

**LLANTWIT MAJOR TOWN COUNCIL**

**Report on Finance & Policy Committee Meeting  
Held in the Council Chamber and remotely  
on Tuesday 9<sup>th</sup> January 2024 at 7.00pm**

PRESENT: Chairman – Councillor D Foster

Councillors: S Hanks  
E Williams  
G Thomas  
D Powell  
Dr D Ellis  
Dr P Dickson  
J Deakin  
J Lewis  
G Hughes  
W Norman

**Apologies**

Councillor J Norman  
Councillor G Morgan  
Councillor G John

**Declarations of Interest Forms were received from Councillors.**

Pursuant to the requirements of this Councils Code of Conduct, Councillor J Deakin declared a personnel interest in agenda item 8, To Discuss Grant Aid Application for Llantwit Major 10k Committee.

Pursuant to the requirements of this Councils Code of Conduct, Councillor J Lewis declared a personnel interest in agenda item 8, To Discuss Grant Aid Application for Llantwit Major 10k Committee.

**FINANCE**

**1) REPORT OF FINANCE COMMITTEE MEETING HELD 12<sup>TH</sup> OCTOBER 2023**

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

**2) TO RECEIVE REPORT OF FIVE YEAR PLAN MEETING HELD ON 20<sup>TH</sup> DECEMBER 2023**

Committee members had previously been circulated with a copy of the Report from the Five Year Plan Committee meeting held on 20<sup>th</sup> December 2023. 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 2023/24**

**4) EXPENDITURE AND INCOME UP TO 31<sup>ST</sup> DECEMBER 2023**

Committee members had previously been circulated with copies of the Expenditure and Income up to 31<sup>st</sup> December 2023.

Expenditure

Councillor Foster confirmed that currently we are under budget on the overall expenditure, although the Recreation Ground and Bowling Green budget was high due to repairs to several pieces of play equipment. The Insurance and Twinning budgets were currently slightly over but this can be looked at towards the end of the financial year. All other budgets were currently on target to be within budget.

Income

Councillor Foster stated that the majority of the budgets were on target or projected to be slightly over, with the exception of the Old School which is likely to be under budget at the end of the year.

**5) GRANT AID APPLICATIONS**

Committee members had previously been circulated with copies of Grant Aid Applications submitted for Financial Year 2023/2024.

**a) 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 £200.00 to Wales Air Ambulance.

**b) Grant Aid Application from More in Common Llantwit Major**

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 More in Common Llantwit Major.

**c) Grant Aid Application from Early Voices/Lleisiau Cynnar**

Brief discussion followed and it was noted that Early Voices/Lleisiau Cynnar had only recently been established and as yet did not have any balance sheets or a bank account, they were currently using a personal bank account until they are able to open one.

**RESOLVED:** That in line with the Town Council Grant Aid Policy no grant be awarded due to lack of balance sheet and payment being requested to a personal bank account. Early Voices/Lleisiau Cynnar be contacted and ask for clarification on their account situation, with the consideration being made at a future meeting of the Town Council whether payment for the printing of their programmes for the festival be discussed.

**Further**

**RESOLVED:** That the Town Council readvertise for Grant Aid Applications.

FINANCIAL YEAR 2024/25**6) TO NOTE RECEIPT OF LGA 1972, S137, EXPNDUTIRE LIMIT FOR 2024/25**

Committee members had previously been circulated with a copy of a letter received from the Welsh Government, dated 14<sup>th</sup> November 2023, detailing the expenditure limit relating to S137 spends for 2024/25. Noted.

### **7) 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 storage of Christmas illuminations.

**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 £1080.00 to Llantwit Major Christmas Committee for the storage of the Towns Christmas Illuminations.

### **8) TO DISCUSS GRANT APPLICATIONS 10K COMMITTEE**

Councillor J Deakin and Councillor J Lewis declared an interested and vacated the Council Chamber.

Committee members had previously been circulated with a copy of a grant application received from Llantwit Major 10K Committee for the 2024 event. The Town Clerk reported to Committee members that consideration needs to be made regarding the next agenda item, where the Town Council may resolve to apply to the Vale of Glamorgan Council, Shared Prosperity Fund (SPF), to look at reinstating the 1K, 5K and 10K event with the funding for this year, when discussing this application.

**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 of the sum of £500 to Llantwit Major 10K Committee, subject to the decision to apply for the SPF and application being successful, then the payment not be made.

Councillor J Deakin and Councillor J Lewis re-entered the Council Chamber.

### **9) TO DISCUSS AGENDA BRIEF RE VOGC GRANT SCHEME EVENTS IDEAS**

Committee members had previously been circulated with an agenda brief regarding events ideas which could be put forward to the Vale of Glamorgan Councils Shared Prosperity Fund (SPF). The Town Clerk reported that she has a meeting scheduled for tomorrow with Vale of Glamorgan Officers to discuss these ideas, should the Town Council wish to proceed with them.

**RESOLVED:** The Town Council applies to the Vale of Glamorgan Council, (SPF), for a grant towards the Food Festival, Three Streams Festival, Llantwit 10k/5k/1k, Llantwit Lighting Up event and an Abba tribute night, in the sum of £23,729.

### **10) HIRING FEES**

Councillor Foster informed committee members that the hiring fees had been discussed at the Five Year Plan meeting 16<sup>th</sup> November 2023, the report of this was ratified by Full Town Council 30<sup>th</sup> November 2023. The recommendation had been that no increase be made this financial year.

### **11) CONTRACTS FOR 1<sup>ST</sup> APRIL 2024 TO 31<sup>ST</sup> MARCH 2027**

Committee members had previously been circulated with copies of all tenders received in relation to the maintenance contracts from 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2027. All figures were for the 3 years; in brackets is the amount per year.

a) Cemetery – Grass Cutting Contract

Four quotations had been received, as follows:-

- 1) Quotation received from Total Ground Care Ltd:-  
 For the sum of £16,800 (£5,600 per year) for maintaining the grass within the Cemetery to an approximate length of 1inch.  
 For the sum of £8,400 (£2,800 per year) for maintaining the Centre Circle grass to an approximate length of 1inch.  
 TOTAL EX VAT £25,200 (£8,400 per year)
- 2) Quotation received from Edenvale 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 £1,560 (£520 per year) for maintaining the Centre Circle grass to an approximate length of 1inch.  
 TOTAL EX VAT £10,560 (£3,520 per year).
- 3) Quotation received from N Thomas Landscapes:-  
 For the sum of £21,000 (£7,000 per year) for maintaining the grass within the Cemetery to an approximate length of 1inch.  
 For the sum of £4,200 (£1,400 per year) for maintaining the Centre Circle grass to an approximate length of 1inch.  
 TOTAL EX VAT £25,200 (£8,400 per year).
- 4) Quotation received from 4 Seasons Garden Services:-  
 For the sum of £28,500 (£2,280 per year) for maintaining the grass within the Cemetery to an approximate length of 1inch.  
 For the sum of £2,280 (£760 per year) for maintaining the Centre Circle grass to an approximate length of 1inch.  
 TOTAL EX VAT £30,780 (£10,260 per year)

**RESOLVED:** That the quotation received from Edenvale Garden Services, in the total sum of £10,560 + VAT, for the Maintenance of Llantwit Major Cemetery – be accepted and approved in respect of the period April 2024 to March 2027.

b) Hedge Maintenance:

Committee members were advised that three quotations had been received in respect of the 2024/2027 hedge maintenance contract.

- 1) Quotation received from Edenvale Garden Services:-
 

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	£ 900.00 + VAT (£ 300.00 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	£ 300.00 + VAT (£ 100.00 per year)

Seaview Park Hedge Bordering Colhugh Street	3 cuts per season	£1,890.00 + VAT (£ 630.00 per year)
Totals		£5,790.00 + VAT (£1,930.00 per year)

## 2) Quotation received from 4 Seasons Gardening:-

Recreation Ground Hedge Bordering Boverton Road	3 cuts per season	£1,980.00 + VAT (£660.00 per year)
Laurel Hedge in Children's Play Area	3 cuts per season	£1,800.00 + VAT (£ 600.00 per year)
Allotments Hedge bordering Llanmaes Road	3 cuts per season	£330.00 + VAT (£110.00 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	£2,160.00 + VAT (£ 720.00 per year)
Totals		£6,870.00 + VAT (£2,290 per year)

## 3) Quotation received from N Thomas:-

Recreation Ground Hedge Bordering Boverton Road	3 cuts per season	£ 1,260.00 + VAT (£420.00 per year)
Laurel Hedge in Children's Play Area	3 cuts per season	£1,080.00 + VAT (£360.00 per year)
Allotments Hedge bordering Llanmaes Road	3 cuts per season	£1,080.00 + VAT (£360.00 per year)
Allotments Hedge bordering Fairfield Crescent	1 cut per season	£450.00 + VAT (£150.00 per year)
Seaview Park Hedge Bordering Colhugh Street	3 cuts per season	£1,350.00 + VAT (£450.00 per year)
Totals		£5,220.00 + VAT (£1,740 per year)

**RESOLVED:** That the quotation received from Edenvale Garden Services, in the total sum of £5,790 + VAT, be accepted and approved in respect of the period April 2024 to March 2027. It was noted that although Edenvale Garden Services was not the lowest quote by £190 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.

c) Cutting of Seaview Park

Committee members were advised that 3 quotations had been received from the following, in respect of the 2024/27 cutting of Seaview Park.

- |   |                                    |
|---|------------------------------------|
| 1) Quotation received from 4 Seasons Garden Services.<br>Yearly maintenance of all groundcare work to Seaview Park,<br>this to include the cutting of grass and strimming of all areas. | £9,240 + VAT<br>(£3,080 per year)  |
| 2) Quotation received from Total Groundcare<br>Yearly maintenance of all groundcare work to Seaview Park,<br>this to include the cutting of grass and strimming of all areas.           | £12,690 + VAT<br>(£4,230 per year) |
| 3) Quotation received from Edenvale Garden Services<br>Yearly maintenance of all groundcare work to Seaview Park,<br>this to include the cutting of grass and strimming of all areas.   | £8,085 + VAT<br>(£2,695 per year)  |

**RESOLVED:** That the quotation received from Edenvale Garden Services, in the total sum of £8,085 + VAT, for Cutting of Seaview Park – be accepted and approved in respect of the period April 2024 to March 2027.

d) Fire Alarm Maintenance Contract – Town Hall, Old School and Sports Pavilion

Committee members were advised that 3 quotations had been received from the following, in respect of the 2024/27 Fire Alarm Maintenance contract for the Town Hall, Old School and Sports Pavilion.

- |   |                                   |
|---|-----------------------------------|
| 1) Quotation received from Western Security services, for the quarterly maintenance of;<br>Town Hall and Old School | £7,500.00 + VAT (£2,500 per year) |
| 2) Quotation received from Tremorfa Ltd, for the quarterly maintenance of;<br>Town Hall and Old School              | £2,850.00 + VAT (£950 per year)   |
| 3) Quotation received from VOG Fire & Security, for the quarterly maintenance of;<br>Town Hall and Old School       | £900.00 + VAT (£300.00 per year)  |

**RESOLVED:** The quotation received from VOG Fire & Security Systems Ltd, in the sum of £900.00 + VAT, for the quarterly maintenance of the Town Hall, Old School & Sports Pavilion, Fire Alarms (2024/27), be accepted and approved.

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

Committee members noted that although 6 tenders had been sent out only 1 had been returned.

- |  |
|--|
| 1) Quotation received from C James in the sum of |
| £ 360.00 (1080.00 per year) for Old School       |
| £ 120.00 ( 360.00 per year) for Town Hall        |
| £ 120.00 ( 360.00 per year) for Llantonian Hall  |
| £1,800.00 ( 600.00 per year) TOTAL EX VAT        |

**RESOLVED:** The quotation received from C James, in the sum of £1,080.00 + VAT, for the six monthly inspection of boilers and associated central heating systems of the Town Hall, Old School & Llantonian Hall (2024/27), be accepted and approved.

f) Emergency Lighting – Town Hall, Old School, Llantonian Hall & Bowls Pavilion:

Councillor Foster informed committee members that 7 tenders were sent out and none returned.

**RESOLVED:** That tenders be resent in relation to the Emergency Light testing for 2024/27.

g) Periodic Electrical Inspections – Town Hall, Old School, Llantonian Hall and Recreation Ground

Councillor Foster informed committee members that 7 tenders were sent out and none returned.

**RESOLVED:** That tenders be resent in relation to the Emergency Light testing for 2024/27.

**12) TO NOTE COUNCIL TAX PRECEPTS 2024/25 – TOWN AND COMMUNITY COUNCIL TAX BASE**

Committee members had previously been circulated with a copy of a letter dated 20<sup>th</sup> December 2023 from the Vale of Glamorgan Council detailing the Council Tax Base Rate for 2024/25. Noted.

**13) TO RECEIVE PROPOSED BUDGET AND FINALISE THE TOWN COUNCIL 2024/25 PRECEPT REQUEST**

Committee members had previously been circulated with a copy of the proposed income and expenditure budget figures for financial year 2024/25. Councillor Foster asked members to refer to the Five Year Plan report 20<sup>th</sup> December 2023.

**RESOLVED:** The Town Council advise the Vale of Glamorgan Council's Revenues and Benefits Manager that the Town Council's 2024/25 precept requirement would be £277,406, subject to ratification by the Full Town Council meeting 25<sup>th</sup> January 2024. It was noted this would result in an increase of £2.15 per Band D house to £63.52 per year to the Town Council.

POLICY

**1) TO REVIEW AND ACCEPT STANDING ORDERS**

Committee members had previously been circulated with a copy of Llantwit Major Town Councils Standing Orders dated 12<sup>th</sup> January 2023. Noted.

**2) TO REVIEW AND ACCEPT FINANCIAL REGULATIONS**

Committee members had previously been circulated with a copy of Llantwit Major Town Councils Financial Regulations dated 12<sup>th</sup> January 2023. Noted.

**3) TO REVIEW AND ACCEPT STATEMENT OF INTERNAL CONTROL 31<sup>st</sup> MARCH 2023**

Committee members had previously been circulated with a copy of Llantwit Major Town Councils Statement of Internal. Noted.

**4) TO REVIEW AND ACCEPT FINANCIAL RISK ASSESSMENT**

Committee members had previously been circulated with a copy of the Financial Risk Assessment. Noted.