

**Report of Meeting of 5 Year Plan Committee held in  
Heritage Centre, Town Hall on 14<sup>th</sup> December 2012**

Present; Councillor E Williams – Chairman

Councillors; Mrs S Geary  
Mr G Ingram  
Mr M Mason

In attendance; Mrs R Quinn – Town Clerk

Apologies;  
Councillor Mrs A Matthews

**2) To receive report of meeting held on 31<sup>st</sup> October 2012**

Committee members had previously been circulated with a copy of the report from the previous meeting held on 31<sup>st</sup> October 2012. Noted.

**3) To discuss expenditure and income figures up to end of November 2012**

Committee members had previously been circulated with a copy of the expenditure and income figures up to end November 2012.

Expenditure

Councillor Williams explained to committee members that these were the figures for the previous 8 months. It was noted that there had been a large increase in the expenditure during October and November. This was because in October the fees to Ellis Whittam and the repairs to the wall on Seaview Park had been paid. During November the payment for building works to the Old School had gone out. This was part of a CASH Grant and some of the monies would be paid using this Grant.

The Town Clerk informed Committee members that the Establishment Charges figure was close to reaching the budget. This was because the election charges and external auditor charges were more than budgeted for.

**RECOMMENDED:** That the Establishment Charges budget be increased to £20,000 and the extra £3,000 be moved from the Insurance budget, as there had been a saving within this budget.

Councillor Williams queried why the figures for Petty Cash and School Garden Competition had not been allocated. The Town Clerk explained that previously it had been resolved to include them in next year's budget, no mention had been made regarding this year's budget.

**RECOMMENDED:** That the Petty Cash budget be set at £350, and School Garden Competition be set at £250 for 2012/13. That the monies be moved from the Insurance budget.

Income

Committee members noted that the Town Hall was well below the budget for income 2012/13, although the figures were showing a higher income, this was misleading as it included the clock fundraising. The actual figure was £2428.51. Unfortunately hirers of the upstairs were down.

Councillor Williams concluded that although the income figure for the Town Hall was down, Llantonian Hall and possibly the Old School would be up, so overall Income should be on budget.

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

Committee members had previously been circulated with a copy of the 5 Year Plan. The Town Clerk informed Committee members that within the figures for 13/14 most of the items within Year 2 were included the only exception was the Footpath Compensation.

Councillor Williams informed Committee members that a couple of Councillors had come forward with suggestions to include within the Five Year Plan. Suggestion included;

Refurbishment of rooms currently used by Gillybeans  
 Curtains and blinds in Llantonian Hall  
 Curtains for Council Chamber  
 Lowering ceiling within Llantonian Hall  
 Replace fencing around recreation field  
 More seating on the recreation field  
 Tidy up car park around Llantonian Hall  
 Tidy up entrance to Cemetery  
 Tidy up Boverton Road  
 Request British Rail paint their bridges  
 Monument on the roundabout entering Llantwit Major

Councillors Mrs Geary agreed that new curtains were needed in Llantonian Hall. The Town Clerk informed members that she was hoping to do this subject to funds at the end of this financial year.

**RECOMMENDED:** That this be included in Year 2 of the plan if not completed at the end of this year.

Committee members agreed with the refurbishment of the rooms, but felt that securing the outside of the building was a priority.

The Town Clerk informed members that she has spoken to the contractor who is painting Llantonian Hall, and he has agreed to paint a small area within the Council Chamber with some specialist paint to see if the walls were ready for painting. The wall would be monitored over a couple of months.

Committee members recommended that;

**RECOMMENDED:** Costing be sought for the lowering of the ceiling in Llantonian Hall and this be placed on Year 3 of the Plan.

**RECOMMENDED:** That the Town Clerk looks into who is responsible for the fencing around the Recreation Field and this be brought before Full Town Council if it proves we are responsible for comments.

The Town Clerk informed members that two new benches were installed on the Recreation Field last year.

**RECOMMENDED:** That further benches be looked into as and when the budget allows.

That the final five suggestions be taken to Full Town Council as they are Vale of Glamorgan items and not Town Council.

Councillor Ingram informed Committee members that he had previously circulated the Chair and Town Clerk with suggestions. The Town Clerk replied that she had managed to look into all the suggestions and obtain approximate costings for them.

Tree quick to fill in gaps where wire is down along Seaview Park wall – this would cost no more than £100 and will be done in the Spring.

Small bulge in wall further along than where repairs took place in October – the contractor who had done previous repairs state works would be in the region of £1,500. £2,000 has already be allocated in next year figures.

Repainting of Seaview Park memorial gates – to take the gates away, repair and weld any works required and repaint in the region of £2,100.

Two cherry trees rotten – this had already been noted and the quotes had been brought to Full Town Council end of November. Works to remove will start mid January.

**RECOMMENDED:** The refurbishment of the Seaview Park memorial gates be put on Year 3 of the Five Year Plan.

The Town Clerk informed Committee members that she has already started obtaining costings for works within the Town Hall regarding the Disability Access report. So far costing for the handrail had come in at just over £500. Lowering the counter in front office and repairs to ramp in the Heritage Centre £650. At present no works were going ahead until comments had been received from the Conservation Officer at the Vale of Glamorgan Council.

The Town Clerk also asked Committee members to consider the quotation received for building stone pillars in Lorna Hughes Park, to allow for the placing of the Fields in Trust and Lorna Hughes plaques. The one quotation received so far was in the region of £3,500, but Council had asked that the two local colleges be contacted asking if they had any apprentice schemes which would be interested in assisting with the project. To date Barry College had replied they would not be able to help, and no reply had been received from Bridgend College. Councillor Ingram asked if the Town Clerk had contacted CADW as he was sure they had a department who could help. The Town Clerk informed him she had not as Full Council had not asked her to.

**RECOMMENDED:** That Councillor Ingram will contact CADW to see if they would be in a position to assist with the project.

#### **5) Discuss hiring fees and cemetery fees for 2013**

Committee members had previously been circulated with a copy of the current hiring fees for all Town Council owned premises, recreational facilities and the Cemetery. Committee members discussed the rise in fuel costs and agreed that an increase on all fees was required.

**RECOMMENDED:** That a 5% increase be placed on all hiring fees, excluding the one off rate for Llantonian Hall which will remain at £47, with effect from 1<sup>st</sup> April 2013.

#### **Further**

**RECOMMENDED:** That hiring fee for the newly refurbished South Annexe room in the Old School be set at £16 for a one off hire, and discounts applied in line with other fees for any weekly, fortnightly and monthly bookings.

Further discussion followed with regards grave digging fees. The Town Clerk informed Committee members that she had been informed that most Council put a % on the grave digging fees.

**RECOMMENDED:** That 10% be put on all the grave digging fees with effect from the commencement of the new contract in June 2013.

#### **6) Discuss Expenditure and Income Figures for 2013/14**

Committee members had previously been circulated with the Expenditure and Income figures for 2013/14, as set in the last meeting of the Five Year Plan committee. The Town Clerk informed Committee members that there were still gaps in some of the budget categories where no figures had been set. Committee members discussed all budget categories again and noted that the Footpath Compensation figure had not been included yet. The Town Clerk replied this was because she was unsure where to put it,

and she believed the monies had to be spent by 31<sup>st</sup> March 2013, so was unsure why it was in the budget for 2013/14.

**RECOMMENDED:** That for the time being the Footpath Compensation be placed in Others, but on the Finance Agenda for 17<sup>th</sup> January 2013 a separate heading be included referring to this item.

**Further**

**RECOMMENDED:** That £800 be included in the budget for Bank Charges and £5,000 for insurance.

Committee members discussed whether One Voice Wales fees had been included in Fees and Subs. The Town Clerk replied that they had not.

**RECOMMENDED:** That Fees and Subs be increased to £2,200 to cover the cost for One Voice Wales, should the Town Council wish to join again next year.

Llantonian Hall budget was discussed due to the recommendation that curtains/blinds be looked at next year.

**RECOMMENDED:** That Llantonian Hall budget be increased by £600, to £9,600, to cover curtains/blinds.

It was also

**RECOMMENDED:** That the Allotment and Open Spaces budget be increase by £3,500, to £10,000 to cover the cost of building new stones pillars in Lorna Hughes Park.

Committee members then proceeded to look at the projected Expenditure and Income for 2013/14 and what this would mean to the Precept. Following further discussion it was;

**RECOMMENDED:** That the purchase of a new sit on grass cutter be moved to Year 3 of the Plan and the budget for Recreation be decreased by £2,000 to £11,000.

**Further**

**RECOMMENDED:** That the Town Hall budget be decreased by £4,000, to £13,000, and the purchase of a new boiler be put back to Year 3 of the Plan.

**6) Discuss Precept letter and confirm amount to be recommended to Finance Committee**

Committee members discussed the total proposed budget for 2013/14, which came to £256,775. The proposed income for 2013/2014 was £40,300. This would leave a surplus

of £216,475, which needs to be raised through the Precept. The letter had been received from the Vale of Glamorgan Council confirming that the levy for 2013/14 was £3,934, down £48 on last year. This would result in the Precept having to be increase by £1.14 to £55.03. Unfortunately the need to increase was due to works required to the Old School, along with the slight decrease on the levy from the Vale of Glamorgan Council.

**RECOMMENDED:** That the 5 Year Plan Committee recommend to the Finance Committee that the Precept be increased to £216,475 resulting in a £1.14 increase to Band D to £55.03, for the Financial Year 2013/14.

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

No date was set.