

**Report of Meeting of 5 Year Plan Committee held in  
Heritage Centre, Town Hall on 1<sup>st</sup> October 2013**

Present; Councillor E Williams – Chairman

Councillors; M Mason  
Mrs A Knight  
Mrs S Geary  
G Ingram

In attendance; Mrs R Quinn – Town Clerk

Apologies;  
There were no apologies

**2) To receive report of meeting held on 3<sup>rd</sup> September 2013**

Committee members had previously been circulated with a copy of the report from the previous meeting held on 3<sup>rd</sup> September 2013. The Town Clerk informed members that there was a slight amendment to page 3, as discussed at the Full Town Council meeting 26<sup>th</sup> September 2013. Noted.

**3) Matters arising**

Members asked the Town Clerk for an update regarding works to Seaview Park wall. The Town Clerk informed members that works were due to start week commencing 7<sup>th</sup> October 2013, but this has been delayed due to concerns raised by Councillor Ingram over another section of the wall. After speaking to the contractor he stated it would be cheaper to do both sections at the same time. The Town Clerk was preparing an agenda brief to take to the next meeting of Recreation and Buildings Committee.

**4) Discuss Expenditure and Income Figures up to 28<sup>th</sup> August 2013**

Committee members had previously been circulated with detailed breakdown figures up to 23<sup>rd</sup> September 2013.

Income

Members noted the income figures and agreed that they should be monitored.

Expenditure

The Town Clerk informed members that at the previous meeting when discussing the Five Year Plan, she had been asked to decrease the repairs to West Street Pool and increase the monies for Seaview Park wall, the budgets for these works had not been amended.

**RECOMMENDED:** That the Contingency budget be decreased by £2,000 and the Open Spaces budget be increased by £2,000.

The Town Clerk reminded members that the Open Spaces budget would have to be monitored carefully as it may go over due to the contract for cleaning the Cenotaph being increased to 3 years from 1 year, and the monies having to be paid before works commence.

4) **Discuss 5 Year Plan - currently on Year 2**

Committee members had previously been circulated with a copy of the current 5 Year Plan and detailed breakdown sheets of all suggestions put forward by Councillors and Committees.

**Year 2**

Councillor Ingram raised concern over the section of Seaview Park wall by the gates.

**RECOMMENDED:** That the Town Clerk obtains a further quotation for repairs to this section of the wall, and bring details to the next Recreation and Building Committee meeting.

The Town Clerk reported that the pillars at Lorna Hughes Park had been finished and the new gates were due this week. On a site visit she noted the pillars were not the dimensions asked for. She will bring a more detailed report to the next Recreation and Buildings Committee meeting.

**Year 3**

Committee members then went on to discuss Year 3 of the Plan.

The Town Clerk reminded members that all the following figures were estimated and if they were included in the budget, for next year, tenders would have to be sought.

Contingency Fund – This remains as it stands at £5,000

Refurbishment of Seaview Park gates – Councillor Evans had provided an estimate for the works to Seaview Park gates. It was noted that the work involved galvanising damaged areas and refitting the gates in their galvanised state. It did not include painting.

**RECOMMENDED:** That the Refurbishment of Seaview Park Gates be included in Year 3 of the 5 Year Plan with a budget of £2,500.

Sit on grass cutter – Committee members had previously been circulated with some paperwork in relation to a new sit on grass cutter. The Town Clerk informed members that prices varied considerably dependant on model, engine size, fuel type etc. She was still waiting for more details from some companies and would bring them to the next meeting.

**RECOMMENDED:** That this remains on Year 3 of the 5 Year Plan with a budget of £6,000.

Purchase of 1 bench – This remains as it stands at £1,000

Staff Training – This remains as it stands at £1,600

West Street Pool – This remains as it stands at £500

Town Hall Clock maintenance – This remains as it stands at £300

Website maintenance – This remains as it stands at £500

Building maintenance – This remains as it stands at £5,000

Purchase of Cemetery Land – This remains as it stands at £5,000

Building account – This remains as it stands at £8,000

IT Provision – This to be carried forward at £2,000

Signage Old School- The Town Clerk reported this item had come about following discussion with a couple of Councillors and concern that maybe people do not know what facilities are in the Old School. It would involve 5 new signs being installed on the existing uprights, showing details of the hirers in the building, eg Gillybeans, Cylch, Welsh Scout Council, Compass and the History Society. Each sign would cost in the region of £100 and the hirers could be approached to contribute towards their sign.

**RECOMMENDED:** That this item be discussed further at the Recreation and Buildings Committee meeting and if in agreement £600 be put in Year 3 of the Plan.

Notice board/sign allotment – Councillor Mrs Geary had asked that a sign be considered at the allotments, holding ownership and contact details for the Town Council. The Town Clerk replied she had taken this one step further, and asked members to consider the need for a notice board in the North Ward. The other 3 Wards all contained Town Council controlled notice boards but the North Ward did not. The allotments were the only land owned by the Town Council in the North Ward. It would involve lowering and cutting back the hedge at the entrance to approximately 5ft.

**RECOMMENDED:** That £1,500 be budgeted for a new notice board/sign at the allotments.

Sign at Recreation Ground – The Town Clerk informed members that she had sought costings for a new sign on the Recreation Ground as the current wooden one is starting to rot and fall apart.

**RECOMMENDED:** That £400 be budget for a new sign on the Recreation Field.

The Town Clerk added that perhaps the Town Council could consider putting forward a CASH Grant application for the above signage improvements.

**RECOMMENDED:** That once all quotations for the above had been finalised, including a new board the same size and design for the Cemetery, the Town Council brings all details to Full Town Council to consider for the CASH Grant 2014/15.

Works to Compass Building – Committee members had previously been circulated with a breakdown of verbal quotations received from local contractors for the proposed works to the Compass Building. Unfortunately a quotation had still not been received from a scaffolding company due to the difficult access to the one side of the building.

**RECOMMENDED:** That for the time being a budget of £7,000 be set for works to the Compass Building.

Community Week – This was a suggestion out of Full Town Council meeting that the 5 Year Plan committee consider putting monies to one side to support the Community Week next year.

**RECOMMENDED:** That £200 be budgeted in Year 4 of the current 5 Year Plan.

Cup for inter school rugby competition – Councillor Evans had asked the Town Clerk to put before the 5 Year Plan committee consideration to purchase a Cup which would be presented to the winners of the interschool rugby competition.

**RECOMMENDED:** That Councillor Evans be asked for more details with regards the competition. Does it involve only schools in Llantwit Major? What age group? Would the rugby club not consider supporting?

Shelter on the Recreation Field – This item had been brought forward by the Full Town Council for consideration. Committee members had previously been circulated with copies of various shelters, in various sizes, materials etc. Committee members discussed their concerns regarding the location and size of shelters.

**RECOMMENDED:** That due to the anticipated cost of around £10,000 for the purchase of a shelter, not including installation, that within this current climate the Town Council do not budget for this item.

New signs for Lorna Hughes Park – Committee members had previously been circulated with an agenda brief regarding the contractor being unable to remove the Lorna Hughes plaque from within the Park and install it on the new stone pillars.

**RECOMMENDED:** That a new slate plaque be purchased out of this year's budget, as per the wall plaques in the Cemetery.

**6) To set date of next meeting**

Date to be set following Finance and Policy meeting.