

## **LLANTWIT MAJOR TOWN COUNCIL**

### **Report on Finance Committee Meeting Held On Thursday 18<sup>th</sup> January 2011 at 7.00pm At The Council Chamber, Old School, Wine Street, Llantwit Major**

PRESENT: Chairman – Councillor Mr R Gant

Councillors: Mr R Downe  
Mr E Hacker  
Mrs S Bagstaff  
Mrs M Lane  
Mr D Lane  
Mr J Clifford  
Mr R Austin  
Mr C Faulkner  
Mr E Williams  
Mrs A Matthews  
Mr K Geary  
Mr G John

Apologies for absence were received from

Councillor Mrs James – Illness

Councillor G Fletcher – Illness

Councillor Gant gave Committee members a brief verbal report regarding the figures being present to them. He apologised that some of the figures are presumptions and assumptions due to the absence of the Town Clerk when the proposed Year End figures were compiled and the proposed budgets for 2011/2012 were drawn up.

#### **1) REPORT OF 5 YEAR PLAN GROUP**

Committee members had previously been circulated with a copy of the Report from the 5 Year Plan Group meeting held on 5th January 2011. Councillor Gant explained to Committee members that Councillor Mrs Bagstaff was present at this meeting in her capacity of Chair of Buildings and Receptions so that she could advise the Group of any forthcoming projects/concerns relating to Buildings and Receptions. This was duly noted.

#### **2) FINANCIAL SUMMARIES (CURRENT/PROJECTED/5 YEAR PLAN)**

Committee members had previously been circulated with copies of Financial Summaries, which included the Proposed Expenditure Figures for 2010/2011, Proposed Budget Figures for 2011/2012, the Proposed Income Figures for 2010/2011, Proposed Budget Figures for 2011/2012 and the Proposed 5 Year Plan.

Councillor Gant asked Committee members to look at each set of figures individually.

Proposed Expenditure Figures for 2010/2011. Councillor Gant informed Committee members that the Salaries for the current year is likely to go over budget by £4,000 to £5,000, this is to do with the staffing situation at present. The Allotments/Open Spaces there is a possible surplus of £7,000, which was budgeted towards the lights on the Recreation Field which have not yet been spent, this will be moved forward into next year. We are therefore looking at a surplus of £7,000 for the current year.

Proposed Income Figures for 2010/2011. Councillor Gant informed Committee members that the figures for the Cemetery could be down between £3,000 to £4,000. At present no invoices for November, December and January have been sent out to hirers.

Overall this should result in a surplus of £4,000 to £5,000 for the year 2010/2011.

Proposed Expenditure Budget 2011/2012 the Salaries budget has been increased by £8,000 for the year due to the current situation regarding staff. This will allow for an increase in the payscale, if the need arises. To cover the increase in the Salaries the Town Hall has been reduced back down to £12,000 therefore freeing £4,000 and the Cemetery has been reduced to £17,000, therefore freeing £4,000. This totals the £8,000 increase in the Salaries. Committee members asked a number of questions regarding the Salaries increase.

Proposed Income Budget 2011/2012 this has mostly stayed the same except the Cemetery figure has been slightly reduced.

Councillor Gant asked Committee members to accept the Proposed Figures for 2010/2011 and the Proposed Budget figure for 2011/2012.

**RECOMMENDED:** That the Proposed Expenditure Figures for 2010/2011, Proposed Budget Figures for 2011/2012, the Proposed Income Figures for 2010/2011, Proposed Budget Figures for 2011/2012 be accepted.

Five Year Plan. Councillor Gant ran through the changes that the Five Year Plan Group had recommended. Councillor Mrs Bagstaff, Chair of Buildings and Recreations explained some of the concerns regarding the Old School and the possible solutions. She will present a report of this to Full Town Council and seek permission to move forward. The figures for this are included within the 5 Year Plan figures and Group Report.

**RECOMMENDED:** That the Proposed 5 Year Plan be accepted.

### **3) BANK BALANCES AS AT 7<sup>TH</sup> JANUARY 2011**

Committee members had previously been circulated with a copy of the Bank Balances as at 7th January 2011. Councillor Downe informed Committee members that he had previously asked for a balance for the Stillbirth account and the Citizen Awards account. Councillor Gant apologised that this had obviously not been done this was because of the Town Clerks continued absence through illness.

**RECOMMENDED:** That the Deputy Town Clerk be asked to obtain the balances for these two accounts and circulates them to Committee members.

### **4) CONTRACTS FOR THE YEAR 2011/2012**

#### **To Discuss Length Of Contracts**

Councillor Austin gave Committee members a brief verbal report regarding the length of the Annual Contracts. At present these contracts last for a year and Councillor Austin believes it would benefit the Council if these were extended to 3 year contracts which would hopefully result in a lower price and less work within the Town Council office.

**RECOMMENDED:** That the length of all the Contracts be extended to 3 years as of April 2012.

#### **Cemetery – Grass Cutting Contract (1<sup>st</sup> April 2011 to 31<sup>st</sup> March 2012)**

Four quotations had been received, as follows:-

- 1) Quotation received from Total Ground Care Ltd:-  
 For the sum of £4,769.42 for maintaining the grass within the Cemetery to an approximate length of 1 inch.  
 For the sum of £1,120.82 for maintaining the Centre Circle grass to an approximate length of 1 inch.  
 For the sum of £258.91 for 3 cuts to the hedges/brambles within the Cemetery.  
 For the sum of £86.30 for any additional cuts required to hedges/brambles within the Cemetery.  
 TOTAL EX VAT £6,149.15 excluding additional cuts
  
- 2) Quotation received from Cwmni Coed:-  
 For the sum of £5,000.00 for maintaining the grass within the Cemetery to an approximate length of 1 inch.  
 For the sum of £1,000.00 for maintaining the Centre Circle grass to an approximate length of 1 inch.  
 For the sum of £900.00 for 3 cuts to the hedges/brambles within the Cemetery.  
 For the sum of £300.00 for any additional cuts required to hedges/brambles within the Cemetery.  
 TOTAL EX VAT £6,900.00 excluding additional cuts
  
- 3) Quotation received from SMILE Garden Services:-  
 For the sum of £6,800.00 for maintaining the grass within the Cemetery to an approximate length of 1 inch.  
 For the sum of £1,300.00 for maintaining the Centre Circle grass to an approximate length of 1 inch.  
 For the sum of £900.00 for 3 cuts to the hedges/brambles within the Cemetery.  
 For the sum of £300.00 for any additional cuts required to hedges/brambles within the Cemetery.  
 TOTAL EX VAT £9000.00 excluding additional cuts
  
- 4) Quotation received from Lawn Doctor:-  
 For the sum of £250.00 per cut for maintaining the grass within the Cemetery to an approximate length of 1 inch.  
 For the sum of £30.00 per cut for maintaining the Centre Circle grass to an approximate length of 1 inch.  
 For the sum of £75.00 per cut for 3 cuts to the hedges/brambles within the Cemetery.  
 For the sum of £75.00 per cut for any additional cuts required to hedges/brambles within the Cemetery.  
 TOTAL EX VAT £430.00 per cut, excluding additional cuts

**RECOMMENDED:** That the quotation received from Total Ground Care Ltd, in the total sum of £6,149.15 + VAT, for the Maintenance of Llantwit Major Cemetery – be accepted and approved in respect of the period April 2011 to March 2012.

**Emergency Lighting – Town Hall, Old School & Llantonian Hall:**

Committee members were advised that one quotation in respect of the above had been received. The contract involved an inspection monthly, for a period of one year, re: the Town Hall, Old School and Llantonian Hall emergency lights.

- 1) Quotation received from R J Turner in the sum of  
 £ 120.00 for Town Hall  
 £ 120.00 for Old School  
 £ 120.00 for Llantonian Hall.  
 £ 360.00 TOTAL EX VAT

**RECOMMENDED:** That the quotation received from R J Turner (Electrical Contractors) Ltd, in the total sum of £360 + VAT, for the emergency lighting contract – Town Hall, Old School and Llantonian Hall – be accepted and approved in respect of the period April 2011 to March 2012.

## Periodic Electrical Inspections – Town Hall, Old School and Llantonian Hall

Committee members were informed this contract was for the yearly inspection, to include the issue of the appropriate NIC EIC Certificate, for the period 1<sup>st</sup> April 2011 to 31<sup>st</sup> March 2012, in respect of:-

Old School, including Back Annexe  
Town Hall  
Llantonian Hall  
Recreation Ground

One quotation had been received, as follows:-

1) Quotation received from R J Turner, in the sum of £455.00 + VAT:-	
Old School, including Back Annexe	£ 150.00 + VAT
Town Hall	£ 120.00 + VAT
Llantonian Hall	£ 100.00 + VAT
Recreation Ground	£ 85.00 + VAT

**RECOMMENDED:** That the quotation received from R J Turner, for the periodic electrical inspection reports contract in respect of the Town Hall, Llantonian Hall, Recreation Ground and Old School – be accepted and approved in the total sum of £455 + VAT.

### Hedge Maintenance:

Committee members were advised that four quotations had been received in respect of the 2011/2012 hedge maintenance contract.

1) Quotation received from Mr N Thomas, N Thomas Landscapes:-		
Recreation Ground Hedge Bordering Boverton Road	3 cuts per season	£ 240.00 + VAT
Bowling Green Hedge at Recreation Ground	4 cuts per season	£ 300.00 + VAT
Laurel Hedge in Children's Play Area	3 cuts per season	£ 150.00 + VAT
Allotments Hedge bordering Llanmaes Road	3 cuts per season	£ 210.00 + VAT
Allotments Hedge bordering Fairfield Crescent	1 cut per season	£ 60.00 + VAT
Seaview Park Hedge Bordering Colhugh Street	3 cuts per season	<u>£ 180.00</u> + VAT <u>£1,140.00</u> + VAT
2) Quotation received from Total Ground Care Ltd:-		
Recreation Ground Hedge Bordering Boverton Road	3 cuts per season	£ 195.00 + VAT
Bowling Green Hedge at Recreation Ground	4 cuts per season	£ 295.00 + VAT
Laurel Hedge in Children's Play Area	3 cuts per season	£ 205.00 + VAT

Allotments Hedge bordering Llanmaes Road	3 cuts per season	£ 215.00 + VAT
Allotments Hedge bordering Fairfield Crescent	1 cut per season	£ 70.00 + VAT
Seaview Park Hedge Bordering Colhugh Street	3 cuts per season	<u>£ 205.00</u> + VAT <u>£1,185.00</u> + VAT
2) Quotation received from Mr J Evans, Edenvale Garden Services:-		
Recreation Ground Hedge Bordering Boverton Road	3 cuts per season	£ 450.00 + VAT
Bowling Green Hedge at Recreation Ground	4 cuts per season	£ 350.00 + VAT
Laurel Hedge in Children's Play Area	3 cuts per season	£ 200.00 + VAT
Allotments Hedge bordering Llanmaes Road	3 cuts per season	£ 200.00 + VAT
Allotments Hedge bordering Fairfield Crescent	1 cut per season	£ 50.00 + VAT
Seaview Park Hedge Bordering Colhugh Street	3 cuts per season	<u>£ 200.00</u> + VAT <u>£1,450.00</u> + VAT
4) Quotation received from SMILE Garden Services:-		
Recreation Ground Hedge Bordering Boverton Road	3 cuts per season	£ 860.00 + VAT
Bowling Green Hedge at Recreation Ground	4 cuts per season	£ 890.00 + VAT
Laurel Hedge in Children's Play Area	3 cuts per season	£ 740.00 + VAT
Allotments Hedge bordering Llanmaes Road	3 cuts per season	£ 680.00 + VAT
Allotments Hedge bordering Fairfield Crescent	1 cut per season	£ 760.00 + VAT
Seaview Park Hedge Bordering Colhugh Street	3 cuts per season	<u>£ 900.00</u> + VAT <u>£2,340.00</u> + VAT

**RECOMMENDED:** That the quotation received from N Thomas Landscapes, in the total sum of £1,140 + VAT, for Hedge Maintenance – be accepted and approved in respect of the period April 2011 to March 2012.

### **Cutting of Seaview Park**

Committee members were advised that 3 quotations had been received from the following, in respect of the 2011/12 cutting of Seaview Park.

- 1) Quotation received from Edenvale Garden Services.  
Yearly maintenance of all groundcare work to Seaview Park,  
this to include the cutting of grass and strimming of all areas. £ 2,000.00 + VAT
  
- 2) Quotation received from Total Ground Care Ltd.  
Yearly maintenance of all groundcare work to Seaview Park,  
this to include the cutting of grass and strimming of all areas. £ 3,999.00 + VAT
  
- 2) Quotation received from Lawn Doctor.  
Yearly maintenance of all groundcare work to Seaview Park,  
this to include the cutting of grass and strimming of all areas. £ 125.00 + VAT  
per cut

**RECOMMEDED:** That the quotation received from Edenvale Garden Services, in the total sum of £2,000 + VAT, for Cutting of Seaview Park – be accepted and approved in respect of the period April 2011 to March 2012.

### **Central Heating Contract – Town Hall, Old School and Llantonian Hall**

Committee members were advised that 1 quotation had been received from the following, in respect of the 2010/11 central heating contract for the Town Hall, Old School and Llantonian Hall.

- 1) Quotation received from Colin James Plumbing, for the twice yearly service of:-

Old School, 3 boilers	£210.00 + VAT
Town Hall, 1 boiler	£ 70.00 + VAT
Llantonian Hall, 1 boiler	£ <u>70.00</u> + VAT
<b>TOTAL</b>	<b>£350.00 + VAT</b>
Call out charge	£ 60.00 + VAT
Labour cost per hour	£ 45.00 + VAT

**RECOMMENDED:** That the quotation received from C James Plumbing, in the sum of £350.00 + VAT, for the twice yearly inspection of the 4 oil and 1 gas appliance installed at the Town Hall, Old School and Llantonian Hall (2011/12).

### **Fire Alarm Maintenance Contract – Town Hall and Old School**

Committee members were advised that one quotation had been received in respect of the 2011/12 Fire Alarm Maintenance Contract for the Town Hall and Old School (quarterly). They were as follows:-

- 1) Quotation received from Tremorfa Ltd in the total sum of £350.00 + VAT.

**RECOMMENDED:** That the quotation received from Tremorfa Ltd in the sum of £350.00 + Vat be accepted for the Fire Alarm Maintenance for the year 2011/2012.

#### **5) CURRENT HIRING FEES – TO DISCUSS INCREASE**

Committee members had previously been circulated with a copy of the current hiring fees and cemetery fees for 2010/11 (these were including the new increase in VAT to 20%), Committee members discussed the current hiring fees for the Town Council owned premises and any proposed increases to the cost of hiring.

**RECOMMENDED:** There be no increase in hiring fees for the period 2011/2012. The Town Hall ad hoc hiring fee be reduced to £32.50, the charitable rate be reduced to £16.75 and the annual hiring fees for the Town Hall remain the same.

#### **6) COUNCIL TAX PRECEPT 2011/12 – TOWN/COMMUNITY COUNCIL TAX BASE**

Committee members had previously been circulated with copies of the letter dated 13th December 2010, received from the Vale Council's Revenue and Benefits Manager, advising that the Vale Council had formally approved the Council Tax Base for the year 2011/2012. To assist the Town Council in proceeding with its budget making process, it was confirmed that a levy of £1.00 would produce £3,986. The Town Council was required to notify the Vale Council's Revenues and Benefits Manager of its precept requirements by the 31<sup>st</sup> January 2011. The schedule payments have also been agreed by the Cabinet, with one third of the precept on the last working day of April 2011, August 2011 and December 2011. Noted.

#### **8) FINALISING THE LEVEL OF TOWN COUNCIL 2011/12 PRECEPT**

With regards to finalising the level of the Town Council's precept requirements for the 2011/12 financial year, it was suggest and

**RECOMMENDED:** That the Town Council accept the recommendation that the Vale of Glamorgan Council's Revenues and Benefits Manager be advised that the Town Council's 2011/12 precept requirement would be £210,820, as resolved by the Finance & Policy meeting, with ratification by the Full Town Council meeting 27<sup>th</sup> January 2011. It is understood that this would increase the Band D by £2.