

Cwmbran Community Council  
Cyngor Cymuned Cwmbrân

## **Financial Statement**

**For the year ending  
31st March 2020**

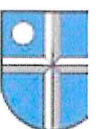
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# Cwmbran Community Council: Financial Statement 2019/20

## Overview

- *Income*

*The Council received the bulk of its funding from the Precept. This is a figure set by the Council, based on anticipated expenditure for the year. It was collected on the Council's behalf by Torfaen County Borough Council. It was transferred to the Council in instalments throughout the year.*

*In recent years, the Council has worked hard to manage its finances via sound financial management and careful use of Reserves.*

- *Expenditure*

*Outside of staffing & accommodation costs, the Council's spending reflected its priorities of supporting the community and delivering Well-being locally, based upon established Wales-wide sustainability goals.*

*The Council delivered a varied programme of events and community projects, a popular Gardening & Decorating service (Task Force) and provided core funding to organisations who deliver support to the community or support/provide cultural activities. The Council also continued to work with and support the voluntary sector. During the year, the Council also stepped in to save a popular local event, the Cwmbran "Big Event." This represented a significant commitment for the Council, which is reflected in this Statement (Code L).*

*Other priorities included arrangements to protect the Council's assets through insurance and keeping abreast of developments across the wider town & community council sector via membership of bodies such as One Voice Wales.*

*Expenditure against estimate was monitored by Members of the Council at regular intervals. The views of the public are sought as part of the Council's on-going budget setting process.*

*The Council uses the services of Torfaen County Borough Council as its payroll provider. This relationship is governed by a Service Level Agreement.*

- *Investments*

*The Council's Precept is paid into the Monmouthshire Building Society. Money is drawn down from this account into the Co-operative bank at regular intervals. Expenditure is then financed from this bank account. The Council also holds funds with Unity Trust Bank.*

*This approach provides a balance between high security & high liquidity. It spreads any risk across a number of investments.*

*The Council paid close attention to the management of its assets and set aside Earmarked Reserves to meet anticipated pressures.*

*In the past, the Council received IT support from Torfaen County Borough Council. This included all IT support, website support and telephones. During the year, the Council was advised that this would end on 31 March 2020. At the time of budget preparation the full financial implications remained unknown. The Council therefore set aside Earmarked Reserves to meet future costs in this area. These are identified in this Statement.*

- *Other*

*As the year 2019/20 reached its conclusion, the country was hit by the Coronavirus outbreak. This inevitably caused some disruption of service and impacted on the day to day to life of the Council.*

**Contained within this Statement are the following:**

Income & Expenditure for the year  
ending 31 March 2020

General Fund

Balance Sheet

List of Elected Members

Principal Accounting Policies

Notes to the Accounts

Appendix  
(s137 Schedule of Payments)

## Income & Expenditure Account for the year ending 31 March 2020

### Income

Code	Details		2018/19	2019/20
	Precept		597,085.00	651,495.00
Y	Interest		2,220.19	3,365.07
B	Members Expenses		0	0
C	Staffing		0	0
G	Premises		20,114.91	20,348.23
H	General Admin		683.03	104.17
I	Policy & Finance Committee		0.00	0
K	Grants to Voluntary Organisations		0.00	0
L	Events & Community Projects Committee		208.00	8,334.25
M	Task Force		5,077.06	4,470.86
N	Environment, Sustainability & Planning Committee		500.00	500.00
P	Twinning		0.00	0
	Total		625,888.19	688,617.58

### Expenditure

Code	Details		2018/19	2019/20
A	Elections		5,823.47	0
B	Members Expenses		6,577.78	6510.25
C	Staff Salaries/Exp		236,587.30	247,722.58
G	Premises		33,944.89	32,643.65
H	General Admin		16,937.96	13,660.04
I	Policy & Finance Committee		28,489.18	35,903.12
K	Grants to Voluntary Organisations Committee		5,700.00	10,231.00
L	Events & Community Projects Committee		77,553.24	94,759.64

M	Task Force		7,538.57	5908.79
N	Environment, Sustainability & Planning Committee		970.00	1533.00
O	Cwmbran Centre for Young People		54,100.00	55,449.96
P	Twinning		0.00	0
	Total		474,222.39	504,322.03

*C (includes some staff costs shown under other Codes in previous years and some costs n/a to Box 4)*

## General Fund

	2018/19	2019/20
Balance at 1 April	304,419	369,185
Add Receipts	625,888	688,618
Total	930,308	1,057,803
Less Payments	474,222	504,323 *
Total	456,085	553,480
Transfer to other (Earmarked) Reserves	86,900	209,600
General Reserve Balance c/f	369,185	343,880

*\* (rounded up to Balance)*

## Balance Sheet for the year ending 31 March 2020

### Current Assets

	Note	2018/19	2019/20
Debtors & Prepayments	6	8,197	7547
Cash at Bank & Cash in Hand		970,796	1,155,516
Total		978,993	1,163,063

### Current Liabilities

	Note	2018/19	2019/20
Creditors & Accruals	8	3,558	3,333
Assets less Liabilities		975,435	1,159,730

### Capital & Reserves

	Note	2018/19	2019/20
Earmarked Reserves	9	606,250	815,850
General Reserve		369,185	343,880
Total		975,435	1,159,730

This statement fairly reflects the financial position of the Council at 31 March 2020 and reflects its income and expenditure during the year.

Approved by the Council on 30 June 2020 (Minute Reference CL20/011)

Signed by:



**Councillor AL Bird**

Chairman



**David Collins**

Clerk to the Council & Responsible  
Financial Officer

## List of Current Members

Ward	Member
Coed Eva	Rhiannon Bennett
Fairwater	Julian Davenne
Greenmeadow	Natalie Hopkins
Llantarnam	William Walker Mike Villars
Lowlands & Avondale	Peter Cathcart Lynda Ryan
Mount Pleasant	Stuart Ashley
Northville	Anthony Bird
Southville	Leighton Johnston
St Dials	Kebba Manneh Fay Jones
Two Locks	Steve Brooks Mike Johnston
Ty Canol	Michele Day Jeff Rees
Upper Cwmbran East	Robert Kemp
Upper Cwmbran Thornhill	Lucy Williams
Upper Cwmbran West	David Williams

# Principal Accounting Policies

## Accounting Convention

The accounts have been prepared in accordance with the Accounting Guidance Notes for Local Councils (The Guide) issued by the Chartered Institute of Public finance and Accountancy, as applicable to medium sized local councils.

As a consequence, the latest accounting policies, as set out in this Guide (and so far as they relate to Cwmbran Community Council), have been adopted for the Council's Statement of Accounts.

## Fixed Assets

All expenditure on the acquisition, creation or enhancement of fixed assets is reported in the notes to the accounts, provided that the assets yield benefit to the Council and the service it provides for a period of more than one year.

Certain community assets are the subject of restrictive covenants as to their use and/or future disposal. Such assets are considered to have no appreciable realisable value and are included in the Balance Sheet at a nominal value only.

## Debtors and Creditors

The Council's revenue accounts are maintained on an accruals basis in accordance with The Guide. That is, sums due to or from the Council during the year are included, whether or not the cash has actually been paid or received during the year. Exceptions to this are the payment of regular quarterly accounts (telephones, for example). This policy is applied consistently each year and will, therefore, have no material effect on the year's accounts or the Council's annual budget.

## Leases

The Council is not required by The Guide to incorporate hire purchase and/or lease obligations in its Balance Sheet.

## Reserves

The Council maintains certain reserves to meet general and specific future expenditure. The purpose of the Council's reserves is explained in the Notes to the Accounts.

## Income from Interest

All interest receipts are credited initially to general funds.

## Notes to the Accounts 2019/20

### 1. Pensions

The pension costs that are charged to the Council's accounts in respect of its employees are equal to the contributions paid to the funded pension scheme for those employees.

The contributions are determined by the fund's actuary on a triennial basis and are set to meet the liabilities of the pension's fund, in accordance with relevant government regulations.

### 2. Tenancies

Income from tenancies is included within the Council's record of income (Code G- Premises)

### 3. Publicity

Section 5 of the Local Government Act 1986 requires the Council to disclose expenditure on publicity. Details are shown under the following categories:

Publicity Type	2018/19		2019/20
Advertising	1,981.28	H10	1,393.81
	<i>(Advert Rubin Lewis O'Brien, The Congress Theatre, Snowy Cones Ltd; Residents Handbooks including welsh translation, Advertisement in Burrows Communication Ltd. All Code H10 (Nett))</i>	L05	1419.00
		<i>(Advertising Cwmbran Big Event, Banners, Posters, Flyers All Code L05 (Nett))</i>	
Total	1,981.28		2,812.81

### 4. Section 137 Expenditure

Section 137 of the Local Government Act 1972 (as amended) enables the Council to spend up to the product of £8.12 per head on the electoral roll in any one year for the benefit of the people in its area not specifically authorised by other powers. Details of the Council's Section 137 availability and expenditure is shown below, based on 27,561 electors (November 2019) @ £8.12 per elector. See attached schedule of payments.

Details	2018/19	2019/20
Total available	£214,059.24	£223,795.32
<b>Expenditure</b>		
Total	200.00	£3331.78

## 5. Fixed Assets

At 31<sup>st</sup> March 2020 the following assets were held.

### Freehold Land and Buildings

Details	2018/19	2019/20
The Council House	£1,114,673.54	£1,114,673.54
Cwmbran Centre for Young People*	£1,384,452.37	£1,384,452.37
The Council House Additional Accommodation (formerly known as Community Centre)	£243,547.27 (Cost of replacement undertaken 2017/18)	£243,547.27 (Cost of replacement undertaken 2017/18)
<b>Total</b>	<b>£2,742,673.18</b>	<b>£2,742,673.18</b>

\*Cwmbran Centre for Young People is included in this section since the land has been leased to Cwmbran Community Council for a period of 99 years from 1988, provided that the building continues to be used for youth-orientated activities.

### Furniture, Fixtures, Equipment & Vehicle(s) 2019/20

The value of assets for the year ended 31 March 2020 is described below. The Council's Asset Register shows the price where known or proxy cost if not known.

	31.3. 2019	Disposals	Additions	31.3.2020
1 Main Kitchen	£3,128.62	£1,077.00	0	£2,051.62
2 Lobby	£0.00	£0.00	£0.00	£0.00
3 Chamber	14521	0	2035	£16,556.00
4 Regalia	£3,292.26	0	0	£3,292.26
5 Gen Office	4340.12	£45.00	1990	£6,285.12
6 Clerk Office	2512.86	0	56	2568.86
7 Admin Of. Office	3696.55	0	0	3696.55
8 Photocopy Room	6007.99	400	100	5707.99
9 Sml Kitchen	432.48	0	0	£432.48
10 Members Room	965	0	0	965
11 Reception	11153	0	343.76	11496.76
12 Caretaker	571.31	0	0	571.31
13 Toilets	375	0	0	375
14 Annex	3115.03	0	80	3195.03
15 Task Force	7971.5	2630	185.99	5527.49
16 Playscheme	68	68	0	0
17 Misc.	1698.99 *	£115.00	659	2242.99
<b>TOTAL</b>	<b>63,849.71</b>	<b>£4335.00</b>	<b>£5,449.75</b>	<b>£64,964.46</b>

The total of the Council's Assets is thus £2,807,637.64 being the sum of the value of its Freehold Land & buildings and the value of its Fixtures, Fittings and Equipment. (Box 12 of Annual Return)

\* (mistyped in 2019)

## 6. Trade Debtors, Prepayments & Accruals

At the end of the financial year the following trade debtors were noted:

Details	2018/19	2019/20
Trade Debtors	£500	£732
VAT Recoverable	£3060	£340
Prepayments & Accrued Income	£4637	£6475 (a)
Total	£8197	£7547

(a) Inc Big Event Stage Hire 2020

## 7. Debtors' Analysis

The age of Trade Debtors shown in 6, above is summarised below:

Age	2019 (Number)	2019 (Value)	2020 (Number)	2020 (Value)
Less than 3 months	3	£391	11	£671
Between 3 and 6 Months	1	£42	1	£19
Between 6 and 12 months	3	£67	1	£42
Over 12 Months				
Total	5	£500	13	£732

## 8. Creditors/Accruals

At the end of the year the following was noted:

Details	2018/19	2019/20
Trade Creditors	225	0
Audit & Accounts Prep.	£3,333	£3,333
Computer Support	0	0
Staff	0	0
Staff (admin costs)	0	0
Total	£3,558	£3,333

## 9. Earmarked Reserves

Details	Balance at 31 March 2018	Contribution to Reserve in 2018/19	Balance at 31 March 2019	Contribution to Reserve in 2019/20	Amount from Reserve in 2019/20	Balance at 31 March 2020
Building Maintenance	£100,000	£41,900	£141,900	£46,900		£188,800
Furniture, Fixtures & Fittings (Including Computer, website, IT support)		£300	£300	£50,000 IT Infrastructure & Support (HO5) £10,000 (H02)		£60,300
Asset Replacement (Council House Annex Redevelopment)	£84,000		£84,000			£84,000
Regeneration Projects	£70,000	£28,700	£98,700	£30,000		£128,700
Playschemes		£1,300	£1,300	£850		£2,150
CCYP: Maintenance	£21,400	£5,700	£27,100	£5,850		£32,950
Elections	£25,000		£19,000	£6,000		£25,000
Environmental Improvements	£1,100		£1,100			£1,100
Events		£15,000	£15,000	£10,000		£25,000
Grants to Voluntary Organisations	£11,000		£11,000			£11,000
Local Government Reform	£75,000		£75,000			£75,000
Responding to new legislation	£75,000		£75,000			£75,000
Staffing costs (£20,000 towards training & development)	£45,000		£45,000			£45,000
Twining	£7,350		£7,350			£7,350
Anti-Poverty (eg Foodbank)	£4,500		£4,500			£4,500
General Reserve (Reduce Precept)			0	£50,000		£50,000
<b>Total</b>	<b>£519,350</b>	<b>£92,900</b>	<b>£606,250</b>	<b>£209,600</b>	<b>(0)</b>	<b>£815,850</b>

The Council identified EMR in 2019/20 to meet anticipated funding pressures. These are described above and amount to £815,850

The Council identified EMR in 2019/20, from General Reserves of £50,000, to reduce pressures on the 2020/2021 precept.

The balance shown on the amount transferred to EMR during the year was therefore £209,600, as shown on page 4.

**10. Capital Commitments**

The Council had no capital commitments at 31<sup>st</sup> March 2020 not otherwise provided for in these accounts.

**11. Contingent Liabilities**

The Council is not aware of any contingent liabilities at the date of these accounts.

**12. Salaries and Wages**

During the year payments were made on account by way of monthly standing order to Torfaen County Borough Council (the Council's payroll administrator) based on the average monthly pay and employer's contributions.

The Council's staff are members of the Greater Gwent (Torfaen) Pension Fund. The Council's contributions include lump sum Secondary Contribution payments (£28,000 for 2019/20).

APPENDIX

**Schedule of Payments made under section 137 Local Government Act 1972  
2019/2020**

<b>Date of Approval</b>	<b>Amount</b>	<b>Purpose</b>
29 June 2019	£365	Grant: Cwmbran Historical Society (Grant: Code K01)
29 June 2019	£250	Marie Cure (Grant: Code K01)
12 February 2020	£1960	Community Celebration Dinner
2 October 2019	£48.13	Remembrance Service (Code L10)
13 November 2019	£195	Remembrance Service (Code L10)
12 February 2020	£513.65	Remembrance Service (Code L10)

*(Other grants  
awarded during  
the year were  
made under other  
statutory powers)*