

**Report of Meeting of 5 Year Plan Committee held in  
Heritage Centre, Town Hall on 10<sup>th</sup> December 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 meeting held on 25<sup>th</sup> November 2013**

Committee members had previously been circulated with a copy of the report from the previous meeting held on 25<sup>th</sup> November 2013. Noted.

**3) Discuss Expenditure and Income figures up to end of November 2013**

Committee members had previously been circulated with copies of the Expenditure and Income figures up to end of November 2013.

Expenditure

Councillor Williams informed Committee members that the figures had not changed much since the last meeting held on 25<sup>th</sup> November 2013. The Town Clerk did inform members that she has now added an additional budget line for the Reserves to the Old School, and reduced the Old School budget accordingly.

Income

Councillor Mrs S Geary queried why there was a line in Income for Christmas, the Town Clerk replied that this was from when the Town Council organised the lights and if any businesses contributed towards the event. Councillor Mrs Knight asked if the Tourism line was also the same. The Town Clerk replied she believed it was.

**RECOMMENDED:** That the lines for Christmas and Tourism be removed from the Income budget sheets.

**4) Discuss 5 Year Plan – currently on Year 2 (including suggestions)**

Committee members had previously been circulated of the current 5 Year Plan and a list of suggestions that the Town Clerk had copied off her whiteboard. Councillor Williams reminded Committee members that at the last meeting of the 5 Year Plan, members had agreed that Year 3 of the Plan be budgeted for the financial year 2014/15. He asked members to now look at Years 4 and 5 along with the list of suggestions from the Town Clerk.

Committee members went through the list of suggestions, the Town Clerk reminded members that this was just a list put together by Town Council staff and was also a works list, so some jobs may be listed that staff would do, and were reminders, and therefore not necessarily to be included in the Plan. Committee members agreed suggestions to be included within the 5 Year Plan and to be taken forward for further discussion at a Recreation and Buildings Committee meeting.

#### Year 4 (2015/16)

Contingency Fund - £5,500  
 Boiler Town Hall – £4,000  
 Community Week – £200  
 Purchase of 1 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  
 Repairs to Under 10's playarea – ??  
 Miri Mieri Garden – ???  
 Tennis Court area – ???  
 Stage & Flooring, Llantonian Hall - ????  
 Fencing repairs, Old School - ????

**RECOMMENDED:** That the above be the provision list of projects for Year 4 (2015/16) on the 5 Year Plan. The further discussion be required by Recreation and Buildings Committee, on these projects and additional ones listed. Provisional costings be sought for these projects to allow for budgeting next year.

#### **5) Discuss proposed hiring fees and cemetery fees for 2014/15**

Committee members had previously been circulated with the proposed hiring fees and cemetery fees for 2014/15, figures included the 2½% increase as discussed at the 5 Year Plan meeting held on 25<sup>th</sup> November 2013. Councillor Williams asked members to discuss the fees, excluding the Allotments as these were to be discussed separately.

**RECOMMENDED:** That the hiring fees and cemetery fees, as circulated, be taken to the Finance committee meeting to be held on 16<sup>th</sup> January 2014, for further discussion and adopting.

#### **6) Discuss fees for Allotments 13/14 & 14/15**

Committee members had previously been circulated with the proposed allotment rents for 13/14, with 2½%, 5%, 7½% and 10% added, copies of an agenda brief detailing rents charges by neighbouring Councils, and an average of time spent at the allotments by the gardener/handyman along with the annual water rates for the allotments.

**RECOMMENDED:** That the allotment rents be issued in January 2014 at the 10% increase figure as circulated, so that they be charged at 13.3p per sq m.

**Further**

**RECOMMENDED:** That the allotment rents for financial year 14/15 also be increased by 10%, so that they be charged at 14.6p per sq m.

**6) Discuss proposed Expenditure and Income budgets for 2014/15, Precept letter & confirm precept amount to be recommended to Finance Committee 16<sup>th</sup> January 2014**

Committee members had previously been circulated with the proposed expenditure and income figure for 14/15, an email dated 28<sup>th</sup> November 2013, received from the Vale of Glamorgan Council giving the £1 levy for 14/15. Councillor Williams reminded Committee members that the levy was still awaiting ratification by the Vale of Glamorgan Cabinet. Committee members had also received an agenda brief detailing a breakdown of how the Precept request is calculated, and two options.

Committee members discussed the total proposed budget for 2014/15. The email received from the Vale of Glamorgan Council confirmed that the proposed levy for 2014/15 was £3,986.

**RECOMMENDED:** That the 5 Year Plan Committee recommend to the Finance Committee that the Precept be frozen for the Financial Year 2014/15, resulting in Band D remaining at £55.03, and a Precept request of £219,349 being made to the Vale of Glamorgan.

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

TBC following Finance & Policy meeting 16<sup>th</sup> January 2014