

MAESTEG TOWN COUNCIL

Minutes of a **HYBRID** meeting of the **Finance committee** held remotely via Microsoft Teams and at the Council Chamber, Council Offices, Talbot Street, Maesteg, on **Wednesday, 22nd November 2023**.

PRESENT:

COUNCILLORS: **G Thomas (Chair)**

F Abedalkarim, C Knight, A LeGeyt, R Martin, L Thomas

APOLOGIES were received from Cllr P Davies

DECLARATION OF INTEREST: None received

335. QUARTERLY REVIEW OF ACCOUNTS (APRIL – SEPTEMBER 2023)

Members were provided with all signed bank reconciliations from Q1 and a Q1 summary sheet.

Report to the finance committee on current and possible future budget

Q1 & Q2 results as at 27/09/2023.

Cash on hand = £695,280.79

Unpresented payments = £17.50

Budget Position

Budget Spend for the year was set at £301,107.00 during December 2022

Extraordinary Council meeting.

Position at end Q2.

Council spent £ 392,247.94 (including money transferred from Lloyds to CCLA)

actual spend minus the CCLA transfer = £142,247.94 which is equivalent to 47.24% of the budget.

Forward View and comments.

The councils spend has been categorised as:-

- long term commitments, those being contractual spend or items committed by the council that can't easily be amended.
- Discretionary spend – short term spending that may be contractual or not but that can be varied by the council should it wish.
- Other items – items that don't fit the above categories or deserve special mention such as one-off purchases.

For each Budget line a comment is made on how much is expected to be spent on that item in the full financial year, so includes a best estimate or latest view to enable a year end position to be calculated for budget setting purpose. Appendix A shows an easy-to-read table format that shows, budget allocation, spend to date, expected spend and better/worse than budget.

CAPITAL PROJECTS	Budget	Budget Remaining	Spend to Date	% of Budget spent
<i>Capital Projects (Traffic scheme, Maesteg Park memorial & trial bus service)</i>	145,000.00	144,150.00	850.00	0.59%
<i>Capital Projectes Grade II* listed building</i>	231,338.91	214,925.46	16,413.45	7.09%
<i>Capital Projects - Chamber audio upgrade</i>	20,000.00	20,000.00	-	0
<i>Capital Projects - Bus Shelters</i>	12,717.00	8,372.07	4,344.93	34.17%

N.B. Chamber audio upgrade = £31,349.00 = £11,349.00 overspend

REVENUE BUDGET	Budget	Budget Remaining	Spend to Date	% of Budget spent	Notes
<i>Car park toilet</i>	40,000.00	38,843.25	1,156.75	2.89%	<i>N.B. JC DECAUX will be removing the toilet in October paid £14,193.49 no further spend expected leaving £24,649.76 remaining</i>
<i>CAT</i>	15,000.00	10,000.00	5,000.00	33.33%	
<i>Cenotaphs</i>	2,200.00	2,200.00	-	0%	<i>Cenotaphs will be cleaned in November before Remembrance Sunday</i>
<i>Children's Playschemes</i>	6,600.00	6,600.00	-	0%	<i>We have yet to receive the invoice for Summer playschemes</i>
<i>Christmas lighting</i>	31,000.00	31,000.00	-		<i>See minute 252 26/09/23 whereby Council agreed to purchase new Christmas lights (£32,531.00) & Christmas Trees (£21,971.00) = £54,502.00 – £31,000.00 (budget) = £23,502.00 overspend</i>
<i>CMO equipment allowance</i>	2,000.00	792.01	1,207.99	60.40%	
<i>Defibrillator Maintenance</i>	1,000.00	706.10	293.90	29.39%	
<i>Dog waste bags</i>	5,393.00	3,552.10	1,840.90	34.13%	<i>Re-ordered 27/09/23</i>
<i>Elections</i>		-	-		
<i>Floral displays</i>	12,000.00	5,614.00	6,386.00	53.22%	
<i>General Fees</i>	5,000.00	1,171.59	3,828.41	75.57%	<i>Not sure when the 2022-23 Audit fees will be billed.</i>
<i>Insurance</i>	3,500.00	79.85	3,420.15	97.72%	<i>No further spend expected</i>
<i>Maesteg Cemetery</i>	1,875.00	375.00	1,125.00	60%	<i>N.B. £375 from Q4 2022-23</i>
<i>Maesteg Festival - Keeper Run</i>	15,000.00	2,687.49	12,312.51	82.08%	<i>No further spend expected</i>
<i>Maesteg Festival - Summer Festival</i>	20,000.00	14,927.22	5,072.78	25.36%	<i>see minute 189 - whereby it was agreed to ringfence remaining money for next year</i>
<i>Maesteg Festival - Christmas grotto & parade</i>	20,000.00	14,844.50	5,155.50		<i>N.B. New Christmas parade quote + 10% agreed in extraordinary council 17/10/23 = (£17,480.00 + £1,748.00 = £19,228.00) Santa's Grotto (£10,941.42) plus performances in market square (£500.00) plus mince pies and hot drinks (unknown) plus selection</i>

				25.78%	<i>boxes for schools & selection boxes for Grotto (£3,806.19) plus gifts for residential care homes (approx. £5 x 91 =£455)</i> <i>Total costs for parade, grotto etc: 19228.00 + 10941.42 + 500.00 + 3806.19 + 455.00 = £34,930.61</i> <i>34930.61 – 5155.50 = 29,755.11 remaining to be spent</i> <i>34930.61 – 20,000.00 = Overspend of £14,930.61</i>
<i>Mayoral Office</i>	<i>3,000.00</i>	<i>-108.16</i>	<i>3,108.16</i>		<i>Overspend by £108.16 with 1 more payment to be made in October £250.00 making overspend £358.16</i>
<i>Members expenses</i>	<i>5,152.00</i>	<i>1,562.00</i>	<i>3,590.00</i>	<i>69.68%</i>	
<i>Office costs</i>	<i>5,500.00</i>	<i>3,146.11</i>	<i>2,353.89</i>	<i>42.80%</i>	
<i>Premises running costs</i>	<i>20,000.00</i>	<i>10,081.99</i>	<i>9,918.01</i>	<i>49.59%</i>	
<i>S.137 donations</i>	<i>20,000.00</i>	<i>10,482.71</i>	<i>9,517.29</i>	<i>47.59%</i>	
<i>School litter bin project</i>	<i>5,000.00</i>	<i>5,000.00</i>	<i>-</i>	<i>0%</i>	<i>See minute 34 - whereby it was agreed to move £5000.00 from Street Cleansing budget into new School bin project</i>
<i>Staff costs</i>	<i>79,599.00</i>	<i>33,856.41</i>	<i>45,742.59</i>	<i>57.47%</i>	<i>CMO will be reverting to Winter hours from October</i>
<i>Street Cleansing</i>	<i>25,000.00</i>	<i>25,000.00</i>	<i>-</i>	<i>0%</i>	<i>See minute 34 - whereby it was agreed to move £5000.00 from Street Cleansing budget into new School bin project</i>
<i>Telephones and IT</i>	<i>5,500.00</i>	<i>966.42</i>	<i>4,533.58</i>	<i>82.43%</i>	<i>Had to pay exit fees from ITCS</i>
<i>Training</i>	<i>3,000.00</i>	<i>2,082.00</i>	<i>918.00</i>	<i>30.60%</i>	<i>see minute 55 - whereby it was agreed to move £3000.00 from General Fees into new Training budget line</i>
<i>Van</i>	<i>2,500.00</i>	<i>1,593.01</i>	<i>906.99</i>	<i>36.28%</i>	
<i>Ward Specific - Caerau</i>	<i>6,470.00</i>	<i>3,352.91</i>	<i>3,117.09</i>	<i>48.18%</i>	
<i>Ward Specific - Maesteg East</i>	<i>5,000.00</i>	<i>5,000.00</i>	<i>-</i>	<i>0%</i>	<i>Will be spending £3,204.81 on 2 x defibrillators & cabinets</i>
<i>Ward Specific - Maesteg West</i>	<i>5,000.00</i>	<i>4,235.86</i>	<i>764.14</i>	<i>15.28%</i>	
<i>Ward Specific - Nantyffyllon</i>	<i>5,000.00</i>	<i>5,000.00</i>	<i>-</i>	<i>0%</i>	
<i>transfer of funds from Lloyds to CCLA</i>			<i>250,000.00</i>	<i>N/A</i>	
<i>VAT - for information</i>			<i>10,128.31</i>	<i>N/A</i>	

Budget lines with no further spend expected:

<i>Budget</i>	<i>Remaining budget with no further spends</i>
<i>Car park toilet</i>	<i>24,649.76</i>
<i>Insurance</i>	<i>79.85</i>

<i>Maesteg Festival - Keeper Run</i>	<i>2,687.49</i>
TOTAL	£27,417.10

Income

Income comprises of the following:

	<i>Amount received to date</i>
<i>INCOME Received</i>	
<i>Bank Interest</i>	<i>198.13</i>
<i>BCBC - CAT Grant Reclaim</i>	<i>2,000.00</i>
<i>BCBC - Christmas Grant</i>	<i>-</i>
<i>BCBC - Precept</i>	<i>301,107.00</i>
<i>BCBC - ROW Agency Agreement reclaim</i>	<i>-</i>
<i>Cash Deposit - Ring doorbell</i>	<i>30.00</i>
<i>CCLA Redemption</i>	<i>100,000.00</i>
<i>Cheques / payments written back</i>	<i>-</i>
<i>HMRC VAT</i>	<i>17,547.19</i>
<i>Llan Middle - Chamber hire</i>	<i>-</i>
<i>Llan Middle - Office Rental</i>	<i>1,300.00</i>
<i>Llan Middle - Poop scoop bags</i>	<i>21.74</i>
<i>Public Sector Depository (Investment Dividends)</i>	<i>13,061.89</i>
<i>Refund from EDF</i>	<i>736.85</i>
<i>Room Hire</i>	<i>15.00</i>
<i>SSE Refund</i>	<i>441.18</i>
<i>Vault Rental</i>	<i>750.00</i>
TOTAL	437,210.98

Income is expected to continue in line with expectations. This income is not considered in the budget spend and will be added to reserves.

Q2 year latest view position.

If spend was “to budget” from existing bank balance (neglecting income due to the small value) then the council would be left with a year-end reserve of

	£
Cash at end of Q2	695,280.79
Budget remaining	- 632,091.90
End of year cash in bank	63,188.89

Current Overspends:

	£
Chamber audio	£11,349.00
Christmas Lights	£23,502.00
Christmas Parade / Grotto etc	£14,930.61
Mayor	£358.16
TOTAL OVERSPEND	£50,139.77

Predicted end of year reserves - overspend

	£
End of year cash in bank	63,188.89
Current Overspend	50,139.77
Potential end of year cash in bank	£13,049.12

Members agreed with Q2 analysis.

336. TO DISCUSS BUDGETS FOR:

a. Budget Overspends

Currently as discussed with Q2 analysis the following are currently overspent:

	£
Chamber audio	£11,349.00
Christmas Lights	£23,502.00
Christmas Parade / Grotto etc	£14,930.61
Mayor	£358.16
TOTAL OVERSPEND	£50,139.77

The Chair of Finance advised that currently committees do not have authority to spend budgets and that every item is discussed in Full Council. Council is agreeing to additional spends without looking at the budgets. The Chair of Finance would like to discuss this issue further at the AGM.

The Chair of Finance advised the committee that the previous Traffic Calming scheme would not be progressed with BCBC for at least another year. Cllr G Thomas **proposed** and seconded by Cllrs F Abedalkarim and L Thomas to **recommend** that this £50k could be removed from the current budget and used towards the current overspends.

b. Blaencaerau play area CAT & Graffiti Murals

In October full Council meeting (minute 270) it was agreed to ass a new budget line for the CAT of Blaencaerau play area and to budget £5,000.00

In October full Council meeting (minute 271) it was agreed to ass a new budget line for the Graffiti Murals projects:

Location	Quote
Wall adjacent to Blue Pearl	£950.00
Pillars in Llynfi Rd Car Park	£4,740.00
44 Commercial Street – Whole wall	£6,700.00
TOTAL	£12,390.00

Members discussed and agreed to **recommend** that as there is no further spend for the Llynfi Road car park toilet this remaining budget can be used to fund the Blaencaerau play area and the Graffiti murals.

337. TO DISCUSS DRAFT BUDGET FOR 2024-25

Members went through the proposed budget for 2024-25. Please see attached proposed draft budget for 2024-25 for further detail.

It was **agreed** to recommend that the Personnel Committee should look at the CMO pay.

It was **agreed** to recommend to hold a separate Extraordinary Meeting to discuss the proposed Draft budget once BCBC provide the taxbase rate.

338. TO DISCUSS WARD SPECIFIC FUNDS POLICY

Members are still unsure of the correct procedure for the Ward Specific Funds. All requests currently come to full council to agree before the projects are completed. Members have asked for a specific policy for the Ward Specific Funds.

In 2023-24 all wards were given a £5,000.00 budget. to date the wards have spent the following:

	<i>Budget</i>	<i>Budget remaining</i>	<i>Spend to date</i>
<i>Caerau</i>	<i>6,470.00</i>	<i>3,352.91</i>	<i>3,117.09</i>
<i>Maesteg East</i>	<i>5,000.00</i>	<i>1,795.18</i>	<i>3,204.82</i>
<i>Maesteg West</i>	<i>5,000.00</i>	<i>4,235.86</i>	<i>764.14</i>
<i>Nantylffyllon</i>	<i>5,000.00</i>	<i>5,000.00</i>	<i>-</i>

N.B. Caerau had more in their budget due to costed projects being carried over from 2022-23 (see minute 34 June Full Council meeting whereby it was agreed to use reserves to fund these costed projects)

Members agreed that there was some confusion as the how the Ward Specific funds were spent, the Chair of Finance advised that he would like the ward members to come to council with fully costed spends and then the Clerk to order / instruct contractors. This will be included within the report at the AGM on how committees spend budgets.

It was also **agreed** that it is within the Policy Committee remit to devise a policy for the Ward Specific Funds to include that a majority of ward members in agreeance for the spends.

339. TO OPEN AND DISCUSS TENDERS FOR INTERNAL AUDITOR

The following companies were sent the invitation to tender for Internal Auditor 2023-24 along with placing the invitation onto website and Facebook page:

- Rob Cole & Co
- Lyn Llewellyn
- Kerry Leigh Grabham
- Mark Evans
- Wyn Davies

Mark Evans – advised he will not be quoting for internal auditor 2023-24

Rob Cole & Co - Unfortunately we will not be submitting a tender for the role of internal auditor to Maesteg Town Council on this occasion

The Clerk opened the tenders in front of the Finance Committee:

Quote 1	Quote 2	Quote 3
£410 per day and predicts 2 days to complete the audit = £820.00	£550.00	£60 per hour The committee then based this on 2 full days = 14 hours = £840.00

The Clerk read out the letters received with the tenders and Cllr L Thomas **proposed** and seconded by Cllrs F Abedalkarim and G Thomas to **recommend** that Council agree to Quote 2.

The Clerk then advised the committee of the companies / names of each tender being:

- Kerry Leigh Grabham
- Wyn Davies
- MI Morris & Co Ltd

340. RECOMMENDATIONS

1. To note Q2 analysis
2. To remove £50k from Capitol projects traffic scheme and used towards the current overspends as listed above.
3. To use the remaining Llynfi Road car park toilet budget to fund the Blaencaerau play area CAT and the Graffiti murals.
4. Personnel Committee to discuss CMO pay.
5. To discuss the proposed draft budget for 2024-25 in an Extraordinary Council meeting once BCBC have provided the taxbase rate.
6. Policy Committee to produce a Ward Specific Fund policy.
7. Budget spends for committees to be discussed in the AGM.
8. To accept Quote 2 for internal auditor 2023-24.

Minutes emailed to all Councillors to Read on 23rd November 2023
Minutes accepted at a remote meeting of the Council held on 5th December 2023

Mayor