

**LLANTWIT MAJOR TOWN COUNCIL**

**Report on Finance & Policy Committee Meeting  
held in the Council Chamber, Old School  
and remotely via zoom  
Thursday 13<sup>th</sup> October 2022 at 7.00pm**

PRESENT: Chairman – Councillor Mr D Foster

Councillors: Mrs S Hanks  
Mr G Morgan  
Mr G John  
Mr G Thomas  
Mr D Powell  
Dr D Ellis  
Mr J Deakin  
Mrs J Norman

**Apologies**

Councillor Dr P Dickson  
Councillor Mrs G Hughes  
Councillor Mr J Lewis

**2) DECLARATIONS OF INTEREST FORMS FROM COUNCILLORS**

There was no declaration of interests received

FINANCE

**3) REPORT OF FINANCE COMMITTEE MEETING HELD 13<sup>TH</sup> JANUARY 2022**

Committee members had previously been circulated with a copy of the Report from the Finance Committee meeting held on 13<sup>th</sup> January 2022, for information only. Noted.

FINANCIAL YEAR 2021/22

**4) TO DISCUSS ANNUAL REVIEW OF INTERNAL AUDIT 21/22 AND REVIEW CONCLUSION**

Committee members had previously been circulated with a copy of the Internal Audit Review for 2021/22. Councillor Foster asked members to note the Conclusions which were drawn up from comments made at Full Town Council meeting held on 26<sup>th</sup> May 2022, where the Internal Auditors Report was discussed.

**RESOLVED:** The Review be accepted, and tenders be sent out for the Internal Audit 2022/23. These be brought back to the Finance meeting to be held 12<sup>th</sup> January 2023.

FINANCIAL YEAR 2022/23

**5) EXPENDITURE AND INCOME UP TO 30<sup>TH</sup> SEPTEMBER 2022**

Committee members had previously been circulated with copies of the Expenditure and Income up to 30<sup>th</sup> September 2022, and an agenda brief with updates on each budget.

Expenditure

Councillor Foster confirmed that currently majority of the budgets were on target, although Salaries and Town Hall were looking to be over. Salaries was expected to be over due to the appointment of the Community Engagement Administrator, which had not been included in the

budget. The Town Hall was also high this was due to the works on consultation with the architect re possible installation of a lift. It had been confirmed that the grant via Vale of Glamorgan Council/NHS (Food Poverty Project) from the National Lottery had been successful and the electronic notice board could be ordered. It was noted that the Town Council had agreed to lead on this project, purchase and install the board and then claim the monies back from Vale of Glamorgan Council/NHS.

Members had also been circulated with a breakdown of the electric, gas and oil consumption since April, and projected useage up to end of March. Members discussed concerns regarding the increase in fuel prices and cost of living, and the impact this was having on all the buildings and budgets.

**RESOLVED:** That the monies for purchasing and installing of the electronic notice board comes from Reserves, as the monies held in reserves for possible TUPE of road sweepers, does not appear to be required. This money be returned to the reserves once claimed from Vale of Glamorgan Council/NHS.

**Further**

**RESOLVED:** That the Five Year Plan committee look at the hirers charges for 1<sup>st</sup> April 2023.

**Further**

**RESOLVED:** Town Hall budget be monitored and relooked at in January Finance meeting and if required money be transferred from another budget to cover any overspend.

Income

Councillor Foster stated that the Town Hall and Cemetery should be either on budget or slightly over, but Llantonian Hall and the Old School will be under due to restrictions and loss of regular hirers. Noted.

**6) CURRENT BANK ACCOUNTS**

Committee members had previously been circulated with the current bank account balances. Noted.

**7) TO DISCUSS REPORT FROM DREW WAY CONSULTANTS LTD REGARDING RECOMMENDATIONS FOR PERMENANT REINSTATEMENT TO GROUND OUTSIDE OLD SCHOOL**

Committee members had previously been circulated with a copy of a report received from Drew Way Consultants Ltd, following urgent remedial groundworks to the side of the Old School. It was noted that the works confirmed there was no void under the area concerned but it did identify works required to the area to try and prevent further subsidence due to the saturation of underlying soil.

**RESOLVED:** That the Five Year Plan discuss these works and place them within the Plan at their next meeting.

**8) TO DISCUSS TENDERS RECEIVED FOR REMOVAL OF HEDGE AND REPLACE WITH WOODEN FENCE**

Committee members had previously been circulated with a copy of quotations received for the removal of the overgrown hedge around the Cemetery shed and replacing it with a new wooden fence. Members were informed that interments were no taking place in this area, and it was not aesthetically pleasing for those visiting plots in that area.

**RESOLVED:** The tender received from N Thomas Landscapes be accepted in the sum of £1,940 + VAT.

**9) TO DISCUSS RECOMMENDATION FROM REMEMBRANCE DAY COMMITTEE TO INCREASE BUDGET FROM £750 TO £1000**

Committee members had previously been circulated with a copy of the report from the recent Remembrance Day Committee meeting where permission was sought to increase the budget from £750 to £1000 for the Remembrance Sunday Parade. Councillor Thomas, Chair of the Remembrance Day Committee, informed members that the ever-increasing cost of living, and trying to ensure all requirements for the day come within budget is proving difficult.

**RESOLVED:** That the Remembrance Day budget be increased to £1000 with the additional £250 being moved from the Insurance Budget.

**10) TO CONFIRM PAYMENT TO RAF VOLUNTARY BAND FOR DONATION OF £200 AS PER JUBILEE COMMITTEE RECOMMENDATION**

Committee members had previously been circulated with an agenda brief regarding payment to RAF Voluntary Band for assistance with the lighting of the Beacon on the Jubilee. The committee had discussed and confirmed payment (as shown in report), but it had been missed off the recommendations.

**RESOLVED:** That donation of £200 be made from the Jubilee budget to RAF Voluntary Band.

**11) TO DISCUSS NEXT STEPS WITH REGARDS PROPOSAL TO LOOK AT LIFT INSTALLATION WITHIN TOWN HALL AND WHETHER BUDGET NEEDS TO BE AGREED TO MOVE THIS FORWARD**

Committee members had previously been circulated with an agenda brief and invoice for the next stage for looking into the feasibility of installing a lift within the Town Hall. Councillor Foster confirmed the next stage was to appoint and meet with a Heritage Officer who would look at both proposals and plans put forward by our architect to see which he believes has the better chance of being approved.

**RESOLVED:** That approval be given to engage Carl Morgan, Historic Building consultant, at a cost of £3,000 (no vat), to discuss potential conservation considerations, plus site visits and meetings with the Vale of Glamorgan Conservation Officer.

**Further**

**RESOLVED:** That the above payment and the cost of the architect, R Andrews £1,830 + vat (as previously discussed and appointed), be taken from the Buildings Account.

**12) TO DISCUSS NEXT STEPS WITH REGARDS REPLACEMENT FENCING TO REAR OF ILLTYD AVENUE AND WITHIN RECREATION FIELD**

Committee members had previously been circulated with a copy of an agenda brief, map and comments received from residents, regarding the works to the fence at the rear of Illtyd Avenue. Stage 1 of these works had been completed in May 2022, the next step involved more work due to the amount of vegetation which would need to be removed.

**RESOLVED:** This be taken back to the Five Year Plan Committee.

FINANCIAL YEAR 2023/24**13) TO DISCUSS DRAFT INDEPENDENT RENUMERATION PANEL FOR WALES DRAFT REPORT – FEBRUARY 2023**

Committee members had previously been circulated with a copy of the draft report as produced by the Independent Remuneration Panel for Wales, February 2023. Committee members discussed the recommendation within the Report regarding payments to Town and Community Councillors. Members felt that it was not clear if payments were to become mandatory or if Councillors were able to decline payments.

**RESOLVED:** That the Town Clerk writes to the Independent Remuneration Panel stating that Llantwit Major Town Council does not believe any payments should be mandatory and Councillors should have a choice if they take payment.

**14) TO DISCUSS AGENDA BRIEF REGARDING POSSIBLE FOOD FESTIVAL IN CONJUNCTION WITH THE THESE 3 STREAM FESTIVAL**

Committee members had previously been circulated with a copy of an agenda brief regarding the possibility of the Town Council holding a food festival alongside the These 3 Streams Festival in June.

**RESOLVED:** Permission be given for the Community Engagement Administrator to look into the feasibility of holding a food festival, and come back to a future meeting with costings where a budget will be looked at.

**15) TO SET DATE FOR A FIVE YEAR PLAN MEETING**

Committee members discussed a date for the next Five Year Plan meeting.

**RESOLVED:** Date be set for Wednesday 26<sup>th</sup> October at 9.30am

**16) DATE FOR NEXT FINANCE MEETING**

12<sup>th</sup> January 2023