

LLANTWIT MAJOR TOWN COUNCIL

**Report on Finance & Policy Committee Meeting
Held On Thursday 12th January 2017 at 7.00pm
At Llantonian Hall, Llantwit Major**

PRESENT: Chairman – Councillor Mr D Foster

Councillors: Mr M Marsh
Mr M Mason
Mrs S Hanks
Mrs S Geary
Mr E Williams
Mr E Hacker
Mr R Austin
Mr R Gant

Apologies

Councillor Mrs P Lancaster
Councillor Mr G Morgan
Councillor Mr G John
Councillor Mrs J Norman
Councillor Mr J Evans

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 6d) ValePlus. Councillor R Austin, Councillor R Gant and Councillor E Williams declared an interest under 8i) Hiring Fees, Allotments.

FINANCE

1) REPORT OF FINANCE COMMITTEE MEETING HELD 14TH JANUARY 2016

Committee members had previously been circulated with a copy of the Report from the Finance Committee meeting held on 14th January 2016, for information only. Councillor Mrs S Geary stated that there was a typing error on page 5 with the resolution for the Allotments charges reading Cemetery Charges. Noted.

2) TO RECEIVE REPORT OF FIVE YEAR PLAN MEETING HELD ON 13TH JULY 2016

Committee members had previously been circulated with a copy of the Report from the Five Year Plan Committee meeting held on 13th July 2016. Noted

3) TO RECEIVE REPORT OF FINANCE COMMITTEE MEETING HELD ON 6TH OCTOBER 2016

Committee members had previously been circulated with a copy of the Report from the Finance Committee meeting held on 6th October 2016. Noted

3) BANK BALANCES

Committee members were circulated with the bank balances for each of the Town Council held accounts. Noted.

FINANCIAL YEAR 2016/17**5) INCOME AND EXPENDITURE UP TO 31st DECEMBER 2016**

Committee members had previously been circulated with copies of the Income and Expenditure up to 31st December 2016 and an agenda brief with explanations regarding figures within the Expenditure Budget.

Income

Councillor Foster stated that apart from the Cemetery budget, which was slightly down, all others appeared to be on target.

Expenditure

Councillor Mrs S Geary queried if the Remembrance Day budget was ever used and what it was for. The Town Clerk replied that it was to cover the cost of refreshments at the rugby club for those military personnel who had taken part in the Parade. It had not been used for a couple of years as Llantwit Major Rugby Football Club had covered the cost and not asked for a contribution.

Councillor Mrs S Geary asked for clarification why the Citizen Awards budget stated £500 but when attending a recent meeting of the Citizen Awards Panel she was informed the budget was £250. The Town Clerk stated this was because the Town Council gave £250 towards the event and the other £250 was to be raised by sponsorship, this is how the Finance Committee had asked at a previous meeting for it to be shown. Councillor Mrs S Geary asked for it to be amended and the Town Council contribute £500 towards the event as the cost of holding it has increased over the years.

RESOLVED: The Town Councils contribution towards the Citizen Awards budget be increased to £500.

Councillor Mrs S Geary queried if the Holiday Play Provision had taken place this year as to date the Expenditure does not show any payment. The Town Clerk replied that it did go ahead and the invoice arrived at the end of December, the cheque will be issued this week.

Councillor R Gant queried what the Youth Council budget was for as no Expenditure was showing. Councillor Foster explained the monies for this generally came out of the budget in March and was for the running of the Youth Council.

The Town Clerk informed members that following the retirement of the cleaner/caretaker for Llantonian Hall and the Councils decision to look at a contract cleaner could £1,000 be moved from the Salaries budget to the Llantonian Hall budget to cover this.

RESOLVED: That £1,000 be moved from the Salaries budget to the Llantonian Hall budget.

6) GRANT AID APPLICATIONS

Committee members had previously been circulated with copies of Grant Aid Applications submitted for Financial Year 2016/2017.

a) Grant Aid Application from Ageing Well Monday 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 £50.00 to Ageing Well Monday Club.

b) Grant Aid Application from Bridgend 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 Bridgend Samartians.

c) Grant Aid Application from Llantwit Major Rugby Football Club

It was noted that no balance sheet or accounts were included with this application. Brief discussion followed and it was;

RESOLVED: That no donation be made due to the lack of accounts with the application.

d) Grant Aid Application from ValePlus

Councillor Mrs Geary declared an interest.

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 ValePlus.

e) 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.

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 29th 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 AND END OF YEAR ACCOUNTS FOR 2016/17

Committee members had previously been circulated with tenders received from BPU Accountants and Carston Accountants for the provision of Internal Audit and End of Year Accounts.

RESOLVED: That the quotation received from BPU Accountants in the sum of £1,500 + VAT be accepted for the provision of Internal Auditor for 2016/17.

Further

RESOLVED: That the quotation received from Carston Accountants in the sum of £850 + VAT be accepted for the provision of End of Year Accounts for 2016/17.

FINANCIAL YEAR 2017/18**9) COUNCIL TAX PRECEPTS 2017/18 – TOWN AND COMMUNITY COUNCIL TAX BASE**

Committee members had previously been circulated with a copy of a letter dated 19th December 2016 from the Vale of Glamorgan Council detailing the Council Tax Base Rate for 2017/18. Noted.

10) TO NOTE RECEIPT OF SECTION 137 EXPENDITURE LIMIT FOR 2017/18

Committee members had previously been circulated with a copy of a letter dated 16th December 2016 from the Welsh Government detailing the Section 137 Expenditure Limit for 2017/18. Noted.

11) TO DISCUSS GRANT APPLICATIONS CHRISTMAS EVENT AND 10K COMMITTEE

Committee members had previously been circulated with a copy of a grant application received from Llantwit Major Events group for the Christmas Event in 2017 and from the 10K Committee for the proposed 2017 Event.

RESOLVED: That in pursuance of the power conferred by Section 137 of the Local Government Act 1972 (as amended), the Town Council agree, in principle, to the payment of £2,500 to the Llantwit Major Event Group for their Christmas event 2017, but prior to the funds being released a Committee Member of the Llantwit Major Events Group be invited to a meeting of the Working Group to discuss concerns raised.

Further

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 of the sum of £1,000 to Llantwit Major 10K Committee.

12) HIRING FEES

Committee members had previously been circulated with a copy of the hiring fees for premises and recreational facilities, cemetery and allotments.

i) Premises & Recreational

Committee members had previously been circulated with copies of the current hiring fees.

RESOLVED: That all Premises fees not be increased and remain the same for year commencing 1st April 2017.

Further

RESOLVED: That the Recreational fees be brought back to the Full Town Council meeting to be held 26th January 2017, with a breakdown sheet regarding the Bowling Green Maintenance.

ii) Cemetery

Committee members had previously been circulated with copies of the current Cemetery charges and the proposed Cemetery charges.

RESOLVED: That the Cemetery charges not be increased and remain the same for year commencing 1st April 2017.

iii) Allotments

Councillor Gant, Councillor Austin and Councillor Williams declared an interest.

Councillor Foster stated that following the declaration of interests being received the Committee was not quorate and therefore unable to discuss this agenda item. Therefore the Allotments charges for 2017/18 be brought back to the Full Town Council meeting on 26th January 2017.

13) TO DISCUSS BUDGETS FOR 2017/18, INCLUDING BREAKDOWN SHEETS AND FIVE YEAR PLAN

Committee members had previously been circulated with a copy of the proposed income and expenditure figures for financial year 2017/18, breakdown sheets of regular outgoings and the Five Year Plan.

Councillor Gant queried the large increase for the refuse collection. The Town Clerk agreed there was an increase but she had obtained costings from other companies and this was still the most competitive.

Councillor Gant asked for clarification why the water rates and electric had gone down in the Recreation budget. The Town Clerk explained that the water rates are based on previous consumption and last year had been wet, therefore less water was used on watering the green. With regards the electric this was due to the night storage heaters not being used as regularly as in previous years.

It was noted that a number of projects had been put forward for consideration on the Five Year Plan but due to the uncertainty over the Reshaping Services, these projects be held in abeyance until later in the year once more information has been forwarded by the Vale of Glamorgan Council.

RESOLVED: That the proposed budget sheets for 2017/18 be accepted.

Further

RESOLVED: That the purchase of chairs for Llantonian Hall be removed from the Five Year Plan as these had been purchased during this financial year.

14) TO FINALISE THE TOWN COUNCIL 2017/18 PRECEPT AMOUNT

Committee members had previously been circulated with a copy of the proposed income and expenditure budget figures for financial year 2017/18.

RESOLVED: The Town Council advise the Vale of Glamorgan Council's Revenues and Benefits Manager that the Town Council's 2017/18 precept requirement would be £230,915, subject to ratification by the Full Town Council meeting 26th January 2017.

ADDITIONAL

15) TO DISCUSS INVITATION TO THE INDEPENDENT REMUNERATION PANEL FOR WALES ROUNDTABLE EVENT

Committee members had previously been circulated with a copy of an invitation dated December 2016 received from the Independent Remuneration Panel for Wales regarding a proposed roundtable event, 'ensuring a future framework suits the needs of community and town Councillors', on 15th February 2017..

RESOLVED: That no representative be put forward by the Town Council

16) TO NOTE PROPOSED EMPLOYERS CONTRIBUTION RATE FOR 2017-2020 PENSION FUND

Committee members had previously been circulated with a copy of an email dated 20th December 2016 received from Cardiff and Vale of Glamorgan Pension Fund, regarding the proposed employers contribution rate for 2017-2020. Noted.

17) TO NOTE RECEIPT OF LLANTWIT MAJOR BOWLS CLUB AUDITED ACCOUNTS 2015/16

Committee members had previously been circulated with a copy of the audited accounts 2015/16 for Llantwit Major Bowls Club. Noted.

POLICY

1) TO REVIEW AND ACCEPT STANDING ORDERS, 28th JULY 2016

Committee members had previously been circulated with a copy of Llantwit Major Town Councils Standing Orders 28th 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

Committee members had previously been circulated with a copy of Llantwit Major Town Councils Financial Regulations. 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 31ST MARCH 2017

Committee members had previously been circulated with a copy of the Statement of Internal Control 31st March 2017. 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 31st March 2017 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.