

From: Tim.Donegani@gov.wales on behalf of LGPartnerships@gov.wales
Sent: 17 December 2021 13:07
To: LGPartnerships@gov.wales
Subject: Deddf Llywodraeth Leol ac Etholiadau (Cymru) 2021: Canllawiau Statudol Drafft ar gyfer Cyngorau Cymuned a Thref/The Local Government and Elections (Wales) Act 2021: Draft Statutory Guidance for Community and Town Councils

<p>Annwyl Glerc</p> <p>Deddf Llywodraeth Leol ac Etholiadau (Cymru) 2021: Canllawiau Statudol Drafft ar gyfer Cyngorau Cymuned a Thref</p> <p>Deddf Llywodraeth Leol ac Etholiadau (Cymru) 2021: canllawiau statudol Cyngorau Cymuned a Thref LLYW.CYMRU</p> <p>Mae'r ymgynghoriad hwn yn ceisio barn ar ganllawiau statudol drafft ar gyfer cyngorau cymuned a thref.</p> <p>Ymgynghoriad ysgrifenedig, electronig yw hwn. Byddwch cystal ag ymateb drwy:</p> <ul style="list-style-type: none"> Gwblhau'r ffurflen ymateb i'r ymgynghoriad; neu Anfon e-bost neu bostio eich ymateb gan ddefnyddio'r manylion cyswllt isod. <p>Daw'r ymgynghoriad i ben ar 17 Mawrth 2022</p> <p>Oddi wrth: Yr Is-adran Llywodraeth Leol a Phartneriaethau Llywodraeth Cymru LGPartnerships@gov.wales</p>	<p>Dear Clerk</p> <p>Please find attached link to the consultation The Local Government and Elections (Wales) Act 2021: Draft Statutory Guidance for Community and Town Councils</p> <p>Local Government and Elections (Wales) Act 2021: Community and Town Councils statutory guidance GOV.WALES</p> <p>This consultation is seeking views on draft statutory guidance for community and town council.</p> <p>This is a written, electronic consultation. Please respond by:</p> <ul style="list-style-type: none"> Completing the consultation response form; or Emailing or posting your response to the contact details below. <p>The consultation closes on 17 March 2022</p> <p>From: The Local Government and Partnerships Division Welsh Government LGPartnerships@gov.wales</p>
--	---

Llywodraeth Leol: Perfformiad a Phartneriaethau / Local Government: Performance and Partnerships

[Hysbysiad preifatrwydd Llywodraeth Cymru](#) / [Welsh Government Privacy Notice](#)

Rydym yn croesawu gohebiaeth Gymraeg. Cewch ateb Cymraeg i bob gohebiaeth Gymraeg ac ni fydd gohebu yn Gymraeg yn arwain at oedi.

We welcome correspondence in Welsh. Correspondence received in Welsh will be answered in Welsh and corresponding in Welsh will not involve any delay.



Llywodraeth Cymru
Welsh Government

OPEN CONSULTATION

Consultation on the Local Government and Elections (Wales) Act 2021: Community and Town Councils statutory guidance

We want your views on guidance that will support community and town councils to put in place the Local Government and Elections Act (Wales) 2021.

First published: 17 December 2021

Last updated: 17 December 2021

This document was downloaded from GOV.WALES and may not be the latest version.

Go to <https://gov.wales/consultation-local-government-and-elections-wales-act-2021-community-and-town-councils-statutory> for the latest version.

Get [information on copyright](#).

Contents

Introduction

Overview of the provisions

Why we are introducing this guidance

Consultation questions

How to respond

Your rights

Further information and related documents

Introduction

This consultation has been issued to seek your views on the draft statutory guidance for community and town councils on a number of provisions in the Local Government and Elections Act (“the 2021 Act”).

The 2021 Act was passed on 20 January 2021 and provides for the establishment of a new and reformed legislative framework for local government elections, democracy, governance and performance. The legislation affects the community and town council sector and the key changes are explained in this draft statutory guidance.

The 2021 Act gives qualifying local authorities, including eligible community councils, a general power of competence. This guidance supports community

This document was downloaded from GOV.WALES and may not be the latest version.

Go to <https://gov.wales/consultation-local-government-and-elections-wales-act-2021-community-and-town-councils-statutory> for the latest version.

Get [information on copyright](#).

and town councils to consider the requirements should they wish to become eligible community councils.

This guidance also provides information to help all community councils discharge their new duties in relation to the following requirements:

- accessing meetings from multiple locations
- providing opportunity for public participation at public council meetings
- preparing and publishing an annual report
- preparing and publishing a training plan to support training for councillors and council staff
- other provisions which impact on community and town councils.

Overview of the provisions

There is support across the sector and from the public for increasing the visibility of the work of community councils. We want communities to take an interest in what their councils do and to have easy access to information on the council's work. The requirements in relation to annual reports, training plans, multi-location meetings and public participation are designed to support this intent.

Multi-location meetings

The 2021 Act requires that community councils must make and publish arrangements for its meetings enable people who are not in the same place to meet. Under the arrangements, councils will need to take reasonable steps to allow meetings to be held from multiple locations. The minimum requirement is that members are able to hear and be heard by others.

Public participation at full council meetings

The 2021 Act makes provision for public participation at full community council meetings or those part of meetings which are open to the public. The person

presiding over the meeting must give members of the public in attendance a reasonable opportunity to make representations about any business to be discussed at the meeting, unless doing so is likely to prejudice the effective conduct of the meeting.

Annual reports

The 2021 Act requires community councils, as soon as reasonably practicable after the end of each financial year, to prepare and publish an annual report about the council's priorities, activities and achievements over the previous year.

Training plans

The 2021 Act requires community councils to make and publish a plan about the training provision for its members and staff. The first training plan must be ready and published by 5 November 2022, six months after the duty comes into force. The training plan should reflect on, and address, whether the council collectively has the skills and knowledge it needs to deliver its plans effectively.

Eligibility to exercise the general power of competence

There is also support to empower community councils to be more innovative and ambitious when delivering for their community. The Act introduces a general power of competence for 'eligible community councils', which empowers those councils to do anything that an individual generally can do. It is a power of first resort which means that a qualifying authority does not need to rely on specific powers in legislation to do something, so long as what is intended to do is not otherwise prohibited.

The 2021 Act sets out the conditions community councils must meet to be an 'eligible community council' with access to the general power. The statutory guidance provides information on the qualifying conditions and on the application of the general power of competence.

Other provisions in the Act

Information is provided to make community councils aware of changes to legislation regarding:

- Notices of meetings of community councils for example the time and place for giving notice of a council meetings.
- Proceedings of councils meetings for example a new requirement to publish key information within a week of council meetings.
- Community petitions, and where they replace community polls.
- The electoral cycle of community councils.

Important Dates

Provisions in the 2021 Act come into force on different dates, some linked to the financial year, others to the date of the local government elections. The coming into force dates are listed below:

- Duty on councils to publish annual reports: 1 April 2022
- Eligibility to be able to exercise the general power of competence for the community and town council sector: 5 May 2022
- Duty to make opportunity for public to participate in council meetings: 5 May 2022
- Duty to consider training for councillors and council staff: 1 April 2022, with first training plan to be published by November 2022.

Why we are introducing this guidance

This draft statutory guidance is intended to support community and town councils in implementing the 2021 Act. Councils will need to have due regard to this guidance when carrying out their activities. This consultation is intended to ensure that stakeholders are able to provide input and insight into the statutory guidance.

This document was downloaded from GOV.WALES and may not be the latest version.

Go to <https://gov.wales/consultation-local-government-and-elections-wales-act-2021-community-and-town-councils-statutory> for the latest version.

Get [information on copyright](#).

We intend for the final statutory guidance to be published in advance of the local government elections in May 2022. This date is when the key provision for eligibility to exercise the general power of competence will come into force.

The guidance is set out as follows:

- Chapter 1: General Power of Competence and eligible community councils
- Chapter 2: Multi-location meetings
- Chapter 3: Public participation in meetings
- Chapter 4: Annual reports
- Chapter 5: Training plans
- Chapter 6: Other provisions impacting community and town councils

Consultation questions

Question 1

Generally, is the structure and coverage of the guidance presented clearly and in a way which is practical for community and town councils?

Question 2

Does Chapter 1 provide sufficient and appropriate guidance on the eligibility conditions for exercising the general power of competence? Is it clear on how the general power of competence should be applied? What additional information would be helpful?

Question 3

What additional information would be helpful to illustrate or clarify how the general power of competence could be applied to community councils? Do you have any case studies which could support this?

This document was downloaded from GOV.WALES and may not be the latest version.

Go to <https://gov.wales/consultation-local-government-and-elections-wales-act-2021-community-and-town-councils-statutory> for the latest version.

Get [information on copyright](#).

Question 4

Do Chapters 2 and 3 provide sufficient and appropriate guidance on the requirements relating to multi-location meetings and on how the public may participate in council meetings?

Question 5

Does Chapter 4 provide sufficient and appropriate guidance on meeting the duty to prepare and publish annual reports? What additional specific information would be helpful?

Question 6

Does Chapter 5 provide sufficient and appropriate guidance on meeting the duty to prepare and publish training plans? What additional information would be helpful?

Question 7

We would like to know your views on the effects that this guidance would have on the Welsh language, specifically on opportunities for people to use Welsh and on treating the Welsh language no less favourably than English. What effects do you think there would be? How could positive effects be increased, or negative effects be mitigated?

Question 8

Please also explain how you believe the proposed guidance could be formulated or changed so as to have positive effects or increased positive effects on opportunities for people to use the Welsh language and on treating the Welsh

language no less favourably than the English language, and no adverse effects on opportunities for people to use the Welsh language and on treating the Welsh language no less favourably than the English language.

Question 9

We have asked a number of specific questions. If you have any related issues which we have not specifically addressed, please use this space to report them.

How to respond

Submit your response by midnight **17 March 2022** in any of the following ways:

- Complete our [online form](#)
- Download, complete our [online form](#) and email LGPartnerships@gov.wales
- Download, complete our [online form](#) and post to:

Local Government Performance and Partnerships Division
Local Government Directorate
Welsh Government
Cathays Park
Cardiff
CF10 3NQ

Your rights

Under the data protection legislation, you have the right:

- to be informed of the personal data held about you and to access it
- to require us to rectify inaccuracies in that data
- to (in certain circumstances) object to or restrict processing

- for (in certain circumstances) your data to be ‘erased’
- to (in certain circumstances) data portability
- to lodge a complaint with the Information Commissioner’s Office (ICO) who is our independent regulator for data protection.

Responses to consultations are likely to be made public, on the internet or in a report. If you would prefer your response to remain anonymous, please [tell us](#).

For further details about the information the Welsh Government holds and its use, or if you want to exercise your rights under the GDPR, please see contact details below:

Data Protection Officer

Data Protection Officer
Welsh Government
Cathays Park
Cardiff
CF10 3NQ

E-mail: data.protectionofficer@gov.wales

Information Commissioner’s Office

Information Commissioner’s Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone: 01625 545 745 or 0303 123 1113

Website: ico.org.uk

This document was downloaded from GOV.WALES and may not be the latest version.

Go to <https://gov.wales/consultation-local-government-and-elections-wales-act-2021-community-and-town-councils-statutory> for the latest version.

Get [information on copyright](#).

UK General Data Protection Regulation (UK GDPR)

The Welsh Government will be data controller for any personal data you provide as part of your response to the consultation. Welsh Ministers have statutory powers they will rely on to process this personal data which will enable them to make informed decisions about how they exercise their public functions. Any response you send us will be seen in full by Welsh Government staff dealing with the issues which this consultation is about or planning future consultations. Where the Welsh Government undertakes further analysis of consultation responses then this work may be commissioned to be carried out by an accredited third party (e.g. a research organisation or a consultancy company). Any such work will only be undertaken under contract. Welsh Government's standard terms and conditions for such contracts set out strict requirements for the processing and safekeeping of personal data. In order to show that the consultation was carried out properly, the Welsh Government intends to publish a summary of the responses to this document. We may also publish responses in full. Normally, the name and address (or part of the address) of the person or organisation who sent the response are published with the response. If you do not want your name or address published, please tell us this in writing when you send your response. We will then redact them before publishing.

You should also be aware of our responsibilities under Freedom of Information legislation. If your details are published as part of the consultation response then these published reports will be retained indefinitely. Any of your data held otherwise by Welsh Government will be kept for no more than three years.

Further information and related documents

Number: **WG43891**

You can view this document in [alternative languages](#). If you need it in a different format, please [contact us](#).

About this document

This document is a copy of the web page [Consultation on the Local Government and Elections \(Wales\) Act 2021: Community and Town Councils statutory guidance](#) downloaded.

Go to <https://gov.wales/consultation-local-government-and-elections-wales-act-2021-community-and-town-councils-statutory> for the latest version.

This document may not be fully accessible, for more information refer to our [accessibility statement](#).

Get [information on copyright](#).

Broughton and Bretton Community Council
Planning Committee – December 2021

Planning Applications:

No.	Planning Application Number & Date	Proposal	Address	CASE OFFICER
-----	------------------------------------	----------	---------	--------------

1.	063763 Ward: Broughton North East	Application for approval of details reserved by condition no's 4 (Materials) and 6(Landscaping) attached to Planning permission reference 062293 (Conversion of Unit 1 from Class A1 shop to Class A3 coffee shop drive-thru, introduction of additional 14 sqm GIA customer toilet area, external elevation alterations, layout alterations associated with the introduction of drive-thru lanes, customer external seating area, landscaping and other associated works)	Former Carphone Warehouse, Unit 1 Chester Road, Broughton	Target Date: 11.01.22
2.	063318 Ward: Broughton North East	Retention of existing portacabin (previously use for storage of telecoms equipment) to be used as a hot food takeaway (deliveries only)	Unit 7 Clwyd Close, Hawarden Ind Estate	A Wells
3.	063705 Ward: Broughton South	Erection of a single storey porch and side extension	6 Forest Drive, Broughton	S Connah Target Date: 24.12.21

Broughton and Bretton Community Council
Planning Committee – 18 January 2022

Planning Applications:

No.	Planning Application Number & Date	Proposal	Address	CASE OFFICER
1.	063318 Ward: Broughton North East	Retention of existing portacabin (previously used for storage of telcoms equipment) to be used as a hot food takeaway (deliveries only)	Unit 7, Clwyd Close, Hawarden Industrial Estate, Hawarden	A Wells
2.	063876 Ward: Broughton North Easet	Proposed alterations to the existing external areas at the Public House premises to add a new timber framed pergola shelter, new fixed seating, new planters and new festoon lighting with support posts	Mill House Inn, Chester Road, Broughton	B Kinnear Target Date: 03.02.22
3.	063915 Ward: Broughton North East	Change of Use - To Remove the MUGA use and provision of as a children's cycle path, landscaping and associated infrastructure as an alternative play type.	Area of MUGA, Whitley Drive, Broughton	J Beattie Target Date: 16.02.22 No docs available
4.	063946 Broughton South	Application for the approval of details reserved by condition nos. 3, 16, 18, 19 and 20 attached to planning permission ref. 062483 (Erection of three commercial buildings (B1 Business (Light Industrial), B2	Land at Manor Lane, Hawarden	J Beattie Target Date: 18.02.22 No docs available

Broughton and Bretton Community Council
Planning Committee – 18 January 2022

Planning Applications:

No.	Planning Application Number & Date	Proposal	Address	CASE OFFICER
-----	------------------------------------	----------	---------	--------------

		Business Uses and B8 Storage and Distribution Uses) together with the construction of an access road and parking, a pump house, substation, installation of associated infrastructure and platform bases for additional units to form an expansion to Hawarden Business Park.)		
5.	063534 Ward: North East	Change of use of dwelling to child minding business	7 Long Road, Broughton	A Wells Target Date: 04.03.22

Notification of Planning Decisions from Flintshire County Council

No.	Planning Application Number	Proposal	Address	Decision:
1.	063276 Ward: Broughton North East	Continued use of land and siting of garage workshop building	Town & Country Garage, Broughton Hall Road, Broughton	Approved Delegated Officer 08.11.21
2.	063488 Ward: Broughton North East	Erection of detached garden building	1 Bretton Court Mews, Bretton Road, Bretton	Approved Delegated Officer 15.11.21

Broughton and Bretton Community Council
Planning Committee – 17 January 2022

Notification of Planning Decisions from Flintshire County Council

No.	Planning Application Number & Date	Proposal	Address	CASE OFFICER
-----	------------------------------------	----------	---------	--------------

1.	063319 Ward: Broughton South	Erection of a single storey rear extension and garage conversion	24 Whitley Drive, Broughton	Permitted Development Delegated Officer 16.12.21
----	---------------------------------------	--	--------------------------------	--



CYNGOR CYMUNED BRYCHDYN A BRETTON
BROUGHTON AND BRETTON COMMUNITY COUNCIL

COUNCIL MEETING
19th JANUARY 2022

INCOME AND EXPENDITURE REPORT 2021-22

1.0 Purpose of the Report:

- 1.1 The purpose of this report and attached summary is to apprise the Council of the income and expenditure position of the Council for the period ending 30th November 2021.
- 1.2 The remainder of the Council's income and expenditure is as shown on the attached summary.
- 1.3 Income of £84,402 has been received to date £80,352 of which relates to the first two instalments of a three staged payment of the Council's Annual Precept. A further £40,176 has been received, but not yet reconciled, which represents the final precept payment on 31 December 2020.

2.0 Background:

- 2.1 The following identifies the reasons for any significant variances from anticipated expenditure during the year from 1st April to 30th November 2021.

2.2 General:

Insurance: the full amount payable for the year has been made.

Legal Fees/Welsh Language Policy/Elections: There has been no call for legal fees or welsh language and no by-elections have been required during the year.

Petty Cash: Members will note the reduction in spend to date on petty cash due to the modernised working practices recently put in place and the use of on-line payments and Debit Cards. Petty cash spend is minimal.

Twinning: There has been no call on this budget to date due to the Covid-19 pandemic no activity has been permitted. Expenditure is likely to be incurred in 2022-23 to celebrate the belated 30th anniversary.

2.3 Community Spend:

Play Schemes: The invoice from Flintshire County Council has been paid in full.

Community Chest/Grant fund: to date only £100 has been paid to a community organisation. Advertising to local groups will commence in January for this funding.

Voluntary Organisations: Annual payments have been made to the two community organisations.

Community Library: No payment has yet been made to the Community Library but an invoice has been requested.

2.4 Open Spaces/Highways/Verges:

Football Licences: The football licences fees have been received in full and have increased due to the number of teams being registered.

Allotments: The Estate Office have suggested that the allotment rents be increased by 10% to £1,000. Some fees are still awaited.

2.5 Holding Account: There has been no call on the Council's holding account during the financial year.

3.0 Considerations and Recommendations:

3.1 Members are asked to consider and approve the contents of this report.

Detailed Receipts & Payments by Budget Heading 31/12/2021

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
500 General						
1501 Precept	80,350	120,526	40,176			66.7%
1502 Bank Interest 30 Day A/c	9	250	241			3.5%
1503 Bank interest Investment a/c	0	7	7			0.0%
1506 Miscellaneous Income	4,043	50	(3,993)			8086.1%
General :- Receipts	84,402	120,833	36,431			69.9%
4501 Subscriptions	159	1,250	1,091		1,091	12.7%
4502 Conferences/Training	154	500	346		346	30.8%
4503 Insurance	1,234	1,300	66		66	94.9%
4504 Audit	242	400	159		159	60.4%
4505 Members Expenses/Conferences/T	1,364	2,500	1,136		1,136	54.6%
4506 Petty Cash	50	50	0		0	100.0%
4507 Legal Fees	0	500	500		500	0.0%
4508 Miscellaneous - Gen	15	300	285		285	5.0%
4509 Welsh Language Policy	0	200	200		200	0.0%
4510 Council Chamber	5	200	195		195	2.7%
4511 Chair's Expenses	0	500	500		500	0.0%
4512 Elections	0	3,000	3,000		3,000	0.0%
4513 Twinning Links	0	1,000	1,000		1,000	0.0%
4514 Website	70	500	430		430	14.0%
4521 Stationery	94	120	26		26	78.2%
General :- Indirect Payments	3,387	12,320	8,933	0	8,933	27.5%
Net Receipts over Payments	81,016	108,513	27,497			
600 Community Funding (LG Act 1972)						
4601 Summer Playschemes (PWB)	1,429	2,000	571		571	71.4%
4602 Grants to Voluntary Orgs (PWB)	(900)	2,500	3,400		3,400	(36.0%)
4603 Community Halls & Library (PWB)	3,000	13,000	10,000		10,000	23.1%
4605 Community Chest	1,000	1,000	0		0	100.0%
4606 Best Kept Village	0	100	100		100	0.0%
4607 Christmas Lighting (LG Act 1972)	604	500	(104)		(104)	120.8%
4608 Remembrance Sunday	111	150	39		39	74.3%
Community Funding (LG Act 1972 :- Indirect Payments)	5,244	19,250	14,006	0	14,006	27.2%
Net Payments	(5,244)	(19,250)	(14,006)			
700 Open spaces						
1701 Football Licences	880	360	(520)			244.4%
Open spaces :- Receipts	880	360	(520)			244.4%

Detailed Receipts & Payments by Budget Heading 31/12/2021

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4701 Play Equipment/Repairs	0	1,000	1,000		1,000	0.0%
4702 Benches/Signs	0	500	500		500	0.0%
4704 Planting	0	150	150		150	0.0%
4705 Land Rent - OS	66	70	4		4	94.3%
4706 Contingency - OS	0	500	500		500	0.0%
4707 Skate Park	0	250	250		250	0.0%
Open spaces :- Indirect Payments	66	2,470	2,404	0	2,404	2.7%
Net Receipts over Payments	814	(2,110)	(2,924)			
800 Highways & Verges						
4803 Public Footpaths	0	50	50		50	0.0%
4804 Litter Bins	760	600	(160)		(160)	126.7%
4805 Planting	0	50	50		50	0.0%
4806 Contingency - H&V	32	50	18		18	64.7%
4807 Litter Collector	14,425	20,000	5,575		5,575	72.1%
4808 CCTV	0	4,000	4,000		4,000	0.0%
4809 Van purchase	410	0	(410)		(410)	0.0%
4810 Health and Safety	0	500	500		500	0.0%
4811 Travelling & Subsistence	55	200	145		145	27.7%
4812 Van Ins/Tax & MOT	656	2,000	1,344		1,344	32.8%
4813 Van fuel	224	500	276		276	44.8%
4814 Van tyres and repairs	71	500	429		429	14.2%
4815 Training	0	500	500		500	0.0%
4818 Litter Collection general	626	0	(626)		(626)	0.0%
Highways & Verges :- Indirect Payments	17,259	28,950	11,691	0	11,691	59.6%
Net Payments	(17,259)	(28,950)	(11,691)			
900 Public Lighting						
4901 Electricity -PL	2,611	4,200	1,589		1,589	62.2%
4903 New Connections	268	1,000	732		732	26.8%
4904 Replacements	0	1,000	1,000		1,000	0.0%
4905 Contingency - PL	0	1,000	1,000		1,000	0.0%
Public Lighting :- Indirect Payments	2,879	7,200	4,321	0	4,321	40.0%
Net Payments	(2,879)	(7,200)	(4,321)			
1000 Allotments						
11001 Allotment Rents Received	0	900	900			0.0%
Allotments :- Receipts	0	900	900			0.0%

Detailed Receipts & Payments by Budget Heading 31/12/2021

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
41001 Allotment Rent	(450)	900	1,350		1,350	(50.0%)
Allotments :- Indirect Payments	(450)	900	1,350	0	1,350	(50.0%)
Net Receipts over Payments	450	0	(450)			
<u>1100 Holding Account</u>						
41101 Holding Account	0	5,000	5,000		5,000	0.0%
Holding Account :- Indirect Payments	0	5,000	5,000	0	5,000	0.0%
Net Payments	0	(5,000)	(5,000)			
<u>1200 Joint Services</u>						
41201 Central Administration	23,887	37,296	13,409		13,409	64.0%
41202 Direct Maintenance	24,822	31,446	6,624		6,624	78.9%
Joint Services :- Indirect Payments	48,709	68,742	20,033	0	20,033	70.9%
Net Payments	(48,709)	(68,742)	(20,033)			
<u>1900 VAT</u>						
115 VAT on Receipts	2,119	0	(2,119)			0.0%
VAT :- Receipts	2,119	0	(2,119)			
515 VAT on Payments	1,081	0	(1,081)		(1,081)	0.0%
VAT :- Indirect Payments	1,081	0	(1,081)	0	(1,081)	
Net Receipts over Payments	1,038	0	(1,038)			
Grand Totals:- Receipts	87,401	122,093	34,692			71.6%
Payments	78,176	144,832	66,656	0	66,656	54.0%
Net Receipts over Payments	9,225	(22,739)	(31,964)			
Movement to/(from) Gen Reserve	9,225					



CYNGOR CYMUNED BRYCHDYN A BRETTON
BROUGHTON AND BRETTON COMMUNITY COUNCIL

COUNCIL MEETING
Annual Budget and Precept 2022-23

18th January 2022
 Annual Budget and Precept 2022-23

1.	Name of Councillor(s)/ Officer	Clerk and Financial Officer
2.	Title of Report	Annual Budget and Precept 2022-23
3.	Purpose of Report	To consider the Council's draft budget and precept for the year 2022-23.
4.	Background to this request	<p>Each year the council sets its draft budget and precept and considers the level of reserves it has.</p> <p>The council has to keep between three and twelve months' worth of operating costs in its reserves which ranges from approximately £30,000 to £120,000 based on current estimates. As at 30th November the council's reserves sit at £116,000 noting that four months of income and expenditure is still awaited.</p> <p>An advisory note is appended to this report about reserves and balances.</p>

5.	Financial Implications	The draft budget attached shows an annual expenditure of £156,449, income of £121,220 and a net surplus of £35,229.
5.1		As members are aware the Council has a Service Level Agreement with Hawarden Community Council and the core budget within Hawarden reflects the following recommendations:
5.2		Inflationary increases on utilities and other annual costs at 3%.
5.3		30% increase on gas and electric based on existing data and expected increases.
5.4		Salaries at 2% based on annual review work undertaken by the Society of Local Council Clerks and the Association of Local Council Clerks (this is a contractual obligation). The annual review for 2021-22 is still outstanding but is expected to be 1.5% from April 2021 and similar or less in April 2022.
5.5		National Insurance contributions for both the employer and the employee have increased by 1.25%.
5.6		Employer pension contributions are currently at 21.9%.
5.7		A new van is required next year for the Council's fleet; Hawarden Finance Working Group felt that this cost should be taken out of its general reserves and not included within the annual budget proposals for Hawarden (although the cost has been added to the Joint Maintenance agreement budget proposals.)
5.8		The cost of the local Community Council elections is expected to be circa £8,500 based on information supplied by the County Council's electoral office.

6.	Environmental Implications	None directly associated with this report but the budget contains finances for open spaces, country park and tree management.
7.	Decision sought by Council	<ul style="list-style-type: none"> (i) To consider and agree the proposed draft budget as per the attached schedule with a 0% increase in the council tax; (ii) To consider any alternative proposals for the council tax proposed by members.

ADVICE NOTE - Local Council Reserves and Balances

Following the introduction of the Accounts and Audit Regulations in 1996, which can be considered as the birth of the modern rules governing local council accounting and audit procedures, a question was asked in the House of Commons to the then Minister of Local Government regarding the level of reserves which a local council should maintain.

The answer given is still current – although Sections 32 and 43 of the Local Government Finance Act 1992 require billing and precepting authorities in England and Wales to have regard to the level of reserves needed to meet estimated future expenditure when calculating the budget requirement, statute or regulations do not dictate that a local council should maintain reserves of any particular size or, indeed, that they should maintain any at all. It is widely accepted that a case for a statutory minimum level of reserves, even in exceptional circumstances, has not been made. However, due prudence does require that reserves are built up and maintained.

When reviewing the medium term financial plans and preparing the annual budget the prudent local council will consider the establishment and maintenance of reserves. These will be held for three main purposes:

- a working balance to help cushion the impact of uneven cash flows and avoid unnecessary temporary borrowing (overdraft) e.g. prior to receipt of precept – this forms part of general reserves,
- a contingency to cushion the impact of unexpected events or emergencies – this also forms part of general reserves,
- a means of building up funds, often referred to as earmarked reserves, to meet known or predicted liabilities.

With regard to the General Reserve, the question of size has often been asked. The advice to external auditors is that general (i.e. un-earmarked) revenue reserves usually lie within the range of three to twelve months gross expenditure but that the amount should be risk assessed and approved by the Council. The external auditor might still, and taxpayers would also be within their rights to, seek answers regarding the size of any General Reserve relative to the precept. Where a council's year-end General Reserve is significantly higher than the annual precept an explanation should be provided to the external auditor.

Earmarked Reserves are entirely different to the General Reserve and should be established whenever there is a need to "save up" for expected and significant future expenditure as it would be unwise to expect the taxpayer to fund a significant purchase in any one year. The funding for the purchase, for example, of a new vehicle or a new village hall should be "spread" over a number of years so that the total financial burden does not fall to the taxpayer in one single precept. Each year's precept should include an "instalment" which can be transferred to the earmarked reserve and used at the time the expenditure is needed. Earmarked Reserves not eventually spent on the purpose intended should not simply be transferred to the General Reserve but used to reduce the precept or for other capital expenditure in the current or next financial year.

Barrie Woodcock,

SLCC National Financial Advisor.

March 2009.

Broughton & Bretton Community Council
Annual Budget - By Centre

Note: Draft Budget and Precept Proposals for 2022-23 @ 0%

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
500 <u>General</u>									
1501 Precept	114,787	114,787	120,526	80,350	120,526	0	119,401	0	0
1502 Bank Interest 30 Day A/c	40	31	250	9	12	0	12	0	0
1503 Bank interest Investment a/c	7	0	7	0	7	0	7	0	0
1506 Miscellaneous Income	0	50	50	4,043	4,043	0	0	0	0
 Total Income	114,834	114,868	120,833	84,402	124,588	0	119,420	0	0
4501 Subscriptions	1,250	309	1,250	159	1,250	0	1,200	0	0
4502 Conferences/Training	500	0	500	154	500	0	500	0	0
4503 Insurance	1,200	1,199	1,300	1,234	1,300	0	1,300	0	0
4504 Audit	400	228	400	242	400	0	400	0	0
4505 Members Expenses/Conferences/T	2,500	450	2,500	1,364	2,500	0	2,500	0	0
4506 Petty Cash	50	0	50	50	50	0	50	0	0
4507 Legal Fees	500	0	500	0	500	0	500	0	0
4508 Miscellaneous - Gen	300	0	300	15	300	0	300	0	0
4509 Welsh Language Policy	200	0	200	0	200	0	200	0	0
4510 Council Chamber	200	0	200	5	200	0	200	0	0
4511 Chair's Expenses	500	1,108	500	0	500	0	500	0	0
4512 Elections	3,000	0	3,000	0	3,000	0	8,500	0	0
4513 Twinning Links	1,000	0	1,000	0	1,000	0	1,000	0	0
4514 Website	1,000	405	500	70	500	0	500	0	0
4521 Stationery	0	142	120	94	120	0	120	0	0
 Overhead Expenditure	12,600	3,842	12,320	3,387	12,320	0	17,770	0	0

Continued on next page

Broughton & Bretton Community Council
Annual Budget - By Centre

Note: Draft Budget and Precept Proposals for 2022-23 @ 0%

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve									
	102,234	111,026	108,513	81,016	112,268		101,650		
600 Community Funding (LG Act 1972)									
4516 Defibrillators	0	157	0	0	0	0	0	0	0
4601 Summer Playschemes (PWB)	1,429	1,712	2,000	1,429	1,429	0	1,600	0	0
4602 Grants to Voluntary Orgs (PWB)	2,500	2,555	2,500	-900	2,500	0	2,500	0	0
4603 Community Halls & Library (PWB)	13,000	13,101	13,000	3,000	13,000	0	14,000	0	0
4605 Community Chest	1,000	1,000	1,000	1,000	1,000	0	1,000	0	0
4606 Best Kept Village	100	0	100	0	0	0	100	0	0
4607 Christmas Lighting (LGAct 1972)	500	213	500	604	900	0	1,000	0	0
4608 Remembrance Sunday	150	100	150	111	111	0	150	0	0
	18,679	18,837	19,250	5,244	18,940	0	20,350	0	0
Overhead Expenditure									
Movement to/(from) Gen Reserve	(18,679)	(18,837)	(19,250)	(5,244)	(18,940)		(20,350)		
700 Open spaces									
1701 Football Licences	360	340	360	880	880	0	900	0	0
	360	340	360	880	880	0	900	0	0
Total Income									
4701 Play Equipment/Repairs	3,000	399	1,000	0	1,000	0	1,000	0	0
4702 Benches/Signs	500	0	500	0	500	0	600	0	0
4704 Planting	150	0	150	0	150	0	150	0	0
4705 Land Rent - OS	70	66	70	66	70	0	70	0	0
4706 Contingency - OS	500	0	500	0	500	0	500	0	0
4707 Skate Park	250	0	250	0	250	0	250	0	0

Continued on next page

Annual Budget - By Centre

Note: Draft Budget and Precept Proposals for 2022-23 @ 0%

	Last Year		Current Year				Next Year		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure									
Movement to/(from) Gen Reserve									
	4,470	465	2,470	66	2,470	0	2,570	0	0
	(4,110)	(125)	(2,110)	814	(1,590)		(1,670)		
800	Highways & Verges								
4801	500	0	0	0	0	0	0	0	0
4803	50	0	50	0	50	0	50	0	0
4804	600	0	600	760	760	0	800	0	0
4805	50	0	50	0	50	0	50	0	0
4806	250	0	50	32	50	0	50	0	0
4807	3,380	15,895	20,000	14,425	21,637	0	22,070	0	0
4808	4,500	3,620	4,000	0	4,000	0	4,000	0	0
4809	0	8,874	0	410	0	0	0	0	0
4810	0	123	500	0	500	0	500	0	0
4811	0	59	200	55	200	0	200	0	0
4812	0	0	2,000	656	2,000	0	2,000	0	0
4813	0	0	500	224	500	0	500	0	0
4814	0	0	500	71	500	0	500	0	0
4815	0	0	500	0	500	0	500	0	0
4818	0	0	0	626	700	0	500	0	0
	9,330	28,572	28,950	17,259	31,447	0	31,720	0	0
	(9,330)	(28,572)	(28,950)	(17,259)	(31,447)		(31,720)		
Overhead Expenditure									
Movement to/(from) Gen Reserve									
900	Public Lighting								
4901	5,500	3,957	4,200	2,611	3,917	0	4,000	0	0

Continued on next page

Last Year			Current Year				Next Year		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4903	1,000	0	1,000	268	1,000	0	1,000	0	0
4904	2,500	0	1,000	0	1,000	0	1,000	0	0
4905	1,000	0	1,000	0	1,000	0	1,000	0	0
Overhead Expenditure			7,200	2,879	6,917	0	7,000	0	0
Movement to/(from) Gen Reserve			(7,200)	(2,879)	(6,917)		(7,000)		
1000 Allotments									
11001	900	900	900	0	900	0	900	0	0
Total Income			900	0	900	0	900	0	0
41001	800	900	900	-450	900	0	910	0	0
Overhead Expenditure			900	-450	900	0	910	0	0
Movement to/(from) Gen Reserve			0	450	0		(10)		
1100 Holding Account									
41101	0	0	5,000	0	5,000	0	5,000	0	0
Overhead Expenditure			5,000	0	5,000	0	5,000	0	0
Movement to/(from) Gen Reserve			(5,000)	0	(5,000)		(5,000)		
1200 Joint Services									
41201	36,386	35,306	37,296	23,887	35,831	0	38,024	0	0
41202	30,909	31,737	31,446	24,822	31,446	0	33,105	0	0
Overhead Expenditure			68,742	48,709	67,277	0	71,129	0	0

Continued on next page

Broughton & Bretton Community Council

Annual Budget - By Centre

Note: Draft Budget and Precept Proposals for 2022-23 @ 0%

	Last Year		Current Year				Next Year		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	(67,295)	(67,043)	(68,742)	(48,709)	(67,277)		(71,129)		
1900 VAT									
115 VAT on Receipts	0	7,652	0	2,119	0	0	0	0	0
Total Income	0	7,652	0	2,119	0	0	0	0	0
515 VAT on Payments	0	2,941	0	1,081	0	0	0	0	0
Overhead Expenditure	0	2,941	0	1,081	0	0	0	0	0
Movement to/(from) Gen Reserve	0	4,711	0	1,038	0		0		
Total Budget Income	116,094	123,760	122,093	87,401	126,368	0	121,220	0	0
Expenditure	123,174	126,556	144,832	78,176	145,271	0	156,449	0	0
Movement to/(from) Gen Reserve	(7,080)	(2,796)	(22,739)	9,225	(18,903)		(35,229)		

BROUGHTON AND BRETTON Community Council
Accounts for Payment
Dec-21

Ref:	Voucher No:	Payee:	Amount
6327(FG)	BB/21/73	Ewloe PO - Agendas November	£ 7.32
CASH	BB/21/74	RBL - Remembrance Day	£ 100.00
BACS	BB/21/75	BB Bowling Club - Community Grant	£ 100.00
BACS	BB/21/76	Blachere - xmas lights x 3	£ 724.80
BACS	BB/21/77	Salaries December	£ 1,136.15
BACS	BB/21/78	HMRC - Salaries December	£ 178.64
BACS	BB/21/79	Clwyd Pension Fund - Salaries December	£ 363.30
BACS	BB/21/80	HAGS - chain sleeve Brookes Avenue	£ 54.00
BACS	BB/21/81	Scottish Power - unmetered supplies	£ 383.58
BACS	BB/21/82	HCC -Joint Maintenance - December	£ 6,788.46
		TOTAL	£ 9,836.25

Chairman:

Chair of Finance:

BROUGHTON AND BRETTON Community Council
Accounts for Payment
Jan-22

Ref:	Voucher No:	Payee:	Amount
BACS	BB/21/83	Rialtas - VAT Annual Support Fee	£ 70.80
BACS	BB/21/84	H W Oultram - fuel November	£ 61.64
BACS	BB/21/85	Litter Collector - Salaries January	£ 1,136.35
BACS	BB/21/86	HMRC - Salaries January	£ 178.44
BACS	BB/21/87	Clwyd Pension Fund - Salaries January	£ 363.30
BACS	BB/21/88	HCC - Joint Maintenance - January	£ 5,470.14
BACS	BB/21/89	H W Oultram - fuel December	£ 62.74
BACS	BB/21/90	Scottish Power - unmetered supplies Dec	£ 396.30
		TOTAL	£ 7,739.71

Chairman:

Chair of Finance:

Broughton & Bretton Community Council

Bank - Cash and Investment Reconciliation as at 30 November 2021

Confirmed Bank & Investment Balances

Bank Statement Balances

03/12/2021	Lloyds Current A/C	6,131.82
15/11/2020	Lloyds 30 Day a/c	109,984.09
19/09/2014	NS&I Treasurers A/C	0.00
10/12/2019	Nat West Bus Res A/C	0.00

116,115.91

Receipts not on Bank Statement

441.15

Closing Balance

116,557.06

All Cash & Bank Accounts

1	Lloyds Current a/c	6,131.82
2	Lloyds 30 Day a/c	110,425.24
3	Investment a/c	0.00
4	Nat West Business Reserve A/C	0.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	116,557.06