

Minutes of a Finance meeting of the St Athan Community Council, held on Tuesday 24th November 2015 in the Old School Hall Community Centre, Church Lane, St Athan, at 7-30 pm.

PRESENT.

Councillor D Crompton (Chairman)
Councillor Miss A Barnaby
Councillor R Eustace
Councillor D Willmot

Councillor B Acott
Councillor D Street
Councillor Mrs S Williams

APOLOGIES.

Councillor S Haines
Councillor Mrs G Phillips

Councillor Mrs J Lougher
County Councillor J W Thomas

1. TERMS OF REFERENCE.

The following terms of reference were Agreed : -

- a) To prepare a financial budget statement for the financial year 2016-2017 and present it to the full Council for approval at the January 2016 general meeting.
- b) To make recommendations to full Council with regard to Major cost projects, including the Vale of Glamorgan Council, 2016-2017 C.A.S.H. Grant Scheme.
- c) To recommend to full Council the required Precept for the financial year 2016-2017

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 2016. representing the salary scale recommended by NALC, the Society of Clerks, and One Voice Wales.
- b) The Caretakers salary be increased to the recommended government "Living Wage" rate effective on the 1st April 2016.

3. REVIEW OF COMMUNITY CENTRE CHARGES.

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

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

SECONDED : Cllr D Crompton.

CARRIED.

4. ROUTINE BUDGET REQUIREMENTS FOR F/Y 2016-2017.

Using the following documents, the routine budget requirements for the F/Y 2016-2017 were formulated :

- a) Balance sheet to the 31st October 2015
- b) Projected income and expenditure to the 31st March 2016
- c) Statement of account for the F/Y 2014-2015

A copy of the projected income and expenditure budget for the F/Y 2016-2017 is attached to these minutes as Annex A. and Recommended to full Council.

5. RESERVES AND MAJOR COST REQUIREMENTS FOR F/Y 2014-2015

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

- a) Election Fees £ 1000-00
- b) Maintenance Reserve 5000-00
- c) Community Centre Maintenance 2000-00
- d) Xmas lights (erecting & removal - new items) 7000-00
- e) C.A.S.H. Grant Scheme 2000-00

See Annex A.

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

Project to be nominated when and if a 2016-17 grant scheme is announced.

7. PRECEPT FOR FINANCIAL YEAR 2015-2016.

The Precept formula is £1-00 = £ 1,366-00. (£1-00 = £1351-00) last years figures in brackets.

Cllr R Eustace PROPOSED : that a Recommendation be made to full Council that the Precept for the F/Y 2016-2017 remains at £19-00 realising an income of £25954-00

SECONDED : Cllr Ms A Barnaby

CARRIED.

There being no further business to discuss the meeting closed at 9-15 pm

ANNEX A to
Minutes of Finance meeting 24th November 2015

Finance Projections for Financial Year 2016-2017

Projected Income

Carried forward from F/Y 2015-2016	10698 – 00
Community Centre income	2200 – 00
V.A.T. Refund	1641 – 00
Total	<hr/> 14539 – 00

Projected Expenditure

<u>Other</u>	
Grass Tender	1700 – 00
Conference Fees – Exp's - Trg	150 – 00
Flower Baskets	550 – 00
Xmas Lights Electricity	160 – 00
Web Site Fees	250 – 00
	<hr/> 2810 – 00
<u>Administration</u>	
Clerk's Salary	4700 – 00
Postage	60 – 00
Stationery	150 – 00
Insurance	1700 – 00
Audit Fees	350 – 00
Telephone	400 – 00
Internet Services	350 – 00
	<hr/> 7710 – 00
<u>Grants and Fees</u>	
Churches x 4	800 – 00
One Voice Wales	450 – 00
Glamorgan Heritage Coast	50 – 00
Other Appeals	300 – 00
	<hr/> 1600 – 00
<u>Community Centre Cleaning</u>	
Caretaker's Salary	4500 – 00
Cleaning Materials	100 – 00
	<hr/> 4600 – 00

Community Centre Maintenance

General Rates	1400 – 00
Water Rates	175 – 00
Electricity	2200 – 00
Fire Equipment	100 – 00
Routine Maintenance	150 – 00
	<hr/>
	4025 – 00

Chairman's Allowance

250 – 00

Senior Citizens Christmas Party

2000 – 00

Reserve Election Fees

1000 – 00

Other Major Items of Expenditure

Maintenance Reserve	5000 – 00
Xmas Lights (Fitting)	4000 – 00
Xmas Lights (New)	3000 – 00
Community Centre Maintenance	2000 – 00
C.A.S.H. Grant Scheme	2000 – 00
	<hr/>
	16000 – 00

Projected Expenditure 39995 – 00

Projected Income 14539 – 00

**Balance Required

25456 – 00**

Precept : £1 – 00 = £ 1366 - 00 - £19 – 00 = £25954 – 00

Last Years Figures in Brackets (£1 – 00 = !351 - £19 – 00 = £25669– 00)

ANNEX B
To Finance meeting November 2015

St Athan Community Council

Old School Hall Community Centre Hire Charges

(Review Date 24th November 2015 : Effective 01 April 2016

		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