

## COEDFFRANC TOWN COUNCIL

### Minutes of the Finance & General Purposes Committee held on 15<sup>th</sup> January 2020

**Attendance:** Cllrs APH Davies, J Thomas, A Wingrave, C Wingrave.

**1. Apologies:** Cllrs M Harvey, K Whitehead, JS Jones.

**2. To receive Qtr 3's accounts.**

**Recommendation:** That Qtr 3's accounts are approved.

*It was noted that the Bank Statements have been signed by the Chair of the Council and agree with the figures provided in the bank reconciliation. Additionally, it was noted that the interest accumulated in the Nat West bank account is only added annually into the Annual Accounts.*

**3. To receive details of Aged Debtors.**

The information was noted by the Members.

**4. To receive details of vandalism during the Qtr.**

The information was noted by the Members.

**5. To discuss/set Fees & Charges for the 2019/20 Financial Year.**

The Members discussed the issue.

**Recommendations:**

Memorial Hall: NIL % increase

Carnegie Hall: NIL % increase

Access Licence: 10 % increase

Sports Permits (all sports) under 19's: NIL % increase

Sports Permits (all sports) adults 10% increase

Cemetery: 10% increase

It was confirmed that the two rates for parties for day rates (up until 6pm) and evening rates (6pm and over) would remain in place.

It was recommended that Tennis, Crazy Golf and Bowls by the hour, should remain at £1.00 for adults and £0.50 for under 16's or concessionaries.

**6. To discuss/set the Budget and Precept for the 2020/21 Financial Year.**

The Clerk reported on the financial implications of the expected NJC pay award would have on the salary budget. The Clerk reported that based on estimates of 2% upturn for the office staff, and 3% upturn for the grounds staff there would be an increase in the nett salary budget by £6,400 on the previous financial year. The Clerk reported that the estimated pension and NI costs to the Council for the 2020/21 financial year would increase by £22, 300 on the previous financial year because they are impacted by the above pay award and increases in pension costs. This gives an overall salary budget increase of £28,700.

**Cont...**

The Clerk reported that although the estimated headline increase for the pay award is for a 2% Pay Award for the 2020/21 financial year, in reality, the spinal column points for the majority of the staff are likely to be increased by at least 3% in April 2020 (possibly more). Therefore, since 2014, the rates for the grounds staff have increased from £6.56 per hour up to £9.27 from April 2020. This is an increase of 41%, compared to an increase of just 6% for the Park Superintendent and Clerk during the same period.

The Clerk reported on the current year's Capital Budget and Earmarked Reserves: -  
The Clerk reported that the staff welfare unit and associated works had been purchased within the financial year at a cost of around £3,000. Additionally the paddling pool was refurbished at a cost of £4,117.

The Clerk reminded the Members that £6,645 had been paid out of the Jersey Marine Budget but that all the money had been covered by Grant Funding within the same financial year so there was no real cost outlay.

The Clerk reported that a nil % increase to each household would result in £5,545 more precept from NPTCBC than the previous financial year. However, this would still result in a shortfall for the revenue budget of £8,188.

A 3.5% increase would result in each household paying £3.72 per annum more.

A 3.5% increase to each household would give the Council a Capital Budget of £5,295 which is a decrease in the Capital Budget of £8,466 compared to last year.

The Members decided to recommend that there is a 3.5% increase to the tax payer, which would give an overall Precept from NPTCBC of £398,709.

It was recommended that the Capital Budget of £5,295 should not be allocated to any specific project until further discussion had taken place.

Ear marked reserves carried forward 2019/20  
Flooring in Caewathan Community Centre £3,275

The Clerk reminded the Members that a 3 year Insurance Contract had been negotiated on behalf of the Council which the Members had recommended approving.

The Clerk presented a list of payments that are made by Direct Debit/Standing Order/BACS on a monthly/quarterly basis for annual approval. The costs listed below are current costs, and are liable to occasional increases.

<u>Direct Debits</u>	<u>Description</u>	<u>Monthly</u>
Neath Port Talbot Council	Council Tax for Carnegie Hall	£3,852.00
Neath Port Talbot Council	Council Tax for Memorial Hall	£2,648.25
Neath Port Talbot Council	Council Tax for Jersey Marine CC	£1,578.25
Neath Port Talbot Council	Council Tax for Coedffranc Cemetery	£1,712.00
Neath Port Talbot Council	Council Tax for Crymlyn Burrows CC	£963.00
Neath Port Talbot Council	Council Tax for Caewathan CC	£1,391.00

Sage UK Ltd	Software Licence and support	£150.00
Pitney Bowes	Rental & Maintenance Franking Machine	£71.00 <b>qtr</b>
Howard Finance Ltd	Telephone Network System	£114.80 <b>qtr</b>

**BACS**

Wages	Monthly Salaries for staff	Varies
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**Standing Orders**

South Wales Web	Website maintenance and support	£36.00
Caewathan CC	Community Centre allowance	£100.00
Crymlyn Burrows CC	Community Centre allowance	£65.00

The Members recommended approval for the D/D, BACS and Standing Order payments for the next financial year.

**Recommendations:** That there is 3.5% increase to the tax payer, and that all the other recommendations are approved.

**Cllr APH Davies**  
**Chair**