

LLANTWIT MAJOR TOWN COUNCIL

**Report on Finance & Policy Committee Meeting
held in the Council Chamber, Old School
and remotely via zoom
Thursday 12th October 2023 at 7.00pm**

PRESENT: Chairman – Councillor D Foster

Councillors: Dr P Dickson
G John
G Thomas
D Powell
Dr D Ellis
J Deakin
G Hughes
W Norman

Apologies

Councillor G Morgan
Councillor J Norman
Councillor S Hanks
Councillor E Williams

2) DECLARATIONS OF INTEREST FORMS FROM COUNCILLORS

There was no declaration of interests received.

FINANCE

3) REPORT OF FINANCE COMMITTEE MEETING HELD 12TH JANUARY 2023

Committee members had previously been circulated with a copy of the Report from the Finance Committee meeting held on 12th January 2023, for information only. Noted.

FINANCIAL YEAR 2022/23

4) TO RECEIVE COMPLETED EXTERNAL AUDIT FOR 2022/23

Committee members had previously been circulated with a copy of the completed external audit report for financial year ended 31st March 2023. Noted.

5) TO DISCUSS ANNUAL REVIEW OF INTERNAL AUDIT 22/23

Committee members had previously been circulated with a copy of the Internal Audit Review for 2022/23. Members agreed that considering the difficulties faced in appointing an internal auditor for 22/23, it had been conducted with great efficiency.

RESOLVED: That the Internal audit review be accepted.

FINANCIAL YEAR 2023/24

6) EXPENDITURE AND INCOME UP TO 30th SEPTEMBER 2023 AND AGENDA BRIEF RE BUDGET

Committee members had previously been circulated with copies of the Expenditure and Income up to 30th September 2023, alongside an agenda brief with updates on each budget.

Expenditure

Councillor Foster confirmed that currently majority of the budgets were on target, although we are coming into the winter months and the cost for heating and lighting the buildings will increase. Salaries are on target although will most probably be slightly under due to the resignation of the Community Liaison Administrator.

RESOLVED: At the January finance meeting, should the budgets continue to come in slightly under a couple of small projects be looked at and be completed before the end of the financial year.

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 the competition now faced with so many community facilities in Llantwit Major. Noted.

7) CURRENT BANK ACCOUNTS

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

8) TO RECEIVE RETROSPECTIVE PERMISSION TO PAY C JAMES FOR EMERGENCY BOILER REPLACEMENT TOWN HALL AND DISCUSS WHICH BUDGET TO TAKE PAYMENT FROM

Committee members had previously been circulated with a copy of the invoice, in the sum of £6,100, received from C James for emergency works to replace the boiler in the Town Hall which had failed the annual inspection.

RESOLVED: That retrospective permission be given for payment of the invoice to C James in sum of £6,100. This be taken from the reserve budget but be reviewed towards the end of the financial year, should the Town Hall budget be under.

9) TO DISCUSS EMAIL QUOTATION FOR FABRICATION AND INSTALLATION OF SAFETY GRILL AT MIDWELL

Committee members had previously been circulated with a copy of a quotation received from D R & E G Davies Ltd, in the sum of £680 + vat, for the fabrication and installation of a safety grill/cover to be placed at Midwell.

RESOLVED: The tender received from D R & E G Davies Ltd, be accepted in the sum of £680+vat.

10) TO DISCUSS EMAIL RECEIVED FROM LLANTWIT MAJOR TENNIS CLUB RE LONG TERM MAINTENANCE COST

Committee members had previously been circulated with a copy an email received from the Chair of Llantwit Major tennis club, requesting assurance if the Town Council have factored into their budget for the repainting cycle of the tennis courts every 5 years.

RESOLVED: A copy of the email be taken to the Five Year Committee to consider and place into the Five Year Plan if required. The Town Clerk liaise with the company who recently painted the courts to receive recommendations on their painting maintenance plan. Assurances be sent to the Tennis Club that the Town Council are committed to keeping the courts to a good standard but will be guided by the professional company with regards any future works.

11) TO DISCUSS AGENDA BRIEF REGARDING APPOINTMENT OF INTERNAL AUDITOR 2023/24

Committee members had previously been circulated with an agenda brief regarding the appointment of an internal auditor for financial year 2023/24. Committee members once again commented on the difficulties faced last year in appointing an internal auditor.

RESOLVED: That Paul Eddins FCA be appointed the internal auditor for 2023/24 in the sum of £600.

FINANCIAL YEAR 2024/25**12) TO DISCUSS AGENDA BRIEF REGARDING ANNUAL GRAVE DIGGING CONTRACT DUE FOR RENEWAL 1ST MAY 2024**

Committee members had previously been circulated with an agenda brief regarding the annual grave digging contract which is due for renewal on 1st May 2024. Concerns had recently been raised by a local funeral director over the standard of works being undertaken by our current contractor. Members were informed that in most burial grounds the funeral directors appoint a grave digger and make arrangements for digging of plots with the burial authorities overseeing. The Town Council took over appointing a grave digger in 2009 following complaints re depth and workmanship. Since then, controls have been put in place to ensure this does not happen again.

RESOLVED: That before a decision is taken whether the Town Council appoint a grave digger or the funeral director take this responsibility back over, costings be sought from local companies and brought back to a future meeting.

13) TO SET DATE FOR A FIVE YEAR PLAN MEETING

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

RESOLVED: Town Clerk to liaise with committee members and a date be set for November.

14) DATE FOR NEXT FINANCE MEETING

11th January 2024