

LLANTWIT MAJOR TOWN COUNCIL

**Report on Finance & Policy Committee Meeting
Held On Tuesday 17th January 2013 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
Mrs A Matthews
Mr E Hacker
Mr K Geary
Mr G John

No apologies received as all present.

1) REPORT OF FINANCE COMMITTEE MEETING HELD 18TH JANUARY 2011

Committee members had previously been circulated with a copy of the Report from the Finance Committee meeting held on 18th January 2011, for information purposes only.

2) REPORT OF FIVE YEAR PLAN COMMITTEE MEETING HELD ON 14TH DECEMBER 2012

Committee members had previously been circulated with a copy of the Report from the Five Year Plan Committee meeting held on 14th December 2012, for information purposes only.

3) GRANT AID APPLICATIONS

Councillor Mrs Percy declared an interest in agenda item 3a.

Councillor Mrs Lancaster declared an interest in agenda item 3c.

Committee members had previously been circulated with copies of Grant Aid Applications submitted for Financial Year 2012/2013.

a) Grant Aid Application from Cylch Meithrin Llanilltud Fawr

Brief discussion followed and it was;

RESOLVED: That in pursuance of the power conferred by Section 137 of the Local Government Act 1972 (as amended) and being of the opinion that the expenditure satisfied the requirements of that section, the Town Council approves the payment of the sum of £100.00 to the Cylch Meithrin Llanilltud Fawr.

b) Grant Aid Application from Victim Support

Brief discussion followed and it was;

RESOLVED: That no donation be given to Victim Support.

c) Grant Aid Application from Bridgend Samaritans

Brief discussion followed and it was;

RESOLVED: That in pursuance of the power conferred by Section 137 of the Local Government Act 1972 (as amended) and being of the opinion that the expenditure satisfied the requirements of that section, the Town Council approves the payment of the sum of £100.00 to Bridgend Samaritans.

d) Grant Aid Application from Llangollen International Musical Eisteddfod

Brief discussion followed and it was;

RESOLVED: That no donation be made to Llangollen International Musical Eisteddfod.

e) Grant Aid Application from 2nd Llantwit Major Boys Brigade

Brief discussion followed and it was;

RESOLVED: That in pursuance of the power conferred by Section 137 of the Local Government Act 1972 (as amended) and being of the opinion that the expenditure satisfied the requirements of that section, the Town Council approves the payment of the sum of £100.00 to 2nd Llantwit Major Boys Brigade.

f) Grant Aid Application from ATC 2300 (St Athan) Squadron

Brief discussion followed and it was;

RESOLVED: That in pursuance of the power conferred by Section 137 of the Local Government Act 1972 (as amended) and being of the opinion that the expenditure satisfied the requirements of that section, the Town Council approves the payment of the sum of £100.00 to ATC 2300 (St Athan) Squadron.

g) Grant Aid Application from Llanilltud Fawr in Flower

Brief discussion followed and it was;

RESOLVED: That in pursuance of the power conferred by Section 137 of the Local Government Act 1972 (as amended) and being of the opinion that the expenditure satisfied the requirements of that section, the Town Council approves the payment of the sum of £100.00 to Llanilltud Fawr in Flower.

h) Grant Aid Application from All Wales Domestic Abuse & Sexual Violence Helpline

Brief discussion followed and it was;

RESOLVED: That no donation be made to All Wales Domestic Abuse & Sexual Violence Helpline.

i) Grant Aid Application from Shelter Cymru

Brief discussion followed and it was;

RESOLVED: That no donation be made to Shelter Cymru.

EXPENDITURE AND INCOME UP TO 31ST DECEMBER 2012

Committee members had previously been circulated with a copy the Expenditure and Income Figures up to 31st December 2012.

Expenditure

Councillor Mrs Matthews asked that it be noted the Town Mayors budget had a high expenditure in November, this was due to the works to the Chain and not any expenditure she had claimed. Councillor Mrs Matthews went on to explain that the Town Mayors budget had been increased by £450 for this financial year to cover the cost for the Chain, unfortunately this had come in much higher than budgeted for and she asked that the additional monies be moved to this budget category, so that as Town Mayor she was not 'out of pocket' this year. Previously other Town Mayors had used their full allowance of £2,050. A discussion followed and it was;

RECOMMENDED: That the Town Clerk look into those budget categories that have come in under budget and move the underspend to the Town Mayors budget, to ensure the expense of the Chain is covered. The new budget sheet be brought to Full Town Council on 31st January 2013.

Councillor John asked what the budget category Fees and Subs covered. The Town Clerk explained this was for any organisations the Town Council wished to join eg One Voice Wales, Friends of the Glamorgan Heritage Coast.

Councillor John expressed his concern that the Cemetery was over budget. The Town Clerk explained that this category was difficult to read, as monies were paid out by the Town Council to the grave digger, but this money was then paid into the Town Council by the families to cover this fee. So the money was straight in and straight out. If grave digging fees were taken out of this category, we were well within budget.

Councillor Mason informed Councillors that he was the representative on One Voice Wales for the Town Council. He felt that at present he was unsure of why the Town Council were members of One Voice Wales. Brief discussion followed with Committee members discussing why the Town Council voted to join One Voice Wales this year. It was agreed that when the subscription came forward this year Council would resolve that a representative from One Voice Wales be asked to attend a Full Town Council meeting to explain benefits to the Town Council for its membership.

Committee members then noted the expenditure figures up to 31st December 2012.

Income

Committee members expressed disappointment in the fall of hiring fees for the Town Hall. Noted.

5) FIVE YEAR PLAN

Committee members had previously been circulated with a copy of the Five Year Plan. Councillor Williams explained to Committee members that £6,500 had been included in the Plan to match fund a project to connect footpaths 51 & 3(Mill lane to Sea Watch Centre). This project came from the Footpath Forum and Mr Teague, Vale of Glamorgan Council, was reporting back to them regularly.

The Town Clerk reminded members to please come forward with any projects they wish to be included in the Plan for 2014 onwards.

RESOLVED: That the Five Year Plan be accepted for 2013/14.

6) HIRING FEES

Councillor Mrs Matthews, Councillor Mrs Geary, Councillor Hacker, Councillor Mason & Councillor Geary all declared an interest in the following agenda item. Councillor Mrs Matthews, Councillor Mason and Councillor Mr Geary all informed Committee members they were able to speak on the matter but not vote.

Committee members had previously been circulated with copies of the hiring fees for all Town Council owned premises, recreational facilities and cemetery. Committee members had also been circulated with a copy of a letter received from Mr G Jones, Llantwit Major Bowls Club.

Councillor Williams explained to Committee members that the recommendation put forward by the Five Year Plan committee was to increase all fees by 5%; this increase was to cover the increase to utilities Councillor Mrs Matthews asked Committee members to look at the hiring fees for the South Annexe, Old School. All hirers of other Town Council owned premises receive a discounted rate if they hire the premises on a regular basis, this room you only receive a reduction of a couple of pounds. A discussion followed and members suggested that the hiring fees be looked at in more depth later in year.

The Town Clerk explained to Committee members that the Five Year Plan had also recommended that a 10% increase to cover administration be placed on grave digging fees. The fees for grave digging were currently fixed until June 2013, after this time if the Full Town Council agrees then the 10% increase would be placed on the fees.

A committee member discussed the letter from Mr G Jones asking the Committee to consider making the inside and outside season tickets the same cost.

RESOLVED: That all hiring fees be increased by 5% from 1st April 2013.

Further

RESOLVED: That the South Annexe, Old School fees be amended to £7.50 per session, weekly hirers, £8.00 per session, fortnightly hirers and £8.50 per session, monthly hirer. These fees be reviewed later in the year.

Further

RESOLVED: That the 'Inside Parish season tickets for the Bowling Green remain lower than the 'Outside Parish' season tickets.

7) PROPOSED INCOME AND EXPENDITURE FIGURES 2013/14

Committee members had previously been circulated with the Proposed Income and Expenditure Figures for 2013/14. Councillor Williams explained to Committee members that these figures had been recommended by the Five Year Plan committee following a couple of meetings, and detailed breakdowns of all budget categories being put forward.

Councillor Mrs Matthews queried why the Establishment budget had been reduced. The Town Clerk explained this was because it had been increased to cover the cost of the elections, however, there was no planned election next year. Councillor Mrs Matthews also queried if the salaries were to remain the same. Councillor Williams explained that at present yes. There may be a possibility this budget could be reduced, but this would not been known until October time.

Councillor Williams ran through a the budget categories explaining the slight variations. Recreation Ground/Bowling Green was slightly down due to the cost of a new grass cutter being moved to 2014/15. Cemetery was to remain the same as this expenditure covered the cost of monthly maintenance eg grass

cutting, waste collection, council tax, water rates etc; it did not cover the cost of grave digging. Other category was the match funding for the footpath. Contingency this is to cover the whole budget.

RESOLVED: That the Proposed Income and Expenditure figures for 2013/14 be accepted.

8) CURRENT BANK ACCOUNTS

Committee members were circulated with up to date Bank Balances for all accounts. Noted.

9) COUNCIL TAX PRECEPT 2013/14 – TOWN/COMMUNITY COUNCIL TAX BASE

Committee members had previously been circulated with a copy of a letter dated 13th December 2012, 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 2013/2014. To assist the Town Council in proceeding with its budget making process, it was confirmed that a levy of £1.00 would produce £3,934. The Town Council was required to notify the Vale Council's Revenues and Benefits Manager of its precept requirements by the 31st January 2013. The schedule payments have also been agreed by the Cabinet, with one third of the precept on the last working day of April 2013, August 2013 and December 2013. Councillor Williams asked Committee members to note that levy was down £48 on last year. Noted.

10) FINALISING THE LEVEL OF TOWN COUNCIL 2013/14 PRECEPT

With regards to finalising the level of the Town Council's precept requirements for the 2013/14 financial year, it was suggest and

RESOLVED: 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 2013/14 precept requirement would be £216,475, as resolved by the Finance & Policy meeting, with ratification by the Full Town Council meeting 31st January 2013. It is understood that this would increase the Band D by £1.14.

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

Councillor Williams added his thanks to the Five Year Plan Committee and the Town Clerk.

POLICY

1) TO REVIEW AND ACCEPT STANDING ORDERS, 26TH JULY 2012

Committee members had previously been circulated with a copy of Llantwit Major Town Councils Standing Orders 26th July 2012. Members were asked to review the Standing Orders and make any recommendations for amendments to Full Town Council for consideration.

RESOLVED: No amendments to be put forward and the Standing Orders be accepted as they stand.

2) TO REVIEW AND ACCEPT FINANCIAL REGULATIONS

Committee members had previously been circulated with a copy of Llantwit Major Town Councils Financial Regulations. Members were asked to review the Financial Regulations and make any recommendations for amendments to Full Town Council for consideration.

RESOLVED: No amendments to be put forward and the Financial Regulations be accepted as they stand.

3) TO REVIEW AND ACCEPT FINANCIAL RISK ASSESSMENT

Committee members had previously been circulated with a copy of the Financial Risk Assessment. Members were asked to review the Financial Risk Assessment and make any recommendations for amendments to Full Town Council for consideration. That the insurance details be amended to read Arriva Insurance and not Zurich Insurance. That “(this will be done as of 1st April 2011)” on Booking Forms be removed.

RESOLVED: That the above amendments be made to the Risk Assessment and a new copy be brought before Full Town Council for approval.