

**LLANTWIT MAJOR TOWN COUNCIL**

**Report on Finance Committee Meeting  
Held On Thursday 10<sup>th</sup> January 2012 at 7.00pm  
At The Council Chamber, Old School, Wine Street, Llantwit Major**

PRESENT: Chairman – Councillor Mr R Gant

Councillors: Mrs S Bagstaff  
Mrs M Lane  
Mr R Austin  
Mr E Williams  
Mrs A Matthews  
Mrs A James  
Mr G John

Apologies for absence were received from

Councillor Mr E Hacker  
Councillor Mr D Lane  
Councillor Mr J Clifford  
Councillor Mr C Faulkner  
Councillor Mr K Geary

**1) REPORT OF FINANCE COMMITTEE MEETING HELD ON 18<sup>TH</sup> JANUARY 2011**

Committee members had previously been circulated with a copy of the Report from the Finance Committee meeting held on 18th January 2011. Councillor Gant explained to Committee members that this report was for information only. Noted.

**2) REPORT OF FIVE YEAR PLAN COMMITTEE MEETING HELD ON 15<sup>TH</sup> DECEMBER 2011**

Committee members had previously been circulated with a copy of the Report from the Five Year Plan Committee meeting held on 15th December 2011. Councillor Gant explained to Committee members that this report was for information only. Noted.

**3) GRANT AID APPLICATIONS**

Committee members had previously been circulated with a copy of all Grant Aid applications received from 1<sup>st</sup> April 2011 to 31<sup>st</sup> December 2011. Councillor Gant reminded Committee members that at a previous Full Town Council meeting, it had been resolved that all Grant Aid applications be looked at once a year by the Finance Committee meeting in January. Committee members expressed their disappointment that only 4 applications had been received and they were not from local organisations. The Town Clerk informed Committee members that she was in the process of compiling a Grants Aid Policy, and had been hoping to bring it to the meeting tonight, but had unfortunately run out of time.

**RECOMMENDED:** That a copy of the Grants Aid Policy be brought to Full Town Council 26<sup>th</sup> January 2012, subject to the Town Council adopting the Policy, an article be placed in the local newspaper inviting local organisations to apply for a small grant. All applications, including those already received, be brought back to the Full Town Council meeting 23<sup>rd</sup> February 2012.

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

##### **BUDGET CATEGORY BREAKDOWN**

Committee members had previously been circulated with copies of Financial Summaries, which included the Projected Expenditure and Income Figures for 2011/2012, Proposed Budget Figures for 2012/2013, 5 Year Plan and category breakdowns for each budget.

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

**Proposed Expenditure and Income Figures for 2011/2012;** The expenditure and income figures were up to 31<sup>st</sup> December 2011, 9 months. So far overall it is projected we will come slightly within the expenditure budget, although some individual budget may go slightly over. There are some projects not accounted for within these figures, as at present costing is not known. These are the Town Hall cellar, wall at Seaview Park, CASH Grant match funding.

Councillor Mrs James asked what went into the 'other' budget category. The Town Clerk explained this cover Boverton Road Regeneration Project and the Christmas Grant paid out to the Chamber of Trade received via from Vale of Glamorgan Council.

**Proposed Expenditure and Income Budget 2012/2013;** The Establishment budget has been increased to cover the cost of the local elections in May. Town Hall is up due to the Town Hall clock and also the cellar.

Councillor Mrs Matthews queried why the Pension figure within the Salaries budget was so high. The Town Clerk replied this was due to the possibility of another member of staff joining the pension scheme.

**RECOMMENDED:** That the Town Clerk provides a further breakdown of the figures for pensions to the Full Town Council meeting 26<sup>th</sup> January 2012.

Councillor Mrs Matthews asked if the additional contribution to the Eisteddfod was included in these figures. Councillor Gant informed Councillor Mrs Matthews they were not.

**RECOMMENDED:** That further discussion takes place at the Full Town Council meeting 26<sup>th</sup> January 2012, regarding alternative ways to financially support the Eisteddfod.

**Five Year Plan;** Councillor Gant ran through the changes that the Five Year Plan Group had recommended.

**RECOMMENDED:** That the Projected Expenditure and Income figures 2011/12, the proposed Budget Figures 2012/13 and the Five Year Plan be accepted.

#### **5) BANK BALANCES**

Committee members had previously been circulated with a copy of the Bank Balances. Noted.

#### **6) CONTRACTS FOR THE YEAR 2012/2015**

Councillor Gant reminded Committee members that at the Finance Committee meeting 18<sup>th</sup> January 2011, it had been recommended that the length of all Contracts be extended to 3 years. All figures were for the 3 years, in brackets is the amount per year.

### **Cemetery – Grass Cutting Contract (1<sup>st</sup> April 2012 to 31<sup>st</sup> March 2015)**

One quotation had been received, as follows:-

1) Quotation received from Total Ground Care Ltd:-

For the sum of £14,741.80 (£4,913.93 per year) for maintaining the grass within the Cemetery to an approximate length of 1inch.

For the sum of £3,464.36 (£1,215.45 per year) for maintaining the Centre Circle grass to an approximate length of 1inch.

For the sum of £816.18 (£272.06 per year) for 3 cuts to the hedges/brambles within the Cemetery.

For the sum of £265.38 (£88.46) for any additional cuts required to hedges/brambles within the Cemetery.

TOTAL EX VAT £19,287.22 (£6,429.24 per year) excluding additional cuts

**RECOMMENDED:** That the quotation received from Total Ground Care Ltd, in the total sum of £19,287.22 + VAT, for the Maintenance of Llantwit Major Cemetery – be accepted and approved in respect of the period April 2012 to March 2015.

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

Committee members were advised that two quotations in respect of the above had been received. The contract involved an inspection monthly, for a period of three years, re: the Town Hall, Old School, Llantonian Hall and Bowls Pavilion emergency lights.

1) Quotation received from R J Turner in the sum of

£ 360.00 (120.00 per year) for Town Hall

£ 360.00 (120.00 per year)for Old School

£ 360.00 (120.00 per year)for Llantonian Hall.

£ 360.00 (120.00 per year) for Bowls Pavilion

£1,440.00 (480.00 per year) TOTAL EX VAT

2) Quotation received from AnA Electricals in the sum of

£ 297.00 (99.00 per year) for Town Hall

£ 297.00 (99.00 per year)for Old School

£ 297.00 (99.00 per year)for Llantonian Hall.

£ 297.00 (99.00 per year) for Bowls Pavilion

£1,188.00 (396.00 per year) TOTAL EX VAT

Committee members discussed their concerns regarding awarding a contract to a relatively new contractor.

**RECOMMENDED:** That the quotation received from A n A Electricial, in the total sum of £396 + VAT, for the emergency lighting contract – Town Hall, Old School, Llantonian Hall and the Bowls Pavilion – be accepted and approved in respect of the period April 2012 to March 2015. Subject to performance being monitored.

**RECOMMENDED:** That a register be kept of all contractors and if their performance not up to standard they are not asked to tender again.

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

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 2012 to 31<sup>st</sup> March 2015, 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:-

Old School, including Back Annexe	£ 450.00 (150.00) + VAT
Town Hall	£ 360.00 (120.00) + VAT
Llantonian Hall	£ 300.00 (100.00) + VAT
Recreation Ground	£ <u>255.00</u> ( 85.00) + VAT
<b>Total</b>	<b>£1365.00 (455.00) + VAT</b>

**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 £1,365 + VAT.

### Hedge Maintenance:

Committee members were advised that three quotations had been received in respect of the 2012/2015 hedge maintenance contract.

1) Quotation received from Mr N Thomas, N Thomas Landscapes:-

Recreation Ground Hedge Bordering Boverton Road	3 cuts per season	£ 720.00 + VAT (£ 240.00 per year)
Bowling Green Hedge at Recreation Ground	4 cuts per season	£ 960.00 + VAT (£ 320.00 per year)
Laurel Hedge in Children's Play Area	3 cuts per season	£ 540.00 + VAT (£ 180.00 per year)
Allotments Hedge bordering Llanmaes Road	3 cuts per season	£ 540.00 + VAT (£ 180.00 per year)
Allotments Hedge bordering Fairfield Crescent	1 cut per season	£ 165.00 + VAT (£ 55.00 per year)
Seaview Park Hedge Bordering Colhugh Street	3 cuts per season	£ 675.00 + VAT (£ 255.00 per year) <b>£3,600.00 + VAT</b> <b>(£1,200.00 per year)</b>

## 2) Quotation received from Total Ground Care Ltd:-

Recreation Ground Hedge Bordering Boverton Road	3 cuts per season	£ 539.78 + VAT (£ 179.93 per year)
Bowling Green Hedge at Recreation Ground	4 cuts per season	£ 816.58 + VAT (£ 272.19 per year)
Laurel Hedge in Children's Play Area	3 cuts per season	£ 567.45 + VAT (£ 189.15 per year)
Allotments Hedge bordering Llanmaes Road	3 cuts per season	£ 590.18 + VAT (£ 196.73 per year)
Allotments Hedge bordering Fairfield Crescent	1 cut per season	£ 199.93 + VAT (£ 66.64 per year)
Seaview Park Hedge Bordering Colhugh Street	3 cuts per season	£ 567.45 + VAT (£ 189.15 per year) <b>£3,281.37 + VAT</b> <b>(£1,093.79 per year)</b>

## 3) Quotation received from Mr J Evans, Edenvale Garden Services:-

Recreation Ground Hedge Bordering Boverton Road	3 cuts per season	£ 1220.00 + VAT (£ 400.00 per year)
Bowling Green Hedge at Recreation Ground	4 cuts per season	£ 900.00 + VAT (£ 300.00 per year)
Laurel Hedge in Children's Play Area	3 cuts per season	£ 300.00 + VAT (£ 100.00 per year)
Allotments Hedge bordering Llanmaes Road	3 cuts per season	£ 300.00 + VAT (£ 100.00 per year)
Allotments Hedge bordering Fairfield Crescent	1 cut per season	£ 150.00 + VAT (£ 50.00 per year)
Seaview Park Hedge Bordering Colhugh Street	3 cuts per season	£ 300.00 + VAT (£ 100.00 per year) <b>£3,150.00 + VAT</b> <b>(£1,050.00 per year)</b>

**RECOMMENDED:** That the quotation received from Edenvale, in the total sum of £3,150 + VAT, for Hedge Maintenance – be accepted and approved in respect of the period April 2012 to March 2015.

### Cutting of Seaview Park

Committee members were advised that 2 quotations had been received from the following, in respect of the 2012/15 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. £ 6,000.00 + VAT  
(£ 2,000.00 per year)
  
- 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. £ 11,423.44 + VAT  
(£ 3,807.81 per year)

**RECOMMENDED:** That the quotation received from Edenvale Garden Services, in the total sum of £6,000 + VAT, for Cutting of Seaview Park – be accepted and approved in respect of the period April 2012 to March 2015.

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

Committee members were advised that 2 quotation had been received from the following, in respect of the 2012/15 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	£720.00 + VAT (£240.00 per year)
Town Hall, 1 boiler	£240.00 + VAT (£80.00 per year)
Llantonian Hall, 1 boiler	£240.00 + VAT (£80.00 per year)
<b>TOTAL</b>	<b>£1200.00 + VAT (£400.00 per year)</b>
Call out charge	£ 60.00 + VAT
Labour cost per hour	£ 40.00 + VAT
  
- 2) Quotation received from Colin Boxall, for the twice yearly service of:-
 

Old School, 3 boilers	£540.00 + VAT (£180.00 per year)
Town Hall, 1 boiler	£156.00 + VAT (£52.00 per year)
Llantonian Hall, 1 boiler	£180.00 + VAT (£60.00 per year)
<b>TOTAL</b>	<b>£1200.00 + VAT (£292.00 per year)</b>
Call out charge	£ 52.00 + VAT
Labour cost per hour	£ 35.00 + VAT

Committee members discussed concerned regarding previous experiences with contractors involved.

**RECOMMENDED:** That the quotation received from C James Plumbing, in the sum of £1200.00 + VAT, for the twice yearly inspection of the 4 oil and 1 gas appliance installed at the Town Hall, Old School and Llantonian Hall (2012/15).

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

Committee members were advised that one quotation had been received in respect of the 2012/15 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 £975.00 + VAT (£325.00 per year).

**RECOMMENDED:** That the quotation received from Tremorfa Ltd in the sum of £975.00 + Vat (£325.00 per year) be accepted for the Fire Alarm Maintenance for the year 2012/2015.

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

Councillor Mrs Bagstaff declared an interest in Hiring Fees – Bowls Club.

Committee members had previously been circulated with a copy of the current hiring fees and cemetery fees for 2012/13. 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 a 5% increase to all hiring fees excluding the ad hoc hiring of Llantonian Hall, this stays at £47, and the tennis courts continue to be free for this summer period to try and encourage use.

#### **Further**

**RECOMMENDED:** That the hiring fees be reviewed after 6 months, end of October 2012.

Councillor Mrs Bagstaff queried why under Recreation Fees, Bowls, Casual Play, the inside parish fee is higher than the outside parish fee. The Town Clerk responded that she believed this to be a typo error and would correct it.

### **8) COUNCIL TAX PRECEPT 2012/13 – TOWN/COMMUNITY COUNCIL TAX BASE**

Committee members had previously been circulated with copies of the letter dated 8th December 2011, 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 2012/2013. To assist the Town Council in proceeding with its budget making process, it was confirmed that a levy of £1.00 would produce £3,982. 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 2012. The schedule payments have also been agreed by the Cabinet, with one third of the precept on the last working day of April 2012, August 2012 and December 2012. Noted.

### **8) FINALISING THE LEVEL OF TOWN COUNCIL 2012/13 PRECEPT**

With regards to finalising the level of the Town Council's precept requirements for the 2012/13 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 2012/13 precept requirement would be £214,590, as resolved by the Finance & Policy meeting, with ratification by the Full Town Council meeting 26<sup>th</sup> January 2012. It is understood that this would increase the Band D by £1.

Councillor John thanked the Chair of Finance for all the work put into producing these figures and ensuring transparency in the figures.

Councillor Gant asked that his thanks to the Five Year Plan committee and the Town Clerk be noted.