

**Minutes of Finance Committee of Llangunnor Community Council held
“remotely”
at 6.30p.m. on Wednesday January 10th 2024**

PRESENT: Councillors E. Williams (Chair), G P Bevan, J Slate, L Whatley, J Evans, with Cllr S Bowen & G Slate 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 17th May 2023 - **(Minute 0124 – F3)**.
- 4. Financial Report for Q3 23 April-Dec (Appendix 1) had been circulated.** to the committee, and following a lengthy discussion and questioning of the clerk it was resolved to accept **(Minute 0124 F4)**

The Clerk apologized for not been able to hold meetings for Q1 & Q2, as planned, due to work loads and Councillor availability, and this will be addressed going forward via the creation of a meeting calendar for the year which will be recommended to full Council shortly for acceptance. This will ensure no slippage with future meeting dates.

Additionally, Cllr S Bowen who is a qualified Accountant has offered to assist the clerk with the preparation of a spread sheet, to simplify the reporting of the quarterly financial position, of actual spend against budget to make the information available in a more concise format, as it was acknowledged by the clerk the present historic system both time consuming to complete, and needed to be updated to be more user friendly. His offer of assistance was welcomed and accepted by the clerk.

The clerk circulated the document Budget Proposals for 24/25 (Appendix 2) it was resolved to accept the proposals **(Minute 0124-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’s 5 years development plan which is currently under (Minute 0124 – F6)

- consideration. Additionally, costs would need to be kept under scrutiny.**
5. Having considered the forecast prepared by the clerk for the Council's operational running costs for the period 1.4.24 to 31.3.2025 which predicted a cost spend of **£45836 having adjusted for non-recurring expenditure** it was resolved to recommend to Full Council that this year's Precept request be made in the sum of £41000 being an increase of £3000. and to look at ways to reduce our costs going forward. **(Minute-0124 – 5)**
 6. Following a short discussion it was agreed to re appoint Lyn Llewellyn as Our "internal" auditor for this financial year where a suitable letter of Engagement will be issued so that both parties understand what their obligations are. Cllr S Bowen has kindly agreed to assist with its drafting. **(Minute 0124 – F6)**
 7. It was felt by the committee that the salary increase sought by the clerk Under the Terms of his Contract Of Employment was a matter for full Council, and as such will now be placed on the agenda for this month's Council meeting. **(Minute 0124-F7)**
 8. It was felt that the review of Clerk's allowances was a matter best dealt with by full Council, and as such will now be placed on the agenda for this month Council meeting. **(Minute 0124 – F8)**
 9. Following discussion it was resolved to add Cllr S Bowen to our signatory panel at Barclays Bank to aid flexibility.
 10. Date of next meeting – Provisionally 10th April 2024.
- Meeting closed at 7.45p.m**

Signed as a true record

Date

Appendix 1

**Finance Report
for meeting
January
10th2024**

Balance at bank

Account statements as

Apr-23

90632317	£5,673
90484024	£20,818
13157210	£28,254
	£54,745

Income April-

Dec 23	Precept 1+2+3, payments Received	£38,000
	Fun Run/Community Day, Craft Shops	£3,142
	Bank Int	£233
	VAT Refund	£4,500
	Nat Grid	£2,000
	106 Draw Down	£3,410
	Sale of Mulled wine at Carol Service	£182
	Further Payments expected	
	106 Draw Down	£3,500
	Sustainability Grant	£10,000
	Total	£119,712

Expenditure to date spend April - Dec 23 £38,278

Predicted spend for remainder of year			
	Public Lighting cost and rep of Energy LN	£1,425	
	Park grass cutting	£640	
	Park Maintenance - handyman / CCC	£600	
Town Council - Xmas Trees & Assoc. Works Dec 23		£1,300	
	Painting/Repairs at park	£2,720	
	Improvements to Mem site	£2,500	
	Dynevor Trees -Tree & Ground works	£2,200	
	New Park Inspection costs and repairs	£300	
	Clerk Costs incl HMRC Extra meetings	£4,000	
	Conf/Training	£150	
	Travelling	£250	
	Hiring of facilities for meetings	£200	
	IT Zoom Subs	£60	
	Re-numeration of		
	Members	Members	£1,500
	Extra Re-numeration to Chair		£150
	Gratuity new clerk re pension		£100
	Community Fund		£1,650
	S137		£100
	Chairs Fund		£210
	Payroll costs Members Clerk		£500
	Stationery		£200
	Postages		£60
	Clerk allowances/IT		£420
	Interal Auditor Fee for Audit 22-23		£420
	Subs 1VW		£525
	Repairs/resurface Kiddies Play area		£13,000
	Repairs to main gate		£335

CCTV Installation	£6,200
Toilet Servicing/Cleaning	£300
HMRC Tax & NI Clerk & Cllrs Q4	£900
Total Projected Expenditure 2023/24	£81193
BALANCE BROUGHT FWD £119712- £81193	£38519
REMAINING BALANCE ON S106	
After £3410 for Elec & £3500 allocated for CCTV	£581

Notes - Assumptions
CCTV Installed at £7000
Imp Play area at £13000
Funded from Grant 10k, 106 funds 3.5k
Our Contribution £6500 from Reserves

Explanation of variances.

When the running cost forecast for the operational cost of the Council were drawn up in Jan 23 estimated at total spend of £42765. This excluded any capital spend.

Our revised forecast for total spends for the Financial Year ending March 2024 is now projecting a spend of £81193 including VAT, as taken from our ledger balance as at 31 Dec 2023 and an estimate for spend during Q4.

We have undertaken many projects during the last 12 months, some of which have been completed such as the new electricity connection and supply, the resurface of the kiddies play area, repair works, park maintenance have all been instructed, and hopefully will be completed this quarter. If not they will be carried forward to the new financial year. All expenditure has been approved by the Council, and has been funded in

the main from grants, 106 monies, and from reserves where necessary.

Projects/capital purchases during 2023/2024.

Electricity connection costs C Sams	£3410
Covered from 106	
CCTV Installation and fees	£7065
Covered from 106 & Grant	
Re surface kiddies play area	£13000
Grant & 6.5k from Reserves	
Purchase of new Laptop for Clerk Dynevor Trees Work at entrances.	£664
And bottom of park to scrub area	£680
Further works to trees and landscaping	£2200.
Memorial Stone	£2500
Repairs to main gate	£335
Flowers and tubs	£944
Omitted from budget.	
Election costs	£323
Tea Urns	£249
IT sundries to operate from Babell	£78
Christmas party costs	£200
Clerks back pay following NALC Agreements- last fin yr and Fin year	£600
Repairs/maintenance to park equipment	£2720
Total Variance	£34968
Add Est Running Costs	£42745
Total	£77713
Predicted Spend	£81193
Less Est running costs.	
Plus additional cap spend	£77713
Difference	£3480

Please remember that the estimated running costs and final spend for Q4 exclude VAT where the ledger includes VAT on spend which is recoverable.

There is also an allowance for undrawn amounts on:

**Chairs Fund £1650
S137 £100.**

Llangunnor Community Council
Estimated Operational Costs
For 1.4.24-31.3.25
APPENDIX 2

Clerk	£
Costs	
Salary Allowing for 3% Inflation increase to nalc rates	£12,300
Employers NI	£300
Allowances currently £140pm	£1,680
Travelling	£1,000
Extra Meetings say 10 @ £50pm	£500
Pension	£100
Total Clerk Costs	£15,880
Handy man	
Agreed basic pesently £97 pm inc to £110	£1,320

Budget for additional work as directed	£1,000
Total Handyman Costs	£2,320

Grass Cutting Park -CCC Currently £2560 as per tender	£3,000
Toilet Servicing at £30 per service Contract & Toilet Cover/Cleaning	£750
Monthly Park Inspection and repairs	£1,000
Purchase of Dog Gloves	£300
Repairs Park Equipment as per accepted Quote	£2,720
Repairs Park Gate as per accepted quote	£335
New Park Bench in upper kiddies area	£500
Budget for ongoing service of equipment/repairs/groundworks	£1,000
Flowers for hanging baskets/troughs/tubs	£1,000
New Park Electricity supply costs	£850
Tree works to reduce Oak Trees/Landscape ground as Acc Quote	£2,080
Total Park/Environment costs	£13,535

Public Lighting+M119A93:N118AA93:L159	
Public Lighting £3330.72 pd in 4/23	£4,500
Fxd repayment of £1425 to Light conversion loan to finish in 2029	£1,425.00
Loan finish 2029	
TOTAL	£5,925.00

Insurance	
£1120 pd in 7/23	£1,150.00

Christmas Lights	
Purchase 3 Trees inc 1 for park @£300 each.£250 pd 23	£900
Erection ,Labour, Electrician	£720
Total	£1,620

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

Admin	
Zoom Currently £15.59pm	£200
Hire of Facilities for meetings	£500
Postage	£100
Stationery & Ink	£500
Training	£500
Cllr Travelling	£100
I T Licenses	£400
Total	£2,300

Subs

1VW £485 PD 4/23	£525
Total	£525

Payroll

For Clerk & Councillors £350PD 5/23 To Allow for expected Incr	£500
Total	£500

Audit Cost Est £390pd TO Internal Examiner and this will incr	£500
21/22/3 Inv not rec.18/19 not billed-chased for expl	£1,500
TOTAL	£2,000

Budget for Community Activities-Summer & Xmas Party	£1,000
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Cllrs Allowances Estimate	
New working from Home Allow @£156 est 11 Cllrs wef 2/25	£1,716
Total	£1,716

Total Estimated Expenditure for 2024/25	£51,471
Less Non Recurring Exp	£5,635
SHORTFALL	£45,836
Existing Precept	£38,000
SHORTFALL	£7,836
VAT REFUND DUE EST	£5,000
REMAINING SHORTFALL	£2,836

NOTES/ASSUMPTIONS

Non recurring expenditure	
Park Equipment Repairs	£2,720
Tree/Landscape works	£2,080
Gate Repairs	£335
New seating - kiddies area if agreed	£500
TOTAL	£5,635

LEVEL OF PROJECTED RESERVES AS AT 1.4.24 IF ALL CAP EXPENDITURE	£38,519
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**WAS COMPLETED DURING LAST FINANCIAL YEAR.
CAPITAL PROJECTS TO BE CONSIDERED FOR THIS FINANCIAL YEAR TO BE DISCUSSED.**

Flood light at park entrance	£500
More efficient printer for Clerk	£400
Park Lighting	TBA

Bank Balances as at 31.12.23

Business Account	£19674
Premium Account	£28488

Premium Account £20990
Total £69152

1.General Fund

Balance 1/04/23		£54745
Est Income 2023/24		£42250
Est Expenditure 2023/24		£42765
Less funded from reserves		£0.00
Diff between income / expenditure		£515
Est Balance at 31/03/24		£38519

1. 2024/25 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 2024/25 is **£1,171.95**.

Precept Levied (in 23/24)	Annual	Weekly
£38,000	£32.66	63p
Precept For 2024/25		
£38,000	£32.42	62p
£40,000	£34.13	66p
£41000	£34.98	67p
£43,000	£36.69	71p

2. Precept Requirement 2024/25- Annual Household Rate Implication.

Precept remains at £38,000 - Annual decrease of 24p – Decrease by 1.0%
Precept increases to £40000 - Annual increase £1.47- increase 5%
Precept increase to £41000- Annual increase £2.32 – increase 7%
Precept increases to £43000 - Annual increase £4,03 –Increase 12%

Recommendation 0124 – F5 – That the precept request be £41000

To work out annual rise take amount of precept.

Divide by quoted figure given annually by Council for Band D Property

38000

1171.95 = £32.42

To calculate weekly cost Increase £32.42 divided by 52 = 62p.

To work out percentage decrease Amount - 38k £32.66-£32.42 = 24p

£0.24

£32.66 = 1.0% Decrease

£41000

£1171.95 = £34.98 – 67p per week

To increase to 41k Cost £34.98 being an increase of £2.32 over last years cost of £32.66 expressed as a % increase.

Increase £2.32

Last Yrs Cost - £32.66 x 100 = 7%

£43000

£1171.95 = £36.69 – 71p per week.

To increase to 43k Cost £36.69 being an increase of £4.03 over last years cost of £32.66 expressed as a % Increase:

Increase £4.03

Last Yrs Cost - £32.66 x 100 = £12%.

DRAFT