



Minutes of a HYBRID meeting of the **FINANCE MEETING** held at the Council Chamber, Council Offices, Talbot Street, Maesteg and remotely via Microsoft Teams and, on **Tuesday, 29th April 2025**

PRESENT: Clerk
COUNCILLORS
IN PERSON: **G Thomas (Chair)**
 C Knight, A LeGeyt, R Martin & L Thomas
APOLOGIES: C Davies & P Davies

DECLARATION OF INTEREST: None

522. TO REVIEW Q4 ACCOUNTS (JANUARY – MARCH) AND YEAR END

Members were provided with all signed bank reconciliations up to Q4 and a Q4 summary sheet.

Report to the finance committee on current and possible future budget Q4 results as at 31/03/2025

Cash on hand = 243,459.62
 Unpresented payments = £0.00

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.

<i>EXPENDITURE ANALYSIS</i>	<i>Budget</i>	<i>Budget Remaining</i>	<i>Spend to Date</i>	<i>% Budget spent</i>
<i>CAPITAL PROJECTS</i>				
<i>Capital Projects (Traffic scheme, Maesteg Park memorial & trial bus service)</i>	<i>54,272.51</i>	<i>0.00</i>	<i>54,272.51</i>	<i>100.00</i>

<i>Capital Projets Grade II* listed building</i>	<i>201,967.57</i>	<i>0.00</i>	<i>201,967.57</i>	<i>100.00</i>
<i>Upgrade Office IT systems</i>	<i>6,000.00</i>	<i>71.53</i>	<i>5,928.47</i>	<i>98.81</i>
<i>CAT Blaencaerau Park</i>	<i>5,000.00</i>	<i>5,000.00</i>	<i>-</i>	<i>-</i>
<i>Capital Project - Graffiti Murals</i>	<i>12,390.00</i>	<i>5,550.00</i>	<i>6,840.00</i>	<i>55.21</i>
		<i>-</i>	<i>-</i>	
REVENUE BUDGET			<i>-</i>	
<i>Car park toilet</i>	<i>50,000.00</i>	<i>50,000.00</i>	<i>-</i>	<i>-</i>
<i>CAT</i>	<i>5,000.00</i>	<i>5,000.00</i>	<i>-</i>	<i>-</i>
<i>Cenotaphs</i>	<i>2,200.00</i>	<i>1,000.00</i>	<i>1,200.00</i>	<i>54.55</i>
<i>Children's Playschemes</i>	<i>6,600.00</i>	<i>-</i>	<i>6,600.00</i>	<i>100.00</i>
<i>Christmas lighting</i>	<i>36,351.00</i>	<i>940.00</i>	<i>35,411.00</i>	<i>97.41</i>
<i>CMO equipment allowance</i>	<i>2,000.00</i>	<i>16.78</i>	<i>1,983.22</i>	<i>99.16</i>
<i>Defibrillator Maintenance</i>	<i>1,100.00</i>	<i>69.03</i>	<i>1,030.97</i>	<i>93.72</i>
<i>Dog waste bags</i>	<i>7,577.80</i>	<i>0.00</i>	<i>7,577.80</i>	<i>100.00</i>
<i>Elections</i>	<i>6,545.55</i>	<i>-</i>	<i>6,545.55</i>	<i>100.00</i>
<i>Floral displays</i>	<i>12,400.00</i>	<i>-</i>	<i>12,400.00</i>	<i>100.00</i>
<i>General Fees</i>	<i>13,100.90</i>	<i>- 0.00</i>	<i>13,100.90</i>	<i>100.00</i>
<i>Insurance</i>	<i>3,876.47</i>	<i>-</i>	<i>3,876.47</i>	<i>100.00</i>
<i>Maesteg Cemetery</i>	<i>1,500.00</i>	<i>-</i>	<i>1,500.00</i>	<i>100.00</i>
<i>Maesteg Festival - Keeper Run</i>	<i>20,636.20</i>	<i>-</i>	<i>20,636.20</i>	<i>100.00</i>
<i>Maesteg Festival - Summer Festival</i>	<i>20,000.00</i>	<i>19,932.80</i>	<i>67.20</i>	<i>0.34</i>
<i>Maesteg Festival - Christmas grotto & parade</i>	<i>39,355.49</i>	<i>- 0.00</i>	<i>39,355.49</i>	<i>100.00</i>
<i>Mayoral Office</i>	<i>3,300.00</i>	<i>1,443.86</i>	<i>1,856.14</i>	<i>56.25</i>
<i>Members expenses</i>	<i>5,152.00</i>	<i>279.67</i>	<i>4,872.33</i>	<i>94.57</i>
<i>Office costs</i>	<i>5,500.00</i>	<i>413.44</i>	<i>5,086.56</i>	<i>92.48</i>
<i>Premises running costs</i>	<i>34,763.20</i>	<i>0.00</i>	<i>34,763.20</i>	<i>100.00</i>
<i>S.137 donations</i>	<i>20,000.00</i>	<i>1,626.03</i>	<i>18,373.97</i>	<i>91.87</i>

<i>Staff costs</i>	<i>100,532.81</i>	<i>0.00</i>	<i>100,532.81</i>	<i>100.00</i>
<i>Telephones and IT</i>	<i>6,136.73</i>	<i>0.00</i>	<i>6,136.73</i>	<i>100.00</i>
<i>Training</i>	<i>3,000.00</i>	<i>1,612.80</i>	<i>1,387.20</i>	<i>46.24</i>
<i>Van</i>	<i>2,500.00</i>	<i>1,463.85</i>	<i>1,036.15</i>	<i>41.45</i>
<i>Ward Specific - Caerau</i>	<i>8,346.91</i>	<i>3,022.34</i>	<i>5,324.57</i>	<i>63.79</i>
<i>Ward Specific - Maesteg East</i>	<i>6,795.18</i>	<i>5,135.18</i>	<i>1,660.00</i>	<i>24.43</i>
<i>Ward Specific - Maesteg West</i>	<i>9,235.86</i>	<i>4,466.98</i>	<i>4,768.88</i>	<i>51.63</i>
<i>Ward Specific - Nantyffyllon</i>	<i>10,000.00</i>	<i>4,896.18</i>	<i>5,103.82</i>	<i>51.04</i>
<i>transfer of funds from Lloyds to CCLA</i>			<i>350,000.00</i>	
<i>Sponsorship donations</i>	<i>5,295.00</i>	<i>-</i>	<i>5,295.00</i>	<i>100.00</i>
<i>Maesteg Welfare Park 100 anniversary</i>	<i>50,000.00</i>	<i>38,230.00</i>	<i>11,770.00</i>	<i>23.54</i>
<i>Warm Hubs</i>	<i>5,000.00</i>	<i>5,000.00</i>	<i>-</i>	<i>-</i>
<i>Disabled Toilet Refurbishment - to be re-imbursed by BCBC</i>	<i>14,940.85</i>	<i>-</i>	<i>14,940.85</i>	<i>100.00</i>
<i>VAT - for information</i>			<i>69,782.84</i>	
			<i>1,062,984.40</i>	

Income

Income for Q4:

Income Analysis 2024/25

	<i>TOTAL</i>
<i>Bank Interest</i>	<i>648.85</i>
<i>BCBC - SPARKS Drummers grant</i>	<i>3,840.00</i>
<i>BCBC - Christmas Grant</i>	<i>4,000.00</i>
<i>BCBC - Precept</i>	<i>357,242.00</i>
<i>BCBC - Property Dept - Christmas Lights in Market Square</i>	<i>580.00</i>
<i>BCBC - ROW Agency Agreement reclaim</i>	<i>3,938.25</i>
<i>BCBC - Transforming Towns Grant</i>	<i>84,499.82</i>
<i>CCLA Redemption</i>	<i>525,000.00</i>
<i>Cheque from Caerau Men Shed - return of S137 from Oct 2022</i>	<i>500.00</i>
<i>Grasshopper Communications</i>	<i>60.31</i>
<i>HMRC VAT</i>	<i>59,431.86</i>
<i>Llan Middle - Chamber hire</i>	<i>100.00</i>
<i>Llan Middle - Office Rental</i>	<i>2,600.00</i>
<i>Llan Middle - Poop scoop bags & Defibrillator</i>	<i>551.72</i>
<i>Llan Middle - Printing</i>	<i>27.20</i>
<i>Llan Middle - Selection Boxes</i>	<i>441.42</i>
<i>Public Sector Depository (Investment Dividends)</i>	<i>22,662.05</i>

<i>Room Hire</i>	<i>60.00</i>
<i>Screwfix Refund</i>	<i>57.75</i>
<i>Vault Rental</i>	<i>1,500.00</i>
	<u><u>1,067,741.23</u></u>

A member queried why we increased precept when we had £243k remaining in the bank at the year end? Chair of finance advised that when we discussed the budget and precept, we estimate that we spend all budgets during the financial year and based on this we thought we would have £224k remaining at year end – the actual figure was £243k = £19k more, which was a good estimate based on Q2 figures. The member was also reminded that the precept is the shortfall required to carry out all functions and projects agreed to within the agreed budget.

A member queried how the income was so large – the clerk advised that income was NOT £1,067,741.23 as it included transfer transactions of £525,000.00 from CCLA (i.e. redemption). It was also noted that the income included a number of grants that will not be given in 2025/26.

A member queried vault rental – it was explained that the local solicitors rent the vault from the council to store their records etc.

A member queried how we were able to reclaim so much VAT from HMRC – it was explained that the building works were VAT chargeable and therefore we were able to reclaim the VAT from this, again the Chair of finance does not anticipate any big spends whereby VAT is recoverable in 2025/26.

Members **agreed** to recommend that Council accept the Q4 analysis and year end figures.

523. TO REVIEW DATA FOR THE ANNUAL RETURN

Members were provided with the from sheet of the annual return and a breakdown in how the figures were extracted for each box on the annual return.

	2023-24	2024-25	
balances BF	533,333	424,073	
PRECEPT	301,107	357,242	
INCOME	42,577	157,353	
STAFF	(91,928)	(100,533)	
OTHER EXPENDITURE	(361,016)	(542,735)	
Balances	424,073	295,400	

DEBTORS	13,852	55,489	payments to be received
TOTAL BANK	413,703	243,460	Business Account + CCLA
CREDITORS	(3,482)	(3,549)	payments to be made(nett figures)
BALANCES	424,073	295,400	

A member queried how the debtors were so high in 2024/25 – clerk advised that this was made up of outstanding payments to be received. They included 2 grants from BCBC and HMRC VAT Q4 return.

Members **agreed** to recommend that the figures are correct in readiness for the internal auditor to complete the internal audit in May.

524. TO REVIEW AUTHORISED SIGNATORIES

A member of the authorised signatories had emailed with the following:

I have an issue with council signatories. You only have 2 people authorising payments ever. I spoke to another signatory, and we are the only 2 who regularly authorise payments. This is hardly fair as we are both busy people. If other signatories can't or won't authorise, they need to be removed, and new people appointed. You have signatories who have never authorised payments. We did mention this once before, it needs to be addressed.

I don't mind being a signatory, but I know one member is proud to say he has only ever signed one cheque, never even looked at our bank account.

Current Bank Mandate Signatories (Cheque & online) currently all payments need the Clerk / Deputy Clerk plus 2 members to authorise payments:

Cllrs: C Davies, C Knight, R Martin, G Thomas and L Thomas

Staff: Clerk - S Teisar & Deputy Clerk - M Thomas

Prior to the meeting Cllr C Davies advised that he would like to be removed as an authorised signatory.

It was **agreed** to recommend that Cllr C Davies is removed as an authorised signatory and that Full Council agree a replacement.

525. RECOMMENDATIONS:

1. Q4 accounts and Year End figured are accepted.
2. Annual return data is accepted in readiness for the internal auditor to complete internal audit in May.
3. To remove Cllr C Davies as an authorised signatory

4. Council to agree a replacement authorised signatory.

Minutes emailed to all Councillors to Read on 29th April 2025
Read and accepted at a remote meeting of the Council held on 6th May 2025

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Mayor

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