

**Report of Meeting of 5 Year Plan Committee held in
Heritage Centre, Town Hall on 29th November 2011**

Present; Councillor R Gant – Chairman

Councillors; E Hacker
E Williams
R Austin
Mrs A Matthews

In attendance; Mrs R Quinn – Town Clerk

- 1) No apologies were tendered as the full committee was present.
- 2) Members had previously been circulated with copies of the report of the meeting held on 27th September 2011, which had been ratified by Full Town Council on 27th October 2011.
- 3) There were no matters arising from the report.

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

Committee members had previously been circulated with Expenditure Figures up to 25th November 2011. Councillor Gant informed Committee members that all categories were currently within budget. At the start of the Financial Year the salaries budget had been set at £115,000, this had subsequently been reduced to £111,000. The Town Clerk reported that at present the salaries should come in just over £109,000, as long as there were no unforeseen circumstances. The purchases were slightly up on last years figures, this was because of new furniture and a number of large items, purchased for the office, to try and bring the office up to date.

5) Discuss Proposed Expenditure and Income up to 31st March 2011

Committee members had previously been circulated with a copy of the proposed expenditure and income figures up to 31st March 2011. Councillor Gant informed Committee members that overall it was looking like the expenditure should come in just under budget. Councillor Gant explained that a lot of these figures were at the top end, for example the Cemetery included 15 burials which would be at the very extreme. The Town Hall budget was looking like it would be over budget this year, this was mainly to do with the works on the computer system, the flagpoles and the leak in the cellar. Also the Recreation/Bowling Green budget was going to be over, this was due the zip wire not being included as at the start of the year, no costings were available. The Town Clerk added that legal fees would also need to be included in this budget, for the possible introduction of dog bye-laws, as discussed at the previous Full Town Council meeting. Councillor Gant added that as some budgets were under and there was some contingency money, these would be used to cover the over spend.

Councillor Mrs Matthews queried what the money budgeted for Remembrance Day was used for. The Town Clerk replied she believed this went to the Rugby Club to cover the buffet and drinks. Councillor Austin did not believe this to be the case. The Town Clerk informed Committee members she would look back over previous years and report back.

Councillor Gant informed Committee members that the budget for West Street Pool had not been spent, as trying to find out the exact costings from the Vale of Glamorgan Council was proving difficult. He recommended that the remaining balance be carried over to next year.

Councillor Williams asked if it would be possible to split each budget into smaller more detailed categories. Councillor Gant showed Committee members some sheets that had been circulated last year by the previous Town Clerk. Committee members agreed these would be of use to view each category in more detail. The Town Clerk to try and produce these sheets for the next meeting.

Committee members queried why the Bank Charges had increase so much in the last year. The Town Clerk will contact the bank to find out.

RECOMMENDED: That the Town Clerk look into the Remembrance Day budget and report back to the next meeting.

RECOMMENDED: That the remaining balance from West Street Pool be carried over to the next years budget.

RECOMMENDED: That the Town Clerk, subject to time, break each budget category down into more detailed headings.

RECOMMENDED: That the Town Clerk contact Lloyds TSB and tries to establish why the Bank Charges have increase so much this year.

6) **Discuss 5 Year Plan**

Councillor Gant asked Committee members to look at Year 3 on the 5 Year Plan and proceeded to go through it line by line. The Contingency Fund was to be increased this year to £4,000, as previously recommended. Council Elections would have to be included in this year, the Town Clerk informed Committee members that she was not sure on figures and would chase the Vale of Glamorgan Council for a figure. Town Hall/Old School décor at £1,000 would have to stay in as part of the building maintenance schedule. New sit on grass cutter, this could be moved to Year 4, as at present this is not being used to its full potential. IT provision needed including at £2,000. Cemetery improvements could be set at £500 for now but the Town Clerk to obtain costings for the roses and new chippings. Purchase of 2 benches, a discussion followed as no one was sure where these had been allocated to. It was eventually concluded these were for the remaining one on Seaview Park and at West Street Pool. Other electrical equipment £100 was to stay. Staff Training would need to be £1,600, due to first aid courses, ECDL and possible Nebosh training. Councillor Austin queried

if all staff needed to be first aid trained. The Town Clerk replied that the advice received from Ellis Whittam was they should be, but she would check again. West Street Pool repairs to stay. Town Hall Clock Annual Maintenance was to be increased to £4,000 to cover the repairs to the clock, bell and weather vain. A discussion took place and it was suggested that scaffolding be installed to allow the company access to the bell to view what works need to be done and an accurate costing obtained. Website maintenance was to be increased to £600. Building Maintenance to stay the same. Purchase Cemetery land to stay the same. New Boiler for Town Hall could be moved to Year 4, as the central heating contractor believes the boiler will last a number of years yet. Building Account to be included at £8,000. Councillor Gant also asked Committee members to consider making provisions for another donation to the Eisteddfod. This was agreed and a figure of £1,500 was put forward. This brings the total to £38,800.

A discussion took place with regards the need to refurbish the Cemetery gates and notice board. The Town Clerk to ask Gardener/Handyman to look at these jobs in the spring.

RECOMMENDED: That the Five Year Plan for Year 3 be amended to show the above figures.

RECOMMENDED: That Councillor Austin produce an Agenda Brief for the Full Town Council meeting 15th December 2011, recommending that scaffolding be placed to allow for a more in depth inspection of the bell tower and a more accurate costing.

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

Councillor Gant reminded Committee members that the Precept had been increased slightly over the last couple of year to allow for building maintenance, purchase of cemetery land and more specifically last year for a new roof on the Old School. Councillor Gant informed Committee members that he believed at present looking at the projected figures for the end of 31st March 2012, he does not feel a need to increase the Precept next year. Councillor Williams queried if the Precept letter had been received from the Vale of Glamorgan yet. The Town Clerk informed Committee members that it was normally receive mid December.

RECOMMENDED: That another meeting of the 5 Year Plan Committee be held once this letter has been received, and when the Town Clerk would have more detailed breakdown of budget figures.

The Town Clerk handed out a copy of the hiring fees for 2011/2012. She asked Committee members to look at these with the view that perhaps a couple of them could be increased this year.

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

Once the Precept letter is received from the Vale of Glamorgan Council.