

**CYNGOR CYMUNED LLANNON COMMUNITY COUNCIL**



**Minutes of the Finance Committee of Llannon Community Council**

**on**  
**Monday 21<sup>st</sup> February 2022, 6.30pm**  
**Held remotely via Zoom**

**Meeting commenced at 6:31pm**

**Minute no. 1 - Members Present.**

Cllr. M Jones (MJ)  
Cllr. S Acciaioli (SA)  
Cllr. P Williams (PW)  
Cllr. D Jones (DJ)  
Cllr. L M Davies (LMD)

**Chairperson Councillor M Jones presided over the meeting.**

**Also present:** C Hope - Clerk

**Minutes taken by:** P Hanbury

**Minute no. 2 - Apologies and reasons for absence.**

No apologies received

**Minute no 3 Declarations of interest.**

There were no declarations of interest.

**Minute no 4 - To receive budget reports:**

**a) Projected year end forecasts and reserves:**

Carried forward to EGM 23<sup>rd</sup> February 2022.

**b) Review of staff salaries**

The clerk discussed with the members present the current allocation for staffing costs from the previous budget was £200,000 inclusive on NI, pensions, and tax. By the end of the current financial year there will be an approximate underspend of £10,000

At present due to the limited bookings at the hall, it would be best value to outsource catering.

Any future bookings taken by the hall need to take into consideration of staff costs and would need to be self-financing and not be taken from the staffing budget.

The clerk discussed the staffing model with the members present and the hours for the grounds staff required review. More hours and resource required in the summer and scaled back during the winter months.

A lead grounds person is required which would enable the team to expand and provide more resource.

By adding the role would have the staffing budget coming in at the same level of spend as recommended by OVW. With a breakdown of FT – Clerk, Dep Clerk and Facilities officer.

The clerk suggested that at present the need for a deputy clerk and recruitment was not required as there were targeted tasks requiring the support received from the short-term appointments.

The staffing budget has the cost of a cleaner incorporated into the costs at around 14 hours per week.

Flexibility would be required based around the events and usage of the hall.

LD – asked the clerk about the cleaner who had been previously employed and made redundant?

The clerk explained that advice would be sought to ensure correct procedure is followed.

LD – also asked if the hall users were informed to keep the hall as clean as possible after use.

The clerk mentioned some organisations charge a deposit which kept if cleaning is required and refunded if the premises has been kept clean.

DJ – queried the rate of pay awarded to the short-term contracts, and that staff should be paid living wage?

The clerk informed members that the rates were in line with NJC pay scale and were agreed by the members at the time of the appointments.

The clerk asked the members if they were happy with the £190,000 figure of calculations, based on the year end to date.

PW – Happy the cost was coming in at £10,000 under allocation.

The clerk informed members she wished to reduce the bill further if possible.

LD – agreed that it was appropriate to appoint a lead grounds person to oversee the workloads of the grounds staff and suggested that OVW were recommending the need for a deputy clerk.

The clerk wished to save the council the spend on a deputy clerk at present as there is still a considerable workload to be done to enable the council to be in the correct place. The clerk thanked the members for acknowledging the workload.

LD – suggested the possibility of two highly skilled administrative officers, may be of more benefit

PW – mentioned that the council had previously adopted the National Living Foundation Wage policy and that should be looked at.

The clerk explained to members that some roles are specialist in the skill and knowledge required, and to secure the best candidates requires the paying of the appropriate salary.

Cllr D Jones left the meeting at 18.55pm

Further discussion was held, the clerk expressed to members that when a new council will be elected in May that they may have their own understanding of the roles required and can be looked at again.

**c) To discuss appropriate reserve levels**

The clerk asked the members present for some information regarding the budget and reserves set for the previous year. Access to all banking accounts has now been received and a full breakdown of the figures is required.

Tumble hall exterior requires works to make it look presentable, some costs have been allocated, and there is finance for any unknown costs that may arise.

**d) Budget and precept recommendations**

Carried forward to EGM 23<sup>rd</sup> February 2022.

**The Chair ended the meeting at 19.10pm**

Signed .....

Date .....

**Chair**