



MINUTES OF ST ATHAN COMMUNITY COUNCIL
FINANCE MEETING HELD ON TUESDAY 25th NOVEMBER 2024
IN THE OLD SCHOOL COMMUNITY CENTRE



PRESENT

Councillor R Eustace
County Councillor J Lynch-Wilson
Councillor R Christian
Councillor S Toker
Councillor D Bridgeman
Councillor S Haines

MINUTE	ITEM	ACTION
1.	<u>WELCOME</u> The Chairman welcomed those present to the meeting.	
2.	<u>APOLOGIES FOR ABSENCE</u> Councillor D Willmot, Councillor R Jarvis, Councillor P King, Councillor M Levett	
3.	<u>TERMS OF REFERENCE</u> PROPOSED by: Councillor S Toker SECONDED by: Councillor R Christian That the undermentioned Terms of reference be accepted in respect of the 2025-26 Finance meeting. a. To prepare a financial budget statement for the financial year 2025 - 2026 and present statement to the full Council for approval at the January 2024 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 2025 – 2026. d. Reserve account discussed	CARRIED
4.	<u>EMPLOYEE SALARIES</u> PROPOSED by: Councillor J Lynch-Wilson SECONDED by: Councillor R Christian	

	<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 2025.</p>	<p>CARRIED</p> <p>CARRIED</p>
5.	<p><u>REVIEW OF COMMUNITY CENTRE CHARGES</u></p> <p>A review of current income received from Rustic Roots was discussed with a plan to enhance building.</p>	
6.	<p><u>ROUTINE BUDGET REQUIREMENTS FOR F/Y 2025-2026</u></p> <p>In formulating the routine budget requirements for the F/Y 2025-2026, the following data was used:</p> <p>a. Statement of account for as at 31st October 2024. b. Council bank balance as at 31st October 2024. c. Projected income and expenditure to the 31st March 2025</p> <p>A copy of the projected income and expenditure budget for the F/Y 2025 -2026 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 2025-2026 was not available at the time of this meeting. The proposed figure was used instead.</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 2025-2026 to be set at £, realising an income of . Subject to agreed provisos.</p>	<p>CARRIED</p>

There being no further business to discuss the meeting closed at 9.30pm

Annex A
ST ATHAN COMMUNITY COUNCIL
FINANCE PROJECTIONS FOR FINANCIAL YEAR 2025-2026

	2025-26
PREDICTED TOTAL END OF YEAR BALANCE ALL ACCTS	
PROPOSED INCOME ALL ACCTS	
PROPOSED EXPENDITURE ALL ACCTS	

BREAKDOWN OF EXPENDITURE

RESERVE ACCOUNT INCREASE	
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ADMIN	
Annual – Audit internal	40.00
Annual – Audit Wales Audit	500.00
Annual – One Voice Wales	850.00
Annual – Public & building Insurance	3,500.00
Annual – Website	200.00
Annual – YNAB	100.00
Digital Competency & Strategy	3000.00
Annual – SLCC	300.00
Annual – Antivirus Software	100.00
Chain of Office & Roll of Honour Board	1,500.00
Clerk – Expenses	50.00
Clerk – Salary	26,865.12
Clerk – Pension	2748.00
Clerk – Handover	0.00
HMRC Clerk	5736.00
HMRC Caretaker including HMRC	6349.20
Accountant for payroll and pension	1000.00
Clerk job evaluation	0.00
Clerk training	400.00
Councillor – Admin Remuneration	650.00
Councillor – Annual Remuneration	2000.00
Councillor – Attendance Remuneration	3000.00
Councillor – Training	960.00
Microsoft License	155.00
Microsoft Licence – Storage	30.00
Office Equipment & Furniture	240.00
Meetings Refreshment	0.00
Stationery, ink, paper, printing and postage	700.00
Telephone & Broadband	800.00
Water rates	150.00
Placemaking & Planning	5000.00
Mobile Phone	50.00
Totals	

BUILDING & OUTSIDE AREAS	
Annual – Council Tax	2,600.00
Annual – Electric Check/PAT testing	200.00
Annual – Fire Extinguisher check	100.00
Cleaning – Supplies	50.00
Cleaning – Window, gutter & fascia	400.00
Electric – Supply	5350.00
Maintenance – Major Repairs	2,500.00
Maintenance – Routine	500.00
Contingency Fund	0.00
Shed	100.00

Water Rates	150.00
Lopper Hedge Cutting	150.00
Chamber – Furniture	
Chamber – Suspended Ceilings	
Solar Panels	
Total	

CURRENT ACCOUNT - CHAIRMAN'S ALLOWANCE	500.00
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GRANT/DONATION	
Church - Gileston	350.00
Church - Methodist	300.00
Church - St Tathan	450.00
Church - Flemingston	250.00
Contingency Fund	300.00
Other	600.00
Total	2250.00

WARD	
Bus shelter x 2	600.00
Meeting Refreshments	0.00
Civic Ceremony	1,500.00
Community Information & Social Event	100.00
D-Day 80th Anniversary	200.00
Feeder Pillar x 2	750.00
Fete and Music Event	3,000.00
Golf Club Dinner	1000.00
Gathering Place Joint Project	2000.00
Cost of Living Initiative	1000.00
Flower Basket	1000.00
Grass Cutting & Watering Flowers	2500
Planting	300.00
Memorial Area - Hard Standing	5,000.00
Newsletter	1,600.00
Noticeboards x4	3500.00
Remembrance Sunday	150.00
Remembrance Sunday booklets	70.00
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	250.00
Santa visits St Athan	600.00
Total	

EXPENDITURE GRAND TOTAL	
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RECONCILIATION	
Predicted Savings & Current Acct balance C/Fwd from FY 2025 - 2026	
Propose Savings & Current Acct Income FY 2025 - 2026	
Proposed Current Acct Expenditure FY 2025 - 2026	
PRECEPT FY 2025 - 2026	

PRECEPT