

MINUTES OF A FINANCE MEETING OF THE ST ATHAN COMMUNITY COUNCIL,
HELD REMOTELY VIA MS TEAMS VIDEO CONFERENCING
ON TUESDAY 17TH NOVEMBER 2020, AT 7:30 PM

PRESENT	Councillor J Lynch-Wilson Councillor J Angove Councillor A Barnaby Councillor D Crompton Councillor R Eustace Councillor S Haines County Councillor J Thomas	Chairman
APOLOGIES	Cllr D Willmot	

MINUTE	ITEM	ACTION
1.	<p><u>TERMS OF REFERENCE</u></p> <p>The following terms of reference were agreed:</p> <ul style="list-style-type: none"> a. To prepare a financial budget statement for the financial year 2021 – 2022 and present statement to the full Council for approval at the January 2021 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 2021 – 2022. 	
2.	<p><u>EMPLOYEE SALARIES</u></p> <p>Employees’ salaries for financial year 2021 – 2022 were discussed. It was agreed that salaries be increased within Government guidelines, minimum wage regulations and that the following recommendation be made to full Council:</p> <ul style="list-style-type: none"> a. The Clerks salary to increase in line with recommendations as at 1st April 2021. Representing the salary scales recommended by 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 2021. 	

3.	<p><u>REVIEW OF COMMUNITY CENTRE CHARGES</u></p> <p>A review of current community centre hire charges was conducted.</p> <p>PROPOSED By: Cllr D Crompton SECONDED By: Cllr R Eustace</p> <p>That Community Centre hire charges remain unchanged and reviewed again at the next Community Council Finance meeting. Charges listed at Annex A.</p>	CARRIED
4.	<p><u>ROUTINE BUDGET REQUIREMENTS FOR F/Y 2021-2022</u></p> <p>In formulating the routine budget requirements for the F/Y 2021-2022, the following data was used:</p> <ul style="list-style-type: none"> a. Council bank balance as at 31st October 2020 b. Projected income and expenditure to the 31st March 2021 c. Statement of account for the F/Y 2019-2020 <p>A copy of the projected income and expenditure budget for the F/Y 2021-2022 to be recommended to the full council is at Annex B.</p>	
5.	<p><u>PRECEPT FOR FINANCIAL YEAR 2021-2022</u></p> <p>Details of the Precept figure for 2021-2022 was not available at the time. It was agreed to use last year's figure as shown below.</p> <p>2021 - 2022 Precept formula £1.00 = £1536.00 £25.00 = £38,472.86</p> <p>2020 - 2021 Precept formula £1.00 = £1536.00 £25.00 = £38,400.00</p> <p>PROPOSED By: Cllr S Haines SECONDED By: Cllr J Angove</p> <p>That a recommendation be made to the full Council that the Precept for F/Y 2021-2022 be set at £25.00, realising an income of £38,472.86</p>	CARRIED

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

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

(Reviewed on 17th November 2020 - Effective 1st April 2021)

Charges: Regular Users

Playgroup	£10.00
Whist Club	£8.00
St Athan Women's Institution	£8.00
Beaver, Cub, Scouts, Brownies & Guides	£8.00
St Athan Church 'Mothers & Toddlers'	£8.00

Charges: Non-Regular Users

	Resident	Non-Resident
Clubs (per session)	£10.00	£20.00
Leisure / Evening Classes (per head)	£2.00	£5.00
Jumble Sales (per stall)	£5.00	£10.00
Craft & Christmas Fairs (per stall)	£5.00	£10.00
Parties (Birthdays, Christening, etc)	£20.00	£30.00
Fundraising Events (per session)	£10.00	£30.00
Business Meetings (per session)	£10.00	£30.00

Morning	Afternoon	Evening
8:30 – 12:30	1:30 – 5:30	6:30 – 10:30

ST ATHAN COMMUNITY COUNCIL
FINANCE PROJECTIONS FOR FINANCIAL YEAR 2021-2022

PROJECTED INCOME

Carried forward from FY 2020 - 2021	14433.16
Community Centre Income	1344.00
VAT refunds	1220.98
Total	16998.14

PROJECTED EXPENDITURE

Administration

Annual Audit Fee	300.00
Annual Internal Audit Fee	40.00
Annual One Voice Wales Fee	600.00
Annual Website Fee	200.00
Annual You Need A Budget Software Fee	65.00
Clerk Expenses	100.00
Clerk Salary	9750.00
Conference & Training Fees	300.00
Council Insurance	2000.00
Councillors Remuneration	2300.00
Office Equipment & Furniture	1000.00
Roll of Honour Board	2500.00
Stationery & Postage	500.00
Telephone & Broadband	1200.00
Sub Total	20855.00

Council Building

Annual Council Rates	2750.00
Annual Fire Check	150.00
Caretaker Salary	4836.00
Cleaning – Windows, Pipes & Facia	700.00
Cleaning Materials	100.00
Electric Supply	3200.00
Maintenance Major Repairs	2000.00
Maintenance Routine	500.00
Maintenance - Scout Shed	50.00
Water Rates	200.00
Sub Total	14486.00

Chairman Allowance	250.00
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Grants & Donation

Flemingston Church	200.00
Gileston Church	300.00
Methodist Church	200.00
St Athan Church	400.00
Contingency Fund	2000.00
Others	1050.00
Sub Total	4150.00

St Athan Ward

Bus shelter	250.00
2 x Feeder Pillar	200.00
Election Fees	1000.00
Fete/Party in the Park	4000.00
Flower Baskets & Maintenance	1000.00
Grass Cutting	2200.00
Litter Pick Equipment	50.00
Memorial Refurbishment	200.00
Newsletter	1000.00
Wreath	80.00
Festive Light - Erect & Removal	2000.00
Festive Light - Insurance	250.00
Festive Light - New & Accessories	1500.00
Festive Light - Switch on event	1000.00
Senior Citizens Christmas Party	1000.00
Sub Total	15730.00

Expenditure Grand Total	55471.00
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RECONCILIATION

Predicted Income	16998.14
Predicted Expenditure	55471.00
Precept Requirement	38472..86

Precept

FY 2021 - 2022	£1.00 = £1516.00	£25	£38,472.86
(FY 2020 - 2021	£1.00 = £1536.00	£25	£38,400.00)