

**Minutes of Finance Committee of Llangunnor Community Council held
“remotely”
at 6.30p.m. on Thursday 26th January 2023**

PRESENT: Councillors E. Williams (Chair), S. Thomas, G P Bevan, J Slate, L Whatley, with Cllr C Evans observing.

One elector presents in addition to Howard Davies Clerk.

- 1. APOLOGIES.** None
- 2. DECLARATION OF INTEREST.** None
- 3. Minutes:** Unanimously resolved to approve as a correct record the minutes of the finance committee held on 14th December 2022 - **(Minute 123 – F3).**
- 4.** The clerk circulated the document Budget Proposals for 23/24 (Appendix 3) it was unanimously moved to accept the proposals **(Minute 0123-F4)**
It was further agreed that any capital expenditure proposed would need to be prioritised given the present period of austerity and fed into The Council 5 years development plan which is currently under consideration.

Financial Report for 3rd quarter ended 31.12.22: the clerk had circulated appropriate paperwork to the committee, following a discussion and questioning of the clerk it was unanimously agreed **(Minute 122 F4b)**

- 5.** The clerk had previously explained that the expected estimated running costs for the Council in 2023/24 would be £42765 to maintain its services at the present level. (Please see Appendix 3 attached). These costs had been based on previous years costs with an allowance built in for inflationary rises, and allowed for no capital expenditure. It was also projected that the Council would have Reserves of £52236 as at 1.4.23. That said with the existing Precept set at £33000 this would see a shortfall of £9765 which would have to be covered from reserves, and this was not sustainable. The clerk had also ascertained from our records, and local knowledge that the Precept was set at a level of £36000 some 10 years ago, and had subsequently been reduced

downwards due to levels of cash reserves held, and at that time there were 200 less properties within the Llangunnor area. Following the clerks detailed explanation a robust and lengthy discussion followed, as all Councillors acknowledged that the Precept needed to rise to cover costs, and to maintain services.

The following proposals were voted on:

Cllrs Slate and Thomas having initially proposed an increase to £40000, revised their proposal to £39000, which was seconded.

Cllrs Williams & Bevan having initially proposed a stepped increase to £36000 this year, with further increase in the following years to fund the deficit, revised their proposals to £38000, which was seconded.

Cllr Whatley proposed £33000 which was not seconded, and as such did not proceed.

A vote was taken with Cllrs Slate and Thomas voting for increasing the Precept to £39000, with Cllrs Williams and Bevan voting for increasing the Precept to £38000 with Cllr Whatley choosing to vote against both.

Due to the closeness of the vote, with each proposal gaining two votes Cllr Williams using his casting vote agreed to the proposal of increasing the Precept to £38000 which was carried. **(Minute 0123-F5)**

6. The appointment of an internal Auditor for the ensuing financial year was discussed, with Cllrs Whatley and Slate both suggesting that we approach three local Accountancy firms for their quotes to undertake this work, in the spirit of ensuring value for money and competitiveness as this work had not been put out to tender for some years. **(Minute 0123 F6)**

Action point: Clerk to source quotes from three Carmarthen based Accountants.

7. There was no other business to discuss.
8. **Date of next meeting –to be arranged by clerk. Meeting Closed 8.30 p.m.**

Signed as a true record

Date

Appendix 1

SUMMARY OF CURRENT FINANCIAL POSITION

Following the bank reconciliation extracted from the cash book for 2021/22 the cash position as at 1.4.22 is as follows:

Bank Reserves Barclays Bank £ 64,948

Income: Precept £33,000

Vat to be Rec Est £ 2500

TOTAL £100,448

Predicted expenditure.

(As per report 19.01.22 £78,595

Difference £21,853 (Predicted balance as at 31.3.23).

There is £12391 remaining on the S106 monies of which £5360 has been allocated for the installation of 2 streetlamps at Ger Y Nant path.

Within the 22/23 there is 30k of which budgeted for the improvement to the "Kiddies area, 5k on the installation of CCTV, and 5k towards the cost of tidying the bottom boundary area between the skateboard park and the Lewis Morris Entrance, incorporating landscaping, tree coppicing, and replanting with shrubs, flowers, and some trees to create a naturally friendly family area. Spending on these projects will be carefully evaluated on an individual basis over the coming 12 months, where some but maybe not all will be progressed, within this time frame, but staggered over a longer period. Availability of grant funding to be explored to help with the cost of installing CCT, and to carry out landscaping works where initial discussions have been held with Rachael Carter, Places for Nature Officer with One Voice Wales.

Howard Davies
(April 2022.)

Draft Estimates of Income / Expenditure for 2022/ 23

Net of VAT	Expenditure	Budget £
Parks and Open Spaces		
Maintenance		£5,000
Proposed Improvements		£30,000
Ger y Nant Lights		£4,000
Public Lighting		
Energy		£3,500
Maintenance		£5,000
Committee Budgets		
Christmas Committee		£3,000
Web and Media Committee		£500
Park and Environment. Committee		£5,000
Total		£56,000
General Admin		
Audit		£800
Insurance		£850
Payroll (Members)		£400
Stationery/inks etc.		£250
Postage		£100
Allowances - Clerk-Office		£1,200
Subscription		£425
Salaries		£8,000
Cllrs Renumeration		£1,800
Chair Renumeration		£350
HMRC		£2,500
Yr Aelwyd		£200
Trav Costs		£800
Office Equip		£100
Training		£150
Broadband/Domain Licenses		£240
Web Hosting-Vision ICT		£200
Allowances-Clerk-Broadband		£480
S137		£1,000
Pension		£100
Elections - confirmed by CCC		£0
Misc.		£1,000
Chair's Allowance		£1,650
Subtotal		£22,595
Total		£78,595

Income 2022/23	£
Proposed Precept	£33,000
Repayment of VAT	£2,500
Total	£35,500

S106 Monies Available	£
Application Ref W/20013	£68,000
Application Ref W/25937	£48,000
Application Ref W/37327	£3,050
Total	£119,050

Expenditure to date

Demolition of Bandstand	£4500*
Park Entrance	£15,249
Penymorfa Footpaths	£12,658
Painting of play equipment	£800
Panel Design	£14,749
Panel Production	£4,151
Playground Equipment	£20,949
Playground Equipment	£23,727
Improvements to paths in park	£8,660
installation of Sanitisers	£1,110
Labour re Interpretation Boards	£454
Improvements to park entrance	£4,152
TOTAL	£106,659

Remaining Balance	£12,391
--------------------------	----------------

APPENDIX 2

Finance Report for meeting 26TH January 2023

Balance at bank

Account statements as at 01/04/22

90632317 £15,982

90484024 £20,773

13157210 £28,193

£64,948

Income

Precept 1, 2 ,& 3 payments Received £33,000

Jubilee Party funds £581

Tfr 106 Funds re Ger Y Nant Lights £5,360

Further Payments expected

Vat refund sent 1.1.2023 £2,370

Tfr 106 Funds re Electricity Con at Park £3,500

Sub **£44,811**

Total **£109,759**

Spent April-December **£39,523**

Predicted spend for remainder of year

Rep of Energy LN £1,710

Park grass cutting- 3rd Qtr £731

Handyman /Toilet Servicing £500

Town Council - Xmas Trees & Assoc. Works Dec-22 £1,072

Dec 22

Painting/Maintenance/Repairs at park £500

Improvements to Mem site/new plaque

Purchase of New Laptop. £600

New Park Inspection costs and repairs £500

Clerk Costs including HMRC £2,502

Conf/Training £200

Travelling £250

Hiring of facilities for meetings £100

IT Zoom web Costs £100

Re-numeration of Members £1,650

Members

Chair's Fund. £150

Gratuity new clerk re pension £100

Community Fund £500

S137	£290
Web hosting and allowances	
Electricity Connection costs as agreed	£3,500
Payroll costs Clerk to set up and sort errors	£300
Stationery	£200
Postages	£25
Clerk allowances/IT	£420
Audit	£1,100
Misc. Contingency	£1,000
SUB	£18,000
Total Projected Expenditure 2022/23	£57,523
 BALANCE BROUGHT FWD £109759 - £57523	 £52,236
 REMAINING BALANCE ON S106 SEE APP 2	 £3621
After £3410 Transfer for Electricity connection	
Balance being reconciled with C CC	

Appendix 3

Draft Estimates of Income / Expenditure for 2023/ 24

Expenditure	Budget
Net of VAT	£
Clerk Costs	
Salary	£10,500
Employers N I	£200
Allowances	£1,680
Travelling	£500
Extra Meets	£400
Pension	£100
Total	£13,380
 Handyman	
Basic	£1,200
Additional Works	£2,000
Total	£3,200
 Park	
Grass Cutting	£3,300
Toilet/Serv/Clean	£750
Inspection & Rep	£1,000
Dog Gloves	£300
Bi Ann Tree Ins	£600
Total	£5,950

Public Lighting		
Maintenance	£2,500	
Energy	£2,100	
Rep of Light Ln	£1,425	Ends 2029
Total	£6,025	
Insurance		
Zurich	£1,150	
Christmas Lights		
3 Trees	£900	
Erection costs	£720	
Ground works	£800	
Add new Lights	£400	
Total	£2,820	
Funding		
Chair	£350	
Com Fund	£1,650	
S137	£1,000	
Total	£3,000	
Admin		
Zoom	£190	
Hire of Hall	£300	
Postage	£100	
Stat & Ink	£300	
Training	£200	
Cllr Travelling	£100	
IT Licences	£450	
Total	£1,640	
Subs		
IVW	£470	
Total	£470	
Payroll		
Clerk/Cllrs	£430	
Total	£430	
Audit		
Ind & Audit	£1,000	
18/19 Bill awaited	£500	
Total	£1,500	

Cllrs Allowances	
Estimated	£2,200
Total	£2,200

Contingency	£1,000
Total	£42,765

Total Est Exp	£42,765
Precept	£38,000
SHORTFALL	£4,765

Level of Projected Reserves as at 1.4.2023	£52,236
--	---------

Income 2023/24	£
Proposed Precept	£36,000
Repayment of VAT	£4,250
Total	£40,250

S106 Monies Available.	£
Application Ref W/20013	£68,000
Application Ref W/25937	£48,000
Application Ref W/37327	£3,050
Total	£119,050

Expenditure to date	
Demolition of Bandstand	£4500*
Park Entrance	£15,249
Penymorfa Footpaths	£12,658
Painting of play equipment	£800
Panel Design	£14,749
Panel Production	£4,151
Playground Equipment	£20,949
Playground Equipment	£23,727
Improvements to paths in park	£8,660
installation of Sanitisers	£1,110
Labour re Interpretation Boards	£454
Improvements to park entrance	£4,152
Ger Y Nant Lights	£5,360
Total	£112,019
Requested £3410.50 To cover Elec Con	£3,410
Remaining Balance Checking	£3,621
with CCC to ensure correct.	

*** This payment was taken directly by the Leisure Section
and not paid to the Community Council.**

Appendix 4

Llangunnor Community Council Estimated Operational Costs For 1.4.23-31.3.24

Clerk Costs	£
Salary Allowing for slight Inc. Presently £10019	£10,500
Employers NI	£200
Allowances currently £140pm	£1,680
Travelling Reduced based on intro of Internet Banking	£500
Extra Meetings say 8 @ £50pm	£400
Pension	£100
Total Clerk Costs	£13,380
 Handy man	
Agreed basic presently £97 pm inc to £100	£1,200
Additional work as directed	£2,000
Total Handyman Costs	£3,200
 Grass Cutting Park -CCC Currently £2924	£3,300
Toilet Servicing at £36 per service Contract & Toilet Cover/Cleaning	£750
Park Inspection and repairs to be negotiated	£1,000
Purchase of Dog Gloves	£300
Biannual Tree Ins due this year.	£550 paid last time. £600
Total Park Costs	£5,950
 Public Lighting	
Maintenance £2252 pd 3/22	£2,500.00
Energy	County Hall advise to inc
£878 pd 3/22	2.4X £2,100
Fixed repayment of £1709.70 to finish 2029	£1,425.00
TOTAL	£6,025.00
 Insurance	
£1065pd 2022	£1,065.00
 Christmas Lights	
Purchase 3 Trees inc 1 for park @£300 each. £250 pd 22	£900
Erection etc and Labour	£720

Ground Anchor and lights for new tree at park-estimate	£1,200
TOTAL	£2,820

Funding Allocated

Chair	£350
Community Fund	£1,650
S137	£1,000
Total	£3,000

Admin

Zoom	Currently £14.39pm	£190
Hire of Facilities for meetings		£300
Postage		£100
Stationery & Ink		£300
Training		£200
Cllr Travelling		£100
IT Licenses		£450
Total		£1,640

Subs

1VW	£445 PD 4/22	£470
Total		£470

Payroll

For Clerk & Councillors	£420 PD 12/22	£430
Total		£430

Audit Cost Est £390pd to Internal Examiner and this will increase with full Audit this year.	£1,500
21/22 Invoice not received.18/19 not billed-chased for explanation	
TOTAL	£1,500

Cllrs Allowances	Estimate	
£1650 to be pd 2/23 based on 11 Cllrs. Allow for Inc		£2,200
Total		£2,200
CONTINGENCY		£1,000
Total Estimated Expenditure for 2023/24		£42,765
PROPOSED PRECEPT		£38,000
SHORTFALL		£4,765

Level of Projected Reserves as at 1.4.2023	£52,236
---	----------------

CAPITAL PROJECTS PREVIOUSLY AGREE TO BE COMMENCED

Covid Memorial, and to slab around Memorial Stone	£2,000
---	--------

Phase 2 Kids Play Area	£20,000
PROJECTS UNDER DISCUSSION	
CCTV at Park	£6,000
Landscaping/Planting/Tree Mgt Bottom of Park beyond Skateboard Park	£5,000
TO BE DISCUSSED.	
New Laptop for clerk to comply with suggested Legislation	£600
Annual fee for Credit Card	£42.00

Appendix 5

PRECEPT FOR 2023/24

1. General Fund

Balance 1/04/22	£64,948
Est Income 2022/23	£44,811
Est Expenditure 2022/23	£57,523
Less funded from reserves	£0.00
Diff between income / expenditure	£12712
Est Balance at 31/03/23	£52,236

2. 2023/24 Budget Requirements - in the region of £50,000.

Under the above Regulations I am required to inform Community Councils of the Tax Base for their area. This figure will enable you to translate your precept requirements into the Council Tax to be levied for a Band D property and to all other Bands. The figure for your community for 2023/24 is **£1,163.36**.

Precept Levied (in 22/23)	Annual	Weekly
£33,000	£28.57	55p
Precept For 2023/24		
£33,000	£28.37	55p
£38,000	£32.66	63p
£40,000	£34.38	66p

3. Precept Requirement 2022/23 - Annual Household Rate Implication.

Precept remains at	£33,000 - Annual decrease of 20p.0.7%
Precept increases to	£38000 - Annual increase £4.09 - increase 14.3%
Precept increases to	£40000 - Annual increase £5.81 –Increase 20.3%

Recommendation 0123 – F5 – That the Precept request be £38000

