

LLANFAIR COMMUNITY COUNCIL

Clerk to the Council : Jackie Griffin
41 The Verlands, Cowbridge, Vale of Glamorgan CF71 7BY
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PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960, SECTION 1(4) AND LOCAL GOVERNMENT ACT 1972, SCHEDULE 12, PARAGRAPH 26(2)(a)

Pursuant to the requirements of the above statutory provisions, NOTICE IS HEREBY GIVEN that a meeting of LLANFAIR COMMUNITY COUNCIL will be held at St Hilary Village Hall on Thursday 5th January 2023 at 7.00pm. The agenda for the meeting is set out below.

This meeting will be held on a hybrid basis in accordance with the provisions of the Local Government and Elections (Wales) Act 2021. Members of the public are entitled to attend that meeting and address the Members if desired for a set period of time, unless properly excluded there from by resolution. Any member of the public wishing to attend should contact the Clerk for the meeting I.D. and passcode to gain access to the meeting.

Jackie Griffin
Clerk to the Community Council.
30th December 2022.

A G E N D A

1. To note apologies for absence.
2. To note any declaration of members' interest in the business to be discussed.
3. Community Police Matters.
4. To consider and approve the minutes of the Meeting held 1st December 2022.
5. Matters arising from the minutes, which are not included in this agenda.
6. Chairman's Report.
7. Vale of Glamorgan Councillor's Report.
8. Clerk's Report to include the Finance Report.
- 8.1 Finance Report.
- 8.2 To discuss Clerk's National Salary Award 2022-2023.
9. To discuss and set the precept for the year 2023/2024 (*supporting papers forwarded by e-mail*).
10. To update on incidents of HGV issues in St Hilary Village.
11. Parking in the vicinity of St Hilary Village Hall.
12. To commence work on the Town and Community Council's Toolkit (*forwarded by e-mail*).
13. Reports of Representatives.
14. Correspondence and Publications which do not necessarily require discussion i.e for noting only – *previously sent out by e-mail*.
- 14.1 Cardiff and the Vale University Health Board – Chief Executive Officer Connects Newsletters.
- 14.2 Yes Cymru – Request for a donation.
- 14.3 Via One Voice Wales (OVW) – Wales Air Ambulance News.
- 14.4 OVW Training Sessions for January, February and March 2023.
- 14.5 Vale of Glamorgan Council (VGC) – Representative from Town and Community Councils required to sit on the Standards Committee.
- 14.6 Welsh Government (via VGC) – Electoral Administration and Reform White Paper Consultation – Responses to be forwarded by 10th January 2023.
- 14.7 OVW – News bulletin.
- 14.8 VGC – Business Support Newsletter.

- 14.9 Planning Aid Wales – Newsletter.
All items forwarded by e-mail. Should you wish to view a correspondence item, please contact the Clerk who can e-mail a copy to you.
15. Planning Matters.
- 15.1 Planning Application No. **2022/01194/FUL**
Location: Fairview House, St Hilary
Proposal: Internal alterations, replacement and extension of existing utility room.
16. **Date, Time and Place of the next Meeting – Thursday, 2nd February 2023, 7.00pm at St Hilary Village Hall.**

Llanfair Community Council Budget 2023/2024								
ACTUAL 2020/21	ACTUAL 2021/22	EST ACTUAL 2022/23	INCOME	PROJECTED 2023/24	C/TAX + 0	C/TAX + £1	C/TAX + £2	C/TAX + £3
£ 4,608.39	£ 4,608.12	£ 4,608.58	PRECEPT GRANTS	£ 4,608.00	£ 4,608.00	£ 4,992.00	£ 5,376.00	£ 5,760.00
			MISCELLANEOUS PROJECTS					
£ 4,608.39	£ 4,608.12	£ 4,608.58		£ 4,608.00	£ 4,608.00	£ 4,992.00	£ 5,376.00	£ 5,760.00
			EXPENDITURE					
£ 1,851.12	£ 1,851.12	£ 2,269.50	CLERK'S SALARY	£ 1,833.12	£ 1,833.12	£ 1,833.12	£ 1,833.12	£ 1,833.12
£ 462.84	£ 462.84	£ 570.26	HMRC - TAX	£ 458.28	£ 458.28	£ 458.28	£ 458.28	£ 458.28
£ 303.02	£ 304.34	£ 305.71	INSURANCE	£ 300.00	£ 300.00	£ 300.00	£ 300.00	£ 300.00
£ 270.00	£ 20.00	£ 70.00	GRANT AIDS/137	£ 50.00	£ 50.00	£ 50.00	£ 50.00	£ 50.00
£ 78.00	£ 234.00	£ 147.00	SUBSCRIPTIONS	£ 120.00	£ 120.00	£ 120.00	£ 120.00	£ 120.00
£ -	£ -	£ 100.00	INTERNAL AUDIT FEE	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00
£ 340.70	£ 782.40	£ 516.74	ADMINISTRATION	£ 200.00	£ 200.00	£ 200.00	£ 200.00	£ 200.00
£ 119.00	£ 85.00	£ 80.00	WEBSITE	£ 150.00	£ 150.00	£ 150.00	£ 150.00	£ 150.00
			PROJECTS	£ -	£ -	£ -	£ -	£ -
	£ 51.00	£ 35.00	CLLR TRAINING	£ 200.00	£ 200.00	£ 200.00	£ 200.00	£ 200.00
			CLLR ALLOWANCES	£ 1,248.00	£ 1,248.00	£ 1,248.00	£ 1,248.00	£ 1,248.00
			CLLR PRINTING EXPS	£ 416.00	£ 416.00	£ 416.00	£ 416.00	£ 416.00
£ 1,500.00		£ 1,500.00	EVENTS					
£ 296.75		£ 1,070.37	ELECTIONS	£ 300.00	£ 300.00	£ 300.00	£ 300.00	£ 300.00
			EXTERNAL AUDIT FEES	£ 300.00	£ 300.00	£ 300.00	£ 300.00	£ 300.00
£ 5,221.43	£ 3,790.70	£ 6,664.58		£ 5,675.40	£ 5,675.40	£ 5,675.40	£ 5,675.40	£ 5,675.40
EXPLANATION:								
Column A contains the actual receipts and payments for the financial year 2020/2021								
Column B contains the actual receipts and payments for the financial year 2021/2022								
Column C contains the estimated receipts and payments for the current financial year.								
Column D is a list of the individual items.								
Column E is the estimated receipts and payments for 2023/2024.								
Column F contains the Precept if no increase is made in the levy.								
Column G, H and I show the precept which the Council can expect if they increase the levy by £1, £2 and £3.								

Llanfair Community Council

Points to note when considering the budget and precept:

- I have considered the Council's expenditure over the past two years and the current financial year.
- The current levy is £12.06; this is the amount that a Band D property pays to the Community Council as a proportion of its Council Tax.
- If the levy is increased by £1, that will increase the precept by £384.
- The precept in 2022/2023 was £4,608 paid in three instalments of £1,536.

- Looking at the table showing budget figures, for the last three years, the Council expenditure has exceeded its income in 2020/2021 and is forecast to do likewise at the end of the current financial year.
At the end of the financial year 31st March 2021 Council overspent by **£613**
At the end of the **projected** year 31st March 2023 Council is forecast to overspend by **£2,056**.
At the end of the financial year 31st March 2022 the Council did have a surplus of £817.

- The overspend in 2022/2023 has occurred due to an increase in Clerk's salary; having to be an Internal Auditor for the first time; Platinum Jubilee Expenditure of £1,500 and Election fees of £1,070.37. There is an outstanding invoice expected from Audit Wales of approximately £300 for the external audits for the financial years ended 31st March 2022 and 31st March 2021.

- Councillor Allowances – as reported at the meeting of 3rd November 2022, the Draft Independent Remuneration Report for 2023/2024 proposes that Councillors be paid £156 a year towards the extra household expenses (including heating, lighting, power and broadband) of working from home. Plus, Councils must either pay their Members £52 a year for the cost of office consumables required to carry out their role or alternatively councils must enable members to claim full reimbursement for the cost of their office consumables. This will place additional costs on the Council of £1,664 per year.

- So to summarise, the Council will need to give **serious consideration** to setting the precept for 2023/2024 and I hope that the explanation I have given will assist. Please do not hesitate to e-mail me with any questions you may have and if I could have these before the meeting that would be very helpful.

Llanfair Community Council 2022/2023										
Receipts	Date	Name	Service Item	Precept	Grants	Interest	Projects	Miscellaneous	Vat Refund	Amount
	29.04.22	VGC Precept		1,536.00						1,536.00
	29.04.22	Bank Interest				0.06				0.06
	31.05.22	Bank Interest				0.08				0.08
	30.06.22	Bank Interest				0.07				0.07
	29.07.22	Bank Interest				0.07				0.07
	31.08.22	VGC Precept		1,536.00						1,536.00
	31.08.22	Bank Interest				0.08				0.08
	30.09.22	Bank Interest				0.16				0.16
	30.10.22	Bank Interest				0.01				0.01
	30.11.22	Bank Interest				0.01				0.01
	02.12.22	HMRC	VAT Refund						182.58	182.58
	30.12.22	VGC Precept		1,536.00						1,536.00
	31.12.22	Bank Interest				0.01				0.01
	29.01.23	Bank Interest				0.01				0.01
	26.02.23	Bank Interest				0.01				0.01
	31.03.23	Bank Interest				0.01				0.01
	Totals			4,608.00	0.00	0.58	0.00	0.00	0.00	4,791.16

Llanfair Community Council 2022/2023 Audit										
Date	Cheque	Payee	Service	Subscrip Admin.	Salaries	S137	Training	Insurance Tax	VAT	TOTAL
09.04.22	444	J Griffin Clerk	Reimburse Dalton Printers Grant Aid	51.00					10.20	61.20
09.04.22	445	Wales Air Ambulance				50.00				50.00
09.04.22	446	St Hilary Village Hall	QEII Platinum Jubilee					500.00		500.00
09.04.22	447	St Mary Ch Residents Ass	QEII Platinum Jubilee					500.00		500.00
09.04.22	448	Llandough Community Gp	QEII Platinum Jubilee					500.00		500.00
09.04.22	449	Petty Cash 2021/22	Postage Paper etc	90.63						90.63
09.04.22	450	J Griffin Clerk	Reimburse re Zoom fees	35.97						35.97
09.04.22	451	J Griffin Clerk	Reimburse Spain Protection	80.00					7.20	43.17
09.04.22	452	J Griffin Clerk	Salary Backpay 04/21-05/22		161.28					161.28
09.04.22	453	HMRC	Tax re Backpay						40.32	40.32
19.04.22	S/O	J Griffin Clerk	Salary		154.26					154.26
19.04.22	S/O	HMRC	Income Tax						38.57	38.57
15.05.22	454	Zurich Municipal	Council Insurance Premium					305.71		305.71
16.05.22	S/O	J Griffin Clerk	Salary		154.26					154.26
16.05.22	S/O	HMRC	Income Tax						38.57	38.57
15.06.22	S/O	J Griffin Clerk	Salary		154.26					154.26
15.06.22	S/O	HMRC	Income Tax						41.44	41.44
07.07.22	455	H Embling	Internal Auditor	100.00						100.00
07.07.22	456	One Voice Wales	Cir Loch Training Course	30.00			17.50			17.50
07.07.22	457	St Hilary Village Hall	Hire for Meeting	35.97						35.97
07.07.22	458	J Griffin Clerk	Reimburse re Zoom fees		165.76				7.20	43.17
15.07.22	S/O	J Griffin Clerk	Salary		165.76					165.76
15.07.22	S/O	HMRC	Income Tax						41.44	41.44
15.08.22	S/O	J Griffin Clerk	Salary		165.76					165.76
15.08.22	S/O	HMRC	Income Tax						41.44	41.44
01.08.22	459	St Hilary Village Hall	Hire for Meeting	30.00						30.00
15.09.22	S/O	J Griffin Clerk	Salary		165.76					165.76
15.09.22	S/O	HMRC	Income Tax						41.44	41.44
06.10.22	460	J Griffin Clerk	Reimburse re Zoom fees	35.97						35.97
06.10.22	461	Vale Glam Council	Election 2022 Fees	1,070.37					7.20	43.17
06.10.22	462	St Hilary Village Hall	Hire for Meeting	30.00						1,070.37
06.10.22	463		Joint OWSLCC Conference	27.00						30.00
17.10.22	S/O	J Griffin Clerk	Salary		165.76					27.00
17.10.22	S/O	HMRC	Income Tax							165.76
03.11.22	464	St Hilary Village Hall	Hire for Meeting	30.00					41.44	41.44
03.11.22	465	SLCC	Membership fee	55.00						30.00
15.11.22	S/O	J Griffin Clerk	Salary		165.76					56.00
15.11.22	S/O	HMRC	Income Tax						41.44	165.76
01.12.22	466	The Poppy Appeal	Remembrance Wreath							41.44
01.12.22	467	One Voice Wales	Cira Training Courses	20.00			17.50			20.00
01.12.22	468	St Hilary Village Hall	Hire for Meeting	30.00						17.50
										30.00

Llanfair Community Council 2022/2023**Forecast****Bank Reconciliation at the close of business on 31 March 2022**

		£
Balance per bank statement of Account dated 31 March 2022	C/A	2,257.87
	Savings	896.26
Balance at Bank dated 31 March 2022		£3,154.13
Less Outstanding Cheques		0.00
Balance per Cash Book at 31 March 2022		£3,154.13

Llanfair Community Council 2022/2023**Summary of Receipts and Payments**

Balance as at 1 April 2022	5,059.35
Plus Receipts to 31 March 2023	4,791.16
Less Payments to 31 March 2023	6,696.38
Balance as at 31 March 2023	£3,154.13

What will I pay?

Level Of Town/Community Council Precept and Total Council Tax For Band D 2022/2023

Town/Community Council Precept 2021/2022 £	Council Tax In Respect Of	Town/Community Council Precept 2022/2023 £	Town/Community Council Levy Band D 2022/2023 £	Total Tax Levy Band D 2022/2023 £
1,231,686	Barry	1,242,362	59.60	1,758.06
13,100	Colwinston	15,100	40.48	1,738.94
203,183	Cowbridge with Llanblethian	218,328	78.31	1,776.77
117,777	Dinas Powys	123,895	30.77	1,729.23
20,385	Ewenny	22,177	49.50	1,747.96
12,350	Llancarfan	12,350	25.78	1,724.24
40,953	Llandough	40,953	42.79	1,741.25
10,000	Llandow	10,000	23.15	1,721.61
4,608	Llanfair	4,608	12.06	1,710.52
10,773	Llangan	10,773	23.22	1,721.68
12,250	Llan-Maes	12,227	48.52	1,746.98
253,791	Llantwit Major	255,566	59.20	1,757.66
6,421	Michaelston	6,614	28.88	1,727.34
941,276	Penarth	961,354	82.53	1,780.99
7,655	Pendoylan	7,655	21.50	1,719.96
12,500	Penllyn	12,875	12.12	1,710.58
23,000	Peterston-S-Ely	23,000	41.74	1,740.20
0	Rhose	0	0	1,698.46
38,473	St Athan	49,631	32.57	1,731.03
28,125	St Brides Major	25,500	17.98	1,716.44
3,225	St Donats	4,085	19.45	1,717.91
4,900	St Georges & St Brides-S-Ely	5,660	23.98	1,722.44
32,950	St Nicholas & Bonvilston	55,171	75.99	1,774.45
94,645	Sully and Lavernock	99,400	38.36	1,736.82
7,000	Welsh St Donats	7,000	21.81	1,720.27
37,020	Wenvoe	37,797	24.09	1,722.55
6,000	Wick	6,000	11.09	1,709.55
3,174,046	Total Precept	3,270,081		

Date/Dyddiad 22nd December 2022
Ask Ien/Cofrestrwr Suzanne Jones
Telephone/Rhif ffôn 01446 700664
Fax/Ffôn
My Ref/Cyf SP/1PRECEPT
e-mail/e-bost counciltax@valeofglamorgan.gov.uk

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Clerk: Mrs J Griffin

Llanfair Community Council

Dear Clerk to the Council

Town / Community Council Tax Precepts – 2023/2024

I can confirm that Cabinet has approved the Council Tax Base for the year 2023/2024.

To assist you in proceeding with your budget making process I would confirm that a levy of £1.00 would produce **£384**.

It would be of assistance if you could notify me of your precept requirements, either by e-mail or in writing, stating the total amount of precept in **monetary terms** that you require by the **31st January 2023**.

The Cabinet has also approved a schedule of payments, with one third of the precept paid on the last working day of April 2023, August 2023 and December 2023.

I trust that this letter clarifies the position, but should you require any additional information then please do not hesitate to contact me.

Yours sincerely

Suzanne Jones
Operational Manager Exchequer Services

E-mail address: spjones@valeofglamorgan.gov.uk