

LLANTWIT MAJOR TOWN COUNCIL

**Report on Finance & Policy Committee Meeting
Held On Thursday 15th January 2015 at 7.00pm
At Llantonian Hall, Llantwit Major**

PRESENT: Chairman – Councillor Mr D Foster

Councillors: Mr M Marsh
Mr M Mason
Mrs S Hanks
Mr R Jenkins
Mrs A Knight
Mr G John
Mrs P Lancaster

Apologies

Councillor Mrs S Geary
Councillor Mr E Williams
Councillor Mr E Hacker
Councillor Mr G Ingram
Councillor Mr J Evans

Declarations of Interest Forms were received from Councillors.

Pursuant to the requirements of this Councils Code of Conduct, Councillor Mrs P Lancaster declared an interest under Grant Aid Applications 2h) Samaritans, 3) Llanilltud Fawr in Flower and 8i) Hiring Fees, Premises and Recreational. Councillor M Mason declared an interest under 8i) Hiring Fees, Premises and Recreational. Councillor G John declared an interest under 9) Vale of Glamorgan Council, Holiday Play Provision.

FINANCE

1) REPORT OF FINANCE COMMITTEE MEETING HELD 16TH JANUARY 2014

Committee members had previously been circulated with a copy of the Report from the Finance Committee meeting held on 16th January 2014, for information only.

2) GRANT AID APPLICATIONS

Councillor Mrs P Lancaster declared an interest in agenda item 2h.

Committee members had previously been circulated with copies of Grant Aid Applications submitted for Financial Year 2014/2015.

a) Grant Aid Application from Cylch Meithrin Llanilltud Fawr

Brief discussion followed and it was;

RESOLVED: That no donation be given to Cylch Meithrin Llanilltud Fawr, at this time.

b) Grant Aid Application from Golden Oldies Charity

Brief discussion followed and it was;

RESOLVED: That no donation be given to the Golden Oldies Charity, at this time.

c) Grant Aid Application from 2nd Llantwit Major Boys Brigade

Brief discussion followed and it was;

RESOLVED: That in pursuance of the power conferred by Section 137 of the Local Government Act 1972 (as amended) and being of the opinion that the expenditure satisfied the requirements of that section, the Town Council approves the payment of the sum of £100.00 to the 2nd Llantwit Major Boys Brigade.

d) Grant Aid Application from Llantwit Major School India Expedition

Brief discussion followed and it was;

RESOLVED: That in pursuance of the power conferred by Section 137 of the Local Government Act 1972 (as amended) and being of the opinion that the expenditure satisfied the requirements of that section, the Town Council approves the payment of the sum of £100.00 to the Llantwit Major School India Expedition.

e) Grant Aid Application from Llantwit Major Scout Group

Brief discussion followed and it was;

RESOLVED: That in pursuance of the power conferred by Section 137 of the Local Government Act 1972 (as amended) and being of the opinion that the expenditure satisfied the requirements of that section, the Town Council approves the payment of the sum of £100.00 to Llantwit Major Scout Group.

f) Grant Aid Application from Llantwit Major Women's Institute

Brief discussion followed and it was;

RESOLVED: That in pursuance of the power conferred by Section 137 of the Local Government Act 1972 (as amended) and being of the opinion that the expenditure satisfied the requirements of that section, the Town Council approves the payment of the sum of £100.00 to Llantwit Major Women's Institute.

g) Grant Aid Application from National Eisteddfod of Wales

Brief discussion followed and it was;

RESOLVED: That no donation be made to the National Eisteddfod of Wales, at this time.

h) Grant Aid Application from Samaritans (Bridgend)

Brief discussion followed and it was;

RESOLVED: That in pursuance of the power conferred by Section 137 of the Local Government Act 1972 (as amended) and being of the opinion that the expenditure satisfied the requirements of that section, the Town Council approves the payment of the sum of £100.00 to Bridgend Samaritans.

i) Grant Aid Application from St David's Children Society

Brief discussion followed and it was;

RESOLVED: That no donation be made to St David's Children Society, at this time.

j) Grant Aid Application from St Donats Nursery

Brief discussion followed and it was;

RESOLVED: That no donation be made to St Donats Nursery, at this time.

k) Grant Aid Application from Talking Books

Brief discussion followed and it was;

RESOLVED: That no donation be made to Talking Books, at this time.

l) Grant Aid Application from Urdd Gobaith Cymru

Brief discussion followed and it was;

RESOLVED: That no donation be made to Urdd Gobaith Cymru, at this time.

3) TO CONFIRM GRANT PAYMENT TO LLANILLTUD FAWR IN FLOWER RE; BOVERTON ROAD REGENERATION

Committee members had previously been circulated with a copy of a Grant Application form submitted by Llanilltud Fawr in Flower, as previously resolved by Full Town Council on 29th May 2014.

RESOLVED: That a sum of £450 be forwarded to Llanilltud Fawr in Flower from the Boverton Road Regeneration Project.

4) EXPENDITURE AND INCOME UP TO 31ST DECEMBER 2014

Committee members had previously been circulated with a copy the Expenditure and Income Figures up to 31st December 2014. The Town Clerk read out a slight amendment to the Recreation and VAT budget's due to a small alteration in the VAT following the review of the use of the bowling rinks. Noted.

5) BANK BALANCES

The Town Clerk read out the bank balances for each of the Town Council held accounts. It was confirmed that written balances will be included in the Full Town Council envelopes. Noted.

6) FIVE YEAR PLAN

Committee members had previously been circulated with a copy of the Five Year Plan. Councillor Foster asked Committee members to look at Year 2 of the Plan as these were the proposed projects for 2015/16. Committee members agreed to the Projects. It was noted that the monies brought in from the library hiring the Council Chamber would be used towards redecorating it, now that the leak had hopefully be repaired, and not from the monies budgeted into next year's figures. This money be allocated towards the possible refurbishment of the toilet/kitchen area Town Hall to encourage more hirers, subject to Listed Building Consent etc.

RESOLVED: That the proposed projects for Year 2, 2015/16, be accepted, subject to the alteration due to the monies for the Council Chamber being brought in from the library hire. This be reviewed by the Recreation and Buildings Committee later in the year, once this project is complete.

7) CONTRACTS FOR THE YEAR 2015/2018

Committee members had previously been circulated with copies of all tenders received in relation to the maintenance contracts from 1st April 2015 to 31st March 2018. All figures were for the 3 years, in brackets is the amount per year.

Cemetery – Grass Cutting Contract

Three quotations had been received, as follows:-

- 1) Quotation received from Total Ground Care Ltd:-
 For the sum of £14,741.80 (£4,913.93 per year) for maintaining the grass within the Cemetery to an approximate length of 1inch.
 For the sum of £3,464.36 (£1,154.79 per year) for maintaining the Centre Circle grass to an approximate length of 1inch.
 For the sum of £816.18 (£272.06 per year) for 3 cuts to the hedges/brambles within the Cemetery.
 For the sum of £265.38 (£88.46) for any additional cuts required to hedges/brambles within the Cemetery.
 TOTAL EX VAT £19,287.72 (£6,429.24 per year) including 1 additional cut.

- 2) Quotation received from Porthman Tree Services:-
 For the sum of £17,500 (£5,833.33per year) for maintaining the grass within the Cemetery to an approximate length of 1inch.
 For the sum of £4,200 (£1,400 per year) for maintaining the Centre Circle grass to an approximate length of 1inch.
 For the sum of £2,300 (£766.67 per year) for 3 cuts to the hedges/brambles within the Cemetery.
 For the sum of £350.00 (£116.67 for any additional cuts required to hedges/brambles within the Cemetery.
 TOTAL EX VAT £24,350.00 (£8,116.67 per year) including 1 additional cut.

- 3) Quotation received from Countrywide Grounds Maintenance:-
 For the sum of £18,900 (£6,300 per year) for maintaining the grass within the Cemetery to an approximate length of 1inch.
 For the sum of £1,350 (£450 per year) for maintaining the Centre Circle grass to an approximate length of 1inch.
 For the sum of £414 (£138 per year) for 3 cuts to the hedges/brambles within the Cemetery.
 For the sum of £138 (£46) for any additional cuts required to hedges/brambles within the Cemetery.
 TOTAL EX VAT £20,802.00 (£6,934.00 per year) including 1 additional cut.

RESOLVED: That the quotation received from Total Ground Care Ltd, in the total sum of 19,287.22 + VAT, for the Maintenance of Llantwit Major Cemetery – be accepted and approved in respect of the period April 2015 to March 2018.

Emergency Lighting – Town Hall, Old School, Llantonian Hall & Bowls Pavilion:

Committee members were advised that two quotations in respect of the above had been received. The contract involved an inspection monthly, for a period of three years, re: the Town Hall, Old School, Llantonian Hall and Bowls Pavilion emergency lights.

- 1) Quotation received from R J Turner in the sum of
 - £ 288.00 (96.00 per year) for Town Hall
 - £ 216.00 (72.00 per year) for Old School
 - £ 180.00 (60.00 per year) for Llantonian Hall.
 - £ 180.00 (60.00 per year) for Bowls Pavilion
 - £ 864.00 (288.00 per year) TOTAL EX VAT

- 2) Quotation received from A&A Electricals in the sum of
 - £ 360.00 (120.00 per year) for Town Hall
 - £ 360.00 (120.00 per year) for Old School
 - £ 360.00 (120.00 per year) for Llantonian Hall.
 - £ 360.00 (120.00 per year) for Bowls Pavilion
 - £1,440.00 (480.00 per year) TOTAL EX VAT

RESOLVED: That the quotation received from A&A Electricial, in the total sum of £1,440 + VAT, for the emergency lighting contract – Town Hall, Old School, Llantonian Hall and the Bowls Pavilion – be accepted and approved in respect of the period April 2015 to March 2018.

Periodic Electrical Inspections – Town Hall, Old School, Llantonian Hall and Recreation Ground

Committee members were informed this contract was for the yearly inspection, to include the issue of the appropriate NIC EIC Certificate, for the period 1st April 2015 to 31st March 2018, in respect of:-

Old School, including Back Annexe
Town Hall
Llantonian Hall
Recreation Ground

Two quotations had been received, as follows:-

- 1) Quotation received from R J Turner:-

Old School, including Back Annexe	£ 450.00 (150.00) + VAT
Town Hall	£ 360.00 (120.00) + VAT
Llantonian Hall	£ 300.00 (100.00) + VAT
Recreation Ground	£ 255.00 (85.00) + VAT
Total	£1365.00 (455.00) + VAT

- 2) Quotation received from A&A Electricals:-

Old School, including Back Annexe	£ 450.00 (150.00) + VAT
Town Hall	£ 350.00 (116.67) + VAT
Llantonian Hall	£ 300.00 (100.00) + VAT
Recreation Ground	£ 240.00 (80.00) + VAT
Total	£1340.00 (446.67) + VAT

RESOLVED: That the quotation received from A&A Electricals, for the periodic electrical inspection reports contract in respect of the Town Hall, Llantonian Hall, Recreation Ground and Old School – be accepted and approved in the total sum of £1,340 + VAT.

Hedge Maintenance:

Committee members were advised that three quotations had been received in respect of the 2015/2018 hedge maintenance contract. Committee members noted that the Llantwit Major Bowls Club were now taking responsibility for the cutting of the hedge within the bowling green, so this can be excluded from the tenders.

Four quotations had been received, as follows;

1) Quotation received from Total Ground Care Ltd:-

Recreation Ground Hedge Bordering Boverton Road	3 cuts per season	£ 539.78 + VAT (£ 179.93 per year)
Laurel Hedge in Children's Play Area	3 cuts per season	£ 816.58 + VAT (£ 272.19 per year)
Allotments Hedge bordering Llanmaes Road	3 cuts per season	£ 590.18 + VAT (£ 196.73 per year)
Allotments Hedge bordering Fairfield Crescent	1 cut per season	£ 199.93 + VAT (£ 66.64 per year)
Seaview Park Hedge Bordering Colhugh Street	3 cuts per season	£ 567.45 + VAT (£ 189.15 per year)
	Totals	£2,713.92 + VAT (£904.64 per year)

2) Quotation received from Mr J Evans, Edenvale Garden Services:-

Recreation Ground Hedge Bordering Boverton Road	3 cuts per season	£ 1050.00 + VAT (£ 350.00 per year)
Laurel Hedge in Children's Play Area	3 cuts per season	£ 600.00 + VAT (£ 200.00 per year)
Allotments Hedge bordering Llanmaes Road	3 cuts per season	£ 600.00 + VAT (£ 200.00 per year)
Allotments Hedge bordering Fairfield Crescent	1 cut per season	£ 150.00 + VAT (£ 50.00 per year)
Seaview Park Hedge Bordering Colhugh Street	3 cuts per season	£ 450.00 + VAT (£ 150.00 per year)
	Totals	£2,850.00 + VAT (£950.00 per year)

3) Quotation received from Porthman Tree Services:-

Recreation Ground Hedge Bordering Boverton Road	3 cuts per season	£2400.00 + VAT (£ 800.00 per year)
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Laurel Hedge in Children's Play Area	3 cuts per season	£1400.00 + VAT (£ 466.67 per year)
Allotments Hedge bordering Llanmaes Road	3 cuts per season	£2100.00 + VAT (£ 700.00 per year)
Allotments Hedge bordering Fairfield Crescent	1 cut per season	£2100.00 + VAT (£ 700.00 per year)
Seaview Park Hedge Bordering Colhugh Street	3 cuts per season	£2400.00 + VAT (£ 800.00 per year)
	Totals	£10,400.00 + VAT (£3,466.67 per year)

4) Quotation received from Countrywide Grounds Maintenance:-

Recreation Ground Hedge Bordering Boverton Road	3 cuts per season	£2853.00 + VAT (£951.00 per year)
Laurel Hedge in Children's Play Area	3 cuts per season	£1890.00 + VAT (£ 630.00 per year)
Allotments Hedge bordering Llanmaes Road	3 cuts per season	£1080.00 + VAT (£ 360.00 per year)
Allotments Hedge bordering Fairfield Crescent	1 cut per season	£270.00 + VAT (£ 90.00 per year)
Seaview Park Hedge Bordering Colhugh Street	3 cuts per season	£2853.00 + VAT (£951.00 per year)
	Totals	£8,946.00 + VAT (£2,982.00 per year)

RESOLVED: That the quotation received from Total Ground Care, in the total sum of £2713.92 + VAT, for Hedge Maintenance – be accepted and approved in respect of the period April 2015 to March 2018.

Cutting of Seaview Park

Committee members were advised that 4 quotations had been received from the following, in respect of the 2015/18 cutting of Seaview Park.

- 1) Quotation received from Total Ground Care Ltd.
Yearly maintenance of all groundcare work to Seaview Park, this to include the cutting of grass and strimming of all areas. £11,423.44 + VAT
(£ 3,807.82 per year)
- 2) Quotation received from Edenvale
Yearly maintenance of all groundcare work to Seaview Park, this to include the cutting of grass and strimming of all areas. £ 6,000.00 + VAT
(£ 2,000.00 per year)

- 3) Quotation received from Porthman Tree Services
Yearly maintenance of all groundcare work to Seaview Park,
this to include the cutting of grass and strimming of all areas. £17,600.00 + VAT
(£ 5,866.67 per year)
- 4) Quotation received from Countrywide Grounds Maintenance
Yearly maintenance of all groundcare work to Seaview Park,
this to include the cutting of grass and strimming of all areas. £ 9,900.00 + VAT
(£ 3,300.00 per year)

RESOLVED: That the quotation received from Edenvale Garden Services, in the total sum of £6,000 + VAT, for Cutting of Seaview Park – be accepted and approved in respect of the period April 2013 to March 2018.

Central Heating Contract – Town Hall, Old School and Llantonian Hall

Committee members were advised that 3 quotations had been received from the following, in respect of the 2012/15 central heating contract for the Town Hall, Old School and Llantonian Hall.

- 1) Quotation received from Colin James Plumbing, for the twice yearly service of:-

Old School, 3 boilers	£ 810.00 + VAT (£270.00 per year)
Town Hall, 1 boiler	£ 270.00 + VAT (£90.00 per year)
Llantonian Hall, 1 boiler	£ 270.00 + VAT (£90.00 per year)
TOTAL	£1350.00 + VAT (£450.00 per year)
Call out charge	£ 60.00 + VAT
Labour cost per hour	£ 40.00 + VAT

- 2) Quotation received from Colin Boxall, for the twice yearly service of:-

Old School, 3 boilers	£ 720.00 + VAT (£240.00 per year)
Town Hall, 1 boiler	£ 240.00 + VAT (£80.00 per year)
Llantonian Hall, 1 boiler	£ 240.00 + VAT (£80.00 per year)
TOTAL	£1200.00 + VAT (£400.00 per year)
Call out charge	£ 35.00 + VAT
Labour cost per hour	£ 35.00 + VAT

- 3) Quotation received from Arries Plumbing, for the twice yearly service of:-

Old School, 3 boilers	£1080.00 + VAT (£360.00 per year)
Town Hall, 1 boiler	£ 360.00 + VAT (£120.00 per year)
Llantonian Hall, 1 boiler	£ 360.00 + VAT (£120.00 per year)
TOTAL	£1800.00 + VAT (£600.00 per year)
Call out charge	£ 0.00 + VAT
Labour cost per hour	£ 45.00 + VAT

RESOLVED: That the quotation received from C James Plumbing, in the sum of £1350.00 + VAT, for the twice yearly inspection of the 4 oil and 1 gas appliance installed at the Town Hall, Old School and Llantonian Hall (2015/18).

Fire Alarm Maintenance Contract – Town Hall and Old School

Committee members were advised that no tenders had been received in relation to the above contract. New tenders had been sent out and would be available at the Full Town Council meeting 29th January 2015.

8) HIRING FEES

Councillor Mrs P Lancaster and Councillor M Mason declared an interest in the agenda item 8i) premises and recreational hiring fees.

i) Premises & Recreational

Committee members had previously been circulated with copies of the current hiring fees. Committee members were informed that the Five Year Plan had recommended that the fees remain the same and there be no increase. Committee members were also asked to consider the copy of a letter received from Llantwit Major Bowls Club dated 18th November 2014, requesting that when the new rate is fixed it always be in whole pounds, no pence.

RESOLVED: That all premises and recreational hiring fees not be increased and remain the same for year commencing 1st April 2015.

Further

RESOLVED: That a letter and copy of hiring fees be sent to Llantwit Major Bowls Club reminding them that the Town Council set the fees for season tickets and casual players and they are not to round up or put a % on. The hiring fees be placed on a letterhead and laminated and the Club be asked to display on their notice boards.

ii) Cemetery

Committee members had previously been circulated with copies of the current Cemetery charges and the proposed Cemetery charges. Committee members were informed that the Five Year Plan had recommended that a small increase be added to the inside parish fees to round them up and that the outside parish fees be increased to fall in line with neighbouring burial authorities. A discussion took place and amendments put forward.

RESOLVED: That the proposed Cemetery charges be accepted and adopted with effect from 1st April 2015.

iii) Allotments

Committee members had previously been circulated with a copy of the Allotment rents. Committee members were informed that the Five Year Plan had recommended that the rents for allotments be reviewed closer to the date for issuing invoices.

RESOLVED: That the recommendations by the Five Year Plan be adopted in relation to Allotment rents and they be reviewed in either November or December, ready for circulation in January 2016.

9) TO DISCUSS LETTER & ASSOCIATED PAPERWORK RECEIVED FROM VALE OF GLAMORGAN COUNCIL RE: HOLIDAY PLAY PROVISION

Councillor John declared an interested and vacated the hall.

Committee members had previously been circulated with copies of an email and associated paperwork dated 6th January 2015, received from the Vale of Glamorgan Council regarding a recent review undertaken of its play provision. The report stated that its purpose was to give details of new statutory guidance, in addition to seeking approval to invite Town and Community Councils to provide financial support for school holiday play scheme should they wish to support them in their communities.

RESOLVED: That the Town Council allocate £1,000 within the budget for financial year 2015/16 in order to support a school holiday play scheme within Llantwit Major, and that if any of the Town Council owned premises or land can be used it be made available.

Further

RESOLVED: That clarification be sought in relation to who is responsible for risk assessments and insurance during the schemes.

Councillor John re-entered the hall.

10) PROPOSED INCOME AND EXPENDITURE FIGURES 2015/16

Committee members had previously been circulated with the Proposed Income and Expenditure Figures for 2015/16. Councillor Foster informed members that these figures had been recommended by the Five Year Plan and incorporated all the proposed projects in the Five Year Plan.

RESOLVED: That an additional budget category be included entitled Holiday Play Provision with a budget of £1,000. That the amended copy of Proposed Income and Expenditure Figures 2015/16 be brought before the Full Town Council meeting 29th January 2015.

11) COUNCIL TAX PRECEPT 2015/16 – TOWN/COMMUNITY COUNCIL TAX BASE

Committee members had previously been circulated with a copy of a letter dated 11th December 2014, received from the Vale Council's Revenue and Benefits Manager, advising that the Vale Council had formally approved the Council Tax Base for the year 2015/2016. To assist the Town Council in proceeding with its budget making process, it was confirmed that a levy of £1.00 would produce £4,019. The Town Council was required to notify the Vale Council's Revenues and Benefits Manager of its precept requirements by the 31st January 2015. The schedule payments have also been agreed by the Cabinet, with one third of the precept on the last working day of April 2015, August 2015 and December 2015. Noted.

12) FINALISING THE LEVEL OF TOWN COUNCIL 2015/16 PRECEPT

With regards to finalising the level of the Town Council's precept requirements for the 2015/16 financial year, it was suggest and

RESOLVED: That the Town Council advise the Vale of Glamorgan Council's Revenues and Benefits Manager that the Town Council's 2015/16 precept requirement would be £225,184, subject to ratification by the Full Town Council meeting 29th January 2015.

13) TO NOTE RECEIPT OF SECTION 137 EXPENDITURE LIMIT FOR 2015/16

Committee members had previously been circulated with a copy of a letter dated 5th January 2015 received from the Welsh Government regarding the "Section 137 Expenditure" – Limit for 2015-16. Noted.

POLICY

1) TO REVIEW AND ACCEPT STANDING ORDERS, 30TH MAY 2013

Committee members had previously been circulated with a copy of Llantwit Major Town Councils Standing Orders 30th May 2013. Members were asked to review the Standing Orders and make any recommendations for amendments to Full Town Council for consideration.

RESOLVED: No amendments to be put forward and the Standing Orders be accepted as they stand.

2) TO REVIEW AND ACCEPT FINANCIAL REGULATIONS

Committee members had previously been circulated with a copy of Llantwit Major Town Councils Financial Regulations. Members were asked to review the Financial Regulations and make any recommendations for amendments to Full Town Council for consideration.

RESOLVED: No amendments to be put forward and the Financial Regulations be accepted as they stand.

3) TO REVIEW AND ACCEPT FINANCIAL RISK ASSESSMENT

Committee members had previously been circulated with a copy of the Financial Risk Assessment. Members were asked to review the Financial Risk Assessment and make any recommendations for amendments to Full Town Council for consideration. The Town Clerk informed members that there was a small alteration following the change of banking provider and the paying in arrangements.

RESOLVED: That the amendments be accepted and a copy of the Financial Risk Assessment be placed before Full Town Council on 29th January 2015 for adopting..