

**Minutes for the Scrutiny Committee Meeting of Llantrisant Community Council
held at Caerlan Hall on 16th January, 2018 at 6.30pm**

Present:

Cllr D Nicholas (In the Chair)			
Cllr T Crutcher	Cllr A Moss	Cllr A Matheson	

Also present RFO/Deputy Clerk: Alison Jenkins

1	Apologies
	Apologies of absence were received from Cllr J Barton and Cllr R Hunt.
2	To receive disclosures of personal interests in accordance with the Code of Conduct
	There were no disclosures of personal interest in line with the Code of Conduct
3	To approve the minutes of the meeting 24 October, 2017
4	To review the accounts for the year to date and consider recommendations for virements required.
	Members studied the report provided and confirmed the proposed virements.
Resolved: To recommend to full council the virement of:	
£100 to telephones from sundries £100 to telephones from general insurance £3,586 to elections from contingency £150 to workwear from staff training £1,500 to PAYE & NI from pensions £1,500 to PAYE & NI from salaries £400 to Llys y Cwm Rates from contingency	
5	To review income received and any outstanding payments due.
	Members were pleased to see that Meithrin are now up to date with payments. Cllr Moss will assist the RFO in chasing the payment from the Shopping Park.
Resolved: To continue to monitor any payments due to Council at each Scrutiny meeting.	
6	To review the Council's Asset Register.
	Members present were pleased with the information available in the asset register. It was highlighted that the bollards at Dan y Graig and locations of trees throughout the wards needed to be added to the register. Whilst looking at the condition of items it was proposed to adopt a traffic light system on maintenance required. Green – no maintenance required asset in good condition. Yellow – maintenance required such as painting, minor repairs. Red – the item is in need of disposal or replacement. Following the annual inspection where the condition of each item is assessed, members would be provided with a report clearly showing the state of the Council assets.

Signed.....

Date.....

Resolved: To adopt a traffic light system for recording the condition of Council assets to be reviewed by Members.

7. To consider a Budget for the financial year 2018/19 for recommendation to Full Council.

The detail provided in the budget report was commented on, making the committee's work in recommending a budget easier than it may have otherwise been. It was noted that if a new tree was provided at Penygawsi the initial costs would be funded from Llantrisant Ward Project money.

Resolved: To recommend to full council that the budget for the financial year 2018/19 be set at:

ADMINISTRATION	Recommended
Photocopying	£1,640
Computer Costs	£1,500
Postage	£200
Telephones	£580
Stationery	£300
Sundries	£200
Audit Fees & Bank charges	£1,030
General Insurance	£4,250
Chairman's Allowance	£1,500
Councillors Expenses	£4,800
Councillors Training	£1,000
Public Relations	£0
Elections	£2,000
Contingency Fund	£10,000
Office Equipment Depreciation	£500
TOTAL	£29,500

GRANTS	Recommended
Llantrisant Ward	£5,500
Talbot Green Ward	£5,500
Beddau & Tynant Wards	£11,000
General Grants	£3,000
TOTAL	£25,000

PROJECTS	Recommended
Llantrisant Ward	£3,000
Talbot Green Ward	£3,000
Beddau & Tynant Wards	£6,000
Events/Public Relations	£2,500
BATCL	£5,000
Community Bus	£7,020
Christmas	£7,000
Floral Displays	£11,000

Signed.....

Date.....

Charter of Friendship	£2,000
TOTAL	£46,520
TRANSPORT	Recommended
Fuel	£1,100
Repairs, Service, MOT	£1,000
Road Tax	£250
Garage Rent	£325
Van insurance	£1,050
Depreciation Fund (Van)	£1,000
TOTAL	£4,725
ALLOTMENTS	Recommended
Penygawsi Allotments	£360
Brynteg Allotments	£360
Tynant Allotments	£360
Pencoedcae Allotments	£360
TOTAL	£1,440
OUTSIDE WORK	Recommended
Works Depot	£500
Small Tools	£100
Machine Repairs & Spares	£1,000
Outside Work	£1,500
Street Furniture	£8,000
Depreciation Fund (Equipment)	£0
TOTAL	£11,100
STAFFING	Recommended
Salaries	£78,000
PAYE & NI	£18,000
Penison Contributions	£21,000
Recruitment Costs	£100
Training	£1,000
Work wear	£600
Staff Expenses	£650
TOTAL	£119,350
LLYS Y CWM	Recommended
Rates	£1,700
Water Charges	£460
Electricity	£775
Gas	£1,450

Signed.....

Date.....

Cleaning Materials	£150
Maintenance Contracts	£1,100
Repairs & maintenance	£2,500
Depreciation Fund	£1,500
TOTAL	£9,635

CAERLAN	Recommended
Rates	£4,600
Water Charges	£500
Electricity	£1,000
Gas	£1,500
Cleaning Materials	£250
Maintenance Contracts	£1,100
Repairs & maintenance	£2,000
Depreciation Fund	£1,500
TOTAL	£12,450

	Recommended
ADMINISTRATION	£29,500
GRANTS	£25,000
PROJECTS	£46,520
TRANSPORT	£4,725
ALLOTMENTS	£1,440
OUTSIDE WORK	£11,100
STAFFING	£119,350
LLYS Y CWM	£9,635
CAERLAN	£12,450
TOTAL EXPENDITURE	£259,720

INCOME	Recommended
Photocopying	£150
Precept (at 2017/18 level)	£213,525
Interest	£160
Penygawsi Allotments	£27
Brynteg Allotments	£43
Tynant Allotments	£41
Pencoedcae Allotment	£49
Footpath Agency Agreement	£700
Hall Hire Llys y Cwm	£6,000
Hall Hire Caerlan	£8,500
Grants	
TOTAL INCOME	£229,195

Signed.....

Date.....

8.	To consider the setting of the precept for the financial year 2018/19 for recommendation to Full Council.
	Members considered levels of Council reserves, the reduction in the Council Tax Base, planned projects for the year ahead before agreeing to recommend to Council an increase of £2.00 to the charge to a Council Tax Band D property resulting in a slight decrease of the precept received by the Community Council to £212,359
Resolved: To recommend to full Council that the Community Council charge for the financial year 2018/19 be set at £40 per Council Tax Band D Property which when multiplied by the Council Tax Base of £5,308.98 would generate a precept for the Community Council of £212,359.	

The meeting ended at 7.20pm

DRAFT

Signed.....

Date.....