



Audit Agenda 12/01/20

LLANHARAN COMMUNITY COUNCIL

6th January 2021

To Members of the Audit Committee,

The next meeting of the Audit Committee will be held on Tuesday 12th January 2021 at 7.00pm.

The meeting will be held on a remote basis in accordance with the provisions of the Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020.

The agenda will be as follows:

1. To welcome all attendees and receive any apologies for absence.
2. To receive any disclosures of personal and/or prejudicial interests from members in accordance with the Code of Conduct.
3. To approve as a true and accurate record the minutes of the meeting held remotely on Tuesday 24 November 2020 at 7.00pm **Appendix One**
4. To discuss any matters arising from the minutes.
5. To consider the draft budget for 2021/22. **Appendix Two**
6. To consider any items which the Chair considers should be discussed as a matter of urgency, or to be included on the agenda for the next meeting.

Members of the public and the press may attend and can obtain any documents referenced on the agenda prior to the meeting.

To request documents and or joining instructions contact clerk@llanharan-cc.gov.wales or 01443 231430

Catherine Kennedy
Clerk to the Council/Responsible Financial Officer



Audit Minutes 24/11/2020

LLANHARAN COMMUNITY COUNCIL

AUDIT COMMITTEE

Minutes of the **Audit Committee** held by video link at 7pm on Tuesday 24 November 2020 in accordance with the: Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020 - enabling meetings of local authorities held before 1st May 2021 to be held by means of remote attendance.

Present: Councillors: Chris Parker (Chair), Rob Lewis-Watkin (Deputy Chair), Roger Turner, & Will Thomas.

Clerk to the Council/Responsible Financial Officer: Catherine Kennedy

Assistant Clerk/Project Officer: Leigh Smith

1. Welcome and apologies for absence

The Chair welcomed all attendees and accepted apologies from Councillor Barry Stephens.

2. Disclosures of personal and prejudicial interests

There were, no disclosures of personal and/or prejudicial interests.

3. Minutes

The minutes of the meeting held on 3 November 2020 by remote attendance were approved as an accurate record of events. **Appendix One**

4. Matters arising

There were no matters arising from the minutes.

5. Public speaking

There were no members of the public in attendance.

6. Review of standing orders and financial regulations.

An in-depth review of both documents took place, resulting in amendments to the standing orders, followed by individual consideration of each suggested figure in the financial regulations.



Audit Minutes 24/11/2020

RECOMMENDATION

To consider and adopt the reviewed standing orders and financial regulations.

Appendix Two

7. Matters of Urgency

There were no matters of urgency to discuss.

Councillor Chris Parker
Chair of the Audit Committee &
Chair of the Council



LLANHARAN COMMUNITY COUNCIL

BUDGET REPORT 2021-22

Meeting: Audit Committee
Date: 12th January 2020
Report by: Catherine Kennedy
Clerk to the Council/Responsible Financial Officer

PURPOSE OF THE REPORT

The purpose of this report is to set out for Members' consideration and approval the Council's Budget for 2021-22.

The report also asks Members' to provisionally agree the proposed level of Precept and increase to the Community Council Tax for next year and note the likely movement on the Council balances and reserves.

BACKGROUND

Town and Community Councils do not receive any grant from either the Welsh Government or the Local Authority, they rely solely on the local precept and income from charges. The Community Council's tax base for 2021-22 is £3,165.36 compared to 2020/21 which was £3,089.03

BUDGET HEADS

1) Administration Costs

- a) Staff Salaries
- b) Mileage
- c) Expenses
- d) Employer Pension and NI Contribution
- e) Office rent, Council Tax, insurance, electricity, water, telephone and broadband, IT and office capital expenditure including the upgrade of the chain of office.
- f) Printing, stationery and postage
- g) Audit Fees
- h) Professional and Legal fees
- i) Subscriptions and memberships

The following is

Recommended: £110,135

2) Insurances

This section includes employer, public liability, general, vehicle and office insurance. £3,150 was spent in 2020-21. With the impending construction of a storage facility and to include further purchases, the following is

Recommended: £4,580

3) Staff and Member Training

There was no budget included for 2020-21, the following is

Recommended: £1,500

4) Members Allowances

The Independent Remuneration Panel determine that councils must make a payment of £150 to each member in respect of telephone usage, information technology, consumables etc. unless a member advises the clerk in writing that they do not wish to receive the amount. 5 members opted out of this payment in 2020-21

A 'Responsibility Payment' of £1,500 was paid to the Chair of the Council.

A 'Responsibility Payment' of £500 was paid to the Vice Chair of the Council, the following is

Recommended: £4,100

5) Plant and Equipment:

To include plant/van purchase/lease, bowser repairs, tractor maintenance, portable and hand tools purchase, replacement of PPE and plant and equipment fuel, the following is

Recommended: £15,100

6) Street Furnishings:

Includes Summer baskets, Christmas lights and trees, play area maintenance, clocks, notice boards, bus shelters, planters and benches and tables.

a) **Summer Hanging Baskets & Installation:** £2,955 was spent on summer baskets during 2020-21. Council may wish to consider the purchase of baskets for local community centres and a number of lampposts where there are currently large gaps between displays, the following is
Recommended: £10,100.

b) **Christmas Lights & Trees:** £26,646 was spent on lights and trees for 2020. Council may wish to consider the installation of Community Christmas Trees at Ynysmaerdy, the Memorial Garden and Lanelay Hall plus the conversion of 13 lampposts and the hire of motifs to cover Hillside Avenue, Southall/William Street and between Llanharry Rd junction to Maes Y Gobaiith roundabout and

the bottom of Brynnau Gwynion. (**Appendix 2**), the following is
Recommended: £38,500.

- c) **Public Clocks – Maintenance:** £200 was spent on clock maintenance during 2020-21. Due to refurbishment of the building location of the clock in the Square, there is an estimated cost of £125 to re-wire the clock and £500 to cover the cost of an additional visit from the council contractor to re-set the clock. An agreement has been drawn up to ensure the future of the clock and built into the agreement is a £20 annual running fee. To cover repairs and maintenance, the following is
Recommended: £900.

- d) **Notice Boards – Maintenance:** Notice board replacements will be taken from the Community Infrastructure Levy monies. To cover repairs and maintenance, the following is
Recommended: £150.

- e) **Bus Shelters – Maintenance:** A grant received by Rhondda Cynon Taff Council will cover bus shelters in need of replacement. The community council is responsible for any damage and repairs. To cover repairs and maintenance, the following is
Recommended £500

- f) **Planters – Maintenance:** 6 large planters and 4 small planters were purchased using CIL monies during 2020-21, any further planter purchases will be covered using CIL monies. To cover repairs and maintenance, the following is
Recommended £150.

- g) **Benches and Tables – Maintenance:** 6 benches were replaced using CIL monies during 2020-2. Any further bench and tables will be purchased using CIL monies. To cover repairs and maintenance, the following is
Recommended £150

7) Community Functions:

- a) **Christmas Dinners:** The dinners for 2020 were cancelled due to Covid-19, therefore, the budget for 2021 is based on the figures for 2019, the following is
Recommended: £3,500

b) **Soup and Carols:** The soup and carols for 2020 were cancelled due to Covid-19, therefore, the budget for 2021 is based on the figures for 2019, the following is

Recommended: £250

c) **Fireworks Display:** The display for 2020 was cancelled due to Covid-19, therefore, the budget for 2021 is based on the figures for 2019, the following is

Recommended: £6,000

d) **Community Carnival:** The 2020 carnival was cancelled due to Covid-19. Based on previous years, the following is

Recommended: £2000

e) **General Sponsorship:** for minor events, the following is

Recommended: £1000

8) Grants/Financial Aid:

A major part of the budget is allocated to local community organisations, some of which have indicated that without the Council's financial support they would struggle to exist.

a) **General Grants:** £15,000 was allocated for 2020-21, the total spent was £10,500, the following is

Recommended: £15,000

b) **Covid-19 Grant:** Due to the Covid-19 Pandemic, £12,500 was transferred from the benches, notice boards and bus shelters budget to be spent on emergency Grants for small community organisations. The total spent was £13,257.

If funds are required, council may use the contingency fund.

c) **The Llanharan Community Development Project (LCDP) – SLA:** The Council in February 2018 agreed to a new 3-year SLA with the annual grant being increased from £20,000 to £24,000 in 2018/19, from 24,000 to £24,500 in 2019/20, from £24,500 to £25,000 for 2020/21 or in line with inflation. The final grant allocated in 2020/21 was £25,112.

Council may wish to consider negotiating a new Service Level Agreement with a starting point of **£25,000**.

d) **The Wildlife Trust:** The Council's annual grant is used to take forward the Trust's Management Plan for the woodland.

The Trust regularly reports to the Council on progress and the efforts being made to secure additional funding from the Landfill Tax, the following is
Recommended: £10,000

- e) **The Trussel Trust Foodbank:** The Council on 17 January 2019 agreed to support the Foodbank's Holiday School Lunch project at a cost of £4000 with the agreement that food provided would be distributed throughout the Llanharan Community. The budget for 2020-21 was increased to £5,695, the total spend was £5,850.
There will be 13 weeks of school holidays in 2021-22, the average spend per holiday week is £450, the following is
Recommended: £5,850

9) Outdoor Spaces:

a) **Rights of Way – Maintenance:**

To cover maintenance and repairs, the following is

Recommended: £1,500

Note: That major works and repairs will be financed from CIL monies if available

- b) **Skateboard Park – Maintenance:** The equipment was fully refurbished in 2013 at a significant cost. Further repairs have been undertaken since following incidents of vandalism at the site, the following is
Recommended: £500

c) **Play Areas and Open Spaces – Maintenance**

To cover repairs and maintenance, the following is

Recommended: £1000

10) War Memorials:

A 3-year maintenance programme was paid in 2020/21, for a bi-annual cleaning contract of the Llanharan and Brynna War Memorials. A floodlight has ceased working and both lights need to be upgraded to LED bulbs. The estimated cost is £1000, the following is

Recommended: £1000

11) Allotments:

The Open Spaces, Footpaths and Allotments Committee continues to review and monitor the three allotment sites. The budget covers maintenance and the cost of supplying water, the following is

Recommended: £1,250

12) Contingency:

A fund for events or circumstances that cannot be predicted, the following is
Recommended: £15,000

13) Ear Marked Reserves:

Currently there is £8,000 ear-marked for the replacement of the green mower and £15,000 for the upgrade of the memorial garden.

The green tractor has been assessed as having a useful lifespan of 5 years from 2020. The cost of the upgrade of the memorial garden can be fully met from CIL monies, of which approval has already been granted.

It is, therefore, recommended that these sums of money are released back into general reserves.

RECOMMENDATIONS

1. To consider and approve the 2021-22 budget as shown in Appendix 1
2. To consider and approve the keeping the penny rate at the same level as 2020-21, and therefore no increase in the precept
3. That RCT County Borough Council be informed accordingly.

Summary Note:

Estimated balance 31st March 2021	107,081.99
Proposed expenditure	260,845.00
Proposed other INCOME	3,730.00
Precept Required	257,115.00
Council Tax Base	3,165.36
Penny Rate (in pence)	64.56
£ increase in precept	
% increase in precept	0.00%
Precept Generated	204,355.64
Estimated Balance in the Bank on 31 March 2022	54,322.63
Reserves used	52,759.36