

**LLANTWIT MAJOR TOWN COUNCIL**

**Report on Finance & Policy Committee Meeting  
Held On Thursday 11<sup>th</sup> January 2018 at 7.00pm  
At Llantonian Hall, Llantwit Major**

PRESENT: Chairman – Councillor Mr D Foster

Councillors: Mrs S Hanks  
Mr E Williams  
Mr R Gant  
Mr G Morgan  
Mr G John  
Mrs J Norman  
Mr G Thomas  
Mr D Powell

**Apologies**

Councillor Dr D Ellis  
Councillor Dr P Dickson  
Councillor J Evans  
Councillor A Clark

**Declarations of Interest Forms were received from Councillors.**

There were no declarations of interest.

**FINANCE**

**1) REPORT OF FINANCE COMMITTEE MEETING HELD 12<sup>TH</sup> JANUARY 2017**

Committee members had previously been circulated with a copy of the Report from the Finance Committee meeting held on 12<sup>th</sup> January 2017, for information only. Noted.

**2) TO RECEIVE REPORT OF FIVE YEAR PLAN MEETING HELD ON 18<sup>TH</sup> DECEMBER 2017**

Committee members had previously been circulated with a copy of the Report from the Five Year Plan Committee meeting held on 18<sup>th</sup> December 2017. Noted

**3) TO RECEIVE REPORT OF FINANCE COMMITTEE MEETING HELD ON 5<sup>TH</sup> OCTOBER 2017**

Committee members had previously been circulated with a copy of the Report from the Finance Committee meeting held on 5<sup>th</sup> October 2017. Noted

**4) BANK BALANCES AND CLARIFICATION ON COUNCIL ACCOUNTS**

Committee members were circulated with the bank balances and an agenda brief detailing what each account is for, as per the requirements from the Wales Audit Office. Noted.

**FINANCIAL YEAR 2017/18**

**5) INCOME AND EXPENDITURE UP TO 31<sup>ST</sup> DECEMBER 2017**

Committee members had previously been circulated with copies of the Income and Expenditure up to 31<sup>st</sup> December 2017.

Income

Councillor Foster stated that the Old School budget may be slightly under due to the loss of regular hirer, Compass Community Care.

Expenditure

Councillor Foster confirmed that all budgets were as to be expected at this time of the year.

**6) GRANT AID APPLICATIONS**

Committee members had previously been circulated with copies of Grant Aid Applications submitted for Financial Year 2017/2018.

**a) Grant Aid Application from Bridgend Samartians**

Brief discussion followed and it was;

**RESOLVED:** That no donation be made this year.

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

Brief discussion followed and it was;

**RESOLVED:** That no donation be made this year.

**c) Grant Aid Application from 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 Llantwit Major Boys Brigade.

**d) Grant Aid Application from Llantwit Major Christmas Crackers**

Brief discussion followed and it was;

**RESOLVED:** That a request be made for a balance sheet from Llantwit Major Christmas Crackers as they are now in their third year, and their request be reviewed, by Full Town Council, once received.

**e) Grant Aid Application from Llantwit Major Netball Club**

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 Netball Club.

**f) Grant Aid Application from Llantwit Major WI**

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 WI.

**g) Grant Aid Application from Major Music**

Brief discussion followed and it was;

**RESOLVED:** No donation be made to Major Music but details of Bryn Illtud Trust be forwarded.

**h) Grant Aid Application from Parkinsons UK**

Brief discussion followed and it was;

**RESOLVED:** That no donation be made to the local Parkinsons UK, but a reduction on the hirings fee for Llantonian Hall be offered and a donation of coffee, tea, sugar and biscuits be made.

**j) Grant Aid Application from Relate Cymru**

Brief discussion followed and it was;

**RESOLVED:** That no donation be made this year.

**k) Grant Aid Application from Valeways**

Brief discussion followed and it was;

**RESOLVED:** That no donation be made this year.

**l) Grant Aid Application from Vale of Glamorgan Neighbourhood Watch**

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 Vale of Glamorgan Neighbourhood Watch.

**7) TO CONFIRM GRANT PAYMENT TO LLANILLTUD FAWR IN FLOWER RE; BOVERTON ROAD REGENERATION**

Committee members had previously been circulated with a copy of a Grant Application form submitted by Llanilltud Fawr in Flower, as previously resolved by Full Town Council on 29<sup>th</sup> May 2014.

**RESOLVED:** That a sum of £450 be forwarded to Llanilltud Fawr in Flower from the Boverton Road Regeneration Project.

**8) TO DISCUSS TENDERS RECEIVED FOR THE PROVISION OF INTERNAL AUDIT**

Committee members had previously been circulated with tenders received from BPU Accountants for the provision of Internal Audit for financial year 17/18.

**RESOLVED:** That the quotation received from BPU Accountants in the sum of £1,575 + VAT be accepted for the provision of Internal Auditor for 2017/18.

**FINANCIAL YEAR 2017/18****9) TO DISCUSS GRANT APPLICATIONS CHRISTMAS EVENT**

Committee members had previously been circulated with a copy of a grant application received from Llantwit Major Events group for the Christmas Event in 2018, as well as a copy of letter dated 30<sup>th</sup> November 2017 from Mr D Driver stating his intention to retire as the Treasurer from Llantwit Major Events Group following the Christmas Illuminations Event 2017.

**RESOLVED:** That the Town Council budget £2,500 towards a Christmas Event and reconsider this application once the Events Group have held their AGM and the Town Council is notified of the new treasurer.

**Further**

**RESOLVED:** A letter be written to the Chair of the Events Group reiterating that the Town Council have two Councillors who are prepared to sit on their Committee and could they notify us when and where the next meeting is scheduled. That following their AGM could they also provide the Town Council with details of the new treasurer and a copy of the minutes, so that their Grant Application can be reconsidered.

**10) TO DISCUSS GRANT APPLICATIONS 10K COMMITTEE**

Committee members had previously been circulated with a copy of a grant application received from Llantwit Major 10K Committee for the 2018 event.

**RESOLVED:** 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 or purchases to the sum of £1,000 (ex vat) to Llantwit Major 10K Committee.

**11) HIRING FEES**

Committee members had previously been circulated with a copy of the hiring fees for premises and recreational facilities, as recommended by the Five Year Plan committee

**RESOLVED:** The proposed Premises fees be accepted for the year commencing 1<sup>st</sup> April 2018.

**Further**

**RESOLVED:** The proposed Recreational fees be accepted for the year commencing 1<sup>st</sup> April 2018.

**ii) Cemetery**

Committee members had previously been circulated with a copy of the Cemetery charges, as proposed by the Five Year Plan committee

**RESOLVED:** The proposed Cemetery charges be accepted for the year commencing 1<sup>st</sup> April 2018.

**12) CONTRACTS FOR 1<sup>ST</sup> APRIL 2018 TO 31<sup>ST</sup> MARCH 2021**

Committee members had previously been circulated with copies of all tenders received in relation to the maintenance contracts from 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2021. All figures were for the 3 years; in brackets is the amount per year.

**Cemetery – Grass Cutting Contract**

Four quotations had been received, as follows:-

1) Quotation received from Marcon Services:-

For the sum of £14,731.59 (£4,910.53 per year) for maintaining the grass within the Cemetery to an approximate length of 1inch.

For the sum of £2,969.73 (£989.91 per year) for maintaining the Centre Circle grass to an approximate length of 1inch.

TOTAL EX VAT £17,701.32 (£5,900.44 per year).

- 2) Quotation received from Edenvale Garden Services:-  
 For the sum of £7,500 (£2,500 per year) for maintaining the grass within the Cemetery to an approximate length of 1inch.  
 For the sum of £1,800 (£600 per year) for maintaining the Centre Circle grass to an approximate length of 1inch.  
 TOTAL EX VAT £9,300 (£3,100 per year).
- 3) Quotation received from N Thomas Landscapes:-  
 For the sum of £9,120 (£3,040 per year) for maintaining the grass within the Cemetery to an approximate length of 1inch.  
 For the sum of £950 (£316.67 per year) for maintaining the Centre Circle grass to an approximate length of 1inch.  
 TOTAL EX VAT £10,070 (£3,356.67 per year)
- 4) Quotation received from Total Ground Care Ltd:-  
 For the sum of £17,502.73 (£5,834.24 per year) for maintaining the grass within the Cemetery to an approximate length of 1inch.  
 For the sum of £3,897.40 (£1299.13 per year) for maintaining the Centre Circle grass to an approximate length of 1inch.  
 TOTAL EX VAT £21,400.13 (£7,133.38 per year)

**RESOLVED:** That the quotation received from Edenvale Garden Services, in the total sum of £9,300 + VAT, for the Maintenance of Llantwit Major Cemetery – be accepted and approved in respect of the period April 2018 to March 2021.

Emergency Lighting – Town Hall, Old School, Llantonian Hall & Bowls Pavilion:

Committee members were advised that two quotations in respect of the above had been received. The contract involved an inspection monthly, for a period of three years, re: the Town Hall, Old School, Llantonian Hall and Bowls Pavilion emergency lights.

- 1) Quotation received from A Yates & Sons in the sum of  
 £ 720.00 (240.00 per year) for Town Hall  
 £ 720.00 (240.00 per year) for Old School  
 £ 720.00 (240.00 per year) for Llantonian Hall  
 £ 720.00 (240.00 per year) for Bowls Pavilion  
 £2,880.00 (960.00 per year) TOTAL EX VAT
- 1) Quotation received from Dragon Fire and Security Systems Ltd in the sum of  
 £ 700.00 (233.33 per year) for Town Hall  
 £ 700.00 (233.33 per year) for Old School  
 £ 750.00 (233.33 per year) for Llantonian Hall  
 £ 750.00 (233.33 per year) for Bowls Pavilion  
 £2,900.00 (966.67 per year) TOTAL EX VAT

**RESOLVED:** As the tenders are substantially higher than previously awarded, additional tenders be issued and all brought back to a future Full Town Council meeting.

Periodic Electrical Inspections – Town Hall, Old School, Llantonian Hall and Recreation Ground  
 Committee members were informed this contract was for the yearly inspection, to include the issue of the appropriate NIC EIC Certificate, for the period 1st April 2018 to 31st March 2021.

One quotation had been received, as follows:-

1) Quotation received from Yates and Sons:-		
Old School, including Back Annexe	£280.00	(93.33) + VAT
Town Hall	£280.00	(93.33) + VAT
Llantonian Hall	£200.00	(93.33) + VAT
Recreation Ground	£200.00	(93.33) + VAT
Total	£960.00	(320.00) + VAT

**RESOLVED:** As only one tender had been received back, additional tenders be issued and all be brought back to a future Full Town Council meeting.

Hedge Maintenance:

Committee members were advised that four quotations had been received in respect of the 2018/2021 hedge maintenance contract. Committee members noted that the Llantwit Major Bowls Club were now taking responsibility for the cutting of the hedge within the bowling green, so this can be excluded from the tenders.

Four quotations had been received, as follows;

1) Quotation received from Marcon Services:-		
Recreation Ground Hedge Bordering Boverton Road	3 cuts per season	£ 526.98 + VAT (£ 175.66 per year)
Laurel Hedge in Children's Play Area	3 cuts per season	£ 811.65 + VAT (£ 270.55 per year)
Allotments Hedge bordering Llanmaes Road	3 cuts per season	£ 585.63 + VAT (£ 195.21 per year)
Allotments Hedge bordering Fairfield Crescent	1 cut per season	£ 180.81 + VAT (£ 60.27 per year)
Seaview Park Hedge Bordering Colhugh Street	3 cuts per season	£ 563.13 + VAT (£ 187.71 per year)
	Totals	£2,668.20 + VAT (£889.40 per year)
2) Quotation received from N Thomas Landscapes:-		
Recreation Ground Hedge Bordering Boverton Road	3 cuts per season	£1080.00 + VAT (£ 360.00 per year)
Laurel Hedge in Children's Play Area	3 cuts per season	£ 720.00 + VAT (£ 240.00 per year)
Allotments Hedge bordering Llanmaes Road	3 cuts per season	£ 810.00 + VAT (£ 270.00 per year)
Allotments Hedge bordering Fairfield Crescent	1 cut per season	£ 270.00 + VAT (£ 90.00 per year)

Seaview Park Hedge Bordering Colhugh Street	3 cuts per season	£1080.00 + VAT (£ 360.00 per year)
	Totals	£3960.00 + VAT (£1320.00 per year)
3) Quotation received from Edenvale Garden Services:-		
Recreation Ground Hedge Bordering Boverton Road	3 cuts per season	£1170.00 + VAT (£ 390.00 per year)
Laurel Hedge in Children's Play Area	3 cuts per season	£ 690.00 + VAT (£ 230.00 per year)
Allotments Hedge bordering Llanmaes Road	3 cuts per season	£ 690.00 + VAT (£ 230.00 per year)
Allotments Hedge bordering Fairfield Crescent	1 cut per season	£150.00 + VAT (£ 50.00 per year)
Seaview Park Hedge Bordering Colhugh Street	3 cuts per season	£ 600.00 + VAT (£ 200.00 per year)
	Totals	£3,300.00 + VAT (£1,100.00 per year)
4) Quotation received from Countrywide Grounds Maintenance:-		
Recreation Ground Hedge Bordering Boverton Road	3 cuts per season	£1773.00 + VAT (£591.00 per year)
Laurel Hedge in Children's Play Area	3 cuts per season	£1350.00 + VAT (£ 450.00 per year)
Allotments Hedge bordering Llanmaes Road	3 cuts per season	£1218.00 + VAT (£ 406.00 per year)
Allotments Hedge bordering Fairfield Crescent	1 cut per season	£ 550.00 + VAT (£183.33 per year)
Seaview Park Hedge Bordering Colhugh Street	3 cuts per season	£1773.00 + VAT (£ 591.00 per year)
	Totals	£6,664.00 + VAT (£2,221.33 per year)

**RESOLVED:** That the quotation received from Edenvale Garden Services, in the total sum of £3,300 + VAT, for Hedge Maintenance – be accepted and approved in respect of the period April 2018 to March 2021.

Cutting of Seaview Park

Committee members were advised that 3 quotations had been received from the following, in respect of the 2018/21 cutting of Seaview Park.

- |   |                                   |
|---|-----------------------------------|
| 1) Quotation received from Countrywide Grounds Maintenance.<br>Yearly maintenance of all groundcare work to Seaview Park,<br>this to include the cutting of grass and strimming of all areas. | £9,000 + VAT<br>(£3,000 per year) |
| 2) Quotation received from Marcon Services<br>Yearly maintenance of all groundcare work to Seaview Park,<br>this to include the cutting of grass and strimming of all areas.                  | £7,200 + VAT<br>(£2,400 per year) |
| 3) Quotation received from Edenvale Garden Services<br>Yearly maintenance of all groundcare work to Seaview Park,<br>this to include the cutting of grass and strimming of all areas.         | £6,600 + VAT<br>(£2,200 per year) |

**RESOLVED:** That the quotation received from Edenvale Garden Services, in the total sum of £6,600 + VAT, for Cutting of Seaview Park – be accepted and approved in respect of the period April 2018 to March 2021.

Central Heating Contract – Town Hall, Old School and Llantonian Hall

Committee members were advised that 2 quotations had been received from the following, in respect of the 2018/21 central heating contract for the Town Hall, Old School and Llantonian Hall.

- |  |                                   |
|--|-----------------------------------|
| 1) Quotation received from Colin James Plumbing, for the twice yearly service of:- |                                   |
| Old School, 3 boilers  | £ 855.00 + VAT (£285.00 per year) |
| Town Hall, 1 boiler  | £ 285.00 + VAT (£ 95.00 per year) |
| Llantonian Hall, 1 boiler  | £ 285.00 + VAT (£ 95.00 per year) |
| TOTAL  | £1425.00 + VAT (£475.00 per year) |
| Call out charge  | £ 65.00 + VAT                     |
| Labour cost per hour   | £ 50.00 + VAT                     |
| 2) Quotation received from Arries Plumbing, for the twice yearly service of:-      |                                   |
| Old School, 3 boilers  | £ 360.00 + VAT (£120.00 per year) |
| Town Hall, 1 boiler  | £ 150.00 + VAT (£ 50.00 per year) |
| Llantonian Hall, 1 boiler  | £ 150.00 + VAT (£ 60.00 per year) |
| TOTAL  | £ 690.00 + VAT (£230.00 per year) |
| Call out charge  | £ 40.00 + VAT                     |
| Labour cost per hour   | £ 27.00 + VAT                     |

**RESOLVED:** That the quotation received from C James Plumbing, in the sum of £1425.00 + VAT, for the twice yearly inspection of the 4 oil and 1 gas appliance installed at the Town Hall, Old School and Llantonian Hall (2018/21), be accepted and approved.

Fire Alarm Maintenance Contract – Town Hall and Old School

Committee members were advised that 5 quotations had been received from the following, in respect of the 2018/21 Fire Alarm Maintenance contract for the Town Hall and Old School.

- |  |                                    |
|--|------------------------------------|
| 1) Quotation received from Tremorfa Ltd, for the quarterly maintenance of;<br>Town Hall and Old School | £1,192.47 + VAT (£397.49 per year) |
|--|------------------------------------|

- 2) Quotation received from Assured Electrical Solutions, for the quarterly maintenance of;  
Town Hall and Old School £13,490.00 + VAT (£4496.67 per year)
- 3) Quotation received from Waverley Fire and Security Ltd, for the quarterly maintenance of;  
Town Hall and Old School £ 270.00 + VAT (£90.00 per year)
- 4) Quotation received from VOG Fire & Security, for the quarterly maintenance of;  
Town Hall and Old School £ 720.00 + VAT (£240.00 per year)
- 5) Quotation received from Dragon Fire & Security Systems Ltd, for the quarterly maintenance of;  
Town Hall and Old School £1,104.00 + VAT (£368.00 per year)

**RESOLVED:** The quotation received from Dragon Fire & Security Systems Ltd, in the sum of £1,104.00 + VAT, for the quarterly maintenance of the Town Hall and Old School Fire Alarms (2018/21), be accepted and approved.

### **13) TO NOTE COUNCIL TAX PRECEPTS 2018/19 – TOWN AND COMMUNITY COUNCIL TAX BASE**

Committee members had previously been circulated with a copy of a letter dated 14<sup>th</sup> December 2017 from the Vale of Glamorgan Council detailing the Council Tax Base Rate for 2018/19. Noted.

### **14) TO RECEIVE PROPOSED BUDGET AND FINALISE THE TOWN COUNCIL 2018/19 PRECEPT REQUEST**

Committee members had previously been circulated with a copy of the proposed income and expenditure budget figures for financial year 2018/19. Councillor Foster asked members to refer to the Five Year Plan report 18<sup>th</sup> December 2017.

**RESOLVED:** The Town Council advise the Vale of Glamorgan Council's Revenues and Benefits Manager that the Town Council's 2018/19 precept requirement would be £237,010, subject to ratification by the Full Town Council meeting 25<sup>th</sup> January 2018.

### **ADDITIONAL**

### **15) TO NOTE RECEIPT OF LLANTWIT MAJOR BOWLS CLUB AUDITED ACCOUNTS 2016/17**

Committee members had previously been circulated with a copy of the audited accounts 2016/17 for Llantwit Major Bowls Club. Noted.

POLICY**1) TO REVIEW AND ACCEPT STANDING ORDERS, 28<sup>th</sup> JULY 2016**

Committee members had previously been circulated with a copy of Llantwit Major Town Councils Standing Orders 28<sup>th</sup> July 2016. 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, 8<sup>TH</sup> JUNE 2017**

Committee members had previously been circulated with a copy of Llantwit Major Town Councils Financial Regulations 8<sup>th</sup> June 2017. Members were asked to review the 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.

**3) TO REVIEW AND ACCEPT STATEMENT OF INTERNAL CONTROL 31<sup>ST</sup> MARCH 2018**

Committee members had previously been circulated with a copy of the Statement of Internal Control 31<sup>st</sup> March 2018. Members were asked to review the Statement of Internal Control and make any recommendations for amendments to Full Town Council for consideration.

**RESOLVED:** No amendments to be put forward and the Statement of Internal Control 31<sup>st</sup> March 2018 be accepted as they stand.

**4) 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.

**RESOLVED:** No amendments to be put forward and the Financial Risk Assessment be accepted as they stand.