

22nd May 2020

Dear Councillor,

**You are invited to attend a Full Town Council Meeting to be held remotely on Thursday, 28th May 2020, no sooner than 7.05pm, for the purpose of discussing the following business.**

Yours faithfully,

Mrs. R. Quinn  
**Town Clerk**

*Members are asked to note the time of the meeting. Prayers will be said prior to the meeting for those wishing to attend. Login is by following the email invitation link sent on 22<sup>nd</sup> May 2020.*

**AGENDA.**

To receive apologies

To receive Councillors Declaration of Interest forms

To receive minutes of Full Town Council Meeting held on 27<sup>th</sup> February 2020

**Separately attached**

To receive minutes of Planning Committee Meeting on 25<sup>th</sup> February 2020

**Separately attached**

To receive minutes of VE Day Celebrations Committee Meeting on 3<sup>rd</sup> March 2020

**Separately attached**

To receive minutes of School Gardens Competition held on 4<sup>th</sup> March 2020

**Separately attached**

To receive minutes of Planning Committee Meeting on 4<sup>th</sup> March 2020

**Separately attached**

To receive minutes of Planning Committee Meeting on 19<sup>th</sup> March 2020

**Separately attached**

To receive minutes of Planning Committee Meeting on 2nd April 2020

**Separately attached**

To receive minutes of Planning Committee Meeting on 9<sup>th</sup> April 2020 to 19th May 2020

**Separately attached**

**SIGNING OF MINUTES**

- 1) Signing of Minutes of previous Meeting

**TOWN MAYOR**

- 1) Questions to the Town Mayor (if any)

**COMMUNITY CONSTABLE**

- 1) To note Community Constables report

**PROCEDURAL MATTERS**

- 1) To note Cemetery Procedures re Coronavirus Covid 19  
**Refer green sheet no: 1, 2**
- 2) To discuss meeting date for Annual Meeting 2020
- 3) To discuss Agenda Brief re amendment re register of gifts and hospitality figures  
**Refer green sheet no: 3, 4**
- 4) To nominate Councillor to be elected as Town Mayor for 2020/2021
- 5) To nominate Councillor to be elected as Deputy Town Mayor 2020/2021

**FINANCE**

- 1) Bank Reconciliation for period 1<sup>st</sup> February 2020 to 29<sup>th</sup> February 2020  
**Refer blue sheet no: 1**
- 2) Bank Reconciliation for period 1<sup>st</sup> March 2020 to 31<sup>st</sup> March 2020  
**Refer blue sheet no: 2**
- 3) Bank Reconciliation for period 1<sup>st</sup> January 2020 to 31<sup>st</sup> March 2020  
**Refer blue sheet no: 3**
- 4) Bank Reconciliation for period 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020  
**Refer blue sheet no: 4**
- 5) Bank Reconciliation for period 1<sup>st</sup> April 2020 to 30<sup>th</sup> April 2020  
**Refer blue sheet no: 5**

- 6) Income for period 21<sup>st</sup> February 2020 to 31<sup>st</sup> March 2020  
**Refer blue sheet no: 6**
- 7) Income for period 1<sup>st</sup> April 2020 to 22<sup>nd</sup> May 2020  
**Refer blue sheet no: 7**
- 8) Expenditure for period 21<sup>st</sup> February 2020 to 31<sup>st</sup> March 2020  
**Refer blue sheet no: 8, 9, 10, 11, 12, 13**
- 9) Expenditure for period 1<sup>st</sup> April 2020 to 22<sup>nd</sup> May 2020  
**Refer blue sheet no: 14, 15, 16, 17, 18, 19**
- 10) To note payment to Councillors for 2019/20  
**Refer blue sheet nos: 20**
- 11) To note proposed Income and Expenditure Budget up to the 31<sup>st</sup> March 2020  
**Refer blue sheet nos: 21 to 26**
- 12) To discuss Statement of Accounts, Annual Return and Internal Auditors Report 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020  
**Refer blue sheet no: 27 to 46**
- 13) To discuss Corporate Membership Invoice to the ICCM  
**Refer blue sheet no: 47, 48**

### **DEVELOPMENT**

- 1) To note Planning Application decisions by the Vale of Glamorgan Council  
**Refer purple sheet no: 1, 2**
- 2) To note letter re Planning amendment procedures during Coronavirus Covid 19  
**Refer purple sheet no: 3, 4, 5**

### **CEMETERY**

To note the following burial matters.

- 1) Burial of cremated remains Nina Ball (reopen) E146 on 28<sup>th</sup> February 2020
- 2) Burial of Robert Fyfe (new plot) E129a on 16<sup>th</sup> March 2020
- 3) Burial of Derek Clive Branch (pre purchased) C284 on 30<sup>th</sup> March
- 4) Burial of Gladys Kilby(reopen plot) A137 on 6<sup>th</sup> May 2020
- 5) Burial of Karen Sweeting (new plot) E136a on 19<sup>th</sup> May 2020

**RECREATIONS AND OPEN SPACES**

- 1) To discuss letter from Llantwit Major Rugby Club re becoming a Company Limited by Guarantee Company and subsequent response from Town Council Legal representative  
**Refer yellow sheet no: 1**
- 2) To discuss request from Llantwit Major Rugby Club for financial assistance to cut the grass in Recreation Field  
**Refer yellow sheet no: 2, 3**
- 3) To discuss email to install a memorial bench on the Recreation Field  
**Refer yellow sheet no: 3**
- 4) To discuss email to remove cherry tree in Recreation Field along Illtyd Avenue  
**Refer yellow sheet no: 4, 5**
- 5) To discuss removal of tree branches overhanging 83 Illtyd Avenue  
**Refer yellow sheet no: 6**

**WELSH GOVERNMENT**

- 1) To note letter from Welsh Government re financial support for community councils during coronavirus pandemic  
**Refer orange sheet no: 1, 2**

**MISCELLANEOUS**

- 1) To discuss Agenda Brief and correspondence re footpath along Mill Road  
**Refer red sheet no: 1, 2, 3, 4, 5**
- 2) To discuss email regarding Home Front Coffee Mornings and Garden Shares  
**Refer red sheet no: 6**
- 3) To discuss email from Llanilltyd Fawr in Flower re summer planting  
**Refer red sheet no: 7**
- 4) To discuss Independent Remuneration Panel for Wales Supplementary Report  
**Refer red sheet no: 8, 9, 10, 11, 12**