

**Report of Meeting of 5 Year Plan Committee held  
Heritage Centre and remotely on 17<sup>th</sup> November 2025**

Present; Councillor D Foster – Chairman

Councillors; Dr P Dickson  
G Morgan  
D Powell  
G Thomas  
S Hanks

In attendance; Mrs R Quinn – Town Clerk

Apologies;  
All present

**To receive report of Five Year Plan meeting held on 4<sup>th</sup> September 2025**

Committee members had previously been circulated with a copy of the report from the Five Year Plan meeting held on 4<sup>th</sup> September 2025. Noted

**FINANCIAL YEAR 2025/26**

**To discuss Expenditure and Income figures up to 31<sup>st</sup> October 2025**

Committee members had previously been circulated with a copy of the expenditure and income figures up to 31<sup>st</sup> October 2025. Committee members noted that a full breakdown and explanation of all budgets had recently been taken to the Finance and Policy meeting.

Committee members discussed previous recommendation from 4<sup>th</sup> September that monies be used to cover the cost of road closures for the Christmas Parade. It was noted that as the closures are now being covered by a Vale of Glamorgan grant the monies be used to cover the cost of first aid cover.

**RECOMMENDED:** That the Town Council cover the cost for first aid cover for the Christmas Illuminations Parade in the sum of £539.80 + vat. These monies be taken from the Food Festival budget £1,500 (as this event did not take place this year).

**FINANCIAL YEAR 2026/27**

**To discuss project suggestions and Five Year Plan**

Committee members had previously been circulated with a copy of an updated project suggestion list. Members went through the suggestions and updated.

**Town Hall**

Lift - ongoing. Budget cost plan received from T J Surveying Services (Quantity Surveyor) in the sum of £77,388.63. Purchase of lift approx. £20,000 up to date quotations required. Overall cost approx. £110,000. Grants to be looked at. The Town Clerk reported she has not had time to investigate these but will do as soon as possible. Councillor Morgan asked that the installation of ceiling fans remain on the list.

**RECOMMENDED:** The installation of a lift be put forward as a possible project within the Placemaking plan. An agenda brief outlining this project goes before Full Town Council end of November.

### Llantonian Hall

The Finance and Policy committee resolved that Energy Audits be added to proposed projects for all buildings. The Town Clerk reported she has not had time to investigate these but will do as soon as possible. Councillor Morgan asked that the installation of ceiling fans remain on the list.

### Old School

Works to both the subsidence in play area and damage to the floor joists in headmasters' office are being monitored. The windows in Compass building need repairs due to the wood rotting. The Town Clerk reported she has not had time to investigate these but will do as soon as possible. Councillor Morgan asked that the installation of ceiling fans remain on the list.

**RECOMMENDED:** Town Clerk to contact Conservation Officer in Vale of Glamorgan Council to see if these windows can be replaced with upvc as it is not part of the Listed Building. Once this is established costings be sought.

The Town Clerk reported that a member of staff has been approached by the local History Society looking at possibly taking over the Compass Building. No formal approach has been made to the Town Council office.

### Cemetery

Town Clerk reported that the testing of memorials within the Cemetery was out of date and needed completing during the financial year 2026/27.

**RECOMMENDED:** £3,000 be placed in budget for the testing with tenders being sent out in April 2026.

### Cenotaph

Councillor Morgan stated he was looking at taking the lighting of the Cenotaph forward as a project within his year as Town Mayor.

### Seaview Park

The new bench had arrived, and we were now waiting on the Vale of Glamorgan Council to install. The wall was continuing to be monitored. The new surface inside gate was in case Western Power replaced the sub station and we could ask them to repair the surface on completion.

### Allotments

Committee members were updated that the installation of new taps was going ahead under the Stronger Communities Grant with the match funding coming from the reserves where funds were ringfenced for match funding future projects.

### West Street Pool

The Heritage Grant has been received, and the next step is to visit site and establish if the 'temporary' fish pond has been removed. Contractors are scheduled to start works in Spring.

Stradling Park

Committee members were updated that the installation of new taps was going ahead under the Stronger Communities Grant with the match funding coming from the reserves where funds were ringfenced for match funding future projects.

Recreation Ground

Committee members discussed benches currently on site and whether additional benches were needed. Councillor Foster reported that the tennis club have funds to contribute towards the painting of the tennis courts, and this will be a joint project next year. The tennis club wish to keep the wall, between the courts and recreation ground, but the metal struts do need remedial work. The Town Clerk reported that it was proving difficult to find someone who can strengthen the fence alongside Ham Lane East, as everyone keeps telling her a certain tool is required, and they do not have one.

**RECOMMENDED:** Councillor Thomas to speak with resident who had requested permission to install a new bench on Recreation Ground, to see if they still wished to do this.

**Further**

**RECOMMENDED:** Town Clerk to speak with Glamorgan Welding and ask him to look at the metal struts and report back on his findings with a cost.

**Further**

**RECOMMENDED:** Councillor Hanks and Councillor Morgan to investigate a company who may be able to assist with strengthening the fence.

Miscellaneous

Committee members discussed the agreement for the Food Festival to take place in 2026.

**RECOMMENDED:** It was agreed that the Food Festival takes place in 2026 and a budget of £1,500 be made available.

Committee members all agreed that the Town Council support for the Llantwit Major 10K, 5K and 1K event this year had been well received and the event very well supported.

**RECOMMENDED:** The Town Council contribute £2,000 to the event in 2026 should it go ahead.

Committee members discussed the Christmas Illuminations and the Christmas switch on event. There is a possibility that the event could be 'handed back' to the Town Council to organise.

**RECOMMENDED:** The Town Council budget £1080 as in previous years and the Christmas event be discussed at a future meeting should it become apparent it will come back to the Town Council to oversee.

**To discuss setting an annual budget for Stradling Park/Community Garden**

Committee members discussed the annual budget for Stradling Park/Community Garden and the ongoing annual outgoings.

**RECOMMENDED:** That the budget sheets for 2026/27 be drafted and it be reviewed at the next meeting.

**To discuss hiring and cemetery fees**

Committee members had previously been circulated with a copy of the current hiring and cemetery fees for all Town Council facilities.

**RECOMMENDED:** That all fees be increased by 10% for 2026/27.

**To review draft budget sheets 2026/27**

Committee members had previously been circulated with draft expenditure budget sheets for 2026/27 taking into account the annual outgoings for each budget category.

**RECOMMENDED:** That the proposed projects and hiring fees be incorporated into the income and expenditure sheets and these be brought back to the next Five Year Plan meeting for further consideration.