

Report on Finance & Policy Committee Meeting
Held 8th October at 7.00pm
At Council Chamber, Old School, Wine Street, Llantwit Major

PRESENT: Chairman – Councillor D Foster

Councillors; Mr G John
Mr M Marsh
Mrs P Lancaster
Mrs S Hanks
Mr E Hacker
Mr J Evans
Mr R Jenkins
Mr E Williams
Mrs J Norman
Mrs S Geary
Mr G Morgan

Apologies were tendered on behalf of;
Councillor Mr M Mason

Minutes of Finance Committee meeting held on the 11th June 2015

Committee members had previously been circulated with a copy of the Minutes from the Finance Committee meeting held on 11th June 2015. Noted.

Minutes of Five Year Plan Committee meeting held on the 15th September 2015

Committee members had previously been circulated with a copy of the Minutes from the Five Year Plan Committee meeting held on 15th September 2015. Noted.

3) Discuss Expenditure and Income Figure up to 30th September 2014

Committee members had previously been circulated with a copy of the expenditure and income budget sheet up to 30th September 2015.

Expenditure

The Town Clerk informed members that the Salaries budget was still looking very close, but it would continue to be monitored. It has increased slightly due to pension payments and sickness leave.

Councillor Mrs Geary queried if Petty Cash was still used and was there a need for a budget

if it were not. The Town Clerk confirmed that petty cash was no longer used in the office. Councillor Foster stated that the budget could be left for this year and reviewed when budget setting next year.

Income

Councillor Foster informed members that all categories appeared to be on target for this year.

4) To Discuss Agenda brief outlining possible projects

Committee members had previously been circulated with an agenda brief and costings for possible projects for completion either this financial year or financial year 2016/17.

Town Hall

Committee members were given a breakdown of the projected expenditure up to 31st March 2016. It was noted that works to install a new kitchen was taking place over the next couple of weeks and that permission had been given to paint the whole of the upstairs and back area of the Town Hall over the winter period. An estimate had been sought to replace the whole back area with new flooring.

RESOLVED: Permission be given to proceed with obtaining quotations for the new flooring and these be brought back to a future Full Town Council meeting, with works to be completed this financial year.

Recreation – wetpour

Committee members were given two estimates for repair works to the ground around pieces of play equipment on the Recreation Ground. The Town Clerk reminded Committee members that on the monthly play equipment reports compiled by the Vale of Glamorgan Councils inspector, it is continually mentioned that the groundworks around 3 piece of play equipment needed monitoring. Estimates had been sought to lay either wetpour or a bonded mulch surface under all pieces of equipment. The costs were £23,190 for wetpour or £10,814 for bonded mulch, with a £555 site set up cost for either. Committee members were circulated with pictures of the bonded mulch.

RESOLVED: Quotations be sought for the installation of bonded mulch to all the pieces of play equipment, excluding the cable rider and climbing frame. That these quotations be brought back to the Finance and Policy meeting in January, where a decision will be taken as to which financial year the works take place.

Old School

Committee members had previously been circulated with an agenda brief regarding the replacement of the roof on the main Old School building. All smaller sections of roof had now been replaced using a Spanish slate. Following a recent site visit by the Conservation Officer he had agreed that the main roof could now be replaced using the Spanish slate. An estimate had been sought and this came in at £34,200. With the money ringfenced over the previous 5 years and with next year's amount put away we would have enough to cover the cost of the replacement roof, and hopefully repoint the remaining west wing outer walls, thus making the whole building watertight.

RESOLVED: Quotations be sought for the replacement of the main building with Spanish slate and repointing of the 2 remaining walls on the West Wing. That these be brought back to the Finance and Policy meeting in January to award the contract for works to take place over the 6 week summer holiday period 2016.

Llantonian Hall

Committee members had previously been circulated with an agenda brief and drawing showing a proposal to move the existing boundary fence around the under 10's playarea, to allow for a walkway leading out of the fire exit from Llantonian Hall.

RESOLVED: Quotations be sought for the moving of the fence and laying of additional row of paving slabs, these be brought back to a future Full Town Council meeting for approval.

5) To discuss Five Year Plan and proposed expenditure for Year 2 (2016/17)

Committee members had previously been circulated with a copy of the Five Year Plan. Councillor Foster informed members that all projects currently listed on Year 1 of the Plan had been completed. We are currently finalising Year 2 of the Plan with projects so that the budget can be look at for next financial year. Councillor Williams queried if the IT figure was still required at the amount set. The Town Clerk replied that all new equipment was purchased last year, the only item still required was a disc reader but these weren't expensive. Councillor Foster agreed that the IT budget will be reviewed at the next Five Year Plan meeting and if anyone had any additional thoughts or ideas please let the Town Clerk now so they can be added to the list of projects. Noted.

6) Current Bank Accounts

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

7) To discuss Independent Remuneration Panel for Wales, Payments to members of Community and Town Councils

Committee members had previously been circulated with a copy of relevant pages from the Independent Remuneration Panel for Wales Annual Report, February 2015, regarding payment to members of Town and Community Councils. Councillor Foster confirmed to members that they were entitled to claim a payment of up to £100 for incurred costs in respect of them carrying out their duties.

RESOLVED: That no member of Llantwit Major Town Council claim for any incurred costs in respect of telephone usage, information technology, consumables etc for the financial year 2015/16.

Further

RESOLVED: That is be reviewed at the Finance and Policy meeting in January for the financial year 2016/17.

8) To review effectiveness of the Internal Audit for financial year 14/15

Committee members had previously been circulated with a copy of the Statement of Internal Control and the Internal Auditor report for 2014/15. Committee members were asked that as part of the Internal Control the Town Council were to review the effectiveness of our Internal Audit.

RESOLVED: That the Internal Audit covered all necessary areas that the Town Council felt needed reviewing.

9) Date of next Finance Meeting

The date of the next Finance meeting be set for 14th January 2016