

LLANTWIT MAJOR TOWN COUNCIL

**Report on Finance & Policy Committee Meeting
held remotely on Thursday 14th January 2021 at 7.00pm**

PRESENT: Chairman – Councillor Mr D Foster

Councillors: Mrs S Hanks
Mr E Williams
Mr R Gant
Mr G Morgan
Mr G John
Mr G Wilke
Mr G Thomas
Mr D Powell
Dr D Ellis
Dr P Dickson
Mr J Evans
Mrs G Hughes

Apologies

Councillor Mrs J Norman

Declarations of Interest Forms were received from Councillors.

Pursuant to the requirements of this Councils Code of Conduct, Councillor D Powell declared an interest in agenda item 14h, tenders for grave digging services.

FINANCE

1) REPORT OF FINANCE COMMITTEE MEETING HELD 14TH JANUARY 2020

Committee members had previously been circulated with a copy of the Report from the Finance Committee meeting held on 14th January 2020, for information only. Noted.

2) TO RECEIVE REPORT OF FIVE YEAR PLAN MEETING HELD ON 14TH DECEMBER 2020

Committee members had previously been circulated with a copy of the Report from the Five Year Plan Committee meeting held on 14th December 2020. Noted

3) BANK BALANCES AND CLARIFICATION ON COUNCIL ACCOUNTS

Committee members were circulated with the bank balances and an agenda brief detailing the balances. Noted.

FINANCIAL YEAR 2020/21

4) EXPENDITURE AND INCOME UP TO 31ST DECEMBER 2020

Committee members had previously been circulated with copies of the Expenditure and Income up to 31st December 2020.

Expenditure

Councillor Foster confirmed that currently we are under budget on the overall expenditure, although a couple of budget categories were slightly high due to additional PPE requirements etc. This has been a difficult year but overall, we will come in well within budget, due to some projects not taking place, but at the end of the year all the budgets can be looked at in more depth and decision taken on ringfencing monies for next year.

Income

Councillor Foster stated that we are expecting to be down approx. £25,000 due to not being able to hire out the community buildings.

5) GRANT AID APPLICATIONS

Committee members had previously been circulated with copies of Grant Aid Applications submitted for Financial Year 2020/2021.

a) Grant Aid Application from Llantwit Major Milers

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 £200.00 to Llantwit Major Milers.

b) Grant Aid Application from RAF Voluntary Band

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 £125.00 to RAF Voluntary Band.

c) Grant Aid Application from Wales Air Ambulance

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 Wales Air Ambulance.

6) 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 (year 3 of agreed 4).

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 £450.00 to Llanilltud Fawr in Flower.

7) TO DISCUSS TENDERS RECEIVED FOR THE INSTALLATION OF SOUND SYSTEM IN LLANTONIAN HALL

Committee members had previously been circulated with a copy of an agenda brief and tenders received from 5 companies in relation to the installation of a sound system in Llantonian Hall. Members were reminded that this project had been discussed at the Five Year Plan meeting held 17th November 2020, report ratified 26th November 2020, and was already budgeted within the Plan for this year.

RESOVLED: That permission be granted to accept the tender received from Zelma Services for works to install a sound system in Llantonian Hall at a cost of £1,677.74 + vat.

8) TO DISCUSS AGENDA BREIF RELATING TO BALANCE OF BOVERTON ROAD ACCOUNT AND INVOICE FOR LIGHTING COLUMN

Committee members had previously been circulated with an agenda brief regarding the balance of the Boverton Road account and an outstanding final invoice from SSE (SWALEC) for the supply of electric to one of the lighting columns.

RESOLVED: That permission be given to pay the final invoice to SSE in the sum of £211.86 +vat to settle the balance.

9) TO NOTE WALES AUDIT LETTER RE FULL TRANSACTION AUDIT FOR 2020/21

Committee members had previously been circulated with a copy of a publication received from Audit Wales dated December 2020. The document introduced the new three-year programme for the audit of Community and Town Council. Within the document it stated that Llantwit Major Town Council would be subject to a Full Transaction audit for 2020/21. Noted.

10) TO DISCUSS TENDERS RECEIVED FOR THE PROVISION OF INTERNAL AUDIT 2020/21

Committee members had previously been circulated with a copy of a quotation received from KLG Internal Audit services. Committee members noted that the quotation was for 3 full days work, compared to 2 days work, as per the previous years.

RESOLVED: That a letter be sent to KLG Internal Auditor and state that the Town Council would like to receive a 2 day audit, in the sum of £896 + vat, and not a 3 day audit as quoted.

FINANCIAL YEAR 2021/22

11) TO DISCUSS GRANT APPLICATIONS CHRISTMAS EVENT

Committee members had previously been circulated with a copy of a grant application received from the Llantwit Major Christmas Committee for the installation of Christmas illuminations 2021.

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 £1000.00 to Llantwit Major Christmas Committee.

12) 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 2021 event. Committee members noted that the event for 2020 had to be cancelled and therefore their grant requested was not paid last year.

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 17th November 2020 and ratified Full Town Council 26th November 2020. Noted.

14) CONTRACTS FOR 1ST APRIL 2021 TO 31ST MARCH 2024

Committee members had previously been circulated with copies of all tenders received in relation to the maintenance contracts from 1st April 2018 to 31st 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 N Thomas Landscapes:-
For the sum of £13,500 (£4,500 per year) for maintaining the grass within the Cemetery to an approximate length of 1inch.
For the sum of £2,700 (£900 per year) for maintaining the Centre Circle grass to an approximate length of 1inch.
TOTAL EX VAT £16,200 (£5,400 per year).
- 2) Quotation received from All Seasons Garden Services:-
For the sum of £9,000 (£3,000 per year) for maintaining the grass within the Cemetery to an approximate length of 1inch.
For the sum of £3,240 (£1,080 per year) for maintaining the Centre Circle grass to an approximate length of 1inch.
TOTAL EX VAT £12,240 (£4,080 per year)
- 3) Quotation received from Total Ground Care Ltd:-
For the sum of £18,396.75 (£6,132.25 per year) for maintaining the grass within the Cemetery to an approximate length of 1inch.
For the sum of £3,678 (£1,226 per year) for maintaining the Centre Circle grass to an approximate length of 1inch.
TOTAL EX VAT £22,074.75 (£7,358.25 per year)
- 4) Quotation received from Edenvale Garden Services:-
For the sum of £7,725 (£2,575 per year) for maintaining the grass within the Cemetery to an approximate length of 1inch.
For the sum of £1,875 (£625 per year) for maintaining the Centre Circle grass to an approximate length of 1inch.
TOTAL EX VAT £9,600 (£3,200 per year).

RESOLVED: That the quotation received from Edenvale Garden Services, in the total sum of £9,600 + VAT, for the Maintenance of Llantwit Major Cemetery – be accepted and approved in respect of the period April 2021 to March 2024.

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 Optimise in the sum of
£ 42.00 (14.00 per year) for Town Hall
£ 66.00 (22.00 per year) for Old School
£ 42.00 (14.00 per year) for Llantonian Hall
£ 42.00 (14.00 per year) for Bowls Pavilion
£192.00 (64.00 per year) TOTAL EX VAT

- 2) Quotation received from A Yates & Sons in the sum of
 £1,800.00 (600.00 per year) for Town Hall
 £1,950.00 (650.00 per year) for Old School
 £1,800.00 (600.00 per year) for Llantonian Hall
 £1,800.00 (600.00 per year) for Bowls Pavilion
 £7,350.00 (2450.00 per year) TOTAL EX VAT

RESOLVED: As the tenders are vastly different in costings and not in line with tenders from previous years, clarification be sought from the above tenders re their costings and 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 2021 to 31st March 2024.

Two quotations had been received, as follows:-

- 1) Quotation received from Optimise Electricals:-
- | | | |
|-----------------------------------|------------|------------------|
| Old School, including Back Annexe | £ 2,085.00 | (695.00) + VAT |
| Town Hall | £ 960.00 | (320.00) + VAT |
| Llantonian Hall | £ 585.00 | (195.00) + VAT |
| Recreation Ground | £ 1,140.00 | (380.00) + VAT |
| Total | £ 4,770.00 | (1,590.00) + VAT |
- 1) Quotation received from Yates and Sons:-
- | | | |
|-----------------------------------|------------|----------------|
| Old School, including Back Annexe | £ 720.00 | (240.00) + VAT |
| Town Hall | £ 660.00 | (220.00) + VAT |
| Llantonian Hall | £ 660.00 | (220.00) + VAT |
| Recreation Ground | £ 660.00 | (220.00) + VAT |
| Total | £ 2,700.00 | (900.00) + VAT |

RESOLVED: As the tenders are vastly different in costings and not in line with tenders from previous years, clarification be sought from the above tenders re their costings and additional tenders be issued and all brought back to a future Full Town Council meeting.

Hedge Maintenance:

Committee members were advised that five quotations had been received in respect of the 2021/2024 hedge maintenance contract.

- 1) Quotation received from Edenvale Garden Services:-
- | | | |
|--|-------------------|--|
| Recreation Ground Hedge
Bordering Boverton Road | 3 cuts per season | £1,230.00 + VAT
(£ 410.00 per year) |
| Laurel Hedge in Children's
Play Area | 3 cuts per season | £ 870.00 + VAT
(£ 290.00 per year) |
| Allotments Hedge bordering
Llanmaes Road | 3 cuts per season | £ 780.00 + VAT
(£ 260.00 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	£ 720.00 + VAT (£ 240.00 per year)
	Totals	£3,300.00 + VAT (£1,100.00 per year)
2) Quotation received from Total Groundcare:-		
Recreation Ground Hedge Bordering Boverton Road	3 cuts per season	£1,785.00 + VAT (£ 595.00 per year)
Laurel Hedge in Children's Play Area	3 cuts per season	£2,685.00 + VAT (£ 895.00 per year)
Allotments Hedge bordering Llanmaes Road	3 cuts per season	£ 885.00 + VAT (£ 295.00 per year)
Allotments Hedge bordering Fairfield Crescent	1 cut per season	£ 885.00 + VAT (£ 295.00 per year)
Seaview Park Hedge Bordering Colhugh Street	3 cuts per season	£2,685.00 + VAT (£ 895.00 per year)
	Totals	£8,925.00 + VAT (£2,975.00 per year)
3) Quotation received from Countrywide:-		
Recreation Ground Hedge Bordering Boverton Road	3 cuts per season	£4,050.00 + VAT (£1,350.00 per year)
Laurel Hedge in Children's Play Area	3 cuts per season	£1,980.00 + VAT (£ 660.00 per year)
Allotments Hedge bordering Llanmaes Road	3 cuts per season	£1,620.00 + VAT (£ 540.00 per year)
Allotments Hedge bordering Fairfield Crescent	1 cut per season	£1,950.00 + VAT (£ 650.00 per year)
Seaview Park Hedge Bordering Colhugh Street	3 cuts per season	£1,620.00 + VAT (£ 540.00 per year)
	Totals	£11,220.00 + VAT (£3,740.00 per year)
4) Quotation received from All Seasons Gardening:-		
Recreation Ground Hedge Bordering Boverton Road	3 cuts per season	£1,800.00 + VAT (£600.00 per year)

Laurel Hedge in Children's Play Area	3 cuts per season	£1,440.00 + VAT (£ 480.00 per year)
Allotments Hedge bordering Llanmaes Road	3 cuts per season	£1,620.00 + VAT (£ 540.00 per year)
Allotments Hedge bordering Fairfield Crescent	1 cut per season	£ 600.00 + VAT (£200.00 per year)
Seaview Park Hedge Bordering Colhugh Street	3 cuts per season	£2,100.00 + VAT (£ 700.00 per year)
	Totals	£7,560.00 + VAT (£2,520 per year)

5) Quotation received from N Thomas:-

Recreation Ground Hedge Bordering Boverton Road	3 cuts per season	£900.00 + VAT (£330.00 per year)
Laurel Hedge in Children's Play Area	3 cuts per season	£540.00 + VAT (£180.00 per year)
Allotments Hedge bordering Llanmaes Road	3 cuts per season	£900.00 + VAT (£300.00 per year)
Allotments Hedge bordering Fairfield Crescent	1 cut per season	£240.00 + VAT (£80.00 per year)
Seaview Park Hedge Bordering Colhugh Street	3 cuts per season	£900.00 + VAT (£300.00 per year)
	Totals	£3,570.00 + VAT (£1,190 per year)

RESOLVED: That the quotation received from Edenvale Garden Services, in the total sum of £3,750 + VAT, be accepted and approved in respect of the period April 2021 to March 2024. It was noted that although Edenvale Garden Services was not the lowest quote by £180 they currently hold the contact for the hedge maintenance and their work has been satisfactory and no complaints had been received in relation to any hedges or the maintenance of them during this 3 year period.

Cutting of Seaview Park

Committee members were advised that 4 quotations had been received from the following, in respect of the 2021/24 cutting of Seaview Park.

- 1) Quotation received from All Seasons Garden Services.
Yearly maintenance of all groundcare work to Seaview Park, this to include the cutting of grass and strimming of all areas.
- £7,680 + VAT
(£2,560 per year)

- | | |
|---|------------------------------------|
| 2) Quotation received from Total Groundcare
Yearly maintenance of all groundcare work to Seaview Park,
this to include the cutting of grass and strimming of all areas. | £13,035 + VAT
(£4,345 per year) |
| 3) Quotation received from Edenvale Garden Services
Yearly maintenance of all groundcare work to Seaview Park,
this to include the cutting of grass and strimming of all areas. | £7,350 + VAT
(£2,450 per year) |
| 4) Quotation received from Countrywide
Yearly maintenance of all groundcare work to Seaview Park,
this to include the cutting of grass and strimming of all areas. | £7,560 + VAT
(£2,520 per year) |

RESOLVED: That the quotation received from Edenvale Garden Services, in the total sum of £7,350 + VAT, for Cutting of Seaview Park – be accepted and approved in respect of the period April 2021 to March 2024.

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

Councillor Foster informed members that at the time of opening the tenders on 5th January 2021 no tenders for the Central Heating Contract had been returned. The Town Clerk had stated that she was sure a Central Heating Contract envelope had come to the office and after looking through the post book one was recorded as being returned on 18th December 2020. Unfortunately, this could not be found and must have been mislaid in closing the office and moving to working from home arrangements. The Town Clerk has since informed him that the tender envelope had been found in a Cemetery book, whilst entering a record of interment.

Committee members agreed to open the tender now, and record this in the tender book.

RESOLVED: A copy of the Central Heating tender be brought to the Full Town Council meeting held on 28th January 2021 for consideration.

Fire Alarm Maintenance Contract – Town Hall and Old School

Committee members were advised that 3 quotations had been received from the following, in respect of the 2021/24 Fire Alarm Maintenance contract for the Town Hall and Old School.

- 1) Quotation received from Western Security services, for the quarterly maintenance of;
Town Hall and Old School £2,250.00 + VAT (£750 per year)
- 2) Quotation received from Tremorfa Ltd, for the quarterly maintenance of;
Town Hall and Old School £1,293.75 + VAT (£431.25 per year)
- 3) Quotation received from VOG Fire & Security, for the quarterly maintenance of;
Town Hall and Old School £540.00 + VAT (£180.00 per year)

RESOLVED: The quotation received from VOG Fire & Security Systems Ltd, in the sum of £540.00 + VAT, for the quarterly maintenance of the Town Hall and Old School Fire Alarms (2021/24), be accepted and approved.

Grave Digging Contract – Boverton Road Cemetery

Councillor Powell declared an interest.

Committee members were advised that 1 quotation had been received from the following, in respect of the 2021/24 Grave Digging Contract for Boverton Road Cemetery.

Quotation received from N Richards Grave Digging Services	
Full grave for single interment	400.00
Full grave for double interment	600.00
Reopen of double plot	400.00
Triple depth reopen	400.00
Cremation remains	100.00
Reopen cremation remains	100.00
Bricking of full grave	100.00
Childs grave	No charge

RESOLVED: The quotation received from N Richards Grave Digging Services as laid out in the above be accepted and approved from 1st April 2021 to 31st March 2024.

15) TO NOTE COUNCIL TAX PRECEPTS 2020/21 – TOWN AND COMMUNITY COUNCIL TAX BASE

Committee members had previously been circulated with a copy of a letter dated 15th December 2020 from the Vale of Glamorgan Council detailing the Council Tax Base Rate for 2020/21. Noted.

16) TO RECEIVE PROPOSED BUDGET AND FINALISE THE TOWN COUNCIL 2020/21 PRECEPT REQUEST

Committee members had previously been circulated with a copy of the proposed income and expenditure budget figures for financial year 2020/21. Councillor Foster asked members to refer to the Five Year Plan report 14th December 2020.

RESOLVED: The Town Council advise the Vale of Glamorgan Council's Revenues and Benefits Manager that the Town Council's 2020/21 precept requirement would be £253,791, subject to ratification by the Full Town Council meeting 28th January 2020. It was noted this would result in the Precept not being increased.

Committee members proposed a vote of thanks to Councillor Foster for all his input on finalising the budget for 2021/22. Councillor Foster asked that it be noted all the work the Town Council staff put into the figures and ensuring the Town Council stays within its budget.

ADDITIONAL**17) TO NOTE RECEIPT OF LLANTWIT MAJOR BOWLS CLUB AUDITED ACCOUNTS 31st OCTOBER 2020**

Committee members had previously been circulated with a copy of the audited accounts 31st October 2020, for Llantwit Major Bowls Club. Noted.

POLICY**1) TO REVIEW AND ACCEPT STANDING ORDERS, 14th JANUARY 2021**

Committee members had previously been circulated with a copy of Llantwit Major Town Councils Standing Orders 14th January 2021. Members were asked to review the proposed temporary amendment to the Standing Orders with regards authorising of invoices during the Covid pandemic.

RESOLVED: That the above temporary amendments be accepted but these be reviewed as soon as possible, once circumstances change.

2) TO REVIEW AND ACCEPT FINANCIAL REGULATIONS, 14th JANUARY 2021

Committee members had previously been circulated with a copy of Llantwit Major Town Councils Financial Regulations 14th January 2021. Members were asked to review the proposed temporary amendment to the Financial Regulations with regards authorising of invoices during the Covid pandemic.

RESOLVED: That the above temporary amendments be accepted but these be reviewed as soon as possible, once circumstances change

3) TO REVIEW AND ACCEPT STATEMENT OF INTERNAL CONTROL 14th JANUARY 2021

Committee members had previously been circulated with a copy of Llantwit Major Town Councils Statement of Internal Control 14th January 2021. Members were asked to review the proposed temporary amendment to the Statement of Internal Control with regards authorising of invoices during the Covid pandemic.

RESOLVED: That the above temporary amendments be accepted but these be reviewed as soon as possible once circumstances change.

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.