

Report on Finance & Policy Committee Meeting
Held 14th October 2021 at 7.00pm
Remotely via zoom

PRESENT: Chairman – Councillor D Foster

Councillors; Mr G John
Mr E Williams
Mr G Wilkie
Mr R Gant
Mr D Powell
Dr P D Ellis
Mrs G Hughes
Mrs S Hanks

Apologies were tendered on behalf of;

Councillor Mr G Morgan
Councillor Mr J Evans
Councillor Mrs J Norman
Councillor Dr P Dickson
Councillor Mr G Thomas

Declaration of Interest Forms were received from:

Pursuant to the requirements of this Councils Code of Conduct, Councillor Mr G John declared an interest under Financial Year 21/22, Item 9 To discuss request for donation/grant to LMRFC re fireworks display.

Minutes of Finance Committee meeting held on the 14th January 2021

Committee members had previously been circulated with a copy of the Minutes from the Finance Committee meeting held on 14th January 2021. Noted.

FINANCIAL YEAR 20/21

To discuss Annual Review of Internal Audit 20/21

Committee members had previously been circulated with a copy of the proposed Annual Review of the Internal Audit for 2020/21. Members discussed the review, and all agreed they were happy with the works undertaken by the Internal Auditor for 20/21.

RESOLVED: A letter be sent to KLG Internal Auditor inviting them to tender for the role of Internal Auditor 2021/22, with the same tasks being reviewed as in financial year 20/21. That a copy of their tender letter be brought to the Finance and Policy meeting held on 13th January 2022.

FINANCIAL YEAR 21/22

To discuss Expenditure and Income Figures up to 30th September 2021 and agenda brief re budgets

Committee members had previously been circulated the Expenditure and Income figures up to 30th September 2021, alongside an agenda brief giving updates on each budget category and whether they were projected to be within or over budget, and explanations why. Noted.

To discuss agenda brief ongoing/upcoming projects

Committee members had previously been circulated with an agenda brief regarding updates on current projects and upcoming projects. The Town Clerk gave a brief verbal report on the memorial testing currently taking place in the Cemetery. Councillor Foster reminded members that at the Full Town Council meeting 25th March 2021, it had been resolved that the monies left from 2020/21 be ringfenced and used to cover the cost of memorial testing and be considered for repairs to memorials. It was also noted that at the Full Town Council meeting 29th July 2021, the Town Clerk had been given permission to use her discretion regarding a way forward for any unsafe memorials. The Town Clerk stated that 672 memorials will be tested, at a cost of £1982.40 + vat, so under the amount budgeted and so far, 47 memorials had failed. The cost to repair these memorials would come in at approx. £6,000.

RESOLVED: The Town Clerk write to the Exclusive Right of Burial holders for the 47 failed plots and seek permission/guidance on the way they wish to proceed with repairs to the failed memorials. Permission be given for the Town Clerk to repair memorials to ensure the safety of those visiting the Cemetery.

Councillor Foster asked members to look at the Christmas Illuminations budget which was set at £1,000 and awarded via a grant to Llantwit Major Christmas Illuminations Committee, at the Finance and Policy meeting 14th January 2021. The payment was to be made at the end of October. Councillor Foster stated that at the Finance and Policy meeting 10th October 2019 the Committee had resolved that permission be given to close Town Study account and the balance be given to the Christmas Illuminations Committee to light up Boverton. The monies were not transferred due the Committee gaining a sponsor. Councillor Foster asked that Committee members once again consider the request, to allow for additional illuminations and cover more areas within the Town, thus ensuring Llantwit Major and Boverton has a display which will lift everyone spirits.

RESOLVED: Permission be given to close the Town Study Account and the balance of £1533.36 be awarded to the Christmas Illuminations Committee.

Further

RESOLVED: That the Old School be 'lit up' this year. The Town Clerk be given permission to purchase the necessary lights at a cost £500.

To discuss tenders received external lighting to the Town Hall

Committee members had previously been circulated with a copy of tenders received for the works to install external lighting to the Town Hall. Committee members expressed their disappointment that despite sending tenders to 8 companies only 1 response had been received. The Town Clerk confirmed that £10,000 had been budgeted for these works. Councillor Foster reported that this item had come before Full Town Council, 29th July 2021, where the tender specification had been reviewed.

RESOLVED: That the quotation received from Lite Ltd in the sum of £8,017.48 be accepted.

To discuss agenda brief regarding purchase and installation of Fair Trade signs

Committee members discussed an agenda brief received from the Fair Trade Committee requesting permission for a budget to allow for the installation of 4 Fair Trade town signs to be installed under the Welcome to Llantwit Major signs at the entrance to the Town. Members discussed the request, with some members not feeling the Welcome to Llantwit signs were the best location. Fair Trade members agreed to look at alternative locations and bring further suggestions back to a Full Town Council meeting.

RESOLVED: That in principle a budget of £500 be given to the Fair Trade committee for the manufacture and installation of Fair Trade town signs, subject to the Full Town Council agreeing on a location.

To discuss request for donation/grant to LMRFC re fireworks display

Councillor John declared an interest.

Committee members had previously been circulated with a copy of a Grant Aid Application form received from Llantwit Major Rugby Football Club asking for a donation/grant of £500 towards their annual firework display.

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 the section, the Town Council approves the payment of the sum of £650 (as in previous years) to Llantwit Major Rugby Football Club.

To discuss agenda brief regarding weekly general waste collection

Committee members had previously been circulated with a copy of an agenda brief and a breakdown of costings for the weekly general waste collection. Councillor Foster informed members that a copy of this document came before a Town Hall Working Group last week where it was recommended that further details be obtained in relation to 'weekly bin collection rates' and confirmation of 'final penalty fees should we leave our current provider'.

RESOLVED: That the Town Council stay with Biffa waste, our current supplier, but at the reduced rates of £22.80 and £25.28 per lift, and a daily rental rate of 15p per day.

To discuss agenda brief regarding lease renewal for Town Council van

Councillor Foster informed members that this item was to be removed from agenda and taken to the Full Town Council meeting 28th October 2021, due to a review of figures.

Current bank accounts

Committee members were circulated with a breakdown of the bank accounts, a discussion took place with regards the Boverton Road Account.

RESOLVED: That an agenda brief comes before the Finance and Policy meeting 13th January 2022 to discuss closing the Boverton Road account and any remaining funds be granted to Llanilltud Fawr in Flower to cover the planting and maintenance of the floral displays along Boverton Road.

FINANCIAL YEAR 22/23

To discuss draft Independent Remuneration Panel for Wales Draft Annual Report – February 2022 (full report circulated via email 30th September 2021)

Committee members had previously been circulated a copy of the relevant pages from the draft Independent Remuneration Panel for Wales Draft Annual Report – February 2022, a full copy of the report had been circulated via email on 30th September 2021. Noted.

To discuss budget for Youth Council

Councillor Foster gave a brief verbal report to Committee members regarding the Youth Council and the continue lack of up take in membership. This item was not to make any decision on the Youth Council but to draw members attention to the budget of £6,250 which is awarded each year, payable to the Youth Services at Vale of Glamorgan Council who run our Youth Council, for only approx. 6 members. This item will be separate on the Finance and Policy meeting 13th January 2022, for further discussion and decision. The Town Clerk confirmed she will try and obtain a report from Youth Services.

To discuss email request regarding Band Stand

Committee members had previously been circulated with a copy of an email dated 28th June 2021, received from a resident wondering what the prospect of the Town Council erecting a Bandstand in one of the open spaces. Councillor Foster reminded members that this item had gone before Full Town Council 29th July 2021.

RESOLVED: At this time the Town Council do not have a site suitable for this suggestion, but it be held on file for consideration in the future.

POLICY

To discuss email received from Vale of Glamorgan Council re Public Service Board

Committee members had previously been circulated with a copy of an email received from the Vale of Glamorgan Council regarding the Public Service Board and South Wales Police. Noted.

To set date for Five Year Plan meeting

Committee members were asked to submit suggestions and ideas to be discussed.

RESOLVED: The Town Clerk to set a date and confirm with these on committee

Date of next Finance meeting 13th January 2022