

LLANTWIT MAJOR TOWN COUNCIL

**Report on Finance & Policy Committee Meeting
Held On Tuesday 16th January 2014 at 7.00pm
At The Council Chamber, Old School, Wine Street, Llantwit Major**

PRESENT: Chairman – Councillor Mr E Williams

Councillors: Mr M Marsh
Mr M Mason
Mrs S Geary
Mr D Foster
Mrs S Hanks
Mr G Ingram
Mr J Evans
Mr R Jenkins
Mrs A Knight
Mr E Hacker
Mr K Geary
Mr G John

Apologies

Councillor Mrs P Lancaster

Declarations of Interest Forms were received from Councillors.

Pursuant to the requirements of this Councils Code of Conduct, Councillor Mrs S Geary declared an interest under Grant Aid Applications 3j) Vale Plus, and 6i & 6iii) Hiring Fees, Premises and Allotments.

1) REPORT OF FINANCE COMMITTEE MEETING HELD 17TH JANUARY 2013

Committee members had previously been circulated with a copy of the Report from the Finance Committee meeting held on 17th January 2013, for information only.

2) REPORT OF FIVE YEAR PLAN COMMITTEE MEETING HELD ON 10TH DECEMBER 2013

Committee members had previously been circulated with a copy of the Report from the Five Year Plan Committee meeting held on 10th December 2013, for information only.

3) GRANT AID APPLICATIONS

Councillor Mrs S Geary declared an interest in agenda item 3j.

Committee members had previously been circulated with copies of Grant Aid Applications submitted for Financial Year 2013/2014.

a) 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.

b) Grant Aid Application from Bobath Children's Therapy Centre Wales

Brief discussion followed and it was;

RESOLVED: That no donation be given to Bobath Children's Therapy Centre Wales, at this time.

c) Grant Aid Application from Eisteddfod Cymru

Brief discussion followed and it was;

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

d) Grant Aid Application from Llantwit Major Fencing Club

Brief discussion followed and it was;

RESOLVED: That due to no balance sheet being provided another request be made for a copy of the balance sheet by 20th February 2014, to allow the application form and balance sheet to be reconsidered at the Full Town Council meeting held no later than 27th February 2014.

e) Grant Aid Application from Llantwit Major Ladies Choir

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 Ladies Choir.

f) Grant Aid Application from Samaritans

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 Samaritans.

g) Grant Aid Application from Shelter Cymru

Brief discussion followed and it was;

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

h) Grant Aid Application from St Donats Nursery

Brief discussion followed and it was;

RESOLVED: That although no balance sheet accompanied the application, it was noted that the Nursery had explained this was due to paperwork being at the inspectors, and they provide a verbal bank balance. Therefore provided a balance sheet is submitted to the Town Clerk prior to 20th February 2014, and 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 St Donats Nursery.

i) 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.

j) Grant Aid Application from Valeplus

Brief discussion followed and it was;

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

k) Grant Aid Application from Vale Volunteer Bureau

Brief discussion followed and it was;

RESOLVED: That no donation be made to Vale Volunteer Bureau, as it is believed they were looking more for a contribution than a one off donation.

4) EXPENDITURE AND INCOME UP TO 31ST DECEMBER 2013

Committee members had previously been circulated with a copy the Expenditure and Income Figures up to 31st December 2013.

Expenditure

Councillor Evans queried the regular payment of £17.59 under West Street Pool, the Town Clerk explained this was for the purchase of fish food. Councillor Foster asked for an explanation for the budget category Reserves O/S, Councillor Williams explained that a budget had been agreed for works to the rear of the Old School, during the preparation for these works it became clear that additional works were required, the Town Council had agreed that these works could take place and the monies be used from reserves to cover the cost. It is hoped that at the end of the financial year monies from another budget may be available to cover these works, if not the monies would remain coming from reserves. Councillor Mason queried if the expenditure under Recreation/Bowling Green was all for the maintenance of the bowling green. The Town Clerk explained that the majority of it was, there was a small amount towards play equipment inspections and purchase for the gardener/handyman, but yes the majority of it was for the maintenance. Noted.

Income

The committee noted the incomes for the various establishments and continue to monitor. Noted.

5) FIVE YEAR PLAN

Committee members had previously been circulated with a copy of the Five Year Plan. Councillor Williams asked Committee members, in the first instance, to look at Year 3. These were the proposed projects for the Financial Year 14/15, and had been incorporated in the proposed budget figures for 14/15. Councillor Marsh asked if there was any further development in relation to the purchase of additional Cemetery land. The Town Clerk replied that no new suggestions had been forthcoming. Councillor John stated that he felt this item needed a lot more discussion.

RESOLVED: That the proposed projects for Year 3, 2014/15, be accepted.

Committee members looked at Years 4 & 5 of the Plan, the Five Year Plan committee had listened to all suggested ideas/projects and these were the possible projects for 2015/16. These obviously needed further discussion by Recreation and Buildings Committee and were only possible projects and could be amended. Councillor Williams also asked Committee members for any additional

suggestions for 2015/16 or 2016/17. A couple of suggestions were put forward, which were noted and will be taken to relevant committees for further discussion.

RESOLVED: That any further suggestions/ideas be submitted to the Town Clerk.

6) HIRING FEES

Councillor Mrs S Geary declared an interest in the agenda item i) premises hiring fees and iii) allotment rents.

i) Premises & Recreational

Committee members had previously been circulated with copies of the current hiring fees and proposed hiring fees, for all Town Council owned premises and recreational facilities.

RESOLVED: That all hiring fees, excluding casual hire of Llantonian Hall, be increased by 2½% from 1st April 2014.

ii) Cemetery

Committee members had previously been circulated with copies of the current Cemetery charges and the proposed Cemetery charges. A discussion took place and amendments put forward.

RESOLVED: That a 2½% increase be put on all previously discussed Cemetery charges with effect from 1st April 2014.

iii) Allotments

Committee members had previously been circulated with a copy of the Allotment rents for 2012/13, proposed rents for 2013/14 and proposed rents for 2014/15.

RESOLVED: That the recommendations by the Five Year Plan be adopted in relation to Allotment rents.

7) PROPOSED INCOME AND EXPENDITURE FIGURES 2014/15

Committee members had previously been circulated with the Proposed Income and Expenditure Figures for 2014/15. Councillor Williams explained to Committee members that these figures had been recommended by the Five Year Plan committee following a couple of meetings, and detailed breakdowns of all budget categories being put forward.

Councillor Marsh queried if it was worth increasing the Cemetery a/c budget further due to the growing need of new Cemetery land. Committee members agreed this would need looking at but a more detailed discussion was required by the Cemetery Forum before this should happen.

RESOLVED: That the Proposed Income and Expenditure figures for 2014/15 be accepted.

8) CURRENT BANK ACCOUNTS

The Town Clerk gave a verbal account of the current bank balances, but would circulate them via email first thing in the morning. Agreed.

9) COUNCIL TAX PRECEPT 2014/15 – TOWN/COMMUNITY COUNCIL TAX BASE

Committee members had previously been circulated with a copy of a letter dated 10th December 2013, 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 2014/2015. To assist the Town

Council in proceeding with its budget making process, it was confirmed that a levy of £1.00 would produce £3,986. The Town Council was required to notify the Vale Council's Revenues and Benefits Manager of its precept requirements by the 31st January 2014. The schedule payments have also been agreed by the Cabinet, with one third of the precept on the last working day of April 2014, August 2014 and December 2014. Noted.

10) FINALISING THE LEVEL OF TOWN COUNCIL 2014/15 PRECEPT

With regards to finalising the level of the Town Council's precept requirements for the 2014/15 financial year, it was suggest and

RESOLVED: That the Town Council accept the recommendation that the Vale of Glamorgan Council's Revenues and Benefits Manager be advised that the Town Council's 2014/15 precept requirement would be £219,340, subject to ratification by the Full Town Council meeting 30th January 2014.

Further

RESOLVED: That an article be placed in the local Gem newspaper stating that Llantwit Major Town Council are not increasing its Precept request for 2014/15.

11) SUGGESTIONS FOR PROJECTS RE CASH GRANT 2014/15

Committee members had previously been circulated with a copy of a letter dated 7th January 2014 received from the Vale of Glamorgan Council regarding their CASH Grants for 2014/15. Councillor Williams informed members that a suggestion put forward by the 5 Year Plan committee was to apply for a grant towards the purchase of new notices boards and signs within the Town.

RESOLVED: That a copy of the letter be placed before the meeting of the Full Town Council to be held 30th January 2014.

Internal Audit

Committee members had previously been circulated with an updated sheet regarding the Internal Audit Testing and an agenda brief relating to the Land Registry requirements. Councillor Williams drew member's attention to item 8 on the Testing sheet, which referred to the Town Council reviewing that all property/land is registered with the Land Registry.

RESOLVED: That the Town Clerk be given permission to liaise with the Vale of Glamorgan Council legal department to ensure that the 3 outstanding properties/land are registered.

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 the amended Llantwit Major Town Councils Financial Regulations. Committee members were informed that there was a slight amendment to the Financial Regulations as picked up by the External Auditor in relation to the formal tendering requirement of £10,000. The Financial Regulations had been amended to £50,000, to fall in line with the Town Councils Standing Orders. Members were asked to review the amended 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, with the amendment in relation to formal tendering requirements.

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. Councillor Williams informed Committee members that all documents relating to the Financial Risk Assessment were being taken to the next meeting of the Working Group, and any recommendation would be brought to Full Town Council for consideration.

RESOLVED: That the Working Group continue to review all documentation in relation to the Financial Risk Assessment, and Full Town Council discuss any recommendations.