

LLANTWIT MAJOR TOWN COUNCIL

**Report on Finance Committee Meeting
Held On Thursday 20th June 2011 at 7.00pm
At The Council Chamber, Old School, Wine Street, Llantwit Major**

PRESENT: Chairman – Councillor Mr R Gant

Councillors: Mrs M Lane
Mr R Austin
Mr E Williams
Mrs A Matthews
Mr K Geary
Mr G John
Mrs A James

Apologies for absence were received from

Councillor D Lane
Councillor Mrs S Bagstaff
Councillor E Hacker
Councillor C Faulkner

Councillor Gant welcomed Committee members and thanked them for attending the meeting.

MINUTES OF FINANCE COMMITTEE MEETING HELD 18TH JANUARY 2011 – FOR INFORMATION ONLY

Committee members had previously been circulated with a copy of the Report from the Finance Committee Meeting Held 18th January 2011. Councillor Gant explained to Committee members that this report was for information purpose only. This was duly noted.

MINUTES OF 5 YEAR PLAN MEETING HELD 31ST MAY 2011 – FOR INFORMATION ONLY

Committee members had previously been circulated with a copy of the Report from the 5 Year Plan Meeting Held 31st May 2011. Councillor Gant explained to Committee members that this report has not gone before Full Town Council for ratification yet, but it had been circulated early as per Councillor Geary's request at a previous meeting. The report was noted.

DISCUSS EXPENDITURE AND INCOME FIGURES UP TO 31ST MARCH 2011

Committee members had previously been circulated with copies of the Expenditure and Income Figures up to 31st March 2011. Councillor Gant reported to Committee members that overall the expenditure for 2010/2011 had stayed within budget. There were slight variations to individual budgets most noticeably the salaries which had gone over budget, as previously discussed at numerous meetings. The Old School budget had also gone over and the Old School budget had an overspend of £6,440 due to works that had been carried out. Councillor Gant further added that in the Cemetery budget figures, it included £5,000 that was to be put into a separate account for future land purchases. This was not shown in the expenditure figure as this would result in the figure not matching the cash book.

RECOMMENDED: That the Expenditure Figures up to 31st March 2011, be accepted.

INCOME

Councillor Gant informed Committee members that the income figures were slightly up on the budget.

RECOMMENDED: That the Income Figures up to 31st March 2011, be accepted.

Committee members proposed a vote of thanks to the Chairman for managing to keep all the figures within Budget, considering the difficult year.

DISCUSS EXPENDITURE AND INCOME FIGURES FOR FINANCIAL YEAR 2011/12

Committee members had previously been circulated with copies of the Expenditure and Income Figures for Financial Year 2011/12. Councillor Gant reminded Committee members that an amended sheet for the Expenditure had been sent out with an alteration to the budget for the Old School. This was to show the £8,000 that had been raised via the Precept increase for essential works to the listed buildings.

Councillor Gant informed Committee members that a recommendation had come out of the Five Year Plan committee, to reduce the salary budget to £115,000 and then review this in the October Finance meeting when positions within the Town Council office had been finalised.

RECOMMENDED: That the Salary budget figure be reduced to £115,000 and the overall salary figure be looked at again in the October Finance meeting.

Councillor Gant also informed Committee members that another recommendation had been to increase the Civic Service budget by £50 to bring it in line with the Twinning budget.

RECOMMENDED: That with immediate effect the Civic Service budget be increased to £650.

DISCUSS PROJECTS YEAR 1 OF THE 5 YEAR PLAN

Committee members had previously been circulated with the current 5 Year Plan, as drawn up by the 5 Year Committee. Councillor Gant went through Year 1 of the Plan and informed Committee members that most of the items listed had been purchased/spent. The IT provision had not been used as we are still waiting for figures from the Vale of Glamorgan Council and therefore this figure will be held alongside the provision for Year 2, less £600 used for the website as agreed by Full Town Council. The fridge had still not been purchased for Llantonian Hall, as the correct size is being sought. The playpark lights had been moved into Year 2 and split to read Play Area Lights £3,500 and Zipwire £2,500. Noted.

DISCUSS PROJECTS YEAR 2 OF THE 5 YEAR PLAN

Councillor Gant informed Committee members that in the original 5 Year Plan document, a new grass cutter had been budgeted for. This has been moved to Year 3 as at present the grass cutter is adequate and it is hoped that the problem with starting it can be overcome by the purchase of a booster pack, which the Town Clerk is looking into. The Five Year Plan committee discussed this and following numerous complaints received, regarding the tables at Llantonian Hall, the committee were recommending to Full Town Council that the money in Year 2 for the mower, be used for the purchase of new tables for Llantonian Hall. Costings will need to be sought and brought before Full Town Council. Councillor Mrs M Lane queried if this would include chairs as the old chairs are not very comfortable. Councillor Gant replied that no it was for tables only as they were dangerous and damaged. If residents had any complaints regarding the chairs should send them to the Town Council office.

Councillor Gant explained a number of the Year 2 figure. As previously mentioned the zipwire and play area lights had been split, as a costing was now available for the relocation of the zipwire. The safety lights in the Bowls Club will go ahead in next couple of months. Staff training had been increased to accommodate the need for Lone Worker training. Councillor Geary explained to Committee members that

this item had recently been discussed at a Working Group meeting and a recommendation to use Ellis Whittam was coming before Full Town Council next week, this should result in there being no cost.

Councillor Gant informed Committee members that last year Council had asked that money be put aside for building maintenance, this was shown in Year 2 of the Five Year Plan under Building Account and currently had £8,000 (the money raised through the increase in the Precept). A bank account has now been opened and the money transferred in to it.

Councillor Mrs M Lane asked that as money is being put aside for the purchase of Cemetery land, has the Town Council started looking for suitable land? Councillor Mrs Lane was informed that a search has not started although previously Globe Fields had been mentioned, as a possibility. A discussion took place and it was;

RECOMMENDED: That the Town Clerk seeks advice from the Vale of Glamorgan Council, legal department, in relation to compulsory purchase of land. That Councillor Mrs Bagstaff be asked to contact the owners of Globe Fields and see if they would be interested in allowing the Town Council to conduct surveys on the Fields to see if they would be suitable for a Cemetery.

CURRENT BANK ACCOUNTS

Committee members were circulated with a copy of the current bank account balances. Noted.

CURRENT/FUTURE LOANS

Committee members were circulated with figures relating to the outstanding loan. Committee members noted that there was 5 years approximately left on the loan. Councillor Gant informed Committee members that at the 5 Year Plan committee meeting, Councillor Mrs Matthews had suggested that a loan be looked into now for the replacement of the Old School roof, as interest rates were low. The Town Clerk had done some research into loans and had spoken to the Welsh Assembly Government, who must approve any loan applications, and they raised concerns that if the Town Council wanted to continue with the Salix application and proceed with a loan for the roof, this may not be looked favourably on.

RECOMMENDED: That the Salix application be put on hold for a couple of months whilst quotations for the roof be sought.

Councillor Austin raised his concerns that when quotations are sought for the new roof they be priced individually eg the scaffolding on one quotation, the carpentry work and the tiling work. This would prevent one contractor putting a percentage on each separate job.

FUTURE PRESENTATION OF FIGURES

Committee members had previously been circulated with a copy of the expenditure figures for 19th May 2011 to 2nd June 2011. Councillor Gant explained that these figure were normally brought to the monthly Full Town Council meeting in a different format. The Town Clerk has asked that these figures now be presented in the new format, as circulated, so that the running expenditure figures can be compared to the budget figures on a monthly basis.

RECOMMENDED: That the new format be adopted and presented at the monthly Full Town Council meetings.

ANY OTHER BUSINESS

Councillor Williams asked that perhaps a new sign could be looked at for the front door of the Town Council office, instead of piece of paper being put over the top of the Visitors Centre sign when closed for the winter.

Councillor Mrs Lane queried in Year 3 of the 5 Year Plan the purchase of new benches was mentioned. Where were these for? Committee members believed this was brought up by Councillor Hacker and as he was not present no one was sure of the exact locations.

DATE OF NEXT MEETING – 11th October 2011