

LLANTWIT MAJOR TOWN COUNCIL

**Report on Finance Committee Meeting
Held On Tuesday 11th October 2012 at 7.00pm
At The Council Chamber, Old School, Wine Street, Llantwit Major**

PRESENT: Chairman – Councillor Mr E Williams

Councillors: Mrs P Lancaster
Mr M Marsh
Mr M Mason
Mrs S Geary
Mrs P Percy
Mrs S Hanks
Mr G Ingram
Mr J Evans
Mr R Jenkins

1) Apologies for absence were received from

Councillor Mrs A Matthews
Councillor Mr E Hacker
Councillor Mr K Geary
Councillor Mr G John

2) REPORT OF FINANCE COMMITTEE MEETING HELD 12TH JUNE 2012

Committee members had previously been circulated with a copy of the Report from the Finance Committee meeting held on 12th June 2012. Noted.

3) DISCUSS EXPENDITURE AND INCOME FIGURES UPTO 30TH SEPTEMBER 2012

Committee members had previously been circulated with a copy the Expenditure and Income Figures up to 30th September 2012. Councillor Williams explained to Committee members that these budget figures had been set at the Finance meeting on 10th January 2012.

Expenditure

Councillor Mrs Lancaster asked if West Street Pool was over budget due to the necessary works to the drain. Councillor Williams confirmed this was the case, and explained that when setting the budget last year it had been agreed to reduce the budget for West Street Pool, as there was going to be a more in depth look into the problem 2013. Unfortunately due to the urgent works it had taken it over budget.

RECOMMENDED: That £1,000 be taken out of the contingency fund and put onto the West Street Pool budget for the remainder of the financial year.

Councillor Mrs Geary queried why the budget for Citizen Awards was recorded as £500, when the Citizen Awards Committee had been told they only had a £250 budget. Councillor Williams explained that the £500 also included the hoped for sponsorship money of £250.

Councillor Williams asked Committee members what their thoughts were in relation to there being no budget for the School Garden Competition. Committee members discussed this and it was;

RECOMMENDED: That for the 2013/14 budget a sum of £200 be included for the School Garden Competition.

Councillor Mrs Lancaster queried why there was no budget on the Petty Cash figure. Councillor Williams asked the Town Clerk to explain what Petty Cash was used for and what internal control was in place for it.

RECOMMENDED: That in future a sum of £500 be included in the budget for Petty Cash.

Councillor Mrs Hanks asked what is the Others budget for. The Town Clerk explained this covers things such as Boverton Road, mileage etc. Generally she tries not to put anything in Others, but there may be the odd occasion when this happens, and she always ensure there is a record next to the entry in the cash book explaining what it is for and why.

Councillor Mrs Hanks queried why the Salaries budget is higher in some months as opposed to others. The Town Clerk explained that staff are paid weekly and it varies how many weeks are in a months, also every ¼ the pension contributions are paid.

The Town Clerk informed Committee members that every month the Full Town Council is presented with an excel spreadsheet which is copied from the cashbook, so Councillors at all times know what monies are being paid out and at the bottom of the entries is the running total and the budget figure. This enables all Councillors to see where the Council is in relation to budgeting through the year.

Income

Councillor Evans queried what the Wayleave receipts were for. The Town Clerk explained they were from companies who had poles on our land, e.g. BT have a pole in Seaview Park, Western Power have 2 in Lorna Hughes Park and one at West Street Pool. Councillor Mrs Geary informed Committee members that there was also a pole at the Allotments. The Town Clerk replied she was unaware of this one and would look into it.

4) EXPENDITURE CATEGORY BREAKDOWN UP TO 30TH SEPTEMBER 2012

Committee members had previously been circulated with copies of the expenditure category breakdown figures. Councillor Jenkins asked if all members of staff had joined the pension scheme due to the change in law. The Town Clerk explained that the Town Council did not have to implement the new changes until 1st January 2017, but all members of staff have once again been given details of the pension scheme.

Councillor Mrs Lancaster queried what the PAT testing was for. Councillor Williams explained this was for electrical testing of portable appliances eg kettles, vacuum cleaners etc.

Councillor Evans asked how long are we tied into the photocopier contract. Councillor Williams explained that it was a 5 year contract which was reviewed at the beginning of this year, along with all the IT equipment, and the decision was made to go for this contract as it gave us a coloured copier as well as a printer, therefore saving on printing cartridges etc.

Councillor Mrs Hanks asked what the leasing system was. The Town Clerk explained this was the telephone system which we leased and were currently in an 8 year contract due for renewal in 2015.

Councillor Jenkins queried what Ellis Whittam was. Councillor Williams explained this was the company who supplied the Town Council with advice on Health and Safety as well as Employment Law. Over the past year they have proved invaluable with their advice.

Councillor Mrs Geary stated that she was shocked at the amount we pay out on grass cutting. The Town Clerk explained that previously the Town Council had employed an additional gardener/handyperson and also owned and run a tractor. When the tractor had broken down and one of the gardener/handyperson had

handed in their notice, the Town Council had reviewed the cost of running a tractor and wages, and concluded it would be more beneficial to sub-contract the Seaview Park grass cutting out. With regards the Cemetery, previously the grass had been like a meadow and numerous complaints were being received weekly, by both Councillors and member of staff. A new contractor was found and proves extremely satisfactory and to date only a handful of complaints have been received, being mainly from one family regarding the collection of grass.

Councillor Williams informed Committee members that he and the Town Clerk would be looking at the budget for 2013/14 in the next couple of months. These figures need to come before the Finance meeting in January. The Town Clerk added that this process involves working out the monthly outgoings for each budget and then looking at future projects. Therefore if any Committee member has an idea they would like to be considered in the budget please let either of them know. Councillor Williams agreed and suggested that perhaps the Five Year Plan committee should meet in the next month to discuss this.

RECOMMENDED: That the Chair of Finance set a date for a meeting of the Five Year Plan committee,

5) CURRENT BANK ACCOUNTS

Committee members were circulated with up to date Bank Balances for all accounts. Councillor Mrs Geary queried what the reserves account was for. The Town Clerk explained that money was transferred from the Reserves to the Day to Day account as and when needed. Councillor Mrs Geary also asked what was happening with the Boverton Road money. Councillor Williams explained that the project would be coming to its conclusion in a couple of weeks, and a decision would be needed regarding this.

6) CURRENT LOANS

Committee members had previously been circulated with a copy of details in relation to the current loans held by the Town Council. The Town Clerk informed Committee members that she had circulated these as members had asked about them at the previous meeting. Noted.

7) Date of next Finance Meeting 17th January 2013