

**Report on Finance & Policy Committee Meeting**  
**Held 11<sup>th</sup> June 2015 at 7.00pm**  
**At Room B, Old School, Wine Street, Llantwit Major**

PRESENT: Chairman – Councillor D Foster

Councillors; Mr G John  
Mr M Mason  
Mr M Marsh  
Mrs P Lancaster  
Mrs S Hanks  
Mr E Hacker  
Mr J Evans  
Mr R Jenkins

**1) Apologies were tendered on behalf of;**

Councillor Mr E Williams  
Councillor Mrs J Norman  
Councillor Mrs A Knight  
Councillor Mrs S Geary  
Councillor Mr G Morgan

**2) Minutes of Finance Committee meeting held on the 15<sup>th</sup> January 2015**

Committee members had previously been circulated with a copy of the Minutes from the Finance Committee meeting held on 15<sup>th</sup> January 2015. Noted.

**3) Discuss Expenditure Figure up to 31<sup>st</sup> May 2015**

Committee members had previously been circulated with a copy of the expenditure budget sheet up to 31<sup>st</sup> May 2015. Noted.

**4) To discuss Income Figures up to 31<sup>st</sup> May 2015**

Committee members had previously been circulated with a copy of the income budget sheet up to 31<sup>st</sup> May 2015. The Town Clerk informed members that the Cemetery budget was down slightly on this time last year. Noted.

**5) Copy of Five Year Plan**

Committee members had previously been circulated with a copy of the current Five Year Plan. Councillor Foster informed members that we were currently working on Year 2 of the Plan but this would be altered to Year 1 following the next 5 Year Plan meeting. At this

meeting members will discuss possible projects for the coming years, so suggestions should be brought forward. Noted.

**6) Current bank accounts**

Committee members had previously been circulated with a copy of the current bank account balances. Noted

**7) To discuss which budget the replacement of Rear Annexe roof and general waterproofing should come from (subject to discussion by Recreation and Buildings Committee)**

Councillor Foster informed members that if in agreement to the works, which budget the repairs to the roof and general waterproofing should come out of, this was subject to the Recreation and Building Committee discussing the awarding of contractors. Councillor Foster stated that as works had taken place to the interior of the back annexe, he felt it was only sensible to do the works to the exterior.

**RESOLVED:** That the expenditure for works to the roof come from the Building Account budget and that any general waterproofing comes from Reserves, should the Recreation and Buildings Committee wish to proceed with the works.

**8) To receive retrospective permission to pay invoice from Llantwit Major Decorating Services in the sum of £1,910**

Councillor Foster informed members this payment was to cover works to the back annexe where water damage had occurred in the two rooms.

**RESOLVED:** That retrospective permission be given to pay Llantwit Major Decorating Services in the sum of £1,910 for works to the back annexe of the Old School.

**9) To discuss email & letter received from Vale of Glamorgan Council regarding Re-shaping Services – Expression of Interest**

Councillor John informed members that he had received dispensation to speak and vote on this matter at Town Council meetings.

Committee members had previously been circulated with a copy of an email and letter dated 28<sup>th</sup> May 2015, received from the Vale of Glamorgan Council regarding Re Shaping Services. The letter was asking if an expression of interest form could be completed detailing Current Services the Town Council provide and those other services they may be interested in providing. Councillor Marsh gave a brief verbal report regarding the recent Community Liaison Meeting he had attended where this item was discussed.

Councillor Foster stated that he believes the Town Council needs to be interested in the cleanliness of the Town, but should the Town Council look to take over the road sweepers using TUPE this would be in the region of £50,000, resulting in an increase of £12 a year for Band D.

**RESOLVED:** That the form regarding all the services the Town Council currently provide be completed. That a letter be sent to the Vale of Glamorgan Council stating that the Town Council has considered the matter of taking on other services and although concerned over the loss of some services it feels that this would result in a substantial increase to the Precept request by the Town Council and therefore council tax for residents.

Councillor Mrs Lancaster entered the room.

**10) To note receipt of letter received regarding legacy left by the late Mr Thomas Joseph Hughes for maintenance and upkeep of Lorna Hughes park**

Committee members had previously been circulated with a copy of a letter dated 21<sup>st</sup> May 2015, received from David & Snape solicitors informing the Town Council of a legacy left in the late Mr Thomas Joseph Hughes will. This gift was for the maintenance and upkeep of Lorna Hughes Park.

**RESOLVED:** That a thank you letter be forwarded to the solicitors.

**11) To note finalised expenditure on Town Mayors allowance for 2014/15**

Committee members had previously been circulated with a breakdown of the finalised expenditure on the Town Mayors allowance for 2014/15. Noted.

**12) To note finalised Fundraising Account from Town Mayor 2014/15**

Committee members had previously been circulated with the breakdown figures of the Fundraising Account for the Town Mayor 2014/15. Committee members congratulated Councillor Mason for his hard work as Town Mayor 2014/15, and raising a substantial sum of money for his charities. Noted.

**POLICY**

**13) To review and adopted amended Financial Regulations**

Committee members had previously been circulated with a copy of the amended Financial Regulations which had been amended to include the policy for Payment of Accounts using internet banking.

**RESOLVED:** That the amended Financial Regulations dated 11<sup>th</sup> June 2015 be adopted.

**14) To adopt amended Risk Assessment Report**

Committee members had previously been circulated with a copy of the amended Risk Assessment Report which had been amended to include the policy for Payment of Accounts using internet banking and the insurance provider.

**RESOLVED:** That the amended Risk Assessment Report dated 11<sup>th</sup> June 2015 be adopted.

**15) To review and adopt Statement of Internal Control 31<sup>st</sup> March 2016**

The Town Clerk apologised that this item was not on the agenda but would be brought to the next Full Town Council meeting 25<sup>th</sup> June 2015.

**16) To note Fixed Asset Register as at 30<sup>th</sup> May 2015**

Committee members had previously been circulated with the current Fixed Asset Register as at 30<sup>th</sup> May 2015. Noted.

**17) To set date of next Five Year Plan meeting (June)**

The Town Clerk will liaise with those on the Committee and set a date and time for meeting.

**18) Date of next Finance Meeting 8<sup>th</sup> October 2015**