

**Report of Meeting of 5 Year Plan Committee held  
Heritage Centre and remotely on 7<sup>th</sup> January 2026**

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 reports of Five Year Plan meeting held on 17<sup>th</sup> November 2025**

Committee members had previously been circulated with a copy of the reports from the Five Year Plan meeting held on 17<sup>th</sup> November 2025. Councillor Thomas stated he has not yet seen the resident bench on Recreation Field. Noted

**FINANCIAL YEAR 2025/26**

**To discuss draft Financial Report up to 22<sup>nd</sup> December 2025**

Committee members had previously been circulated with a copy of a draft Financial Report up to 22<sup>nd</sup> December 2025. Committee members all agreed that the overall expenditure budget would come in under, mainly due to our taking over the car parks and toilets from Vale of Glamorgan Council still not happened as discussion over the legal documents ongoing. Individually each budget is currently under, although Salaries will be over and Town Hall needs monitoring. Income on all budgets are either on target or projected to be over. Members noted the current bank balances and reserves to date, noting that majority are ringfenced reserves for either ongoing projects or contingency funds for larger projects. Noted.

**FINANCIAL YEAR 2026/27**

**To discuss projects, estimates and the Five Year Plan**

Committee members had previously been circulated with a copy of an updated project suggestion list, estimates for projects put forward from Report 17<sup>th</sup> November 2025, and the Five Year Plan.

- i) Estimates for toilets and car park previously compiled this will be discussed with the overall budget setting under agenda item (7).
- ii) Painting of tennis courts/tennis club coaching programme members noted that the tenders had been sent out for the repainting of tennis courts, these would go before the Finance and Policy meeting 15<sup>th</sup> January 2026. The Tennis Club would be contributing some monies towards these works.

**RECOMMENDED:** The Town Council contribute £1,125 towards these works, with the Finance Committee awarding the contract. Monies to come from the toilet/car park budget as we are yet to take over responsibility for these services from the Vale of Glamorgan Council.

iii) Repairs to fence on Recreation Ground members had previously been circulated with a copy of a quotation received for the repair works to the chain link fence on Recreation Ground.

**RECOMMENDED:** That the quotation in the sum of £700 ex vat be accepted and works take place in the 2025/26 financial year, with monies coming from the toilet/car park budget as we are yet to take over responsibility for these services from the Vale of Glamorgan Council.

iv) Memorial testing Cemetery members had previously been circulated with a copy of a quotation received from a Memsafe to undertake the memorial inspection within Boverton Road Cemetery.

**RECOMMENDED:** That £2,500 be placed in the Cemetery budget for 2026/27 for memorial testing.

v) Replacement supporting posts for wall Recreation Ground members had previously been circulated with a copy of a quotation received from Glamorgan Welding Services in the sum of £1,720 for work to replace the corroded posts alongside the wall on the Recreation Ground.

**RECOMMENDED:** That the quotation in the sum of £1,720 ex vat be accepted and works take place in the 2025/26 financial year, with monies coming from the toilet/car park budget as we are yet to take over responsibility for these services from the Vale of Glamorgan Council.

vi) Order of Heraldic Shields and Past Mayors Badge members had previously been circulated with a copy of a quotations received from Vaughans for the supply of 10 Past Mayors Badges and Heraldic Shields. A discussion took place with regards whether the Past Mayors Badges should have a clasp or ribbon.

**RECOMMENDED:** That a new quotation be sought for the Past Mayors Badge to be with a clasp. That subject to the new quotation being under £3,000 the Town Clerk to order 10 Past Mayors Badges and 10 Heraldic Shields from the 2025/26 financial year, with monies coming from the toilet/car park budget as we are yet to take over responsibility for these services from the Vale of Glamorgan Council.

vii) Costings to conduct Tree Surveys members had previously been circulated with a copy of a tender received from J V Tree Services to undertake trees surveys for our 7 open space sites. Members expressed their disappointment that even though 9 tenders were sent out only 1 was returned. It was noted that the works are to take place in April/May 2026, so in the 2026/27 financial year.

**RECOMMENDED:** A copy of the tender be taken to the Finance and Policy meeting held 15<sup>th</sup> January 2026, to discuss whether to accept this tender or go out and try to obtain more tenders.

## Further

**RECOMMENDED:** That £320 be placed in each budget for 2026/27 where the tree surveys are required, Cemetery, Recreation Ground/under 10's (recreation ground), Stradling Park, Seaview Park/Lorna Hughes Park (open spaces) and West Street Pond.

vii) Placemaking update re Town Hall lift, bowls/tennis club projects Councillor Dr Dickson and the Town Clerk gave a brief verbal report with an update on above projects. It was noted that the Town Council had already resolved, at the Full Town Council meeting 27<sup>th</sup> November 2025, to match fund any grant for the Town Hall lift, up to 50% from the Building/Green Initiative account. A meeting has been arranged with representative from the Bowls and Tennis Club for Thursday 15<sup>th</sup> January to take this project forward. Concerns were raised that although the 2 projects have been accepted by the Vale of Glamorgan Council as part of Placemaking, the Welsh Government still have to accept them and all works have to be completed and monies claimed by 31<sup>st</sup> March 2026, this would be very difficult to achieve as the lift is a large and complex project.

**RECOMMENDED:** The Town Clerk to contact Vale of Glamorgan Council Placemaking team to see if there was any further update with regards both projects.

## **To discuss proposed Hiring fees following recommendation from Five Year Plan Committee meeting 17<sup>th</sup> November 2025**

Committee members had previously been circulated with a copy of the proposed hiring fees for all Town Council owned facilities with effect from 1<sup>st</sup> April 2026. A discussion followed with some amendments.

**RECOMMENDED:** That a copy of the proposed hiring fees be taken to the Finance and Policy meeting 15<sup>th</sup> January 2026.

## **To note receipt of Community Levy Base Rate 2026/27**

Committee members had previously been circulated with the Community Levy Base Rate for 2026/27. Noted.

## **To discuss breakdown sheets, Five Year Plan, budget sheets and reserves sheet**

Committee members had previously been circulated with copies of breakdown down budget sheets, Five Year Plan, reserves breakdown and Precept explanations. Committee members discussed the budget in relation to the delayed proposal for the Town Council to take over the toilets and car parks from the Vale of Glamorgan Council. It was agreed that we still need to have a budget for this proposal as if it were to happen it is a large additional service and budget, and we would need to ensure we have a budget to cover this as and when it happens. It was also noted that although we had budgeted for this in 2025/26 it has still not been signed over to us, so the monies originally budgeted for this new service, will be used to complete other projects within this financial year. Members adjusted the figures to include those projects discussed within this meeting and to include them in the financial year 2026/27.

**RECOMMENDED:** The rent of £5,000 for storage garage (financial year 2026/27) be taken from monies for the toilet/car park budget as we are yet to take over responsibility for these services from the Vale of Glamorgan Council.

**To discuss and confirm Precept recommendation to Finance and Policy Committee 15<sup>th</sup> January 2026**

Committee members discussed the proposed Expenditure and Income budget sheets for 2026/27, and the Community Levy Base Rate.

**RECOMMENDED:** The 5 Year Plan Committee recommend to the Finance Committee the Precept a Precept request of £348,943 is made to the Vale of Glamorgan.

Committee members noted that a Band D house in Llantwit Major would therefore pay the Town Council £79.00 a year, £7.90 a month (an increase of £6.50 a year, 65p a month). Which although is unfortunate will secure the future of the toilets in the Town and enable the Town Council to support and continue to provide events for its residents, alongside continuing to provide all the services and facilities it currently looks after, as well as keeping the facilities and services currently provided at their current standard.