

## **MINUTES OF THE MEETING OF BODFARI COMMUNITY COUNCIL**

**Held at Fairholme Bodfari on the 4<sup>th</sup> of January 2024 and by TEAMS conferencing software:**

**Join Teams by: <https://teams.live.com/join/9454855981606?p=1RQYdhS76ruXBeSI>**

Present:

Cllr Julie Burnage (Chair) (JB)

Cllr Philip Barley (Vice Chair) (PB)

Cllr Julie Johnson (JJ)

Cllr Martin Shutt (MS)

Cllr Rebecca Parrin (RP)

Also present:

Heather Eubank (Clerk)

### **1. Apologies:**

Cllr Sue Davidson (SD)

JB welcomed everyone to the meeting.

### **2. Declaration of interests:**

None

### **3. Urgent Matters: Notice of items which, in the opinion of the Chair, should be considered at the meeting as a matter of urgency pursuant to Section 100B (4) of LGA 1972.**

None.

### **4. Detailed estimate of receipts for 2023-2024 spend.**

HE produced a new detailed "Receipts Document", (circulated prior to meeting), showing actual and future expected spend to the end of the 2023-2024 financial year. This document also calculated the spend required in the 2024-2025 financial year including any salary increase, quotations for necessary work required in the Recreation Ground and annual costs that would be affected by inflation.

On the expenditure tab of the Receipts document, spend was broken down into the same order and categories shown on the budget documents. PB suggested the Receipts Document could be improved further by inserting formulas so the expenditure tab would automatically populate the current year budget tab, the following years budget tab and precept tab.

HE advised no further spending should be made this year other than normal monthly/annual invoices. BCC had acquired quotes for a new gate and tree removal in Bodfari Recreation Ground, but this spend would have to be budgeted for in the 2024-2025 financial year and the work completed during that period. Essential expenditure before the next precept payment could take the current account balance to as low as £1400 before receipt of the first 2024-2025 precept payment. The calculated £1400 balance excludes the money held in BCC Main account from the successful lottery grant application.

### **Actions:-**

**Implement suggested changes to Receipts document and circulate updated document before meeting on the 9<sup>th</sup> January 2024. HE**

**Insert formulas to excel "Receipts document" as requested by PB. - HE**

### **5. 2023-2024 Budget – discuss Virements**

It was decided to discuss the suggested virements to the 2023-24 budget document at a future date but by the BCC March 2024 meeting at the latest.

**Actions:-**

**Ensure this item is added to future agenda. HE.**

#### **6. Set 2024-2025 Budget**

Budget 2024-2025 figures had been calculated from the information in the Receipts Document. In Category 1 (Payroll, payroll admin, HMRC and travel costs), the Clerk Salary for 2024-2025 was calculated using the next scale point increase on the NALC pay scales. This was necessary to determine figures needed for the budget and for the precept submission on the 12<sup>th</sup> January 2024. Any change to the Clerk's current salary would be decided at appraisal (due April 2024). HE had also been asked to monitor hours worked when appointed as Clerk in April 2023. There are several times of the year when extra hours (and pay) would be needed e.g. year-end audits, full audits for Audit office Wales, end of year Annual Statement. HE reported that currently, extra hours worked averaged 2 per week, so this was added to the salary budget as thus far the extra hours worked had been unpaid.

**Action: -**

**Continue to monitor extra hours worked and feedback at appraisal. HE**

#### **7. Set Precept for 2024-2025**

Total from Budget 2024-2025 document minus HMRC and VAT refunds make up the total figure to be submitted as the Bodfari Community Council precept for 2024-2025.

**Actions: -**

**Update agreed data on the 2024-2025 Budget tab. Feed figures into the precept tab and present at meeting on 9<sup>th</sup> January to be voted on by BCC. HE.**

#### **8. Discuss 3-year budget.**

Not discussed.

**Action: -**

**Add to future agenda. HE**

#### **9. Investment Policy**

HE reported current policy needs updating. HE had been advised the BCC Reserve Account should have enough funds to pay BCC invoices for at least 6 months?

**Actions: -**

**Ask HSBC bank if there are any accounts with a higher interest rate that the BCC Reserve Account could move to. HE**

**Next Meeting 7pm to 9pm 9<sup>th</sup> January 2024 Ysgol Bodfari.**