

**Report of Meeting of 5 Year Plan Committee held in  
Heritage Centre, Town Hall on 25<sup>th</sup> November 2013**

Present; Councillor E Williams – Chairman

Councillors; M Mason  
Mrs A Knight  
Mrs S Geary  
G Ingram

In attendance; Mrs R Quinn – Town Clerk

Apologies;  
There were no apologies

**2) To receive report of Five Year Plan meeting held on 1<sup>st</sup> October 2013**

Committee members had previously been circulated with a copy of the report from the previous meeting held on 1<sup>st</sup> October 2013. Noted.

**Matters arising**

The Town Clerk informed members that the new slate sign for Lorna Hughes Park had been ordered and should be in situ by Christmas. Noted.

**3) To receive report of Finance and Policy meeting held on 10<sup>th</sup> October 2013**

Committee members had previously been circulated with a copy of the report from the Finance and Policy meeting held on 10<sup>th</sup> October 2013. Noted.

**Matters arising**

There were no matters arising.

**4) Discuss Expenditure and Income Figures up to 15<sup>th</sup> November 2013**

Committee members had previously been circulated with detailed breakdown figures up to 15<sup>th</sup> November 2013.

**Expenditure**

Councillor Williams informed members that at this present time all categories look to be on budget. The Town Clerk reminded members that the only budget that may go over is the allotment/open spaces, due to the contract for cleaning the Cenotaph being increased to 3 years from 1 year, and the monies having to be paid before works commence.

Councillor Williams explained to members that following the last Full Town Council meeting, where Councillors agreed to purchase the new ride on mower this year, these monies would have to be taken out of reserves for now, but hopefully at the end of the financial year, should funds be available, monies be taken from the Recreation budget.

Income

Overall the income figures are doing well with the exception of the Town Hall. Councillor Mason queried why the recreation budget was higher in October. The Town Clerk explained this was due to the Bowls Club paying in their fees for the season.

**5) Discuss 5 Year Plan - currently on Year 2**

Committee members had previously been circulated with a copy of the current 5 Year Plan.

Year 2

Councillor Williams informed members that to date there was no further news with regards Footpath Compensation. A meeting of the Rights of Way is being held on Thursday 28<sup>th</sup> November, so hopefully there may be more information following that.

Year 3

Committee members then went on to discuss Year 3 of the Plan. Members discussed each item and agreed to move forward with these items and include them in the budget for next year, excluding the sit on grass cutter.

**RECOMMENDED:** That all the items included in Year 3 of the Five Year Plan be budgeted for financial year 2014/15, excluding the sit on grass cutter.

Further discussion followed with regards suggestions for Year 4 and Year 5 of the Plan.

**RECOMMENDED:** That the Town Clerk makes notes of all items on her 'to do' board and this be brought to the next Five Year Plan committee meeting.

**Further**

**RECOMMENDED:** That an item be included on the Finance and Policy meeting on 16<sup>th</sup> January 2014, for suggestions of items to be included in Year 4 & 5.

**6) To discuss hiring fees for 2014/15**

Committee members had previously been circulated with a copy of the current hiring fees for 2013/14. A discussion took place with regards the rate of inflation and it was;

**RECOMMENDED:** That all hirings fees excluding the casual hire of Llantonian Hall be increased by 2.5%, with figures rounded up or down accordingly.

**Further**

**RECOMMENDED:** That the fees for the allotments be looked at in more depth. The Town Clerk to bring to the next meeting details of fees for other allotments within the area and a breakdown of how much money is spent at the allotments, including hours the Gardener/Handyperson spends cutting the paths etc. That the fees for 13/14 be looked reviewed at the next meeting, prior to invoices being produced in January 2014.

**7) To discuss and set draft Expenditure and Income figures for 2014/15, including breakdown figures for regular expenditure in budget categories.**

Committee members had previously been circulated with draft Expenditure and Income figures for 2014/15, taking into account the regular expenditure in each category and the proposed projects for 2014/15. Members discussed each category individually and agreed draft expenditure for 2014/15.

**RECOMMENDED:** That these figures be looked at again at the next meeting of the Five Year Plan once the Precept letter has been received from the Vale of Glamorgan Council.

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

Date to be set following confirmation of precept letter from Vale of Glamorgan Council.