

Minutes of a Finance meeting of the St Athan Community Council, held on Tuesday 29th November 2016 in the Old School Hall Community Centre, Church Lane, St Athan, at 7-30 pm.

PRESENT.

Councillor Ms A Barnaby (Chairman)	
Councillor B Acott	Councillor D Crompton
Councillor D Elston	Councillor R Eustace
Councillor S Haines	Councillor Mrs J Lougher
Councillor Mrs G Phillips	Councillor D Willmot
Councillor Mrs S Williams	
County Councillor J W Thomas	

APOLOGIES.

Councillor L Haines

Councillor D Street

1. TERMS OF REFERENCE.

The following terms of reference were Agreed : -

- a) To prepare a financial budget statement for the financial year 2017-2018 and present it to the full Council for approval at the January 2017 general meeting.
- b) To make recommendations to full Council with regard to Major cost projects, including the Vale of Glamorgan Council, 2017-2018 C.A.S.H. Grant Scheme.
- c) To recommend to full Council the required Precept for the financial year 2017-2018

2. EMPLOYEES SALARIES.

Employees salaries were discussed, it was Agreed that salaries be increased within Government guide lines, and minimum wage regulations, and that the following recommendation be made to full Council :-

- a) The Clerks salary to increase in line with recommendations as at 1st April 2017. representing the salary scale recommended by NALC, the Society of Clerks, and One Voice Wales.
- b) The Caretakers salary be increased to the recommended “Real Living Wage” rate effective on the 1st April 2017.

3. REVIEW OF COMMUNITY CENTRE CHARGES.

The list of current community centre charges was reviewed, and the merits of any increases discussed.

Cllr D Crompton PROPOSED : that the Centre charges remain unchanged, and reviewed again at the next financial meeting.

SECONDED : Cllr S Haines

CARRIED.

4. ROUTINE BUDGET REQUIREMENTS FOR F/Y 2017-2018.

Using the following documents, the routine budget requirements for the F/Y 2017-2018 were formulated :

- a) Balance sheet to the 31st October 2016
- b) Projected income and expenditure to the 31st March 2017
- c) Statement of account for the F/Y 2015-2016

A copy of the projected income and expenditure budget for the F/Y 2017-2018 is attached to these minutes as Annex A. and Recommended to full Council.

5. RESERVES AND MAJOR COST REQUIREMENTS FOR F/Y 2017-2018

It was Agreed that the following items be Recommended for inclusion into the budget as reserve funds :

- a) Election Fees £ 3000-00
 - b) Maintenance Reserve 7000-00
 - d) Xmas lights (erecting & removal - new items) 4000-00
 - e) C.A.S.H. Grant Scheme 5000-00
- See Annex A.

6. PROJECTS FOR VGC C.A.S.H. GRANT SCHEME.

Project to be nominated when and if a 2017-18 grant scheme is announced.

7. PRECEPT FOR FINANCIAL YEAR 2017-2018.

The Precept formula is £1-00 = £ 1,432-00. (£1-00 = £1366-00) last years figures in brackets.

Cllr D Crompton PROPOSED : that a Recommendation be made to full Council that the Precept for the F/Y 2017-2018 remains at £19-00 realising an income of £27208-00

SECONDED : Cllr D Willmot

CARRIED.

There being no further business to discuss the meeting closed at 8-35 pm

ANNEX A to
Minutes of Finance meeting 29th November 2016

Finance Projections for Financial Year 2017-2018

Projected Income

Carried forward from F/Y 2016-2017	14551 – 00
Community Centre income	2500 – 00
V.A.T. Refund	1850 – 00
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Total	18901 – 00

Projected Expenditure

Other

Grass Tender	1600 – 00
One Voice Wales	450 – 00
Conference Fees – Exp's - Trg	100 – 00
Flower Baskets & Maintenance	1050 – 00
Xmas Lights Electricity	200 – 00
Web Site Fees	100 – 00
Festive Lighting Insurance	175 – 00
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3675 – 00

Administration

Clerk's Salary	4650 – 00
Postage	100 – 00
Stationery	150 – 00
Insurance	2000 – 00
Audit Fees + Internal	325 – 00
Telephone & Internet	775 – 00
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8000 – 00

Grants and Fees

Churches x 4	1100 – 00
Glamorgan Heritage Coast	50 – 00
Royal British Legion	50 – 00
Library	2000 – 00
Saints Charity	1000 – 00
Other Appeals	300 – 00
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4500 – 00

<u>Community Centre Cleaning</u>	
Caretaker's Salary	4400 – 00
Cleaning Materials	100 – 00
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	4500 – 00
<u>Community Centre Maintenance</u>	
General Rates	2000 – 00
Water Rates	200 – 00
Electricity	1800 – 00
Fire Equipment	100 – 00
Routine Maintenance	225 – 00
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	4325 – 00
 <u>Chairman's Allowance</u>	
	250 – 00
 <u>Senior Citizens Christmas Party</u>	
	2000 – 00
 <u>Reserve Election Fees</u>	
	3000 – 00
 <u>Other Major Items of Expenditure</u>	
Maintenance Reserve	7000 – 00
Xmas Lights (Fitting)	4000 – 00
C.A.S.H. Grant Scheme	5000 – 00
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	16000 – 00
 Projected Expenditure	 46250 – 00
Projected Income	18901 – 00
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Balance Required	27349 – 00

Precept : £1 – 00 = £ 1432 - 00 - £19 – 00 = £27208 – 00

Last Years Figures in Brackets (£1 – 00 = !366 - £19 – 00 = £25954– 00)

ANNEX B
To Finance meeting November 2016

St Athan Community Council

Old School Hall Community Centre Hire Charges

(Review Date 29th November 201 : Effective 01 April 2017

	Charge per Session
Clubs (Wives Crafts etc)	£ 8-00
Leisure / Evening Classes	8-00
Jumble Sales (Groups from within the community)	8-00
Jumble Sales (Groups from outside community)	30-00
Craft Fairs (Groups from within the community)	8-00
Craft Fairs (Groups from outside community)	30-00
Parties (Birthdays, Christening, etc, within community)	20-00
Parties (Non Residents of community)	30-00
Out of Village Fundraising for Profit	30-00

Charges for Regular Users

Playgroup	10-00
Whist drive	8-00
Over Fifties Club	8-00
St Athan W.I.	8-00
Beavers & Scouts	8-00

Sessions :-

Morning	Afternoon	Evening
8-30 to 12-30	1-30 to 5-30	6-30 to 10-30