

**Report of Meeting of 5 Year Plan Committee held in
Heritage Centre, Town Hall on 21st October 2014**

Present; Councillor D Foster – Chairman

Councillors; Mrs A Knight
Mrs S Geary
J Evans

In attendance; Mrs R Quinn – Town Clerk

Apologies;
Councillor G Ingram
Councillor M Mason

2) To receive report of meeting held on 16th September 2014

Committee members had previously been circulated with a copy of the report from the previous meeting held on 16th September 2014. Noted

3) For information Expenditure and Income figures

Committee members had previously been circulated with a copy of the Expenditure and Income Figures up to 30th September 2014. Noted.

**4) Discuss 5 Year Plan
Year 2**

Committee members had previously been circulated with a copy of the 5 Year Plan and estimates obtained for the proposed projects put forward at the meeting held 16th September 2014. Members discussed all projects and it was agreed that;

Boiler for Town Hall - be moved to Year 3, as the engineer feels it does not need replacing.

Stage/flooring Llantonian Hall – the current floor is deteriorating and needs replacing. The stage is not a necessity but would be a ‘bonus’ if done. Flooring remains in Year 2, staging be moved to Year 3. The Flooring be submitted as a CASH Grant for 2015/16 if available.

Fencing to rear & entrance Old School – the fencing to rear was a concern due to the drop the other side and height of the fence. This remains in Year 2.

New door Compass – this needs doing so will stay in Year 2.

Widen path Recreation Ground/Illyd Avenue – this be moved to Year 3 of the plan due to cost and more estimates and requirements needed.

Lights along path – this also be moved to Year 3.

Replace fence around Recreation Ground – although an ‘eyesore’ the fence is serving its purpose so not urgent. This be moved to Year 3, but be held in reserve should a CASH Grant be obtained for the Llantonian Hall flooring.

Redecoration Council Chamber – that this be kept in Year 2 as works have been completed on the roof and hopefully the wall will be repointed over the winter period.

It was therefore recommended that the draft Five Year Plan for 2015/16 be;

RECOMMENDED: Contingency Fund – £5,500
 Community Week – £200
 Purchase of Bench – £1,000
 Staff Training – £1,600
 Town Hall Clock maintenance – £300
 Website maintenance – £500
 Building maintenance – £5,000
 Purchase of Cemetery Land – £5,000
 Building account – £8,000
 IT Provision - £1,000
 Flooring Llantonian Hall - £5,000
 Fencing to Old School - £4,500
 Redecoration Council Chamber - £5,000

Further

RECOMMENDED: That the Flooring for Llantonian Hall be put forward for a CASH Grant 15/16 if available. If successful in the application then the Replacement fencing around Recreation Ground be moved from Year 3 back to Year 2.

The Town Clerk reminded members that at the Finance meeting held 9th October 2014 it had been suggested that the Committee consider increasing the monies put aside for Cemetery Land.

RECOMMENDED: That this does not be increased at this time.

Members were also reminded that to date we are still unaware of what services the Vale of Glamorgan Council may look at the Town Council to takeover next financial year.

Year 3

It was agreed that the following be a draft Year 3 for further consideration.

Contingency Fund – £6,000
 Boiler Town Hall – £4,500
 Purchase of Bench – £1,000
 Staff Training – £1,600
 Town Hall Clock maintenance – £300
 Website maintenance – £500
 Building maintenance – £5,000
 Purchase of Cemetery Land – £5,000
 Building account – £8,000
 IT Provision - £1,000
 Path widening within Recreation Ground – cost to be obtained
 Lights alongside path within Recreation Ground – cost to be obtained
 Replacement chain link fence Recreation Ground – cost to be obtained
 Refurbishment kitchen/toilet area Town Hall – cost to be obtained
 Topple testing Cemetery – cost to be obtained

Committee members discussed quotations received for the removal of ivy and bushes within the Cemetery as well as works to two trees following complaints from grave owners.

RECOMMENDED: That the Town Clerk be given permission to proceed with the works within this Financial Year.

Committee members discussed a quotation received for works to the hedge and trees bordering Lorna Hughes Park and St Illtuds Primary School.

RECOMMENDED: That the Town Clerk proceeds with the works within this Financial Year.

5) To discuss category breakdown figures and incorporate proposed projects

Committee members had previously been circulated with a copy of breakdown figures for regular expenditure and a budget sheet for 2015/16. Members discussed the figures and noted that there would need to be an increase in the Salaries budget for 2015/16. All proposed project figures will be incorporated in to the budgets and a draft budget sheet produced for the next meeting.

RECOMMENDED: The Town Clerk to incorporate the proposed projects into the budget sheet for the next Five Year Plan meeting in mid November.

6) To consider hiring fees in preparation of next Five Year Plan meeting

Committee members had previously been circulated with a copy of the hiring fees for all premises and recreation facilities.

RECOMMENDED: That no increase be made to the fees, but allotments be reviewed during October next year.

Committee members had previously been circulated with a copy of the current fees for the Cemetery and the fees charged by Cowbridge Town Council and Barry Town Council. Committee members noted a difference in the fees charged for Outside the Parish burials. The Town Clerk informed members she had brought this forward as this year we had received an increase in the number of Outside the Parish burials taking place, and considering the concerns regarding burial space perhaps the fees should be increased in line with Cowbridge and Barry.

RECOMMENDED: That all burial fees and memorial fees be increased in line with Cowbridge and Barry. That a copy of these fees be taken to the Finance Committee for adopting on 15th January 2015.

7) To set date of next meeting

That no date be set and the Town Clerk liaise with members to set a date for mid November.