

**Report of Meeting of 5 Year Plan Committee held in
Heritage Centre, Town Hall on 15th December 2011**

Present; Councillor R Gant – Chairman

Councillors; E Williams
R Austin

In attendance; Mrs R Quinn – Town Clerk

Apologies;
Councillor Mrs A Matthews
Councillor E Hacker

2) Members had previously been circulated with copies of the report of the meeting held on 29th November 2011, which was to be ratified by Full Town Council on 15th December 2011.

3) Matters arising

The Town Clerk reported that last year the Remembrance budget had been for £218.75 and paid to the Llantwit Major Rugby Football Club. Councillor Austin added that the RAF normally gave a £100 donation towards the buffet and drinks. Councillor Austin will discuss with the Rugby Club the expense for this year.

4) Discuss Expenditure and Income Figures up to 25th November 2011

Committee members had previously been circulated with detailed breakdown figures up to 25th November 2011, for the majority of the budget categories. Committee members discussed the projected figures for 31st March 2012, and the proposed expenditure figures for 2012/2013, as detailed on these sheets.

5) Discuss Proposed Expenditure and Income up to 31st March 2012

Committee members discussed the proposed expenditure for 2012/13, and each category given a budget, for recommendation to the Finance Committee meeting 10th January 2012.

£111,000 – Salaries
£3,000 - Stationery and Cleaning
£17,000 – Establishment
£6,500 – Open spaces & allotments
£13,000 – Recreation and Bowling Green
£17,000 – Town Hall
£3,875 – Loan Account
£9,000 – Llantonian Hall
£20,000 – Old School (see notes below)
£12,000 – Cemetery
£5,000 – Purchase Cemetery Land

£8,000 – Building Account
 £650 – Twinning
 £12,750 – Insurance
 £1,000 – Fees and Subs
 £500 – Grants
 £2,500 – Town Mayors Allowance
 £500 – Citizen Awards
 £2,500 – Christmas Illuminations
 £250 – Remembrance Day
 £650 – Civic Service
 £250 – West Street Pool
 £450 – Bank Charges
 £4,000 – Contingency Fund

It was felt that each building would need a slight increase due to the raise in fuel costs. West Street Pool could be reduced as there is still a lot of work involved in obtaining costings for the repair work, and it was felt this work would not take place in 2012/2013. Establishment was increased due to the elections in 2012, and the cost of holding these had been £4,000 last time, this amount was included in the budget figure. Citizen Awards was increase to show the donation of £250 which was sort for the event. Bank charges were increase slightly as there was a notable increase this year, and we are still awaiting a reply from Lloyds TSB why. Town Hall was increased to allow for the possible repairs to the clock, windows and cellar.

The Old School was set a budget for Financial Year 2011/2012 of £24,000 which included £8,000 for an account to be set up for a future new roof at the Old School. So in real terms the Old School had a budget of £16,000 for Financial Year 2011/2012, a £2,000 increase from FY 2010/2011 budget. However, with a projected expenditure of £20,288 for Financial Year 2011/2012 we have already exceeded our budget by over £4,000. The infrastructure problems are well known to council members in terms of the on-going roof repairs, poor condition of windows and insulation. As a consequence we have seen a significant increase in energy costs for this building in Financial Year 2011/2012. As previously agreed by the Full Town Council the incoming new Council will need to discuss the replacement of a new roof at the earliest opportunity and as a separate project Councillor Mrs Bagstaff has investigated and costed energy saving measures for council buildings including the Old School for future submission to Salex Finance Ltd. As you are aware the Salex submission is on hold as we are currently repaying a £50,000 loan from a previous council administration and the loan payments will not be completed until 2017, and as a consequence it was previously agreed that a decision would need to be taken on a new roof before submitting the Salex application to avoid the possibility of the Town Council repaying 3 loans

The Town Clerk reminded Committee members that the Footpath Forum had recommended to Full Town Council that they consider match funding a grant to improve a footpath down to Summerhouse Point. The maximum this could be is £12,000. No provision has been made in the budget for this.

RECOMMENDED: That the Town Council accept the above budget figures for the financial year 2012/2013.

6) Discuss Year 3 of the 5 Year Plan

A discussion took place and accepted the figures as correct from the previous meeting.

7) Discuss Hiring Fees

Committee members had previously been circulated with a copy of the current hiring fees for all Town Council owned premises and recreational facilities. Committee members discussed the raise 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.

8) Discuss recommendation for Precept 2012/2013 – To be placed before Finance Committee 10th January 2012

Committee members discussed the total proposed budget for 2012/13, which came to £251,375. The proposed income for 2012/2013 was £38,794. This would leave a surplus of £212,581, which needs to be raised through the Precept. The letter had been received from the Vale of Glamorgan Council confirming that the levy for 2012/13 was £3,982. This would result in the Precept having to be increase by 50p to £53.39. A discussion took place as to increase the Precept slightly more to allow for any unforeseen circumstances.

RECOMMENDED: That the 5 Year Plan Committee recommend to the Finance Committee that the Precept should be increased to £214,589.98 resulting in a £1 increase to Band D to £53.89, for the Financial Year 2012/13.

9) To set date of next meeting

No date was set.