

**Report of Meeting of 5 Year Plan Committee held in
Heritage Centre, Town Hall on 3rd September 2013**

Present; Councillor E Williams – Chairman

Councillors; M Mason
Mrs A Matthews
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 14th December 2012

Committee members had previously been circulated with a copy of the report from the previous meeting held on 14th December 2012.

3) Matters arising

Councillor Ingram informed members that another crack had appeared in the Seaview Park wall, in addition to the one due for repairs in October. He had also research CADW's website and they do not appear to be in a position to assist with works to the Town Hall for Disability Access.

Councillor Mrs S Geary queried if the wall in the Council Chamber had been painted. The Town Clerk replied that unfortunately no as there had been another leak in the room, she has spoken to Mr A Jones and he believes the whole room needs the plaster removed and plastered using a lime base, he will work out a quote and come back to us.

Councillor Williams asked if there were any quotations available for lowering the ceiling in Llantonian Hall. The Town Clerk replied that over the last couple of months she had met with a number of contractors and they have all been surprised that the Town Council would look at putting a suspended ceiling in the Hall, mainly because new light fittings had only just been installed, and these would have to be removed, and also because new windows would have to be installed as the ceiling would be running through the existing windows opening. Committee members all agreed that also the ceiling could look better it was not practicable at this time.

Members queried if a costing was available yet for the refurbishment of Seaview Park memorial gates. The Town Clerk stated that to date Councillor Evans had not come back with any costings, she will as for an update from Councillor Evans.

Councillor Williams informed Committee members that there had been a slight change of scheme in relation to the Footpath Compensation, there is possibility that not as much match funding will be required. It is still on going.

Committee members asked if there had been any feedback from One Voice Wales following the Town Councils decision not to renew its membership. The Town Clerk replied that to date there had been no response.

The Town Clerk gave a brief update with regards the situation at Lorna Hughes Park and the CASH Grant scheme. At present she has not been able to pick up any of the previous Deputy Town Clerk work, but she is hoping to do so at the beginning of next week. Unfortunately she had received confirmation that the Town Council application to SITA had not been successful, therefore the Town Council will have to look at purchasing a new ride on mower, as the current one was now in very poor condition.

A discussion took place with regards a new refrigerator at Llantonian Hall. The Town Clerk replied that she thinks she has sourced one but it will be a while before it can be installed. Councillor Mrs Matthews asked where it would go? The Town Clerk replied under the shelves where she had been asked to place one, this is why it has taken a while to find one of that size. Councillor Mrs Geary stated she thought this would be quite low and difficult to use. Councillor Ingram suggested removing the cooker and placing a new one there, or look to install a new kitchen, making better use of the area.

4) **Discuss Expenditure and Income Figures up to 28th August 2013**

Committee members had previously been circulated with detailed breakdown figures up to 28th August 2013.

Income

The Town Clerk reported that the Town Hall was down on its projected Income figure, this was because a number of hirers had cancelled their bookings. She was currently researching a couple of ideas that she had come up with for use of the upstairs of the Town Hall, and would report back to the Town Council once she had more information available.

Expenditure

Councillor Williams stated that the Salaries figure would obviously be slightly lower this year, due to the resignation of the Deputy Town Clerk and a new appointment not being in place until beginning/mid October. The Town Clerk replied that she had asked the Administration Assistant to work a couple of extra hours where needed, and she would suggest that these will be paid, as opposed to lieu hours.

RECOMMENDED: That any extra hours worked by the Administration Assistant during this period be paid.

The Town Clerk gave a brief verbal report updating members as to the budget for the refurbishment works at the Old School. Currently we are coming within budget, but she will present a full written breakdown to the Full Town Council at the end of September.

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

Committee members had previously been circulated with a copy of the current 5 Year Plan. Councillor Williams asked members to look through Year 2 and discuss any amendments.

Contingency Fund - To stay the same

West Street Pool repairs – These were to be decreased from £4,000 to £2,000 as per previous recommendation

Seaview Wall – This was to be increased by £2,000 from the West Street Pool fund to £4,000, allowing for any works required to additional cracks being discovered. Quotations for these works would have to come before Full Town Council for consideration.

Footpath Compensation – This was to stay the same

Stone Pillars LHP – This was to stay the same

Curtains Llantonian Hall – This could be removed as these works had taken place out of monies from the previous year

Purchase of 1 bench – This was to stay the same

Staff Training – This was to stay the same

Town Hall Clock maintenance – To stay the same

Website maintenance – To stay the same

Building maintenance – To stay the same

Purchase of Cemetery Land – To stay the same

Building account – To stay the same

IT Provision – To stay the same

Year 3

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

Contingency Fund – Stay the same

Drop ceiling Llantonian Hall – To be removed

Review Old School decoration – To be removed whilst other internal works be investigated

Refurbishment of Seaview Park gates – To stay but costings needed from Councillor Evans

Sit on grass cutter – This be increased to £6,000 with the possibility that this would need looking at sooner. The Town Clerk to obtain quotations

Boiler Town Hall – Move to Year 4

Purchase of 1 bench – Stay the same

Other electrical equipment – To be removed

Staff Training – To be set at £1,600

West Street Pool – Stay the same

Town Hall Clock maintenance – To stay the same

Website maintenance – To stay the same

Building maintenance – To stay the same
Purchase of Cemetery Land – To stay the same
Building account – To stay the same

The Town Clerk informed Committee members that she would like to see the exterior of the Compass Building at the Old School refurbished. All the Town Council owned properties were then watertight. She has obtained verbal costings and it would be no more than £3,000 to £3,500. The slight problem would be access to the one side due to the sharp drop, she is currently liaising with a scaffolding company to see if this could be overcome.

RECOMMENDED: That the Town Clerk obtains written costings for the works to the Compass building at the Old School.

Committee members discussed various recommendation put forward by Councillors over the previous year.

RECOMMENDED: That Town Clerk makes a list of all items put forwards with possible costings for further discussion at the next meeting.

6) To set date of next meeting

1st October 2013, 2.00pm Heritage Centre