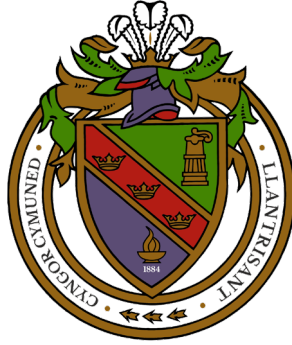


CYNGOR CYMUNED LLANTRISANT LLANTRISANT COMMUNITY COUNCIL

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Clerk: Mr G E Hopkins JP BA(Hons)



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Clerc: Mr G E Hopkins JP BA(Hons)

6th December 2023

COMMITTEE SUMMONS

TO: MEMBERS OF THE FINANCE AND GENERAL PURPOSES COMMITTEE

YOU ARE SUMMONED to a **VIRTUAL MEETING** of the **FINANCE AND GENERAL PURPOSES COMMITTEE** of Llantrisant Community Council to be held on **MONDAY 11TH DECEMBER 2023** at 6.30pm.

The Agenda for the meeting is attached.

The meeting will be held online pursuant to the Local Government and Elections (Wales) Act 2021. Please join the meeting using the following link or Meeting ID:

<https://us06web.zoom.us/j/84867353834>

Meeting ID: 848 6735 3834

I should be grateful if you would confirm your attendance.

Yours faithfully,

A handwritten signature in black ink that reads 'Geraint Hopkins'.

MR. G. E. HOPKINS J.P.

CLERK

LLANTRISANT COMMUNITY COUNCIL

A VIRTUAL MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE TO BE HELD ON MONDAY 11TH DECEMBER 2023 AT 6.30PM.

AGENDA

Item	Page
1. Apologies for absence To receive any apologies of absence from Members.	
2. Declarations of Interest To receive disclosures of personal interest from Members in accordance with the Code of Conduct.	
3. Beddau and Tynant Community Library Annual Report To receive the Report of Beddau and Tynant Community Library in support of their request for a renewal of their Service Level Agreement with the Council.	3 - 9
4. Beddau, Llantrisant and Talbot Green Food Hub Report To receive a Report from Beddau, Llantrisant and Talbot Green Food Hub in accordance with the conditions set out by Council on 9 th May 2023 in Minute FC/23-24/16.	10 - 12
5. Section 137 Letter (Expenditure Limit) To note the letter from Welsh Government regarding the Section 137 expenditure limit for 2024-25	12 - 13
6. Year to Date Accounts To review the accounts for the year to date (end of Quarter 2) and consider recommending any virements as advised in the Report of the Clerk.	15 – 21
7. Draft Budget and Precept 2024/2025	
(i) To consider the Report of the Clerk, and make recommendations to Council for fees and charges for 2024/25.	22 – 26
(ii) To consider the Report of the Clerk and make recommendations to Council for a Budget for the Council for 2024/25; and	27 – 40
(iii) To consider making recommendations to Full Council for the precept for the financial year 2024/25.	41 - 43

6. **Audit**
 - (i) To note that the Interim Report of the internal auditor was presented to Council on Tuesday 14th November 2023, and contained no recommendations (Minute FC/23-24/65 (i)).
 - (ii) To note that the triennial audit conducted by Audit Wales was presented to Council on Tuesday 14th November 2023, and contained no recommendations (Minute FC/23-24/65 (ii)).
7. **Financial Regulations (Amendment)** 43

To consider amending the Financial Regulations of the Council to accommodate the introduction of a card reader for receiving payments to the Council.
- 8, **Independent Remuneration Panel for Wales** 44 - 45

To note the Report of the Clerk containing a precis of the IRP Panel for Wales Report 2023/2024 and consider its recommendations in respect of this Council.
9. **Responsible Financial Officer**

To note that the Deputy Clerk has returned to work following a period of absence, and in accordance with Minute FC/23-24/45 (ii) has resumed her position as Responsible Financial Officer to the Council.
10. **Urgent Items**

To consider any matters which the Chair has determined reasonably to be urgent.

MR. G. E. HOPKINS J.P.
CLERK

Beddau & Tynant Community Library (BATCL)

Background

After the announcement that RCTCBC (Rhondda Cynon Taff County Borough Council) intended to close Beddau Library a group of community members came forward to take over the running of the library on a volunteer basis. With guidance and support from Interlink RCT and Coalfields Regeneration Trust, Beddau & Tynant Community Library (BATCL) was registered as a Charitable Incorporated Organisation (CIO) on 8th July 2014.

Llantrisant Community Council generously agreed to provide financial backing to help with the running costs of the library and on 8th December 2014 a 21 year lease was signed allowing BATCL to sustain the library and operate other community based services. BATCL is responsible for the maintenance of the library building and premises.

The library is managed by a group of Trustees, Julie Barton, Carol Bowen, Catherine Preston, Olwen Chislett and Helen Boldero who are passionate about the library and the services it provides to the community. Within the committee are volunteers and Community Council representatives as well as the Trustees who meet on a regular basis. Everyone freely gives their time, there are no paid individuals.

Library Services

- Free book lending service
- Five free public access computers
- Printing and copying facilities
- Free access to Ancestry & Find my Past

Library Figures

There are currently 1580 library members. Our Facebook page has 1.1k followers.

Below is a table showing the number of books borrowed each month per year:

	2015	2016	2017	2018	2019	2020	2021	2022	2023
January		236	257	194	191	248	118	186	186
February	109	247	196	205	171	255	104	174	179
March	352	191	145	172	232	353	120	174	92
April	245	292	182	201	243	0	131	268	219
May	297	261	97	156	247	36	148	175	149
June	337	307	185	168	248	15	181	227	179
July	253	255	294	213	328	28	159	196	291
August	328	396	313	364	325	100	148	240	309
September	312	279	303	291	335	133	202	183	240
October	333	271	232	253	243	157	172	190	
November	322	246	224	221	234	131	156	154	
December	193	189	128	118	121	160	161	134	
Total Loans	3081	3170	2556	2556	2918	1616	1800	2301	1844

On average 160 books a month are loaned, including the Covid years. The number of book loans however does not represent the footfall for the library as customers use the free computers and attend the activities without borrowing a book. The Monday Club provides talks, craft sessions, film afternoons, etc. to tackle isolation and loneliness for those aged 50+.

Year	No. of borrowers added	
2017	972	Set up
2018	205	
2019	179	
2020	50	
2021	19	
2022	93	
2023	63	to end of September

Library Years 2019 to 2023

2019 - A summary of our activities:

- March 2019 Best Devolution of Service or Asset Transfer 2019 for Llantrisant Community Council
- The Beddau Belles WI is formed and holds monthly meetings in the library
- Afon dance baby and toddler sessions
- Inter-generational project with Llwynocrwn Primary School
- VE day anniversary celebrations with Gwaunmeisgyn, Castellau and Llwynocrwn Primary Schools
- PACT Meetings
- Polling Station
- Litter free - Beddau & Tynant is formed and holds meetings in the library
- World Book Day celebrations with Castellau pupils passing on their knowledge of the Welsh Language
- Llwynocrwn's Gardening Club plant herbs in the planters for community use
- Assisting residents with their bus pass applications
- Launch of the Summer Reading Challenge with a visit from Techniquet
- New Age Kurling and Carpet Bowls sessions
- Hosting Llantrisant Community Council's "Carols around the Christmas Tree"

2020 - Covid Lockdown restrictions

Our regular book lending, Monday Club, Tai Chi, Armchair exercise sessions took place until lockdown. The Trustees and committee members continued to meet online regularly using Zoom. Risk assessments and guidance from RCT Libraries enabled us to offer a book borrowing service whereby our loyal volunteers selected books which were then picked up

from the foyer at a designated time. Returned books were quarantined for 72 hours. We continued to purchase books so that our stock was kept up to date. We delivered books to some of our older borrowers and have kept these services post Covid.

New computers were purchased and Microsoft Office installed ready for our customers to use once lockdown restrictions were lifted.

We successfully applied for a £10,000 Coronavirus Business Assistance grant ensuring that we were not financially impacted by the pandemic. The Trustees and committee members agreed that we would use this to replace the cladding and for the flat roof repair/replacement when it is necessary.

Within guidelines we helped members of the community who didn't have access to the internet to use the computers and the printer. Below is a quote from one of them:
"The library, for me, has meant the difference between receiving a Conditional Offer on an NHS job - and a Firm Offer on the same job; during a global pandemic. That, alone, is priceless'."

2021

With lockdown restrictions still in place we continued to meet online. Protective screens were installed to keep our volunteers and borrowers safe. The library re-opened in September with limited opening hours. We had some limited room hire from the WI, the reading group, the Monday Club and the PACT meetings returned.

The Library was used twice as a polling station during the year; on May 6th for the Senedd Elections and on July 22nd for the Tynant by-election for RCTCBC.

The Tai Chi and Armchair exercise classes moved to the Welfare Hall because of the covid space restrictions. The classes have now grown so large that they have remained in the Welfare Hall.

We worked in partnership with Llantrisant Community Council and Litter-Free Beddau & Tynant, to host the Carols around the Christmas tree and lights switch on. There were craft stalls, donkeys, children's rides, activities, and a Santa's Grotto.

2022

We extended our opening hours to include Friday evening and we welcomed back the PACT meetings.

The Beddau Belles WI group grew too large for the library and now meets in the Welfare Hall.

The Monday club continues to go from strength to strength with a full programme of activities and events. The creative writing class and evening reading group meet on a monthly basis. We value our links with the local schools and were delighted to host all Gwaunmeisgyn pupils for story-telling sessions and to browse our children's books.

We worked in partnership with the Community Council to open a book of condolence in the library following the death of the Queen.

We successfully obtained a grant from Newydd Housing Association and Encon Construction Ltd and were able to purchase a new projector for talks and showing films.

We worked in partnership with Llantrisant Community Council and Litter-Free Beddau & Tynant, to host the Carols around the Christmas tree and lights switch on.

2023 - A summary of our activities

Our activities return to normal following the Covid years. Below is a summary:

- Film afternoons
- Evening reading group
- Creative writing group
- Baby weaning and massage sessions
- Monthly drop-in autism advice sessions working with Autistic Minds Charity
- PACT sessions
- Litter Free - Beddau & Tynant meetings & fundraising events
- Monday Club
- History Group
- Gwaunmeisgyn pupils story-telling and additionally, they are doing a project to compare Beddau & Pontypridd libraries by visiting both libraries
- Summer Reading Challenge launched with bowls, curling and other indoor games. Forty-one children participated in the challenge.
- Babis Babies Bach hosted a Gruffalo event
- Armchair Pilates
- The library was presented with a High Sheriff Award
- We are running free monthly craft sessions which started in October using Co-op funding.

Challenges facing the Library

- Rent Concession ends on 30th September 2026
- We were unsuccessful with the Co-op grant application for next year
- Donations are not what they used to be
- Increased utility bills & running costs
- Groups unable to pay for hire of the library
- Windows 11 upgrade when Windows 10 goes out of support. We will also need to upgrade our Library Management System to run on Windows 11.

Conclusion

In summary, the library is committed to promoting organisations and activities which enhance the social, educational, physical and mental wellbeing of the local community. We seek to improve the quality of life for people of all ages, economic status and educational

attainment, through the provision of a welcoming and inclusive environment and free access to a wide range of resources.

The Well-being of Future Generations Act requires public bodies in Wales to think about the long-term impact of their decisions, to work better with people, communities and each other, and to prevent persistent problems such as poverty, health inequalities and climate change. The library works with the Community Council to provide:

- A prosperous Wales by providing free books, internet access and courses
- A healthier Wales, better health for longer, physical and mental health by hosting sessions such as Armchair Pilates and activities aimed at preventing isolation and loneliness
- A more equal Wales by removing financial barriers that might prevent people joining the library and participating in the activities.
- Cohesive Communities with people living happily together and having a stake in their community.

To ensure that the funding provided by the Community Council is used effectively and suitable activities are provided, three members from the Council are on the library steering committee.

Even with the Community Council's support we have to fundraise, rely on donations and apply for other grants to cover our basic running costs, as shown in the table below. Please note that our financial year ends on 31st August.

	2018	2019	2020	2021	2022	2023
Gas & Electric	1,109	865	939	777	756	1,140
Water	177	203	178	105	136	165
Telephone	1,155	1,378	899	829	760	1022
Insurance	946	836	851	3	884	989
Building repairs / Maintenance	1,633	1,360	1,841	664	998	4,276
IT Expenditure	810	179	2,134	742	0	1,374
Dues & Subscriptions	118	38	0	65	139	681
Sub Total	7,966	6,878	8,862	5,206	5,695	11,670
Book purchase	1,481	1,716	1,117	2,188	1,433	1,169
Total	9,447	8,594	9,979	7,394	7,128	12,839

As you can see our utility costs have risen dramatically in one year and are likely to rise significantly in the next 5 years. Book prices have also seen a significant increase and as

being a library is at the heart of all that we do, our ability to purchase new stock is vital to that.

We are the only facility in the community offering a copying service and providing free access to personal computers and providing free Wi-Fi to the village as we are a BT hotspot.

At the same time we have offered more free activities in light of the financial struggle for members of our community. Our ability to hire out the library means that new groups can start and be nurtured at a very reasonable cost in a smaller welcoming venue. Beddau & Tynant Community Library aims to be the at the heart of our village and we thank Llantrisant Community Council for its past support and hope that Councillors will agree to support us as generously in the future as it is our largest single source of funding. If we were to lose this funding we don't as Trustees have the capacity to raise such a large sum from alternative grants and fundraising as most grants will only support projects and not running costs.

Beddau & Tynant Community Library

Accounts 2022-2023

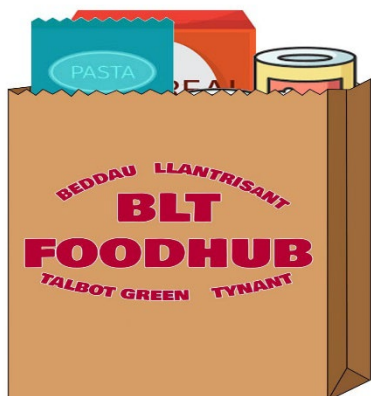
EXPENDITURE	2022-23	2021-22
Gas	£403.24	£300.37
Electricity	£736.05	£454.76
Water/sewerage rates	£164.46	£135.31
Telephone / wifi	£1,021.45	£759.63
Book purchases	£1,168.52	£1,432.12
Insurance	£988.11	£883.42
Licences (PRS etc.) & Auditing	£680.56	£138.04
IT equipment / software renewals	£1,374.00	£0.00
Consumables, cleaning materials etc	£112.40	£88.48
Stationery, printing, book repair etc.	£192.12	£297.96
Building maintenance (internal & external)	£3,750.00	£848.39
Fire risk assessment	£462.51	£2,350.99
Boiler maintenance	£63.00	£60.00
Events	£490.84	£130.04
Expenditure Total	£11,607.26	£7,879.51

INCOME		
Opening Balance	£12,209.44	£8,747.87
Donations (tubs, sales, teas, etc)	£438.07	£1,656.31
Fundraising (book sales, events, etc)	£594.08	£793.67
Room hire	£513.00	£727.00
Dedicated Grants	£1,662.76	£2,664.10
Matched Funding /Gift Aid	£426.00	£0.00
Llantrisant CC Grant	£5,500.00	£5,500.00
Income Total	£21,343.35	£20,088.95

Balance:	£9,736.09	£12,209.44
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RESERVED FUNDS*	£30,000.00	£30,000.00
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*Roof (due for repair/replacement), building maintenance, IT hardware, etc.



BLT Foodhub
Community Centre
Beddau

Report to Llantrisant Community Council

Attached is a balance sheet for the accounts to 18.10.2023 for the BLT Foodhub.

Grants were received from

Llantrisant Community Council	£5000 pa
Trivallis	£1000
	£5000
Interlink	£1000
	£2000

The grants from sources other than the Council were for allocated events such as the one for supplying free school uniform to those in need of support. Over 2 cubic tonnes were redistributed and saved from landfill and free food and entertainment was provided on the day. Feedback from all who attended was positive and one lady came from Porth as there was no similar event in her area.

We provided some of the food for the summer fetes in both Beddau and Talbot Green allowing the food to be a reasonable price for those who attended.

Another school uniform event is due to be run on 6th January before the children go back to school after Christmas.

We currently provide around 27 family parcels and 8 single parcels throughout the four wards on a weekly basis. They provide food for around 3 days and the nutritional content is carefully looked at and varies week by week to support a good diet. We do, however, provide treats (as Greggs are one of our weekly donors).

These bags are the main focus of the money we receive from the Council.

With our fundraising through grants, donations from the public and a substantial amount from Litter Free Beddau we will be able to again this year, provide a Christmas dinner to all our families. In addition, and for the first time, we will be having a shoebox appeal in order to provide a Christmas present to all our family children.

The money in the Bank has, since this balance sheet, been used to fit out our new premises in the Community Centre and now we provide a clean, warm and welcoming space for the people who pick up directly from the Hub. It is also a much pleasanter environment to work in. (although we must point out that without the welcoming support from the Welfare the Foodhub would not still be in existence) The money spent on this is as follows :-

Steps	51.30
Cabinet legs	10.00
Freezers	869.00
Racking	859.53
Freezer stickers	6.69

Total	1,796.52	Labour provided FOC by ISG Ltd.
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There is still much to do in terms of reaching out to those in need. We have establishes good long-term links with our schools but in the new year we would wish to investigate the best way to support the older members of our community and now that we are firmly established in our new premises this will be our focus going forward.

We hope you feel able to support us with this objective and would be delighted to receive a grant in order to make this a possibility.

BLT Food Hub Finance Report 06/01/23 -18/10/23
Balance of Funds

Dragon Savers Account	£ 11,047.33
Engage Account (Debit Card credit)	£ 489.71
Petty Cash	£ 153.15
Total	£ 11,690.19

Income
Grants

Llantrisant Community Council	£ 8,179.75
Trivallis	£ 6,000.00
Interlink / Rhondda Cynon Taf Council	£ 3,000.00
Donations	£ 1,581.18
Fete Profits	£ 258.36
Total Income	£ 19,019.29

Outgoings

Purchase of Food and Sundries (Aldi, Makro etc)	£ 2,936.30
Purchase of Vegetables & Eggs (WR Bishop)	£ 3,271.30
Volunteer Expenses	£ 481.50
Contribution to Cwm Welfare Hall	£ 740.00
Total Expenditure	£ 7,429.10

Jane Ellis, Treasurer, BLT Food Hub 18/10/23



Llywodraeth Cymru
Welsh Government

Clerks of Community and Town Councils,

Directors of Finance,

County and County Borough Councils

14 November 2023

Dear Clerk,

**Appropriate Sum under Section 137(4)(a) of the Local Government Act 1972 -
Section 137 Expenditure Limit for 2024-25**

This is to notify you that the appropriate sum for the purposes of section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for Community and Town Councils in Wales for the financial year 2024-25 is £10.81.

Section 137(1) of the 1972 Act permits each Community or Town Council to incur expenditure for purposes for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure incurred. Community and Town Councils are also permitted under section 137(3) to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2024-25 will be £10.81 per elector.

For the financial year 2024-25, the appropriate sum for the purposes of section 137(4)(a) is calculated by applying the formula set out in Schedule 12B to the 1972 Act. The Retail Prices Index increased by 8.86% between September 2022 and September 2023. This means that, by application of the formula, the appropriate sum for the financial year 2024-25 increases from £9.93 to £10.81 per elector.

For clarity, the Local Government and Elections (Wales) Act 2021 includes provision which enables 'eligible community councils' to exercise the General Power of Competence. The power for Community and Town Councils to exercise the General Power of Competence came into force on 5 May 2022.



Llywodraeth Cymru
Welsh Government

The relevant **statutory guidance for community and town councils** explains the interaction between the two powers (i.e. the general power of competence and the power under s.137 of the 1972 Act). Community and town councils exercising the General Power of Competence are not subject to an expenditure limit, but other conditions apply. For all other community and town councils, the limit set out in this letter will apply.

Yours sincerely

Martin Bull
Local Government Finance Policy & Sustainability Division

LLANTRISANT COMMUNITY COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE, 11TH DECEMBER 2023

REPORT OF THE CLERK

REVIEW OF THE COUNCIL'S ACCOUNTS FOR THE YEAR TO DATE 2023/24

Purposes of the Report

1. The purposes of this report are to assist the Finance and General Purposes Committee to:
 - i) review the income and expenditure of the Council against its agreed budget for the year to date, being the end of Quarter 2 (30th September 2023); and
 - ii) recommend that the Council make any necessary virements between budget headings.

Context

2. It is the responsibility of the Finance and General Purposes Committee to examine the accounts of the Council, particularly the interim situation at the end of Quarter 2, and make any necessary recommendations to the Council relating to the financial position.
3. The Draft Budget of Llantrisant Community Council for the financial year 2023/24 was considered by the Committee in December 2022.
4. The Committee made Recommendations to the Full Council, which on 13th December 2022 agreed the Budget for the financial year 2023/24. These contained the detailed budget headings and estimates for income and expenditure by which the Council has been operating this year.
5. It is the duty of the Council to set a Budget for the next Financial Year, and this Council typically does this by Christmas of the previous financial year.

General Synopsis

6. The Responsible Financial Officer and I are content to advise the Committee that the financial position of the Council remains healthy. There are no areas of concern in terms of either income or expenditure, which can be noted from accounts as being on-track with the Budget the Council agreed for the year.

Detailed Accounts

7. The management accounts of the Council, detailing areas of expenditure under the budget headings agreed last year are contained in Appendix I of this Report, and the Committee is asked to consider them before making specific recommendations to the Council.

ADMINISTRATION

8. The administration budget shows no major areas of concern.
9. Plusnet who Council contracted with for broadband have stopped providing business broadband. They facilitated a reasonable rate with BT for transferring. By the end of the year the phone budget may need reviewing – a bit of tidying up behind the scenes needs to be done re-splitting the bill between the various buildings.

10. Interest rates are finally beginning to rise back to pre-covid levels. The CCLA account is currently returning the same amount in one month that was achieved in 6 months for the last couple of years.
11. £55 is needed to cover the annual insurance. It is recommended to vire £55 from Audit Fees and Bank Charges.

STAFFING

12. The only heading looking to be overspent is Work Wear. With the change in Outside staff this is not unexpected.
13. It is proposed to vire £150 from Staff Expenses and £250 from Recruitment costs/ occupational health to cover the additional cost.
14. The rates bill for Llys y Cwm increased at a higher rate than budgeted for. The bill for the year will be £2,033 but the budget is only £1,850. Fortunately, Caerlan rates bill for the year is £4,655 and the budget is £5,000 so the £183 required can be vired from Caerlan Rates to Llys y Cwm Rates.
15. Work is still required to promote both halls to new hirers.

WORKSHOP

16. This is the second full year that Council has had the unit at Coedcae Lane. Each year will improve the budget process. The majority of repairs and maintenance are covered by the landlord. However earlier this year a van reversed into the shutter mechanism and a call out was required to enable the shutter to be closed. This cost thus shows as repairs and maintenance for the work shop, for which no budget had been set. In addition a rates bill was received this year, where previously no rates had been paid.
17. It is proposed to vire £280 from £160 from Caerlan Rates and take the remaining £120 from the contingency fund.
18. The electricity bill for the unit will also exceed the budgeted £400. Last years total spend was £888 and so far at the end of Quarter 2 £358 has been spent. It is proposed to vire an additional £600. £300 from electric Caerlan and £300 from electric Llys y Cwm.

BEDDAU COMMUNITY CENTRE

19. There is no budget provision for Beddau Community Centre for this financial year. The community Council is taking over the centre from the 1st December 2023. This means 4 months running costs are required. Some indication for costs can be gained from Caerlan/Llys y cwm. However, it will take a couple of years running to establish a true picture.
20. RCT will cover the rates, water and fire extinguishers, PAT testing bills.
21. It has previously been agreed (Minute FC/23-24/56) to increase the Council caretaker's hours by 10 hours per week to maintain the hall. This will cost for the remainder of this year £2,000 there should be sufficient funds in the existing staffing budget to cover this.
22. Broadband: It was previously agreed to fund this from Beddau and Tynant project money. Total cost for 12 months: £360

23. Additional costs:-

- Electricity: £800
- Gas: £1000
- Cleaning Materials: £200 this includes provision of new brushes/mops etc.
- Maintenance Contracts: Hall hirers currently remove their own waste – there is no waste carrier contract.
- The hall will need Mats, Nappy Bin, Sanitary Bins, boiler service. PPL/PRS Licence (awaiting confirmation if this is already in place): £800
- Repairs & maintenance: Although it is hoped to achieve grant funding to cover any major refurbishments there are basic repairs that will improve the hall for hirers: £1000.

TOTAL additional costs required: £3,600

24. It is proposed to take these funds from Floral Displays £3000 and Community Assistance £600.

Summary of Recommendations

25. When the Committee has considered the Report, the Committee is asked to make the following Recommendations to the Council:

	FROM	TO	AMOUNT
(i)	Audit Fees 4215/101	Insurance 4220/101	£55
(ii)	Staff Expenses 4025/102	Workwear 4020/102	£150
(iii)	Recruitment /Occ Health 4010/102	Workwear 4020/102	£250
(iv)	Caerlan Rates 4050/201	Llys y Cwm Rates 4050/205	£183
(v)	Caerlan Rates 4050/201	Workshop Rates 4050/308	£280
(vi)	Contingency Fund 4250/101	Workshop Rates 4050/308	£120
(vii)	Caerlan electric 4060/201	Workshop electric 4060/308	£300
(viii)	Llys y Cwm electric 4060/205	Workshop electric 4060/308	£300
(ix)	B & T projects 4152/106	Beddau CC Broadband 4062/203	£360
(x)	Floral Displays 4158/106	Beddau CC Electricity 4060/203	£800
(xi)	Floral Displays 4158/106	Beddau CC Gas 4061/203	£1000
(xii)	Floral Displays 4158/106	Beddau CC Cleaning Materials 4063/203	£200
(xiii)	Floral Displays 4158/106	Beddau CC Maintenance Contracts 4065/203	£800
(xiv)	Floral Displays 4158/106	Beddau CC Repairs & Maintenance 4065/203	£200
(xv)	Community Assistance 4167/106	Beddau CC Repairs & Maintenance 4066/203	£600
	TOTAL VIREMENTS REQUIRED		£5,598

MR G. E. HOPKINS J.P.

CLERK AND PROPER OFFICER

MRS ALISON JENKINS CILCA

DEPUTY CLERK AND RESPONSIBLE FINANCIAL OFFICER

Administration	End of Year					End of Quarter 2						Current Annual Bud	Remaining funds for the year
	2018/19	2019/20	2020/21	2021/22	2022/23	2018/19	2019/20	2020/21	2021/22	2022/23	current		
Photocopying	£ 181	£ 237	£ 166	£ 110	£ 236	£ -	£ -	£ -	£ 11	£ 120	£ 43	£ 100	
Grants				£ 1,111		£ -	£ -	£ -	£ -	£ -			
Interest	£ 524	£ 537	£ 140	£ 82	£ 2,060	£ 233	£ 278	£ 113	£ 12	£ 505	£ 2,414	£ 500	
TOTAL INCOME	£ 705	£ 774	£ 306	£ 1,303	£ 2,296	£ 233	£ 278	£ 113	£ 1	£ 625	£ 2,457	£ 600	£ -
Photocopying	£ 1,772	£ 1,610	£ 1,879	£ 1,129	£ 1,469	£ 470	£ 384	£ 422	£ 620	£ 696	£ 665	£ 1,700	£ 1,035
Computer Costs	£ 1,882	£ 2,762	£ 2,222	£ 4,361	£ 3,069	£ 773	£ 1,149	£ 909	£ 1,410	£ 790	£ 1,344	£ 2,500	£ 1,156
Postage	£ 109	£ 150	£ 137	£ 96	£ 116	£ 2	£ 67	£ 67	£ 3	£ 5	£ 6	£ 120	£ 114
Telephones	£ 869	£ 840	£ 698	£ 860	£ 687	£ 357	£ 517	£ 329	£ 238	£ 353	£ 650	£ 750	£ 100
Stationery	£ 301	£ 295	£ 223	£ 233	£ 337	£ 122	£ 153	£ 34	£ 114	£ 160	£ 176	£ 300	£ 124
Sundries	£ 162	£ 66	£ 17	£ 59	£ 50	£ 25	£ 48	£ -	£ 14	£ 32	£ 15	£ 100	£ 85
Audit Fees & Bank charges	£ 1,171	£ 1,123	£ 1,038	£ 1,091	£ 1,207	£ 406	£ 417	£ 402	£ 417	£ 399	£ 359	£ 1,500	£ 1,141
General Insurance	£ 3,600	£ 3,680	£ 3,468	£ 3,593	£ 4,040	£ 3,600	£ 3,680	£ 3,468	£ 3,593	£ 4,040	£ 4,305	£ 4,250	-£ 55
Elections	£ 8,643	£ -	£ -	£ -	£ 760	£ 4,995	£ -	£ -	£ -	£ -	£ -	£ 8,240	£ 8,240
Contingency Fund	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 6,000	£ 6,000
Office Equipment		£ 1,871	£ 62	£ 1,190	£ 609		£ 643	£ -	£ 754	£ 609	£ 125	£ 1,990	£ 1,865
Grant Money Spent				£ 1,011	£ 99					£ 99			£ -
TOTAL EXPENDITURE	£ 18,509	£ 12,397	£ 9,744	£ 13,623	£ 12,443	£ 10,750	£ 7,058	£ 5,631	£ 7,163	£ 7,183	£ 7,645	£ 27,450	£ 19,805

Councillors	End of Year					End of Quarter 2						Current Annual Bud	Remaining funds for the year
	2018/19	2019/20	2020/21	2021/22	2022/23	2018/19	2019/20	2020/21	2021/22	2022/23	current		
Chairman's Allowance	£ 1,449	£ 1,637	£ 976	£ 3,112	£ 2,753	£ 740	£ 350	£ 771	£ 1,502	£ 1,956	£ 363	1373	£ 1,010
Councillors Allowances		£ 1,624	£ 1,460	£ 1,540	£ 2,375	£ 500	£ 1,269	£ 1,460	£ 1,270	£ 2,375	£ 3,904	5000	£ 1,096
Councillors Expenses/OVW	£ 3,421	£ 2,070	£ 2,179	£ 2,244	£ 2,335	£ 2,587	£ 2,070	£ 2,179	£ 2,244	£ 2,335	£ 2,538	2500	-£ 38
Councillor Training	£ 287	£ 675	£ -		£ 533	£ 192	£ 675	£ -	£ -	£ 358	£ 76	750	£ 674
Travel & subsistence											£ -	£ 250	£ 250
TOTAL EXPENDITURE	£ 5,157	£ 6,006	£ 4,615	£ 6,896	£ 7,996	£ 4,019	£ 4,364	£ 4,410	£ 5,016	£ 7,024	£ 6,881	£ 9,873	£ 2,992

Staffing	End of Year					End of Quarter 2						Current Annual Bud	Remaining funds for the year
	2018/19	2019/20	2020/21	2021/22	2022/23	2018/19	2019/20	2020/21	2021/22	2022/23	current		
Salaries	£ 75,642	£ 73,646	£ 66,223	£ 79,167	£ 84,509	£ 36,686	£ 40,662	£ 31,947	£ 41,288	£ 38,366	£ 42,982	£ 90,000	£ 47,018
PAYE & NI Contributions	£ 16,960	£ 17,340	£ 17,650	£ 24,050	£ 26,615	£ 6,930	£ 8,063	£ 6,776	£ 11,230	£ 10,545	£ 10,760	£ 29,000	£ 18,240
Pension contributions	£ 22,466	£ 23,284	£ 19,456	£ 22,844	£ 23,331	£ 8,830	£ 10,267	£ 7,651	£ 9,944	£ 7,210	£ 9,890	£ 25,000	£ 15,110
Recruitment Costs/occ health	£ -	£ 1,027	£ 84	£ 840	£ -	£ -	£ -	£ -	£ -	£ -	£ 47	£ 500	£ 453
Training	£ 634	£ 1,816	£ 1,139	£ 1,985	£ 1,953	£ 71	£ 503	£ 590	£ 1,127	£ 2,824	£ -	£ 3,047	£ 3,047
Work wear	£ 611	£ 522	£ 860	£ 143	£ 1,059	£ 382	£ 514	£ 466	£ 103	£ 969	£ 1,128	£ 1,000	-£ 128
Staff Expenses	£ 651	£ 602	£ 313	£ 731	£ 121	£ 274	£ 242	£ 50	£ 216	£ 90		£ 400	£ 400
TOTAL EXPENDITURE	£ 116,964	£ 118,237	£ 105,725	£ 129,760	£ 137,588	£ 53,173	£ 60,251	£ 47,480	£ 63,908	£ 60,004	£ 64,807	£ 148,947	£ 84,140

Grants	End of Year					End of Quarter 2						Current Annual Bud	Remaining funds for the year
	2018/19	2019/20	2020/21	2021/22	202/23	2018/19	2019/20	2020/21	2021/22	2022/23	current		
Beddau & Tynant Wards	£ 9,743	£ 9,100	£ 6,900	£ 9,515	£ 8,950	£ -	£ 10,270	£ -	£ -		£ -	£ 10,000	£ 10,000
General Grants	£ 2,960	£ 2,200	£ 2,000	£ 1,650	£ 1,100	£ -	£ 8,100	£ -	£ -	£ 200	£ -	£ 2,000	£ 2,000
Talbot Green & Llantrisant	£ 11,000	£ 10,270	£ 9,995	£ 9,750	£ 9,700	£ -	£ 2,200	£ -	£ -		£ -	£ 11,000	£ 11,000
TOTAL EXPENDITURE	£ 23,703	£ 21,570	£ 18,895	£ 20,915	£ 19,750	£ -	£ 20,570	£ -	£ -	£ 200	£ -	£ 23,000	£ 23,000

Projects	End of Year					End of Quarter 2						Current Annual Bud	Remaining funds for the year
	2018/19	2019/20	2020/21	2021/22	202/23	2018/19	2019/20	2020/21	2021/22	2022/23	current		
Llantrisant Ward	£ 5,866	£ 1,260	£ 600	£ 1,586	£ -	£ -	£ 510	£ -	£ 1,510	£ -	£ -	£ 6,000	£ 6,000
Talbot Green Ward	£ 4,269	£ 1,074	£ 800	£ 488	£ 456	£ -	£ -	£ -	£ -	£ 456	£ -	£ 5,544	£ 5,544
Beddau & Tynant Wards	£ 1,031	£ 7,067	£ 5,400	£ 7,494	£ 256	£ -	£ 4,400	£ -	£ 2,306	£ 239	£ 900	£ 11,744	£ 10,844
Events/Public Relations	£ 2,501	£ 2,159	£ 585	£ 2,895	£ 5,853	£ 927	£ 1,323	£ -	£ 1,302	£ 4,890	£ 5,159	£ 6,000	£ 841
Community Library	£ 5,000	£ 5,500	£ 5,500	£ 5,500	£ 5,500	£ -	£ -	£ -	£ -	£ -	£ -	£ 5,500	£ 5,500
Christmas	£ 7,392	£ 10,304	£ 5,921	£ 6,458	£ 6,268	£ -	£ 4,015	£ 21	£ 24	£ 36	£ 457	£ 13,732	£ 13,275
Summer Floral Displays	£ 11,284	£ 11,125	£ 2,112	£ 9,881	£ 10,870	£ 4,473	£ 9,505	£ 531	£ 9,242	£ 9,295	£ 2,717	£ 6,000	£ 3,283
Charter of Friendship	£ 588	£ 3,193	£ 11	£ -	£ -	£ 588	£ 3,171	£ -			£ 763	£ 5,489	£ 4,726
Grant Money Spent		£ -		£ 5,000	£ 4,886			£ -			£ -	£ 5,000	£ 5,000
Food Bank Support		£ -	£ 954		£ 5,027			£ -			£ 6,640	£ 11,687	£ 5,047
Llantrisant Guildhall											5,000	£ 5,000	£0
TOTAL EXPENDITURE	£ 37,931	£ 41,682	£ 21,883	£ 39,302	£ 39,116	£ 5,988	£ 22,924	£ 552	£ 14,384	£ 14,916	£ 21,636	£ 81,696	£ 60,060

Caerlan	End of Year					End of Quarter 2						Current Annual Bud	Remaining funds for the year
	2018/19	2019/20	2020/21	2021/22	202/23	2018/19	2019/20	2020/21	2021/22	2022/23	current		
Hall Hire	£ 7,034	£ 7,272	£ 1,004	£ 4,296	£ 6,320	£ 2,978	£ 2,100	£ -	£ 1,660	£ 3,243	£ 2,689	£ 5,000	£ 2,311
TOTAL INCOME	£ 7,034	£ 7,272	£ 1,004	£ 4,296	£ 6,320	£ 2,978	£ 2,100	£ -	£ 1,660	£ 3,243	£ 2,689	£ 5,000	£ 2,311
Rates	£ 4,626	£ 4,734	£ 4,815	£ 4,815	£ 4,815	£ 2,774	£ 2,842	£ 2,887	£ 2,887	£ 3,243	£ 2,795	£ 5,000	£ 2,205
Water Charges	£ 495	£ 379	£ 333	£ 305	£ 518	£ 264	£ 159	£ 197	£ 116	£ 2,887	£ 129	£ 550	£ 421
Electricity	£ 928	£ 659	£ 557	£ 494	£ 571	£ 406	£ 248	£ 203	£ 241	£ 485	£ 133	£ 1,000	£ 867
Broadband											£ 847	£ -	£ 847
Gas	£ 842	£ 693	£ 498	£ 2,713	£ 1,132	£ 238	£ 262	£ 249	£ 1,902	£ 249	£ 24	£ 2,000	£ 1,976
Cleaning Materials	£ 350	£ 247	£ 323	£ 392	£ 293	£ 265	£ 125	£ 155	£ 218	£ 282	£ 117	£ 300	£ 183
Maintenance Contracts	£ 1,244	£ 2,651	£ 2,084	£ 1,867	£ 1,972	£ 1,097	£ 2,127	£ 1,280	£ 1,619	£ 97	£ 1,869	£ 2,200	£ 331
Repairs & maintenance	£ 3,393	£ 2,848	£ 12,997	£ 3,587	£ 5,947	£ 812	£ 3,893	£ 5,417	£ 2,729	£ 1,704	£ 2,058	£ 4,171	£ 2,113
TOTAL EXPENDITURE	£ 11,878	£ 12,211	£ 21,607	£ 14,173	£ 15,248	£ 5,856	£ 9,656	£ 10,388	£ 9,712	£ 8,947	£ 7,972	£ 15,221	£ 7,249

Llys y Cwm	End of Year					End of Quarter 2						Current	Remaining
	2018/19	2019/20	2020/21	2021/22	202/23	2018/19	2019/20	2020/21	2021/22	2022/23	current	Annual Bud	funds for the year
Hall Hire	£ 6,670	£ 8,522	£ 2,439	£ 6,063	£ 5,397	£ 1,410	£ 2,863	£ -	£ 2,737	£ 2,079	£ 2,032	£ 4,000	£ 1,968
TOTAL INCOME	£ 6,670	£ 8,522	£ 2,439	£ 6,063	£ 5,397	£ 1,410	£ 2,863	£ -	£ 2,737	£ 2,079	£ 2,032	£ 4,000	£ 1,968
Rates	£ 1,696	£ 1,736	£ 1,766	£ 1,766	£ 1,766	£ 1,016	£ 1,040	£ 1,058	£ 1,058	£ 1,058	£ 1,221	£ 1,850	£ 629
Water Charges	£ 333	£ 378	£ 336	£ 406	£ 523	£ 186	£ 176	£ 194	£ 188	£ 233	£ 337	£ 575	£ 238
Electricity	£ 256	£ 728	-£ 173	£ 464	£ 1,120	£ 176	£ 176	£ 223	£ 37	£ 447	-£ 433	£ 1,000	£ 1,433
Gas	£ 1,390	£ 1,013	£ 1,052	£ 1,159	£ 1,099	£ 345	£ 192	£ 190	£ 327	£ 343	£ 211	£ 1,500	£ 1,289
Broadband	£ 234	£ 128	£ 163	£ 251	£ 261	£ 129	(59)	£ 48	£ 123	£ 110	£ 122	£ 250	£ 128
Cleaning Materials	£ 263	£ 208	£ 208	£ 387	£ 252	£ 140	£ 87	£ 150	£ 216	£ 66	£ 129	£ 300	£ 171
Maintenance Contracts	£ 1,311	£ 2,021	£ 1,420	£ 1,118	£ 1,534	£ 1,034	£ 1,717	£ 797	£ 1,051	£ 1,448	£ 1,693	£ 1,800	£ 107
Repairs & maintenance	£ 20,097	£ 1,230	£ 2,555	£ 1,544	£ 396	£ 1,928	£ 936	£ 2,036	£ 335	£ 130	£ 3,584	£ 5,721	£ 2,137
TOTAL EXPENDITURE	£ 25,580	£ 7,442	£ 7,327	£ 7,095	£ 6,951	£ 4,954	£ 4,324	£ 4,696	£ 3,335	£ 3,835	£ 6,864	£ 12,996	£ 6,132

Transport	End of Year					End of Quarter 2						Current	Remaining
	2018/19	2019/20	2020/21	2021/22	202/23	2018/19	2019/20	2020/21	2021/22	2022/23	current	Annual Bud	funds for the year
Fuel	£ 1,306	£ 1,147	£ 795	£ 1,134	£ 1,255	£ 588	£ 471	£ 262	£ 498	£ 457	£ 491	£ 2,000	£ 1,509
Repairs, Service, MOT	£ 487	£ 630	£ 3,333	£ 1,195	£ 668	£ 165	£ 283	£ 789	£ 1,048	£ 361	£ 441	£ 1,000	£ 559
Road Tax	£ 250	£ 260	£ 268	£ 275	£ 290	£ -	£ -	£ -	£ -	£ -	-£ 218	£ 300	£ 518
Van Lease	£ 331	£ 346	£ 349	£ 300	£ 411	£ 153	£ 160	£ 161	£ 163	£ 61	£ 204	£ 500	£ 296
Van insurance	£ 1,004	£ 1,050	£ 1,296	£ 1,179	£ 1,618	£ -	£ -	£ -	£ 112	-£ 5	-£ 297	£ 1,500	£ 1,797
New Van Fund		£ -			£ 26,281			£ -	£ -	£ 480	-£ 1,108	£ 4,199	£ 5,307
TOTAL EXPENDITURE	£ 3,378	£ 3,433	£ 6,041	£ 4,083	£ 30,523	£ 906	£ 914	£ 1,212	£ 1,821	£ 1,354	-£ 487	£ 9,499	£ 9,986

Allotments Income	End of Year					End of Quarter 2						Current	Remaining
	2018/19	2019/20	2020/21	2021/22	202/23	2018/19	2019/20	2020/21	2021/22	2022/23	current	Annual Bud	funds for the year
Penygawsi Allotments	£ 27	£ 28	£ 28	£ 28	£ 44	£ -	£ -	£ -	£ -	£ -		£ 48	£ 48
Brynteg Allotments	£ 43	£ 44	£ 45	£ 45	£ 70	£ -	£ -	£ -	£ -	£ -		£ 77	£ 77
Tynant Allotments	£ 41	£ 42	£ 43	£ 43	£ 66	£ -	£ -	£ -	£ -	£ -		£ 73	£ 73
Pencoedcae Allotment	£ 50	£ 51	£ 52	£ 52	£ 80	£ -	£ -	£ -	£ -	£ -		£ 88	£ 88
TOTAL INCOME	£ 161	£ 165	£ 168	£ 168	£ 260	£ -	£ -	£ -	£ -	£ -	£ -	£ 286	£ 286
Expenditure													
Penygawsi Allotments	£ 208	£ 398	£ 220	£ 215	£ 67	£ 49	£ 27	£ 40	£ 22	£ 35	£ 17	£ 500	£ 483
Brynteg Allotments	£ 338	£ 395	£ 510	£ 616	£ 470	£ 129	£ 185	£ 205	£ -	£ 472	£ 334	£ 500	£ 166
Tynant Allotments	£ 427	£ 361	£ 410	£ 425	£ 491	£ 222	£ 17	£ 215	£ 318	£ 235	£ 268	£ 500	£ 232

Pencoedcae Allotments	£ 417	£ 318	£ 410	£ 410	£ 2,059	£ 224	£ 208	£ 461	£ 489	£ 324	£ 240	£ 500	£ 260
TOTAL EXPENDITURE	£ 1,390	£ 1,472	£ 1,550	£ 1,666	£ 3,087	£ 624	£ 437	£ 921	£ 829	£ 1,066	£ 859	£ 2,000	£ 1,141

Cil	End of Year					End of Quarter 2						Current Annual Bud	Remaining funds for the year
	2018/19	2019/20	2020/21	2021/22	202/23	2018/19	2019/20	2020/21	2021/22	2022/23	current		
Income	£ 407	£ 1,694	£ 2,148	£ 1,813	£ -	£ -	£ -	£ -					
Expenditure	£ -	£ -	£ -	£ 1,680	£ 3,458	£ -	£ -	£ -	£ 1,680	£ 5,916			

Outside Work	End of Year					End of Quarter 2						Current Annual Bud	Remaining funds for the year
	2018/19	2019/20	2020/21	2021/22	202/23	2018/19	2019/20	2020/21	2021/22	2022/23	current		
Footpath Agency Agreement	£ 835	£ 835	£ 835	£ 835	£ 835	£ -	£ -	£ -	£ -	£ -		£ 835	£ 835
TOTAL INCOME	£ 835	£ 835	£ 835	£ 835	£ 835	£ -	£ -	£ -	£ -	£ -	£ -	£ 835	£ 835
Small Tools	£ 78	£ 86	£ 28	£ 106	£ 148	£ 39	£ -	£ 22	£ 96	£ 69	£ -		
Machine Repairs & Spares	£ 1,538	£ 1,043	£ 905	£ 923	£ 1,487	£ 706	£ 1,043	£ 500	£ 726	£ 1,287	£ 1,002	£ 1,500	£ 498
Outside Work	£ 1,756	£ 991	£ 2,329	£ 3,358	£ 2,444	£ 604	£ 385	£ 714	£ 1,106	£ 1,331	£ 1,772	£ 3,000	£ 1,228
Street Furniture	£ 8,570	£ 3,304	£ 4,971	£ 453	£ 3,434	£ 222	£ -	£ -	£ 3,320	£ 3,144	£ 355	£ 7,848	£ 7,493
Large Equipment (ER)	£ -	£ 2,606	£ 835	£ 297	£ 1,986	£ -	£ 2,493	£ -	£ -	£ 1,663	£ 8,202	£ 4,759	£ 3,443
TOTAL EXPENDITURE	£ 11,942	£ 8,030	£ 9,068	£ 5,137	£ 9,499	£ 1,571	£ 3,921	£ 1,236	£ 1,392	£ 7,494	£ 11,331	£ 17,107	£ 5,776

Work Shop	End of Year					End of Quarter 2						Current Annual Bud	Remaining funds for the year
	2018/19	2019/20	2020/21	2021/22	202/23	2018/19	2019/20	2020/21	2021/22	2022/23	current		
Works Depot	£ 857	£ 1,142	£ 887	£ 7,257	£ -	£ 345	£ 643	£ 619	£ 4,335				
Rates					£ -						£ 279	£ -	-£ 279
Water Charges					£ 426					£ 52	£ 70	£ 250	£ 180
Electricity					£ 888					£ 282	£ 358	£ 400	£ 42
Broadband					£ 282					£ 167	£ 66	£ 300	£ 234
Repairs & Maintenance					£ -						£ 240	£ -	-£ 240
Rent					£ 6,731					£ 3,566	£ 3,165	£ 7,000	£ 3,835
Insurance					£ -						£ 449	£ 500	£ 51
Sundries					£ 16					£ -	£ 82	£ 100	£ 18
TOTAL EXPENDITURE	£ 857	£ 1,142	£ 887	£ 7,257	£ 8,343	£ 345	£ 643	£ 619	£ 4,335	£ 4,067	£ 4,709	£ 8,550	£ 3,841

LLANTRISANT COMMUNITY COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE, 11TH DECEMBER 2023

REPORT OF THE CLERK

SETTING THE COUNCIL'S BUDGET FOR 2024/25:

REVIEW OF FEES AND CHARGES

Purposes of this Report

1. The purpose of this report is to assist Members in determining the level of fees and charges the Council levies for hire and use of its facilities and services for the financial year 2024/25.

Recommendations Sought

2. The Committee is asked to make several recommendations to full Council on the level of fees and charges to be set in 2024/25, and for this to inform the overall setting of the Budget of the Council for the same financial year. This paper then should be read along side the other budget papers to be considered at the Committee in order to gain a rounded perspective of how fees and charges contribute to the income and activity of the Council as a whole.

Context

3. The Council levies fees and charges for a fairly limited range of services: by far the most substantial being the hire of the community halls. A small amount of income is generated from the levying of fees to the four Allotments Committees, and smaller again the provision of photocopying services from the Parish Office,
4. Typically in any financial year, the fees and charges levied by the Council for these services represent no more than 3 to 4% of the total income to the Council. The vast majority (96% plus) comes from the single source of the Precept.
5. In April 2023 the rates were increased .

	2022/23 (£/hr)	2023/24 (£/hr)
Commercial/ One Off Rate	£10.50	£11.00
Community Rate	£7.00	£7.25

Charity Rate	£6.00	£6.00
Meithryn	£5.00	£5.25

Beddau Community Centre has a charge of £12 per hour for one-off bookings, and a charge of £11 per hour for regular hirers. With party bookings which include the bouncy castle the charge is £80.

6. Despite Caerlan being larger and having the projector the charges are the same. Neither Llys y Cwm nor Caerlan Hall benefits from car parking which is often a negative deciding factor when people visiting to consider hiring the hall for their group/event.
7. I can, nevertheless advise Members that the current and projected financial position of this Council for this and the next financial year is fairly healthy, and so the Council could, if it so wishes, limit the rise so as to achieve a fair balance between keeping pace with costs and the desire to provide affordable services to the community.
8. The income generated from the hire of the halls generally falls short of their cost – it should be remembered the halls are a community resource. The costs for Caerlan Hall also cover the Parish Office. The Council itself utilises Caerlan for meetings etc.

Specific Proposals

Hall Hire

9. There is no proposal to change the rental charges for Beddau Community Centre for the 2024/25 financial year.
10. It is proposed that for the remainder of this financial year and for the whole of the next financial year (2024/25), the charge to Beddau, Llantrisant and Talbot Green Food Hub for the exclusive use of the “Meeting Room” at Beddau Community Centre for the purposes of operating the Hub is set at £125 per month, to be reviewed by the Finance and General Purposes Committee again in the budget-setting process for 2025/26
11. The hiring charges for Caerlan Hall, Llantrisant and Llys y Cwm, Beddau are set out in the table below, together with the suggested increases.

	2022/23	2023/24		
	(£/hr)	(£/hr)	2.50%	4.60%
Commercial/One off Rate	£10.50	£11.00	£11.28	£11.51
Community Rate	£7.00	£7.25	£7.43	£7.58
Charity Rate	£6.00	£6.00	£6.15	£6.28
Meithryn	£5.00	£5.25	£5.38	£5.49

- 12.** It is proposed to keep the Commercial/ One off rate at £11 so that it is inline with Beddau Community Centre.
All other charges increase by approximately the rate of inflation.

	2022/23	2023/24	Recommended
Commercial/One off Rate	£10.50	£11.00	£11.00
Community Rate	£7.00	£7.25	£7.50
Charity Rate	£6.00	£6.00	£6.25
Meithryn	£5.00	£5.25	£5.45

Allotments

- 13.** Last year the allotment rent was increase by 10% the rate of inflation at the time:
- 14.** The current rate of inflation is 4.6%. The agreement held between the Community Council and the Management committee of the allotments states that: Any increase proposed will not be in excess of the current rate of inflation.

	2022/23	2023/24	4.60%
Brynteg:	£70	£77	£81
Southgate (Penygawsi):	£44	£48	£50
Penycoedcae:	£80	£88	£92
Tynant:	£66	£73	£76
TOTAL	£260	£286	£299

15. It is proposed that Council increase rent once again this year in line with inflation.

Photocopying

16. The estimated annual income from photocopying is a mere £100, and so the charges we levy essentially are simply to cover our time and costs. The photocopier is also the printer and scanner for the Parish Office.

17. A black and white copy costs us 0.292p a colour copy costs 2.916p. We also pay a lease of just under £100 per month which includes the cost of toners and cartridges. A ream of A4 copier paper (500 sheets), currently costs £3.49 this equates to 0.7p per sheet.

A ream of A3 copier paper currently costs £8.49, this equates to 1.7p per sheet.

	A4		A3	
	Black and White	Colour	Black and White	Colour
PAPER	0.7	0.7	1.7	1.7
COPY	0.292	2.916	0.292	2.916
TOTAL	0.992	3.616	1.992	4.616
Cost for a double sided copy				
	1.284	6.532	2.284	7.532

18. I ask that the Committee recommends the charges for photocopying from the Parish Office for all users remains the same at :-

	A4	A3
Black and white copies	5p	10p
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Summary of Recommendations

19. In conclusion, my advice to the Committee is that you recommend to Council that :-

- (i) hall hire charges be increased by the values given in the table at paragraph 11 above approximately in line with the rate of inflation with the exception of Business/One off charges which remain at £11 in line with Beddau Community Centre;
- (ii) the standing charges levied to the four allotments sites committees be raised by the current rate of inflation.
- (iii) charges for photocopying at the Parish Office be left unchanged.

MR. G. E. HOPKINS J.P.
CLERK

LLANTRISANT COMMUNITY COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE, 11TH DECEMBER 2023 REPORT OF THE CLERK

SETTING THE COUNCIL'S BUDGET AND PRECEPT FOR 2024/25

Purposes of the Report

- I. The purposes of this report are to assist the Finance and General Purposes Committee to:
 - i) recommend a Budget for 2024/25 to the Council; and
 - ii) recommend the Precept to be levied by the Council for 2024/25.

Context

1. It is the duty of the Council to set a Budget for the next Financial Year, and this Council typically does this by Christmas of the previous financial year.
2. It is the responsibility of the Finance and General Purposes Committee, typically at the end of Quarter 2, to consider the estimates for the year end, and together with knowledge of the forward plans and aspirations of the Council, agree to recommend a Budget to a full meeting of Council.

Estimates for Income and Expenditure for 2024/25

3. The Responsible Financial Officer and I have prepared the tables contained in Appendix I of this Report, which contain our forecast for the year end, and also our suggested estimates for next year's income and expenditure.

Precept 2024/25

4. The Precept is that amount levied in the community to support the Council's services. During the financial year 2023/24 the precept levied generated £295,315
5. Appendix II of this Report contains the methodology of calculating the Precept against the budget requirement for 2024/25, supporting the Recommendations below.

Summary of Recommendations

6. When the Committee has considered the Report, we ask that they do make the following Recommendations to the Council:
 - (i) that the estimates for income and expenditure tabled in Appendix I be recommended to the Council for adoption as the Council's Budget for the financial year 2024/25; and that accordingly
 - (ii) the Precept for 2024/25 be set for a Band D equivalent at £55.00, generating £305,545.00.

MR G. E. HOPKINS J.P.
CLERK AND PROPER OFFICER

MRS ALISON JENKINS CILCA
DEPUTY CLERK AND RESPONSIBLE FINANCIAL OFFICER

APPENDIX I

SETTING THE COUNCIL'S BUDGET AND PRECEPT FOR 2024/25

1.0 Introduction

Each of the headings below contain an estimate of the expenditure at the end of this financial year, this has been calculated by looking at spending to the end of November plus committed expenditure to the end of the year.

2.0 Background

2.1 Consideration

Councils have no legal powers to hold revenue reserves other than those for reasonable working capital needs or for specifically earmarked purposes and for savings for future projects, which should be realistic and approved by Council. It is generally accepted that general (un-earmarked) revenue reserves usually lie within a range of three to twelve months of gross expenditure. However, the amount of general reserve should be risk assessed and approved by the Council.¹Llantrisant Community Council reserves are currently at a level which is within the lower aspect of this range. Budgeting to spend from the general reserve should therefore be avoided. Earmarked reserves have been established for the elections and vehicle replacement and continue to provide for long term maintenance of the buildings and large equipment. Project money is now also earmarked for future years.

¹ Governance and Accountability for Local Councils in Wales – A practitioners guide. (2019 edition)

3.0 EXPENDITURE

3.1 Administration

	Comments
Photocopying	The photocopier is on lease from Toshiba tec at a cost of £290 per quarter we are in year 3 of a 5 year agreement, which includes servicing and consumables. Copies are charged extra usually totally around £50 a quarter.
Computer Costs	Systems used which incur an annual charge are: Rialtis Omega Accounting Software including the hall booking package, Microsoft Office 365, Moneysoft Payroll package, Norton Antivirus, Adobe Acrobat Pro DC and Iteimit There is a monthly charge for Zoom, Webhosting and all Council email addresses. Computer repair or network problems also get charged to this heading.
Postage	The office is heavily reliant on emails however sometimes letters such as notification of grant awarded are the more appropriate option.
Telephones	This covers the 3 mobile contracts and the main phone line/broadband for the office.
Stationery	The main cost is copier paper.
Sundries	Miscellaneous administrative items such as confidential waste, condolence cards
Audit Fees & Bank charges	We have still not received the invoice from Wales Audit Office for the 2020/21 audit. Charges are therefore outstanding for the 2020/21 and 2021/22 external audit. (£210-255 pa) In 2022/23 we had a more detailed external audit which will cost £640 to £765. Once again, no invoice has yet been received.
General Insurance	2022 saw the start of a new 3-year agreement with Came and Company – now Gallagher Insurance.
Contingency Fund	The contingency fund is extremely useful – however it is for unexpected expenditure which could not be planned for. The only year that all of the contingency funds have been allocated was when there were 2 by elections immediately following the main elections. In 2020 the fund was reduced from £10,000 to £6,000 per annum. This figure has been working and there is no proposal to increase it at this stage.
Elections – add to earmarked	Should there be a bi-election for any reason it will cost around £4,000. Funds also need to be accumulated ready for the next main elections 2027.
Office equipment - earmarked	To cover costs of keeping the office equipment up to date – both furniture, equipment, and technology.

ADMINISTRATION	Actual	Actual	Actual	Actual	Actual	Current	Estimated	Budget	Ear Marked	Total funds	Ear Marked left	Proposed
	2018/19	2019/20	2020/21	2021/22	2022/23	Mid Nov	2023/24	2023/24	01.04.23	2023/24	31.03.24	2024/25
Photocopying	£1,772	£1,610	£1,879	1129	1469	£801	£1,700	£1,700		£1,700		£1,800
Computer Costs	£1,882	£2,762	£2,222	4361	3069	£2,119	£2,500	£2,500		£2,500		£2,750
Postage	£109	£150	£137	96	116	£6	£100	£120		£120		£80
Telephones	£869	£840	£698	860	687	£855	£1,000	£750		£750		£850
Stationery	£301	£295	£223	233	337	£186	£250	£300		£300		£300
Sundries	£162	£66	£17	59	50	£47	£50	£100		£100		£100
Audit Fees & Bank charges	£1,171	£1,123	£1,038	1091	1207	£816	£1,500	£1,500		£1,500		£1,200
General Insurance	£3,600	£3,680	£3,468	3593	4040	£4,305	£4,305	£4,250		£4,250		£4,500
Elections	£8,643	£0	£0	£0	£760	£0	£0	£3,000	£5,240	£8,240	£8,240	£3,000
Contingency Fund				£0	£0	£0	£0	£6,000		£6,000		£6,000
Office Equipment			£62	£1,190	£609	£333	£400	£750	£1,239	£1,989	£1,589	£750
Grant Money Spent	£0	£0		£1,011	£99	£0	£0			£0		
TOTAL	£18,509	£10,526	£9,744	£13,623	£12,443	£9,468	£11,805	£20,970	£6,479	£27,449	£9,829	£21,330

3.2 Grants

The Community Council has supported Beddau & Tynant Community Library since it was taken over by the community. This budget heading has been moved from projects as it is actually a grant which was committed to being provided each year. The library committee will present at the committee meeting for members to establish the future of this grant.

GRANTS	Actual	Actual	Actual	Actual	Actual	Current	Estimated	Budget	Proposed
	2018/19	2019/20	2020/21	2021/22	2022/23	mid nov	2023/24	2023/24	2024/25
Llan and Talbot Green	£11,000	£10,270	£9,995	£9,750	£8,950	£10,135	£11,000	£11,000	£11,000
Beddau & Tynant Wards	£9,743	£9,100	£6,900	£9,515	£1,100	£6,950	£10,000	£10,000	£10,000
General Grants	£2,960	£2,200	£2,000	£1,650	£9,700	£2,000	£2,000	£2,000	£2,500
BATCL	£5,000	£5,500	£5,500	£5,500	£5,500	£0	£5,500	£5,500	£6,000
Llantrisant Guildhall						£5,000	£5,000	£5,000	£0
TOTAL	£28,703	£27,070	£24,395	£26,415	£25,250	£24,085	£33,500	£33,500	£29,500

3.3 Councillors

	Comments
Chair's Allowance	£1,000 civic allowance.
Remuneration	Council must assume that all Councillors will accept their allowances when setting the budget. The annual allowance currently stands at £156 with a separate allowance of £52 per year for consumables. The IRP have not yet proposed any increased for the new financial year. However a small increase should be budgeted for along with provision for members to claim other allowances.
OVW	Membership – Council need to seriously consider the benefits of this membership. Councillors would still have access to OVW training courses even if not members there is just an additional £10 charge per course.
Councillors Training	Members have recently agreed a new Councillors Training programme.
Travel & Subsistence	If Councillors attend a conference or One Voice Wales meetings, there may be mileage costs etc.

COUNCILLORS	Actual	Actual	Actual	Actual	Actual	Current	Estimated	Budget	Proposed
	2018/19	2019/20	2020/21	2021/22	2022/23	mid nov	2023/24	2023/24	2024/25
Chair's Allowance	£1,449	£1,637	£976	£3,112	£2,753	£558	£1,000	£1,000	£1,000
Remuneration	£500	£1,624	£1,460	£1,540	£2,375	£3,904	£4,000	£5,000	£5,000
OVW	£2,921	£2,070	£2,179	£2,244	£2,335	£2,538	£2,538	£2,500	£2,700
Councillors Training	£287	£675	£0	£0	£533	£76	£350	£750	£750
Travel & Subsistence						£0	£100	£250	£250
TOTAL	£5,157	£6,006	£4,615	£6,896	£7,996	£7,076	£7,988	£9,500	£9,700

3.4 ALLOTMENTS

Historically each site is allowed 2 skips per year. On occasion the Council has paid for additional repairs on site, usually this comes from project money. This financial year all sites received £500 grant funding except for Penygawsi which received £300. The lease with RCT for Penygawsi and Penycoedcae is still outstanding and currently no rent is being charged. Members will have discussed earlier the charging of rent to the Management Committee.

ALLOTMENTS	Actual	Actual	Actual	Actual	Actual	Current	Estimated	Budget	Proposed
	2018/19	2019/20	2020/21	2021/22	2022/23	mid nov	2023/24	2023/24	2024/25
Penygawsi Allotments	£208	£398	£220	£215	£67	£17	£500	£500	£600
Brynteg Allotments	£338	£395	£510	£616	£470	£623	£500	£500	£600
Tynant Allotments	£427	£361	£410	£425	£491	£508	£500	£500	£600
Penycoedcae Allotments	£417	£318	£410	£410	£2,059	£240	£500	£500	£600
TOTAL	£1,390	£1,472	£1,550	£1,666	£3,087	£1,388	£2,000	£2,000	£2,400

3.5 TRANSPORT

Securing the lease of the electric van for the outside work team has led to a fantastic improvement in the staff's ability to work on separate projects. New tracker systems have been installed in both Council vehicles. The ear marked reserve fund for a new van needs rebuilding the electric van is already 11 years old.

TRANSPORT	Actual	Actual	Actual	Actual	Actual	Current	Estimated	Budget	Ear Marked	Total funds	Ear Marked left	Proposed
	2018/19	2019/20	2020/21	2021/22	2022/23	mid nov	2023/24	2023/24	01.04.23	2023/24	31.03.24	2024/25
Fuel	1306	1147	795	1134	1255	689	£1,200	£2,000		£2,000		£1,400
Repairs, Service, MOT	487	630	3333	1195	668	574	£800	£1,000		£1,000		£1,000
Road Tax	250	260	268	275	290	-218	£290	£300		£300		£300
Van Lease	331	346	349	300	411	243	£500	£500		£500		£600
Van insurance	1004	1050	1296	1179	1618	1164	£1,164	£1,500		£1,500		£1,500
New Van Fund			0	0	26281	-1,108	-£1,108	£2,000	2199	£4,199	£5,307	£4,000
TOTAL	£3,378	£3,433	£6,041	£4,083	£30,523	£1,344	£2,846	£7,300	£2,199	£9,499	£5,307	£8,800

3.6 OUTSIDE WORK & WORKS DEPOT

OUTSIDE WORK

	Comments
Small Tools	This budget code has now been included in Equipment.
Equipment Repairs & Spares	This includes the annual services and HAV testing as well as new strimmer cord etc.
New Equipment Fund	The mower was replaced in 2023 and a new trailer purchased. CiL funds were used to supplement the ear marked reserves. Funds now need to be rebuilt.
Outside Work	The new team are working hard to improve the Community Council assets and the budget is kept generous to enable them to continue this.
Street Furniture	Although no new street furniture is currently planned, it is important that when existing assets reach the end of their lifespan there are funds to replace them.

OUTSIDE WORK	Actual	Actual	Actual	Actual	Actual	Current	Estimated	Budget	Ear Marked	Total funds	Ear Marked left	Proposed
	2018/19	2019/20	2020/21	2021/22	2022/23	mid nov	2023/24	2023/24	01.04.23	2023/24	31.03.24	2024/25
Small Tools	£78	£86	£28	£106	£148	£0	£0	£0		£0		£0
Equipment (repairs & spares)	£1,538	£1,043	£905	£923	£1,487	£1,331	£1,500	£1,500		£1,500	£0	£2,000
Outside Work		2606	835	297	2444	2177	£2,600	£2,000		£2,000		£3,000
Street Furniture	£1,756	£991	£2,329	£3,358	£3,434	£2,061	£2,500	£3,000	£5,848	£8,848	£6,348	£1,500
Large Equipment	£8,570	£3,304	£4,971	£453	£1,986	£8,202	£8,202	£2,000	2759	£4,759		£1,500
TOTAL	£11,942	£8,030	£9,068	£5,137	£9,499	£13,771	£14,802	£8,500	£5,848	£17,107	£6,348	£8,000

WORKS DEPOT

We are now in the second full years of leasing the unit at Coedcae Lane. A better picture of costs is now available for budget setting purposes. Two new headings have been created during the 2023/24 financial year. Repairs and Maintenance and Rates.

Water Charges	It is still early days to see a pattern with the water bill, this code also includes Council water used at Brynteg allotments for watering the floral displays
Electricity	This figure is higher than expected due to the charging of the electric van over night.
Broadband	A new contract was taken out with BT in 2023
Rent	Allowance has been made for a 10% increase as no increase has been made since the Council took on the lease.
Sundries	Although no expenditure to date, this is important for replacement of items such as kettles, in the staff kitchen.

WORKS DEPOT	Actual	Actual	Actual	Actual	Actual	Current	Estimated	Budget	Proposed
	2018/19	2019/20	2020/21	2021/22	2022/23	mid nov	2023/24	2023/24	2024/25
Works Depot	£857	£1,142	£887	£7,257					
Rates						279	279		350
Water Charges					£426	£143	£250	£250	£400
Electricity					£888	£358	£600	£400	£700
Broadband					£282	£90	£265	£300	£300
Repairs & Maintenance						£240	£250		£300
Rent					£6,731	£4,220	£6,350	£7,500	£7,000
Insurance						£449	£449		£550
Sundries					£16	£82	£100	£100	£100
TOTAL	£857	£1,142	£887	£7,257	£8,343	£5,861	£8,543	£8,550	£9,700

3.7 STAFFING

For the second year in a row a flat £1 per hour pay increase was agreed for staff. For the budget process a similar increase is budgeted for in the 2024/25 figures.

Allowance has also been made for the Maintenance Manager to increase permanently to full time rather than working over-time as currently happens. The caretaker is also working an additional 10 hours per week to maintain Beddau Community Centre.

Watering the floral displays in house worked well in 2023. The temporary office staff member has also bought new skills to the office. A provision has been made should there be a need to engage someone on a casual basis to help with the watering or increase office provision to help with new bookings, events and marketing.

STAFFING	Actual	Actual	Actual	Actual	Actual	Current	Estimated	Budget	Ear Marked	Total funds	Ear Marked left	Proposed
	2018/19	2019/20	2020/21	2021/22	2022/23	mid nov	2023/24	2023/24	01.04.23	2023/24	31.03.24	2024/25
Salaries	£75,642	£73,646	£66,223	£79,167	£84,509	£63,048	£105,000	£90,000		£90,000		£120,000
PAYE & NI	£16,960	£17,340	£17,650	£24,050	£26,615	£15,513	£2,700	£29,000		£29,000		£35,000
Pension Contributions	£22,466	£23,284	£19,456	£22,844	£23,331	£13,637	£24,000	£25,000		£25,000		£27,000
Occupational Health/ Recruitment	£0	£1,027	£84	£840	£0	£47	£50	£500		£500		£500
Training	£634	£1,816	£1,139	£1,985	£1,953	£508	£1,500	£2,000	£1,047	£3,047	£1,547	£2,000
Work wear	£611	£522	£860	£143	£1,059	£1,128	£1,500	£1,000		£1,000		£1,200
Staff Expenses	£651	£602	£313	£731	£121	£0	£100	£400		£400		£300
TOTAL	£116,964	£118,237	£105,725	£129,760	£137,588	£93,881	£134,850	£147,900	£1,047	£148,947	£1,547	£186,000

3.8 LLYS Y CWM, BEDDAU COMMUNITY CENTRE & CAERLAN HALL (including the Parish Office)

Rates	Beddau Community Centre rates are covered by RCT
Water Charges	Small increase for inflation.
Electricity	New contract started November 2023
Gas	New contract started November 2023
Broadband	New contract with BT in 2023.
Cleaning Materials	Prices are rising and the budget reflects this.
Maintenance Contracts	This includes the bins and recycling, Music Licence, Sanitary and Nappy Bins, Mats, Fire Extinguisher Servicing, Boiler service and the water management system at Caerlan.
Repairs & maintenance	New alarms are needed at all of the halls. It is proposed to also install a camera doorbell system so that staff can see/talk to people at the halls who have issues without needed to respond to a call out. The boiler at Llys y Cwm is likely to need replacing soon.

LLYS Y CWM	Actual 2018/19	Actual 2019/20	Actual 2020/21	Actual 2021/22	Actual 2022/23	Current mid nov	Estimated 2023/24	Budget 2023/24	Ear Marked 01.04.23	Total funds 2023/24	Ear Marked left 31.03.24	Proposed 2024/25
Rates	£1,696	£1,736	£1,766	£1,766	£1,766	£1,627	£2,033	£1,850		£1,850		£2,200
Water Charges	£333	£378	£336	£406	£523	£659	£659	£575		£575		£750
Electricity	£256	£728	-£173	£464	£1,120	-£209	£500	£1,000		£1,000		£1,200
Gas	£1,390	£1,013	£1,052	£1,159	£1,099	£344	£1,000	£1,500		£1,500		£1,500
Broadband	£234	£128	£163	£251	£261	£209	£350	£250		£250		£384
Cleaning Materials	£263	£208	£208	£387	£252	£129	£250	£300		£300		£300
Maintenance Contracts	£1,311	£2,021	£1,420	£1,118	£1,534	£1,693	£1,800	£1,800		£1,800		£1,800
Repairs & maintenance	£20,097	£1,230	£2,555	£1,544	£396	£5,216	£5,500	£2,500	£3,221	£5,721	£221	£1,000
TOTAL	£25,580	£7,442	£7,327	£7,095	£6,951	£9,668	£12,092	£9,775	£3,221	£12,996	£221	£9,134

CAERLAN	Actual	Actual	Actual	Actual	Actual	Current	Estimated	Budget	Ear Marked	Total funds	Ear Marked left	Proposed
	2018/19	2019/20	2020/21	2021/22	2022/23	mid nov	2023/24	2023/24	01.04.23	2023/24	31.03.24	2024/25
Rates	£4,626	£4,734	£4,815	£4,815	£4,815	£3,725	£4,655	£5,000		£5,000		£5,000
Water Charges	£495	£379	£333	£305	£518	£129	£350	£550		£550		£600
Electricity	£928	£659	£557	£494	£571	£217	£700	£1,000		£1,000		£1,000
Gas	£842	£693	£498	£2,713	£1,132	£991	£1,500	£2,000		£2,000		£1,500
Cleaning Materials	£350	£247	£323	£392	£293	£117	£250	£300		£300		£300
Maintenance Contracts	£1,244	£2,651	£2,084	£1,867	£1,972	£1,869	£2,100	£2,200		£2,200		£2,300
Repairs & maintenance	£3,393	£2,848	£12,997	£3,587	£5,947	£2,383	£2,500	£1,000	£3,171	£4,171	£1,671	£1,000
TOTAL	£11,878	£12,211	£21,607	£14,173	£15,248	£9,431	£12,055	£12,050	£3,171	£15,221	£1,671	£11,700

BEDDAU COMMUNITY	Current	Estimated	Budget	Ear Marked	Total funds	Ear Marked le	Proposed
	mid nov	2023/24	2023/24	01.04.23	2023/24	31.03.24	2024/25
Electricity		£800	£800		£800		£1,500
Gas		£1,000	£1,000		£1,000		£2,000
Cleaning Materials		£200	£200		£200		£300
Broadband	£30	£150	£360		£360		£360
Maintenance Contracts	£156	£800	£800		£800		£800
Repairs & maintenance	£143	£1,000	£1,000	£250	£1,250	£250	£2,000
TOTAL	£329	£3,950	£4,160	£250	£4,410	£250	£6,960

3.9 Projects

Llantrisant Ward	£500 has been allocated to the time capsule project. June 2024 is the Beating the Bounds event and members have expressed a willingness to help fund the event. Historically this has come from project money. There will be £12,000 in Llantrisant Project money and members can use some of this to support the Beating the Bounds.
Talbot Green Ward	Funds are required for the seating area going where the youth shelter was.
Beddau & Tynant Wards	There are currently no large projects in the pipeline for Beddau and Tynant wards.
Events/Public Relations	Provision has been increased to fund additional events in Talbot Green.
Christmas	This budget heading covers the Christmas Tree Competition, Large Christmas Trees, Street Lights, Business Christmas displays dependent on the levels of the Events budget Christmas events can come from either budget heading
Floral Displays	Replacing the annual flowers in all of the planters with perennials in 2022 saved money in 2023 and bringing the watering in house also dramatically reduced the floral display expenditure in 2023.
Charter of Friendship	Funds need to be saved ready for a party from Crecy to attend Beating the Bounds 2024
Community Assistance	This is the new budget heading created to support the food banks. Taff Ely have only put in one claim since the fund stated in 2022.

PROJECTS	Actual	Actual	Actual	Actual	Actual	Current	Estimated	Budget	Ear Marked	Total funds	Ear Marked left	Proposed
	2018/19	2019/20	2020/21	2021/22	2022/23	mid nov	2023/24	2023/24	01.04.23	2023/24	31.03.24	2024/25
Llantrisant Ward	£5,866	£1,260	£600	£1,586	£0	£0	£3,000	£3,000	£6,000	£9,000		£3,000
Talbot Green Ward	£4,269	£1,074	£800	£488	£456	£500	£3,000	£3,000	£5,544	£8,544		£3,000
Beddau & Tynant Wards	£1,031	£7,067	£5,400	£7,494	£256	£900	£6,000	£6,000	£11,744	£17,744		£6,000
Events/Public Relations	£2,501	£2,159	£585	£2,895	£5,853	£5,292	£6,000	£6,000		£6,000		£7,500
Christmas	£7,392	£10,304	£5,921	£6,458	£6,268	£733	£13,732	£10,000	£3,732	£13,732		£8,000
Floral Displays	£11,284	£11,125	£2,112	£9,881	£10,870	£2,860	£3,500	£6,000		£6,000		£4,000
Charter of Friendship	£588	£3,193	£11	£0	£0	£763	£800	£1,500	£3,989	£5,489	£4,689	£500
Community Assistance				£0	£5,027	£6,640	£7,500	£10,000		£10,000		£5,000
Llantrisant Christmas Grant					£4,886	£4,164	£5,000	£5,000		£5,000		
Beating the Bounds earmarked							£0	£0		£0		£1,000
Grant Money spent			£3,901	£5,000	£0	6,640				£0		
TOTAL	£32,931	£36,182	£19,330	£33,802	£33,616	£28,492	£48,532	£50,500	£31,009	£81,509	£4,689	£38,000

4.0 Income

Reviews of income channels have been considered earlier in the agenda and any decisions made then which will affect the budgeting process should be incorporated here.

RCT have said they will review the Footpath Agency Agreement, however, there has been not action regarding this recently.

Obviously Beddau Community Centre is a new income source.

INCOME	Actual	Actual	Actual	Actual	Actual	Current	Estimated	Budget	Proposed
	2018/19	2019/20	2020/21	2021/22	2022/23	mid nov	2023/24	2023/24	2024/25
Photocopying	£181	£237	£166	£110	£236	£43		£100	£100
Precept	£212,359	£218,997	£230,410	£230,841	£278,278	£196,877	£295,315	£295,315	£297,668
Interest	£524	£537	£140	£82	£2,060	£2,761	£4,750	£500	£3,500
Penygawsi Allotments	£27	£28	£28	£28	£44		£48	£48	£48
Brynteg Allotments	£43	£44	£45	£45	£70		£77	£77	£77
Tynant Allotments	£41	£42	£43	£43	£66		£73	£73	£73
Penycoedcae Allotment	£50	£51	£52	£52	£80		£88	£88	£88
Footpath Agency Agreement	£835	£835	£835	£835	£835		£835	£835	£835
Hall Hire Llys y Cwm	£6,670	£8,522	£2,439	£6,063	£5,397	£2,527	£4,000	£4,000	£4,500
Hall Hire Caerlan	£7,034	£7,272	£1,004	£4,296	£6,320	£3,659	£5,000	£5,000	£5,500
Hall Hire Beddau CC							£1,500	£0	£9,000
Grants				£1,111	£4,956		£5,000	£5,000	
TOTAL INCOME	£227,764	£236,565	£235,162	£243,506	£298,342	£205,867	£316,686	£311,036	£321,389

	Actual	Actual	Actual	Actual	Actual	Current	Estimated	Budget	Proposed
	2018/19	2019/20	2020/21	2021/22	2022/23	mid nov	2023/24	2023/24	2024/25
TOTAL EXPENDITURE	257,289	231,751	210,289	249,907	290,544	197,417	289,013	310,545	334,264

5.0 Conclusions

<u>31st March 2023</u>						
General Reserve	£98,392					
Earmarked Reserve	£32,874					
Balance in Bank 31/3/2023	£131,266					
<u>Working with Budgeted Balance</u>			<u>Working with Estimated Balance</u>			
Balance in Bank 31/3/23	£131,266		Balance in Bank 31/3/23		£131,266	
Budget income 2023/24	£311,036		Estimated income 2023/24		£316,686	
Budget Expenditure 2023/24	£310,545		Estimated Expenditure 2023/24		£289,013	
Budget balance 31/3/2024	£131,757		Estimated balance 31/3/2024		£158,939	
General Reserve	£100,623		General Reserve		£127,805	
Ear marked Reserve	£31,134		Ear marked Reserve		£31,134	
<u>PROPOSED BUDGET 2024/25</u>			<u>PROPOSED BUDGET 2024/25</u>			
Budget balance 31/3/24	£131,757		Estimate balance 31/3/24		£158,939	
Budget Income 2024/25	£321,389		Budget Income 2024/25		£321,389	
Budget Expenditure 2024/25	£334,264		Budget Expenditure 2024/25		£334,264	
Balance in Bank 31st March 2025	£118,882		Balance in Bank 31st March 2025		£146,064	

**LLANTRISANT COMMUNITY COUNCIL
FINANCE AND GENERAL PURPOSES COMMITTEE
11TH DECEMBER 2023**

APPENDIX II

CALCULATING THE PRECEPT FOR 2024/25

1. Rhondda Cynon Taf County Borough Council has confirmed that the Council Tax Base for 2024/25 will be **£5412.15** (compared to £5,369.38 this year.) Last year the precept was increased by £3 per annum to £55.00 per Council Tax Band D property.

Council Tax Base multiplied by the Band D property amount equals total precept received.

2. So, currently £5412.15 times £55 will generate a precept of £297,668.25
3. The actual precept needed for next year will be the budgeted expenditure less budgeted other income,

i.e. £334,264 - £23,221 = £311,043
4. The equivalent rate for a Band D property is found by dividing the precept needed by the council tax base.
5. Therefore, £311,043 divided by £5412.15 equates to a band D charge of **£57.47**.
6. The table below displays historic and current rates of Precept levied by this council.
7. The next table below is a ready-reckoner for the consequences of various possible changes to the Precept:-
8. It is therefore suggested that the Committee Recommend that the Council sets its Precept for 2024/25 at £57.50 for a Band D equivalent, generating £311,199.

**MR. G. E. HOPKINS J.P.
CLERK AND PROPER OFFICER**

**MRS ALISON JENKINS CILCA
DEPUTY CLERK AND RESPONSIBLE FINANCIAL OFFICER**

	Actual	Actual	Actual	Actual	Actual	Actual	Estimated	Precept the same
	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
Council Tax Base	£5,522.23	£5,619.08	£5,309	5,341.39	£5,358.37	£5,351.50	5369.38	5412.15
Council Tax Band D	£38.00	£38.00	£40	£41	£ 43.00	£ 52.00	£ 55.00	£ 55.00
Precept Generated	£209,845	£213,525	£212,359	£218,997	£ 230,409.91	£ 278,278.00	£ 295,315.90	£ 297,668.25
£ increase in precept	£0.00	£0.00	£2	£1	£ 2.00	£ 9.00	£ 3.00	£ -
TOTAL EXPENDITURE	£225,071	£257,289	£231,751	£210,289	£249,907	£290,544	£ 289,013.00	£ 334,264.00
TOTAL INCOME	£221,735	£227,764	£227,764	£236,565	£ 243,506.00	£ 298,342.00	£ 316,686.00	£ 321,389.00
Balance in the Bank	£ 123,957	£ 118,468	£ 95,763	£ 128,189	£126,925.00	£131,266.00	£158,939.00	£146,064.00
Reserved Used	£ 14,069	-£ 5,489	-£ 22,705	£ 32,426	-£ 1,264	£ 4,341	£ 27,673	-£ 12,875

NB the estimate balance in the bank has been used as this is more realistic than the budgeted balance

	Band D the same					Proposed Band D £57.50			
Predicted balance	£158,939.00	£158,939.00	£158,939.00	£158,939.00	£158,939.00	£158,939.00	£158,939.00	£158,939.00	£158,939.00
Council Tax Base	£ 5,412.15	£ 5,412.15	£ 5,412.15	£ 5,412.15	£ 5,412.15	£ 5,412.15	£ 5,412.15	£ 5,412.15	£ 5,412.15
Council Tax Band D	£ 55.0	£ 55.5	£ 56.0	£ 56.5	£ 57.0	£ 57.5	£ 58.0	£ 58.5	£ 59.0
Precept Generated	£ 297,668	£ 300,374	£ 303,080	£ 305,786	£ 308,493	£ 311,199	£ 313,905	£ 316,611	£ 319,317
£ increase in precept	£ -	£ 0.50	£ 1.00	£ 1.50	£ 2.00	£ 2.50	£ 3.00	£ 3.50	£ 4.00
% increase in precept	0.00	0.93	1.85	2.78	3.70	4.63	5.56	6.48	7.41
Proposed expenditure	£334,264	£334,264	£334,264	£334,264	£334,264	£334,264	£334,264	£334,264	£334,264
Proposed other INCOME	£23,721	£23,721	£23,721	£23,721	£23,721	£23,721	£23,721	£23,721	£23,721
Balance in the Bank	£146,064	£148,770	£151,476	£154,182	£156,889	£159,595	£162,301	£165,007	£167,713
Reserves used	£12,875	£10,169	£7,463	£4,757	£2,050	-£656	-£3,362	-£6,068	-£8,774

LLANTRISANT COMMUNITY COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE 11TH DECEMBER 2023

REPORT OF THE CLERK

FINANCIAL REGULATIONS (AMENDMENT) (CARD MACHINE)

1. The Council has recently obtained a device to allow the receipt card payments at the office, or at community events.

2. The Internal Auditor has given advice on how the Financial Regulations of the Council should be amended to accommodated this new method of receiving payments.

3. The current wording of Paragraph 9.7 of the Financial Regulations reads:

“Personal cheques shall not be cashed out of money held on behalf of the Council. “

4. The Internal Auditor has advised that the Council amend Paragraph 9.7 to read as follows:

“The cashing of personal cheques, making debit and credit card transactions via the the PDQ terminal is not permitted.”

5. It is therefore proposed that the Committee recommend that the Council amend Paragraph 9.7 of the Financial Regulations to read as such.

MR G. E. HOPKINS J.P.

CLERK

LLANTRISANT COMMUNITY COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE – 11TH DECEMBER 2023

REPORT OF THE CLERK

**REPORT OF THE INDEPENDENT REMUNERATION
PANEL FOR WALES**

1. This paper contains an excerpt from the Annual Report of the Independent Remuneration Panel for Wales 2023.2024 in respect of Town and Community Councillors.
2. Members are asked to consider making Recommendations to full Council on the particular application of the Report in Llantrisant Community Council.

**Contribution to costs and expenses of members of Community and Town Councils:
(Determination 4)**

3. Last year the Panel carried out a major review of the remuneration framework for community and town councils and undertook a comprehensive consultation exercise with the sector. The Framework was updated then and this year the Panel has decided to make limited but important changes.
4. The Panel recognise that all members of community and town councils necessarily spend time working from home on council business. This was the case before and during COVID and is continuing. As a result, members have extra domestic costs and also need office consumables.
5. The Panel considers members should not be out of pocket for carrying out their duties. However, an individual may decline to receive part, or all, of the payments if they so wish. This must be done in writing and is an individual matter. A community or town council member wishing to decline payments must themselves write to their proper officer to do so. Each community and town council must ensure that it does not create a climate which prevents persons accessing any monies to which they are entitled that may support them to participate in local democracy. Payments should be made efficiently and promptly.

Reimbursement for extra costs of working from home

6. All councils must pay their members £156 a year (equivalent to £3 a week) towards the extra household expenses (including heating, lighting, power and broadband) of working from home.

Reimbursement for consumables

7. Councils must either pay their members £52 a year for the cost of office consumables required to carry out their role, or alternatively councils must enable members to claim full reimbursement for the cost of their office consumables.

8. It is a matter for each council to make and record a policy decision in respect of when and how the payments are made and whether they are paid monthly, yearly or otherwise. The policy should also state whether and how to recover any payments made to a member who leaves or changes their role during the financial year.

Guidance on taxation

9. It is not within the remit or authority of the Panel to provide specific advice on matters of taxation. Advice can be provided by One Voice Wales and guidance is available on the HMRC website.
10. The £156 should fall under the statutory provisions of section 316A ITEPA: Income Tax (Earnings and Pensions) Act 2003 (legislation.gov.uk) and the current amount that can be paid without attracting a tax liability is £6 per week: Expenses and benefits: homeworking: Homeworking expenses and benefits that are exempt from tax - GOV.UK (www.gov.uk).
11. The level of payments is set out in this table :-

Payments to Community and Town Councils	Requirement	Current Policy in Llantrisant CC
Group 1	Electorate over 14,000	
Extra Costs Payment (not taxed)	Mandatory for all Members	Paid to all members unless they have opted out.
Senior Role	Mandatory £500 for 1 member; optional for up to 7	Applied within the allocation to the Chair (see below)
Mayor or Chair (taxed)	Optional - Up to a maximum of £1,500	The Chair is paid £1000 per year.
Deputy Mayor or Deputy Chair (taxed)	Optional - Up to a maximum of £500	The Vice Chair is paid £500 per year.
Attendance Allowance	Optional	Not applied
Financial Loss	Optional	Not applied.
Travel and Subsistence	Optional	Optional
Costs of Care or Personal Assistance	Mandatory	Offered to all members

MR G. E. HOPKINS J.P.

CLERK