charges: Regular Users	Per Session 2023-24	Per Session 2024-25
Clubs	£20.00	£30

Charges: Non-Regular Users	Per Session			
	Residents		Non-residents	
	2023-24	2024-25	2025	2023-24
Clubs, Jumble Sales, Craft & Christmas Fairs	£24.00	40	£48.00	60
Parties (Birthdays, Christening, etc)	£40.00	50	£60.00	75
Fundraising Events (per session)	£24.00	40	£48.00	60
Business Meetings (per session)	£80.00	80	£80.00	80

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

Annex B
ST ATHAN COMMUNITY COUNCIL
FINANCE PROJECTIONS FOR FINANCIAL YEAR 2024-2025

	2024-25
PREDICTED TOTAL END OF YEAR BALANCE ALL ACCTS	6,265.05
PROPOSED INCOME ALL ACCTS	3,280.00
PROPOSED EXPENDITURE ALL ACCTS	88,522.57

BREAKDOWN OF EXPENDITURE

RESERVE ACCOUNT INCREASE	3,847.67
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ADMIN	
Annual – Audit internal	40.00
Annual – Audit Wales Audit	500.00
Annual – One Voice Wales	800.00
Annual – Public & building Insurance	3,500.00
Annual – Website	200.00
Annual – YNAB	100.00
Annual – SLCC	300.00
Annual – Antivirus Software	100.00
Chain of Office & Roll of Honour Board	1,000.00
Clerk – Expenses	50.00
Clerk – Salary	28,770.00
Clerk – Handover	2,397.50
Councillor – Admin Remuneration	624.00
Councillor – Annual Remuneration	2,372.00
Councillor – Attendance Remuneration	2,880.00
Councillor – Training	960.00
Councillor Polo Shirts	0.00
Microsoft License	140.00
Microsoft Licence – Storage	30.00
Office Equipment & Furniture	0.00
Meetings Refreshment	240.00
Stationery	600.00
Telephone & Broadband	700.00
Totals	46,303.50

BUILDING & OUTSIDE AREAS	
Annual – Council Tax	2,600.00
Annual – Electric Check/PAT testing	200.00
Annual – Fire Extinguisher check	200.00
Caretaker Salary	5,948.90

Cleaning – Supplies	50.00
Cleaning – Window, gutter & fascia	400.00
Electric – Supply	2,500.00
Council Chamber – Upgrade electrics, decoration	0.00
Toilets - Refurbishment	500.00
Maintenance – Major Repairs	2,500.00
Maintenance – Routine	500.00
Contingency Fund	0.00
Shed	100.00
Water Rates	150.00
Asbestos Check	0.00
Heat & Smoke Detector	0.00
Fire Exit sign	0.00
Install CCVT & Security Light(s)	0.00
Solar Panels	0.00
Fire Extinguisher Main Entrance	0.00
Exterior - Make good & garage UPVC door	0.00
Kitchen - Refurbishment	0.00
Total	15,648.90

CURRENT ACCOUNT - CHAIRMAN'S ALLOWANCE	250.00
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GRANT/DONATION	
Church - Gileston	300.00
Church - Methodist	200.00
Church - St Tathan	400.00
Church - Flemingston	200.00
Contingency Fund	300.00
Other	500.00
Total	1,900.00

WARD	
Bus shelter x 2	50.00
Meeting Refreshments	0.00
Civic Ceremony	1,517.50
Community Information & Social Event	100.00
D-Day 80th Anniversary	150.00
Feeder Pillar x 2	400.00
Fete and Music Event	2,695.00
Flower Baskets	500.00
Grass Cutting & Watering Flowers	4,000.00
Litter Pick - Eqpt	50.00
Memorial Area - Hard Standing	5,000.00
Newsletter	1,600.00
Noticeboards x4	0.00
Remembrance Sunday	50.00

Remembrance Sunday - School	60.00
Church Crosses Up/Down	150.00
Xmas Lights - Up/Down	1,500.00
Xmas Lights - New & Accessories	1,000.00
Xmas Lights - Switch On Event	1,000.00
Xmas Lunch OAP	150.00
Santa visits St Athan	600.00
Total	20,572.50

EXPENDITURE GRAND TOTAL	84,674.90
RECONCILIATION	
Predicted Savings & Current Acct balance C/Fwd from FY 2023 - 2024	6,265.05
Propose Savings & Current Acct Income FY 2024 - 2025	3,280.00
Proposed Current Acct Expenditure FY 2024 - 2025	88,522.57
PRECEPT FY 2024 - 2025	85,242.57

PRECEPT

FY 2024 - 2025 £1.00 = 1699 £50 £85,242.57

FY 2023 - 2024 £1.00 = 1601 £44 £70,602.12