

**Report of meeting of 5 Year Plan Group held in  
The Clerks Office, Town Hall on 5<sup>th</sup> January 2011**

Present; Councillor B Gant – Chairman

Councillors; E Hacker  
E Williams  
J Clifford

In attendance; Councillor Mrs S Bagstaff  
Mrs R Quinn – Deputy Town Clerk

- 1) Apologies were tendered on behalf of Councillor Mrs Matthews.
- 2) Members had previously been circulated with copies of the report of the meeting held on 24<sup>th</sup> November 2010, which had been ratified by Full Town Council on 16<sup>th</sup> December 2010.
- 3) There were no matters arising from the report.

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

Councillor Gant informed Committee members that before they look at the figures could Committee members please appreciate that these figures have been put together without the assistance of the Town Clerk, therefore there are some presumptions.

Members had previously been circulated with copies of the proposed Expenditure and Income Figures for 2011/2012.

Expenditure;

Councillor Gant informed Committee members that he thought it best to go through the figures line by line.

Salaries this is likely to come in over budget due to current circumstances. The budget figure had been increased at the 6 month review, with Town Council approval, by £1,000. Unfortunately in the worst case scenario it looks like this could be over budget by £3,000 to £4,000.

Allotments and Open Spaces, Recreation Ground are both coming in well within their budget.

Town Hall budget had been raised to £16,000, with Town Council approval, to incorporate the 2 bills from the previous year. This is now coming in just slightly over budget.

Llantonian Hall and Old School are both coming in within their budgets.

Cemetery this budget had been increased by £5,000 to incorporate the £5,000 that the Town Council wished to put away for the possible purchase of future burial land in a few years time and was still coming in well within the budget.

Twinning, Insurance, Fees and Subs, Grants Made, Mayor, Citizen Awards, Christmas Illuminations, Remembrance Day, Civic Service, West Street Pool and Bank Charges are all within their budgets.

Income;

Councillor Gant apologised that these figures may be a bit confusing this is because they include a number of figures relating to the Boverton Road project. There was only one major difference in the figures and that was the Cemetery where there is quite a large deficit. The Deputy Town Clerk explained that she had budgeted £700 income for the next 3 months, this is only roughly 4 burials. This figure had been taken from the income from the previous years income for this period.

Overall looking at the two sets of figures it looks like at the Year End 31<sup>st</sup> March 2011 there will be approximately a £5,000 surplus.

Bank Balances

Committee members were circulated with a copy of the current Bank Balances as at 12 noon 5<sup>th</sup> January 2011. Noted.

#### **5) Proposed Expenditure and Income Figures for 2011/2012**

Committee members discussed the proposed budget figures for 2011/2012 and they felt that the Salaries budget needed to be increased to £118,000. This could be reviewed when the current staff situation has been resolved, but this figure would cover the salaries in the worst case scenario. The Town Hall budget can be reduced to £12,000, back in line as to where it was prior to the discovery of the 2 bills from the previous financial year and the Cemetery can be reduced to £17,000. The difference from these two budgets can then be used for the increase in the Salaries.

Councillor Clifford apologises and vacates the room.

#### **6) Discuss 5 Year Plan**

Committee members discussed the proposed expenditure in Year 2 of the 5 Year Plan. It was felt that generally the Year 2 figures could stay the same but Committee members;

**RECOMMENDED:** That the zipwire/lighting recreation ground be moved over from Year 1, as this was still ongoing, but reduce it to £6,000. The new furniture for Llantonian Hall could be moved to Year 3. Staff training would need a budget of £500. Building maintenance be earmarked for the renewal of rainwater/fascia goods to the Town Hall. The new boiler for the Town Hall be moved to Year 3. All these figures then total £24,550.

**7) Precept**

Committee members discussed the up coming Finance meeting where the Precept would be discussed and felt that it would make a recommendation that the Precept be increased by £2 per band D house. This would make the total figure the Council claim £210,056 from the Vale of Glamorgan Council. This would mean a band D house would pay £52.89.

**RECOMMENDED:** That the Finance Committee meeting discuss and recommend that the Town Council accept the above proposal of an increase of £2 per band D house for the financial year 2011/2012.

**Further**

**RECOMMENDED:** That the extra £8,000 generated from the Precept increase be earmarked for the renewal of the Old School roof.

**8) VAT Increase**

The Deputy Town Clerk asked for confirmation that all hiring fees be increased by 2.5% to incorporate the VAT increase from 4<sup>th</sup> January 2011.

**RECOMMENDED:** That all hiring fees be increased by 2.5% with effect from 4<sup>th</sup> January 2011, to incorporate the increase in VAT.

**9) Recommendations for Finance Meeting 18<sup>th</sup> January 2011**

There were no recommendations for the Finance Meeting 18<sup>th</sup> January 2011.

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

No date was set.