

CYNGOR TREF CONWY TOWN COUNCIL
GUILDHALL, CONWY
MINUTES OF THE FINANCE COMMITTEE MEETING
HELD ON WEDNESDAY 9th JANUARY 2019

PRESENT: Councillors – G Willets (Chair), G Edwards (Deputy Mayor, Vice Chair), H Roberts, E Leighton-Jones, P Hart, T James,

IN ATTENDANCE: N Flint (Town Clerk and Responsible Financial Officer),

APOLOGIES: Councillors S Cotton (Mayor), J Rooney, J Vaughan, V Macdonald

Declarations of Interest – Code of Local Government Conduct:

None.

Minute Number:

1. Appointment of Chairman

RESOLVED that Cllr. G Willets will be Chair for the Municipal Year 2018/19

2. Appointment of Vice Chairman

RESOLVED that Cllr. G Edwards will be Vice Chair for the Municipal Year 2018/19

3. Confidential Business

In accordance with the Public Bodies (Admission to Meetings Act) 1960 & with Standing Order 65, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press & public be temporarily excluded & instructed to withdraw

4. Budget and Precept 2019/20

Cllr. H Roberts asked why the Chair had read out the Confidential Business paragraph.

There was some discussion on the matter. The Town Clerk advised that as she had not been present at a Finance Committee Meeting for the Town Council before and that staff salaries were on the Budget for 2019/20 she felt it was a precautionary measure.

RESOLVED to move on with the meeting and for future meetings there will need to be a policy as to what accountable and remit the Finance Committee has within the Town Council.

The Town Clerk went through the Budget paperwork that was set out for Members. It had previous Budget information from the past Town Clerk Mrs H Barritt. The Town Clerk then advised the following:

- i. The draft budget for 2019/20, has been prepared taking into consideration all known expected income and expenditure for the current year ahead. The purpose of the information was to summarise the current financial position of

the Town Council and to forecast the budget income/expenditure for the years ahead, to enable the Town Council to take an informed view when setting the New Year's Precept requirement;

- ii. The draft budget took the estimated current year (2018/19) expenditure from Mrs H Barritt's *Budget Forecast 01.4.18 to 31.03.19* of £378,521.00 to create a platform to work within Rialtas Accounts System. The figures were then inputted into Rialtas , with a small difference the figures are showing at £384,215.00 for the current year – *Annual Draft Budget – By 2019/20*;
- iii. The Town Clerk advised that the projected forecast for the current year 2018/19 was considerably less than originally predicted. This is due to staff changes during 2018/19 and historic/current events that have taken place within the Town Council in this current financial year. Therefore, funds earmarked for projects were not undertaken as planned;
- iv. Moving forward the draft budget figures shown in *Annual Draft Budget – By 2019/20* for 2019/20 are predicted to be £372,045.00 with a precept of £278,313.00. The precept for 2019/20 is a % increase of 2.95% and in real terms per household is an increase of £1.14 over the financial year 2019/20. The residual £93,732.00 that will be needed to make up the draft budget will be covered by general reserves and be carried forward into 2019/20 budget.

The Town Clerk then went through each budget code line by line to include:

- Salaries - based on 2018 salaries + annual increase of 3% (estimated) + overtime;
- Members allowances – to allow for any unclaimed basic allowances;
- Staff training and Members training;
- Election expenses – to budget annually (via earmarked reserves) toward the cost of the next elections (2021/22?);
- CCTV – second year contributions towards digital upgrade;
- Guildhall restoration project for 2019;
- Grants and Sponsorship; – 'Playing Out' Summer Holiday Play Provision 2019. Sponsorship of Gyffin Car Park and others;
- Community Development Fund;
- Town Twinning - for the purposes of extending the relationship between Conwy and Himeji;
- Christmas Eve Event – allowing extra funds as the event has grown substantially in the previous two years;
- Legal/Professional Costs – joining One Voice Wales in 2019 and contracting out the Town Councils Risk Assessments Policies to Mr D Philips, ensuring that Conwy Town Council is compliant with HSE regulations.

Councillor J Vaughan left the meeting during the following discussions.

To cover the budgeted increase in expenditure and maintain a general reserve of a minimum of 50% of the annual gross expenditure will require a precept increase of 2.95% in

2019/20 (equivalent to £1.14 per annum for an average Band 'D' household (**OPTION A**)). This would provide a precept of £276,363.00.

If Conwy Town Council were minded not to increase the precept, there is (**OPTION B**) the precept remaining at £268,198.00 as of 2018/19 which is 0% this would result in the general reserves being approximately £195,752.00.

The Town Clerk advised the Finance Committee that the use of £111,880.00 in 2018/19 and £93,732.00 in 2019/20 from general reserves cannot be sustained in the long term. However, the Town Clerk recommend that Conwy Town Council takes up (**OPTION A**) which will allow the precept to have some flexibility in relation to % increases in 2020/21 & 2021/22.

There is also the CCLA account which stands at £150,000.00 The Town Clerk has asked Members to advise her on what this account is earmarked for with regard to information for Audit purposes in 2019/20.

As yet, the budget does not take into consideration any of the unknown cuts to services that may be made by CCBC in 2019/20 and beyond.

The Town Clerk advised that the Finance Committee can only make recommendations as to the level of precept to be requested for 2019/20, as the Town Council must make this decision at the next meeting on 14th January 2019.

The Precept/Budget for 2019/20 was discussed in depth and the Budget will be presented to Members for approval on Monday 14th January at the Special Meeting.

RESOLVED that the following budget areas were amended and increased and/or removed:

- **4040 – Public & Amenities (Grants & Donations)** from £37,000 to £40,000;
- **4067 - Public & Amenities (Entertainment - Festivals)** from £500 to £10,00 to incorporate events that may need funding within the local community in 2019/20;
- **4035 – Guildhall (Maintenance/Repairs)** £2,500 to £3,000;
- **4076 – Civic (Town Twinning)** this was a new item code of £3,000 for the twinning of Himeji;
- **4060 – Christmas (Llandudno Junction)** increased from £100 to £500 on request of Committee;
- **4061 – Christmas (Deganwy)** increased from £100 to £500 on request of Committee.

There being no further business the meeting was closed at 20:45pm