

**LLANTWIT FARDRE COMMUNITY COUNCIL
CYNGOR CYMUNED LLANILLTUD FAERDREF**



Minutes of the Hybrid Meeting of the Finance and Policy Committee of Llantwit Fardre Community Council held on Monday, 18th December, 2023 at 5.00 p.m.

PRESENT

Community Councillor R. Butler – Chair

Community Councillors

P. Fletcher, A Green, J. Murphy and G. Stacey

Non-Committee Councillor(s) in Attendance

J. Beattie, B. James, A. Raines, D. Stone, and G Warren.

In Attendance

Ms. Karyl May – Clerk & Executive Officer
Ms. Claire Hendy – Responsible Finance Officer

6. APOLOGEIES FOR ABSENCE

RESOLVED – to note that there were no apologies for absence submitted for this meeting.

7. DECLARATIONS OF INTEREST

RESOLVED - to note that in accordance with the Members' Code of Conduct there were no declarations of interest made at the meeting pertaining to the agenda.

8. **MINUTES**

RESOLVED – to approve as an accurate record of the meeting of the Finance & Policy Committee held on the 26th October 2023, noting that they had been received by Council at its meeting held on 27th November 2023.

9. **SECTION 137(4)(A) OF THE LOCAL GOVERNMENT ACT, 1972 AND SECTION 137 EXPENDITURE LIMIT FOR 2023-24**

RESOLVED – to note that Members acknowledged the Appropriate Sum under Section 137(4)(A) of the Local Government Act, 1972 and Section 137 Expenditure Limit for 2024-25 was £10.81 per elector.

10. **RELEVANT DETERMINATIONS OF THE INDEPPENDENT RENUMERATION PANEL (DRAFT REPORT FOR 2024/25)**

Members considered the relevant determinations of the IRPW that were published in the Draft Annual Report for 2024/25 which would be used to inform the budget plans for the next financial year.

RESOLVED – that the following determinations as agreed by Members of this Committee be recommended to be endorsed at the next full Council Meeting:-

1. **Basic Payment for Extra Costs of Working from Home (Previously the Basic Payment (Members' Allowance))** – to note that no decision is required on this determination as the payment to each Member of £156 is mandatory, unless they advise the Clerk, in writing, that they do not wish to take it. Therefore, £2,028 has been allocated within the draft Budget.
2. **Set Payment for Consumables** – to agree to make a payment of £52 a year to each Member towards the cost of office consumables to enable them to carry out their role and to instruct the Clerk to make and record a policy. A sum of £676 has been allocated within the draft Budget.
3. **Personal Support Needs or Caring Responsibilities** – to note that the contribution towards costs of care and personal allowance is mandatory and therefore must be paid if claimed with valid receipts.
4. **Travel Costs** – to agree not to make payments in respect of travel costs for attending approved duties.
5. **Reimbursement of Subsistence Expenses** - to agree that payments of overnight subsistence expenses for attending approved duties be considered as and when appropriate, following a report being presented by the Clerk.

6. **Financial Loss Compensation** – to note that no decision is required on this determination as the payment of financial loss compensation is mandatory if claimed.
7. **Attendance Allowance** - to agree not to introduce an attendance allowance for Members.
8. **Payment to the Chair** – to agree to make a payment of £1,000 to the Chair of the Council.
9. **Payment to Deputy Chair** – to agree not to make a payment to the Vice-Chair of the Council.
10. **Senior Role Payment(s)** – to agree that the Chair of the Council receive the one mandatory payment of £500 and that no additional payments of £500 be made to any other Members in a Senior Role.
11. **Senior Member Role within a Principal Council** – to note that no decision is required in respect of this determination.

11. **REVIEW OF HALL HIRE AND ALLOTMENT CHARGES**

Following consideration of the report of the Clerk, it was **RESOLVED** – that the following recommendations be presented to the next full Council Meeting:

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1. that no increase in charges be made for hall hire;
2. that the conditions of hire remain as a minimum booking of two hours;
3. that 25% of the hall hire fee is charged if a booking is not cancelled within 48 hours.
4. that no increase in charges be made for the allotments.

12. **PROPOSED BUDGET FOR THE FINANCIAL YEAR 2024/25 AND SETTING OF THE PRECEPT FOR RECOMMENDATION TO FULL COUNCIL**

Members gave consideration to the budget for the 2024/25 financial year and to the setting of the precept for 2024/25 and following the observations of the Clerk and a detailed discussion, it was **RESOLVED** – that the following recommendations be made at the next meeting of full Council:-

1. To set the budget for 2024/25 financial year as:-

EXPENDITURE

ADMINISTRATION	Proposed Budget 2024/25
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	£
Public Relations	1,500
Office Equipment	5,000
Phone & Computer Costs	4,000
Contingency Fund	5,000
Copier/Printing	4,000
Stationery	1,300
Postage	250
Subscriptions & Memberships	1,000
Audit & Profession Charges	1,300
Insurance	5,500
Bank Charges	320
Total Administration	£29,170

STAFFING	Proposed Budget for 2024/25 £
Salaries, Pension and HMRC	175,000
Training	1,750
Uniform	500
Occupational Health	500
Subscriptions & Memberships	750
Total Staffing	£178,500

COUNCILLORS	Proposed Budget for 2024/25 £
Subscriptions & Memberships (not to continue membership with One Voice Wales)	2,800
Chairman's Allowance	1,000
Elections	6,000
Councillor Training	1,000
Councillors Remuneration	2,528
Consumables	676
Total Councillors	£14,004

GRANTS	Proposed Budget for 2024/25 £
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	6,000
Total Grants	£6,000

EVENTS	Proposed Budget for 2024/25 £
Community Events	20,000
Total Events	£20,000

MAIN BUILDING	Proposed Budget for 2024/25 £
Refuse Collection	6,000.00
Repairs & Maintenance	1,500.00
Electricity	4,000.00
Fire Equipment	1,000.00
PAT Testing	200.00
Total Main Building	£12,700

TY ILLTUD	Proposed Budget for 2024/25 £
Phone & Internet Costs	300
Repairs & Maintenance	4,000
Electricity	1,500
Fire Equipment	500
Maintenance Contracts	700
Rates	4,000
Gas	2,700
Water	350
Total Ty Illtud	£14,050

CARNEGIE PARISH HALL	Proposed Budget for 2024/25 £
Repairs & Maintenance	10,000
Electricity	2,600
Maintenance Contracts	600
Rates	7,000

Gas	5,500
Water	600
Fire Equipment	500
Total Parish Hall	£26,800

ALLOTMENTS	Proposed Budget for 2024/25 £
	300
Total Allotments	£300

TRANSPORT	Proposed Budget for 2024/25 £
Vehicle Insurance	1,500
Road Tax	650
Repairs & MOT	3,500
Fuel	2,200
Total Transport	£7,850

STREET LIGHTING	Proposed Budget for 2024/25 £
Repairs & Maintenance	500
Electricity	5,000
Improvements	250
Total Street Lighting	£5,750

PARKS & OUTSIDE WORKS	Proposed Budget for 2024/25 £
Grass Cutting	3,000
Parks Inspection	700
Tree Work	3,000
Planters	500
Repairs & Maintenance	5,000
Tools & Equipment	1,000
Street Furniture	1,200

Memorial Clock	350
Play Park Equipment	40,000
Defibrillators	500
Total Outside	£55,250

EARMARKED RESERVES	Predicted Level as at 31/03/2024. £
Office Equipment	4,768
Election	6,954
Main Building	1,538
Ty Illtud	-195
Parish Hall	54,545
Vehicles	5,591
Tree Works	27,168
Tools & Equipment	910
Play Park Equipment	37,775
Total Earmarked Reserves	£139.249
CIL	
Balance on 31/03/24	67,114.67

INCOME

INCOME	Proposed Budget for 2024/25 £
Carnegie Parish Hall Hire	4,800
Hire of Room – Carnegie Parish Hall	500
Ty Illtud	2,000
Precept	327,579
Light Source	2,500
Way Leaves	500
Land Lease	0
Allotment Rent	570
Event Income	0
Charitable Organisation	9,600
Total Income	£348.049

TOTALS

TOTALS	Proposed Budget for 2024/25
Total Expenditure	£370,374
Total Income	£20,470 (income) £349,904(Precept)

2. To increase the Council D tax band per household at £52.78 for 2024/25 generating a precept of £349.904

**R.BUTLER
CHAIR**

The meeting closed at 6.10 p.m.

Signed..... Dated.....

