

ADMINISTRATION

Photocopying. Bill £393 due this month. Still need to pay for copying between now and March £150.

Contract was £211 now £299 per quarter. Colour copies more expensive but should reduce computer costs as not buying colour toners for Samsung. Taking last bill as an average £100 for copies per quarter.

Computer costs. Need to pay RBS 280 and Xinn for rest of year. New website is up and running which cost £250 this year, so no budget needed for that. Colour photocopier will reduce number of cartridges needed for Samsung printer.

Postage. Database of emails being collated helping to save on postage and BACS payments being made rather than posting cheques.

Telephones. Savings were made from last year by changing the alarm/fax/broadband line to Talktalk from BT. There is still one more quarterly bill for the office due.

Stationery £233 of this expenditure needs moved to outside work as it is for stickers printed for the bus shelters. County Borough Supplies closed at the end of last year so a stock of envelopes was purchased in their clear out reduced prices. This has led to a reduced stationery expenditure this year. Next year, new headed paper will need to be ordered for the new Clerk.

Sundries Seems to stay around the same figure each year. The Observer is now £1.10 per copy. Council could save £57.20 each year as most of the Wales Online information can be found on twitter.

Audit Fees and Bank Charges Still to pay internal auditor £410, Audit Office £163.50, Nat West 17 and Unity Trust £30. Total £620.50
Unity Trust fees are less than Nat West. Interest received has also increased. Hopefully internal audit fees may go down to a day and a half rather than 2 full days but this is not guaranteed.

Insurance The council has signed into a 3 year agreement with Came and Co. Changing from Aviva to Hiscox has produced a cheaper quote than expected for 2016/17. The Council is purchasing some new bus shelters and needs to cover the new fence at the allotments

Chairs Allowance Personal £500 Expenses £1000. This was increased to £1100 last year but with three months left to go, there is still 800 left to spend. £100 of this has already been allocated.

Councillor's Expenses Council joined OVW last year with 50% discount, this year's membership will be £1929, plus funds are needed for mileage for conferences/training Councillors attend.

Currently no Councillors claim any other allowances, however some of the newly elected Councillors may wish to do so, in which case a budget should be available.

The Panel's determinations for Community and Town Councils are permissive and each council must formally decide to apply the determinations. If a council does adopt the determinations, members are entitled to: £100 a year to cover telephone, IT and other costs, £500 for up to 3 members with special responsibilities (e.g. a committee chair), An allowance for the mayor or chair of the council, Reimbursement of travel and subsistence costs when on official business, An attendance allowance, A financial loss allowance, Reimbursement of the costs of care for a dependent child or adult of up to £403 a month.

Councillors Training Currently Councillor Training courses are paid for out of the current staff budget. A new budget heading has been created.

Public Relations This budget was spent this year on the Big Picnic and previously has paid for newsletters etc. For 2017/18 it is proposed to make a new budget heading under projects for events/public relations.

Elections There will be elections in all 4 wards in May. There is already 4000 in earmarked reserves however an additional 4000 needs to be added to the fund. If all 4 wards have enough candidates to go to election this still may not be enough as on average each ward costs between 2 to 3 thousand.

Contingency Fund Council have committed £10,000 from reserves for the Beating of the Bounds. This is shown in the estimated expenditure under contingency fund.

Office equipment depreciation fund. This is ready to purchase new computers, desks etc when needed. It currently stands at £2000 and the Clerk does not recommend the need to increase this level of funds.

ADMINISTRATION	Actual	Actual	Actual	Actual	Actual	Budgeted	Estimated end	Proposed	Recommended
	2012/13	2013/14	2014/15	2015/16	9 months	2016/17	2016/17	2017/18	2017/18
Photocopying	981	1,057	852	980	775	1600	1320	1600	
Computer Costs	1,272	1,458	1,964	1,733	721	1500	1,200	1000	
Postage	346	519	436	449	156	450	250	250	
Telephones	488	590	673	602	492	600	600	650	
Stationery	331	462	401	346	318	400	150	300	
Sundries	388	389	352	399	357	400	400	350	
Audit Fees & Bank charges	1,204	1,474	1,074	1,544	633	1000	1,255	1200	
General Insurance	4,703	4,913	4,825	4,970	3873	5100	4,000	4200	
Chairman's Allowance	1,922	1,653	1,496	1,517	898	1787	1,787	1500	
Councillors Expenses	221	55	15	938	0	250	2000	2500	
Councillors Training								1400	
Public Relations	0	1,000	660	250	519	500	519	0	
Elections	7860	3,317	3,217	3,488	0	0	0	4000	
Contingency Fund	0	400	750	0	0	10000	10,000	10000	
Office Equipment Depreciation			0	0	0	0	0	0	
TOTAL	19,716	17,287	16,715	17,216	8742	23587	23481	28950	0

GRANTS

Traditionally any unallocated grant money gets allocated during the March meeting to late applicants/new groups in the area/charities that the Councillors have an interest in or have current appeals happening.

Councillors have requested that the amounts are increased to £6,000 for each ward. This year Talbot Green received 18 applications, Llantrisant 22 applications and Beddau & Tynant Ward 21 applications and 11 umbrella applications. The allocations of grants is therefore disproportionate between the wards. Llantrisant is trying to fund more applications from half of the budget that Beddau and Tynant have available this means:

A school in B&T gets £400, in TG £500 and Llantrisant £150 or £200.

A OAP group in B&T £600 in TG gets £300 to 400 and in Llantrisant gets £200

A sports club in B&T get from £100 to £500, in TG get £300 to £400 and in Llantrisant get £100 to £200.

Young peoples groups like cadets and scouts in B&T get from £400 to £600, in TG get £300 and in Llantrisant get £300.

Allotments in B&T get £400 and in Llantrisant get £200.

Should a new scheme get set up where grants are allocated dependent on the number of residents who benefit and taking existing balances and planned expenditure more in to account, the funds would be more fairly distributed.

A lot of Community Groups rely on the funding so the requirement to makes grants is not being queried. The Clerk is advising that the manner in which they are allocated should be reconsidered. If the allocation framework was reconsidered then there is probably not need to increase the budget for each ward. The £25,000 could be allocated by a committee made up of members from each ward which would then be brought to full Council for consideration.

GRANTS	Actual	Actual	Actual	Actual	Actual	Budgeted	Estimated end	Proposed	Recommended
	2012/13	2013/14	2014/15	2015/16	9 months	2016/17	2016/17	2017/18	2017/18
Llantrisant Ward	4,750	5,000	4,800	5,500	4700	5500	5500		
Talbot Green Ward	4,800	4,800	4,900	5,500	5499	5500	5500		
Beddau & Tynant Wards	8,300	10,500	10,500	11,000	9550	11000	11000		
General Grants	1,850	3,000	2,550	3,000	2200	3000	3000	25000	
TOTAL	19,700	23,300	22,750	25,000	21949	25000	25000	25000	0

PROJECTS This is the one area of budget where any under/over spend from the year before is carried forward to the next financial year. There has been several discussions this year about re-allocation of project money. Several new budget headings are recommended.

BATCL - a commitment has been made to fund the library for 6 years, £5,000 per year. **Community Bus** - Ward members are committed to providing this well used service. New contract April 2017. £110 per week. total £5,200

Christmas: Costs need to cover Christmas Trees, lights, events. Costs for 2016/17:

Centregreat – large trees and street lights £5,958 (£1256 claimed back from retail park.), School Christmas trees and shop trees and competition prizes: £1,278 , Carol service costs will come from events? **Total: £5,980**

The lights in Talbot Green where changed 2 years ago. The lights in Beddau and Tynant are now 5 years old and Council should consider their replacement. There are 15 fittings and a new light will cost between £250 and £300 (£4,500)

Summer Planting: needs to cover planting, watering and erection and removal of hanging baskets and planters. Last year's costs.

Watering erection and removal £7,160, Baskets planting and preparation: £4,560, Planters: £1,000 **Total: £12,720**

RCT have requested that all small baskets are removed from the lamp posts, however it is hoped to purchase some basket trees for the Gwaunmiskin Estate to keep the flowers in the area. A few changes have also been made to the number of large baskets, but the total cost is unlikely to reduce dramatically.

Events/Public Relations: Needs to cover planned Community Council events plus funds to support events in the community organised by community groups/schools etc. Funds could also be used to organise resident meetings to look at projects the local community would like the Community Council to use CIL money for or general projects in the area.

Charter of Friendship: A new budget heading has been set to work on links with Crecy.

Music Memorial: There has not been a music memorial concert for several years and no contact has been received from the Williams family about changing this situation. There is no proposed budget for the music memorial in 2017/18.

PROJECTS	Actual 2012/13	Actual 2013/14	Actual 2014/15	Actual 2015/16	Actual 9 months 2016/17	Budgeted 2016/17	Estimated end 2016/17	Proposed 2017/18	Recommended 2017/18
Llantrisant Ward	5,997	10,641	16,459	7,126	5426	7856	7,856	3,000	
Talbot Green Ward	7,303	6,644	5,520	10,314	7466	8503	8,503	3,000	
Beddau & Tynant Wards	12,549	20,260	13,819	16,215	6109	16966	16,966	3,000	
BATCL								5,000	
Community Bus								5,200	
Christmas								6,300	
Summer Planting								13500	
Charter of Friendship								2000	
Events/Public Relations								2500	
TOTAL	25,849	37,545	35,798	33,656	19001	33325	33325	43,500	0

TRANSPORT

Fuel: no need for any change.

Repairs, Service, MOT: The van has come to the end of its warranty period. So costs may start to increase, although local garages can be used for repairs rather than having to use the main dealer. A small increase in budget has been set just in case!

Road Tax: The changes to vehicle tax are only for vehicles purchase after April 2017.

Garage Rent: The garage is used to store the bowser and hanging baskets.

Van insurance: No major change is expected at this stage.

Depreciation Fund (Van): Currently stands at £6,000 - traditionally £2,000 is saved each year so that a new van can in theory be purchased every 5 years. Obviously if after 5 years the existing van is still reliable and in a good state of repair the purchase would be delayed.

TRANSPORT	Actual	Actual	Actual	Actual	Actual	Budgeted	Estimated end	Proposed	Recommended
	2012/13	2013/14	2014/15	2015/16	9 months	2016/17	2016/17	2017/18	2017/18
Fuel	1,765	1,626	1,168	980	718	1250	1,050	1,100	
Repairs, Service, MOT	1192	760	449	815	522	800	800	1000	
Road Tax	215	147	225	225	230	250	230	240	
Garage Rent	298	313	298	305	214	350	320	350	
Van insurance	894	995	1,059	770	850	1125	850	1,000	
Depreciation Fund (Van)	0	6,475	0	0	0	0	0	2000	
TOTAL	4,364	10,316	3,199	3,095	2534	3775	3250	5690	0

ALLOTMENTS

Each site is allowed 2 skips per year, plus currently the allotment competition costs also come from this budget but could now be moved to events? Occasionally Council pay for additional repairs on site, however usually this comes from project money.

The lease with RCT for Penygawsi and Pencoeadcae is still outstanding and currently no rent is being paid. RCT are beginning to tighten up on areas like this and it is not unrealistic to think a rent may be charged.

ALLOTMENTS	Actual	Actual	Actual	Actual	Actual	Budgeted	Estimated end	Proposed	Recommended
	2012/13	2013/14	2014/15	2015/16	9 months	2016/17	2016/17	2017/18	2017/18
Penygawsi Allotments	159	496	768	415	314	750	480	400	
Brynteg Allotments	432	416	524	656	486	750	680	400	
Tynant Allotments	440	444	594	627	406	750	530	400	
Pencoeadcae Allotments	11233	1,221	684	493	319	750	480	400	
TOTAL	12,264	2,577	2,570	2,191	1525	3000	2170	1600	0

LLYS Y CWM

There is still £2,000 of grant money waiting to be spent when work is completed on the outside area. The cost for trade waste has increased dramatically over the last 2 years. Meithrin are now using the hall all day which will have a slight knock on effect on the utility bills.

LLYS Y CWM	Actual	Actual	Actual	Actual	Actual	Budgeted	Estimated end	Proposed	Recommended
	2012/13	2013/14	2014/15	2015/16	9 months	2016/17	2016/17	2017/18	2017/18
Rates	1,096	1,125	1,147	1,169	943	1200	1,180	1,250	
Water Charges	152	212	243	301	354	310	354	380	
Electricity	273	847	634	32	365	700	700	750	
Gas	840	1,506	1,566	1,613	292	1275	1275	1400	
Cleaning Materials	123	96	159	261	85	200	120	150	
Maintenance Contracts	867	835	791	1,873	1281	1264	1350	1100	
Repairs & maintenance	818	841	2,786	931	953	1000	1,000	1,000	
Depreciation Fund			0	0	0	0		1000	
TOTAL	4,169	5,462	7,326	6,668	4273	5949	5979	7030	0

CAERLAN

The electricity, gas and water cover the Parish Office as well as the hall itself. The maintenance contract spending is misleading. The relief caretaker has his own business so gets paid as a contractor rather than a member of staff. It is therefore correct he shows as a maintenance contract on the budget. However historically the relief caretaker costs would always have come from staffing. Therefore the Clerk still budgets for relief caretaking in staffing and then vires money as required to cover his wages/payments. The depreciation fund is being built up to pay to replace the hall flooring and paint the outside of the building. It is hoped to replace the fire door in the staff kitchen before the end of this year.

CAERLAN	Actual	Actual	Actual	Actual	Actual	Budgeted	Estimated end	Proposed	Recommended
	2012/13	2013/14	2014/15	2015/16	9 months	2016/17	2016/17	2017/18	2017/18
Rates	4,068	4,107	4,257	4,338	3500	4425	4,380	4,500	
Water Charges	298	247	325	510	206	410	410	450	
Electricity	831	1,042	858	996	430	1020	860	1000	
Gas	0	2,340	1,814	2,007	407	1600	1400	1500	
Cleaning Materials	271	272	244	339	157	250	200	250	
Maintenance Contracts	505	1,058	2,548	1,884	1329	2140	1600	1700	
Repairs & maintenance	638	605	932	1,073	366	1000	1,000	1,000	
Depreciation Fund			0	0	0	0		1000	
TOTAL	6,611	9,671	10,978	11,147	6395	10845	9850	11400	0

STAFFING

The new staffing structure in the Parish Office will increase the salary budget.

In 2017/18 Council will employ:

- 1 Clerk for 22 hours
- 1 RFO Deputy Clerk for 28/30 hours
- 1 Council Operatives for 37 hours
- 1 Summer Operative for 30 hours for 6 months of the year
- 1 Caretaker for 25 hours per week plus openings
- 1 Relief Caretaker to cover holidays and sickness
- 1 Youth Club Leader, 9 hours term time only
- 2 Play workers 9 hours term time only
- 1 Relief Play workers for up to 9 hours per week, term time dependent on youth club numbers

The national living wage rises from £7.20 to £7.50 on the 1st April.

A 1% pay increase for all staff was agreed last year by the NJC and comes in on the 1st April 2017.

All staff are entitled to join the local government pension scheme. Notification has been received that the employer contribution will rise to 19.4% in April. However the surplus that Council currently pay has been reduced from £4,000 per annum to £2,600 per annum so the actual monthly cost to Council will remain much the same as this financial year.

STAFFING	Actual 2012/13	Actual 2013/14	Actual 2014/15	Actual 2015/16	Actual 9 months	Budgeted 2016/17	Estimated end 2016/17	Proposed 2017/18	Recommended 2017/18
Salaries	67,174	63,337	63,349	67,642	53949	77296	71,000	78,000	
PAYE & NI	12,933	8,886	8,999	9,800	7715	9000	10,750	12,000	
Pension Contributions	16,242	13,743	15,096	17,682	11997	16500	16,000	18,500	
Recruitment Costs	73	0	0	44	0	250	220	100	
Training	829	910	1,911	1,637	1169	2294	2,294	1,500	
Work wear	485	496	372	353	336	500	370	450	
Staff Expenses	158	40	113	219	69	200	110	300	
Union Contributions	278	133	72	0					
Redundancy Costs	4842	0		0					
TOTAL	103,014	87,545	89,912	97,377	75235	106040	100744	110850	0

OUTSIDE WORK

Street Furniture: £1,500 for drop kerbs Llantrisant. £2,402 new shelter Cross Inn, £3,600 ground works Gwaunmiskin, £3229 new shelter Gwaunmiskin. So this year's budget is slightly overspent.

Depreciation Fund (Equipment): there are sufficient funds (£7,577) already earmarked to replace the larger equipment that no additional budget is required this financial year. The works depot itself needs lined.

No dramatic changes have been highlighted for the Outside work budget heading.

OUTSIDE WORK	Actual	Actual	Actual	Actual	Actual	Budgeted	Estimated end	Proposed	Recommended
	2012/13	2013/14	2014/15	2015/16	9 months	2016/17	2016/17	2017/18	2017/18
Works Depot	723	765	499	403	197	550	500	550	
Small Tools	334	95	20	103	5	100	30	100	
Machine Repairs & Spares	449	62	1,056	466	1015	1000	1015	1000	
Outside Work	1494	3,381	1,118	2,535	926	2500	2500	2500	
Street Furniture	5,361	7,710	2,011	7,686	(300)	9000	10,730	8,000	
Depreciation Fund (Equipment)		456	0	1,923	0	0	0	0	
TOTAL	8361	12469	4,704	13,116	2143	13150	14775	12150	0

TOTAL EXPENDITURE

	Actual	Actual	Actual	Actual	Budgeted	Estimated end	Proposed	Recommended
	2012/13	2013/ 14	2014/15	2015/16	2016/17	2016/17	2017/18	2017/18
<u>TOTAL EXPENDITURE</u>	<u>204,288</u>	<u>206,172</u>	<u>193,952</u>	<u>209,486</u>	<u>225,071</u>	<u>218,724</u>	<u>246170</u>	<u>0</u>

INCOME

For the purpose of this table the Clerk has maintained the precept at the existing level.

The rent from the allotments has not been increased since 1988, although it was debated about 5 years ago and brought to Council's attention each year. Each site currently pay 30p per perch. Any increase proposed can not be in excess of the current rate of inflation which according to the office of national statistics was 1.5% in Dec 2016. This means that Council can only increase it to 30.45p per perch. Realistically this is an increase which should have been implemented each year and maybe Council should agree to increase the allotment rent by the rate of inflation in future years?

The hall rents was increased in Sept 2010. And rates have been brought to Councils attention each year.

Currently hirers at Llys y Cwm pay £10 for the first hour and £5 for every additional hour with a minimum booking of 2 hours. In reality there are very few bookings at Llys y Cwm. Meithrin pay £5 per hour. There is not VAT on bookings at Llys y Cwm.

Caerlan (all rates are inclusive of VAT) businesses and one off bookings are charged £10.21 per hour. Community Groups are charged £5.62 and regular users £6.64. There is a very fine line between what is a community group and what is a regular user!

£10.21 – Private parties and one off bookings, Kim Bardsley School of Dance, Tots Play,

£6.64 – Llantrisant WI (Monthly), Gwynfa Camera Club(weekly), Welsh Tune Club (monthly),

£5.62 – Tabor Baptist Church, (youth club, mums & toddlers, all access church services), Afon Dance (twice weekly), Welsh Classes (3 a week)

Stopping the Footpath Agency Agreement may be an avenue for the Borough Council to save money although the current footpath officer is very pleased with the work we complete. The figure may reduce as we will no longer be responsible for the paths around Penycodcae.

	Actual	Actual	Actual	Actual	Actual	Budgeted	Estimated	Proposed	Recommended
	2012/13	2013 14	2014/15	2015/16	9 months	2016/17	2016/17	2017/18	2017/18
Photocopying	116	470	161	138	62	200	100	100	
Precept	181,352	185,382	196,469	205,384	209,844	209,844	209,844	209,844	
Interest	749	1,041	63	91	156	200	200	200	
Penygawsi Allotments	26	26	26	26	0	26	26	26	
Brynteg Allotments	42	42	42	42	0	42	42	42	
Tynant Allotments	40	40	40	40	0	40	40	40	
Pencoedcae Allotment	48	48	48	48	0	48	48	48	
Footpath Agency Agreement	835	835	835	835	0	835	835	700	
Hall Hire	622	3,549	3,380	2,529	2723	3000	4000	4000	
Hall Hire	7,149	7,855	7,663	8,527	4352	7500	7500	7500	
TOTAL INCOME	190979	199,288	208,727	217,660	217,137	221,735	222,635	222,500	0

PRECEPT

Last year the precept was set at £38.00 per Council Tax Band D. Generating an income of £209,844. Despite the boundary consultation proposals coming in to place in May when the elections take place there has been no reduction to the Council Tax base for 2017/18. There has actually been a small rise in the Council Tax Base for 2017/18. Council should be aware that it will probably reduce in 2018/19 when the boundary changes have been actioned.

The SLCC recommendation is that there are enough reserves to cover 3 to 12 month expenditure. Working to a budgeted expenditure of £246,220 this equates to around £20,500 for one month. This would suggest that Council's general reserve should not fall below £61,500.

	Actual	Actual	Actual	Actual	Actual	Actual	Budgeted	Estimated
	2010/11	2011/12	2012/13	2013 /14	2014 /15	2015/16	2016/17	2016/17
Council Tax Base	£5,385.80	£5,411.88	£5,428.08	£5,387.45	£5,396.02	£5,404.84	£5,522.23	£5,522.23
Council Tax Band D	£33.51	£33.51	£33.41	£34.41	£36.41	£38.00	£38.00	£38.00
Precept Generated	£180,478.00	£181,352.00	£181,352.00	£185,382.00	£196,469.00	£205,384.00	£209,844.00	£209,844.00
£ increase in precept	£1.51	£0.00	-£0.10	£1.00	£2.00	£1.59	£0.00	£0.00
% increase in precept	4.70	0.00	0.00	2.99	5.80	4.20%	0	0
TOTAL EXPENDITURE	£169,816.00	£159,673.00	£204,288.00	£206,172.00	£206,801.00	£209,486.00	£225,071.00	£218,724.00
TOTAL INCOME	£192,802.00	£190,835.00	£190,979.00	£199,288.00	£215,178.00	£217,660.00	£221,735.00	£222,635.00
Balance in the Bank	86,504	124,102	99,555	92,677	£101,054.00	£109,888.00	£106,552.00	£113,799.00

As the budgeted balance in the bank is the lower figure, the following calculations have been worked to it, to show the worst case scenario.

Budgeted balance 31/3/17	£106,552.00	£106,552.00	£106,552.00	£106,552.00	£106,552.00	£106,552.00	£106,552.00	£106,552.00
Council Tax Base	£5,619.08	£5,619.08	£5,619.08	£5,619.08	£5,619.08	£5,619.08	£5,619.08	£5,619.08
Council Tax Band D	£37.35	£38.00	£38.25	£38.50	£38.75	£39.00	£39.25	£39.50
Precept Generated	£209,844.54	£213,525.04	£214,929.81	£216,334.58	£217,739.35	£219,144.12	£220,548.89	£221,953.66
£ increase in precept	-£0.66	£0.00	£0.25	£0.50	£0.75	£1.00	£1.25	£1.50
% increase in precept	-1.72	0.00	0.66	1.32	1.97	2.63	3.29	3.95
Proposed expenditure	£246,170.00	£246,170.00	£246,170.00	£246,170.00	£246,170.00	£246,170.00	£246,170.00	£246,170.00
Proposed other INCOME	£12,656.00	£12,656.00	£12,656.00	£12,656.00	£12,656.00	£12,656.00	£12,656.00	£12,656.00
Balance in the Bank	£82,882.54	£86,563.04	£87,967.81	£89,372.58	£90,777.35	£92,182.12	£93,586.89	£94,991.66
Reserves used	£23,669.46	£19,988.96	£18,584.19	£17,179.42	£15,774.65	£14,369.88	£12,965.11	£11,560.34

