

**Report of meeting of 5 Year Plan Committee held in  
Heritage Centre, Town Hall on 31<sup>st</sup> May 2011**

Present; Councillor B Gant – Chairman

Councillors; E Hacker  
E Williams  
R Austin  
Mrs A Matthews

In attendance; Councillor Mrs S Bagstaff – Chair Buildings and Receptions  
Mrs R Quinn – Town Clerk

1) No apologies were tendered as the full committee was present.

Councillor Gant welcomed Councillor Mrs Bagstaff to the Committee meeting and explained to Committee members that he had invited Councillor Mrs Bagstaff along, as Chair of Buildings and Receptions, so that she could inform the Committee of any maintenance work or planned work that could possibly be in the pipeline for the coming year.

2) Members had previously been circulated with copies of the report of the meeting held on 5<sup>th</sup> January 2011, which had been ratified by Full Town Council on 27<sup>th</sup> January 2011.

3) There were no matters arising from the report.

**4) To receive report from Chairman of Buildings and Recreation**

Councillor Mrs Bagstaff reported to Committee members that last year 2010/2011, the rainwater goods were replaced to the front of the Old School. It had been noted recently that one downpipe is slightly loose, and Stafford Construction has been contacted and asked to come and reinstate.

In the 10 year maintenance plan, previously drawn up, year 2 was mainly put to redecorate the window area in the Council Chamber, painting external doors and headmaster office window. This was mainly because at the time it was not known how much the replacement of the rainwater goods would be, this had in fact come in a lot cheaper than first thought.

Unfortunately, in the meantime a leak had appeared in the main office that the Welsh Scout Council rent, and subsequently a bucket had been placed under this leak. Therefore this will need a temporary repair. Already this year we have had to pay out an unexpected cost on repairs to a section of lead flashing and guttering to the back of the Old School, although again this also did not cost as much as expected.

Councillor Gant informed Committee members that he felt the Old School roof will need replacing a lot sooner than first envisaged.

**5) Discuss Year 1 of the 5 Year Plan**

Committee members discussed Year 1 of the 5 Year Plan. Councillor Gant queried if the I T Provision of £2,000 had been spent. Councillor Williams informed Committee members that only a small amount of it had been, so did this mean the remainder of the sum could be carried forward to Year 2? Councillor Gant assured Councillor Williams that this was the case.

**6) Discuss Expenditure and Income Figures up to 31<sup>st</sup> March 2011**

Councillor Gant informed Committee members that the Town Council had kept within the overall budget set for the Expenditure 2010/2011. The salaries had been over budget, but this was to be expected. Allotment and Open Spaces had come in under budget, this was because money had been set aside for the replacement of the zip wire and the installation of lighting, which had yet to take place. The Cemetery budget was showing under, this was because the proposed budget included the £5,000 that the Council had agreed to set aside for the purchase of new Cemetery land. This money had now been transferred into a separate account, but it cannot be shown in the spend column as it was only a transfer not a spend.

The Income figures were very pleasing as we had actually generated more of an income than we had budgeted for.

Expenditure 2011/2012

Councillor Gant asked Committee members to look at the proposed Expenditure figures for 2011/2012. When these figures were put together, the salary figure had been put a lot higher than in previous year's, this was as the situation regarding the Town Clerk was unclear. Now that this had been settled, it is felt that the salaries budget could be reduced. Councillor Williams raised his concerns that at present the situation regarding a Deputy Town Clerk, was not finalised, and therefore the figures should not be greatly reduced yet.

**RECOMMENDED:** That the budgeted expenditure figure for salaries be reduced to £115,000 for the time being, and this be reviewed at the half yearly meeting, when hopefully all staffing positions are filled.

Councillor Austin raised his concern that the Town Mayors allowance budget was not enough. Towards the end of his year as Town Mayor he was using his own money to ensure functions could go ahead. Councillor Mrs Matthews enquired who decided as to what functions or events the Town Mayor should attend. The Town Clerk informed Councillor Mrs Matthews it was at the discretion of the Town Mayor. Councillor Hacker informed Committee members that as a previous Town Mayor, you did feel obliged to attend many functions.

**RECOMMENDED:** That the Town Clerk contacts other local Town Councils to see what allowance their Town Mayor has.

**Further**

**RECOMMENDED:** That the Town Clerk brings a breakdown as to what the previous Town Mayor had spent his allowance on.

The Town Clerk raised concerns that in the budget, the Civic Service has a less expenditure budget to that of the Twinning. She can understand this in the year when the Town Mayor visits France, but not in the year when they come over and we host the reception.

**RECOMMENDED:** That the Civic Service budget be increased this year by £50, taking it to £650.

**7) Discuss Projects for Year 2 of the 5 Year Plan**

Councillor Gant felt that after a number of meetings between himself, the Town Clerk and the Gardener/Handyman, that the purchase of a new sit on mower be moved to Year 3 of the plan. This would result in Llantonian Hall furniture being moved to Year 2, as the Town Council office are now receiving numerous complaints regarding the tables deteriorating badly. The new water boiler had been purchased and had come in lower than budgeted for.

**RECOMMENDED:** That the sit on mower be moved to Year 3 and that the purchase of new tables for Llantonian Hall be moved to Year 2.

**Further**

**RECOMMENDED:** That the Town Clerk obtain costings for new tables within Llantonian Hall, and these be brought to the Finance meeting 20<sup>th</sup> June 2011.

Councillor Gant asked Committee members how they felt with regards the Zipwire/Play area lights being in Year 2 at a cost of £6,000.

**RECOMMENDED:** That these be split into to separate items, with the Zipwire cost being £2,500 and the lights being renamed Path Lights at a cost of £3,500.

Committee members were informed that the Safety lights for the Bowls Club would have to stay in Year 2 and the quotation be brought before the Finance meeting. Staff Training would need to be increased to £1,000 following information received regarding the cost of Lone Worker Courses. The cost for Website maintenance should be increased by £100 making the new cost £600 and Building Maintenance should stay as £5,000.

**RECOMMENDED:** That Staff Training be increased to £1,000, Website maintenance be increased to £600.

The extra cost of the above all coming from the moving of the sit on grass cutter.

Councillor Gant explained to Committee members that the reason the Council had agreed to put the Precept up this year, was to put the extra money raised away to cover the roof fund. The Town Clerk has contacted the bank to open a new account for this purpose and the money should be transferred in next couple of weeks. This account will be called the Buildings Account.

**RECOMMENDED:** That this figure also be shown on the 5 Year Plan for the coming Years.

Councillor Gant asked Committee members if they had any items they would like to discuss. Councillor Williams informed Committee members that he has been looking further into the Local Councillor Shadowing Award- Take Part! This had come to Full Council a couple of months ago and since then he has obtained further information.

**RECOMMENDED:** That Councillor Williams brings this back to Full Town Council at the end of June.

Councillor Austin informed Committee members that at present you cannot gain access to the flagpole on the Town Hall. He would like to see this moved and another pole placed on the car park side of the Town Hall.

**RECOMMENDED:** That Councillor Austin obtains costing for the installation and purchase of a new flagpole and the cost for moving the existing one further down the side of the Town Hall.

Councillor Gant informed Committee members that he would like to see the Town Council budget for its donation to the Eisteddfod.

**RECOMMENDED:** Councillor Gant to bring this item back for further discussion.

Councillor Gant asked Councillor Mrs Bagstaff for an update on the application to Salix. Councillor Mrs Bagstaff informed Committee members that at present the Town Clerk is awaiting one more quotation and some information back from Salix and then they will get together and complete the application form to bring back before Full Council.

Councillor Mrs Matthews informed Committee members that she felt at the moment because interest rates are so low would it not be in the Councils interest to look at a loan now for the roof rather than in a couple of years time when rates go back up and the roof is in an even worse state of repair.

**RECOMMENDED:** That the Town Clerk finds out what the Council would be entitled to, what loan we could get and the interest rate from the Loan Board at present.

**Further**

**RECOMMENDED:** That the Town Clerk obtains 5 quotations for the replacement of the Old School roof.

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

No date was set.