

LLANTWIT MAJOR TOWN COUNCIL

**Report on Finance & Policy Committee Meeting
Held in the Council Chamber and remotely
on Thursday 15th January 2026 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 G Morgan
Councillor Dr L Hallan

Declarations of Interest Forms were received from Councillors.

Councillor Deakin declared an interest in Agenda Item 10, Grant Aid Application from Llantwit Major 10K committee due to being the Secretary of this committee.

Councillor Lewis declared an interest in Agenda Item 10, Grant Aid Application from Llantwit Major 10K committee due to being a member of this committee, as well as Agenda Item 5(iii), Grant Aid Application from Llantwit Major Chamber Music Festival.

Councillor Dr Ellis declared an interest in Agenda Item 5(iii), Grant Aid Application from Llantwit Major Chamber Music Festival, as well as Agenda Item 5(ii), Grant Aid Application Llanilltyd Fawr in Flower.

Councillor Dr Dickson declared an interest in Agenda Item 5(iii), Grant Aid Application from Llantwit Major Chamber Music Festival, as well as Agenda Item 5(iv), Grant Aid Application St Donats Chorale.

FINANCE

1) REPORT OF FINANCE COMMITTEE MEETING HELD 16TH OCTOBER 2025

Committee members had previously been circulated with a copy of the Report from the Finance Committee meeting held on 15th October 2025, for information only. Noted.

2) TO RECEIVE REPORT OF FIVE YEAR PLAN MEETING HELD ON 7TH JANUARY 2026, (yet to be ratified by Full Town Council)

Committee members had previously been circulated with a copy of the Report from the Five Year Plan Committee meeting held on 7th January 2026. Noted

FINANCIAL YEAR 2025/26**3) TO RECEIVE AND DISCUSS FINANCIAL REPORT UP TO 31ST DECEMBER 2025**

Committee members had previously been circulated with copies of the Financial Report up to 31st December 2025.

Expenditure

Councillor Foster ran through the report, it was noted that the Salaries budget will be over, due to the increase in Employers NI contributions announced after the budget had been set last year, as well as the change in staffing during the financial year. The Town Hall budget will also be monitored over the last financial quarter.

The Town Clerk reported that on page 4 of the report regarding 'reserves spend', this was monies either ringfenced from the previous financial year or grant monies carried forward. The expenditure on the new allotment road was yet to be paid out.

Income

Councillor Foster reported that all budgets were on budget for the end of financial year, with a couple already being over. This was very pleasing and mainly due to a new long-term hirer coming in to the Old School and an increase in wedding bookings for the Town Hall.

Bank Balances

Councillor Foster drew members attention to the final page of the report which detailed the current bank balances and the monies either ringfenced or earmarked for upcoming projects.

4) TO CONFIRM APPOINTMENT OF PAUL EDDINS FCA, CHARTERED ACCOUNTANT, AS INTERNAL AUDITOR

Committee members discussed the appointment of an internal auditor for 2025/26, it was noted that Paul Eddins has completed our internal audit for the past 3 financial years to an acceptable level.

RESOLVED: That Paul Eddins FCA be appointed as the internal auditor for 2025/26 at a cost of £475.

5) TO DISCUSS GRANT AID APPLICATIONS 2025/26 – (£1,100 BALANCE)

- i) Early Voices Wales / Lleisiau Cynnar Cymru
- ii) Llanilltyd Fawr in Flower
- iii) Llantwit Major Chamber Music Festival
- iv) St Donats Chorale

Councillor Lewis declared an interest in Agenda Item 5(iii), Grant Aid Application from Llantwit Major Chamber Music Festival.

Councillor Dr Ellis declared an interest in Agenda Item 5(iii), Grant Aid Application from Llantwit Major Chamber Music Festival, as well as Agenda Item 5(ii), Grant Aid Application Llanilltyd Fawr in Flower.

Councillor Dr Dickson declared an interest in Agenda Item 5(iii), Grant Aid Application from Llantwit Major Chamber Music Festival, as well as Agenda Item 5(iv), Grant Aid Application St Donats Chorale.

Councillor Foster asked permission to defer this agenda item to the Full Town Council meeting 30th January 2026, due to additional applications being returned before the deadline but not placed on the agenda.

RESOLVED: That this Agenda Item be deferred to the Full Town Council meeting 29th January 2026.

6) TO DISCUSS TENDERS FOR COURT CLEANING, PAINTING AND REPAIRS TO TENNIS COURTS

Committee members had previously been circulated with a copy of tenders received for the cleaning, painting and repairs to the tennis courts. It was noted that the tennis club were prepared to contribute towards the cost of these works.

RESOLVED: That the tender received from Clean Courts Ltd in the sum of £9,350 + vat be accepted.

FINANCIAL YEAR 2026/27

7) TO NOTE RECEIPT OF LGA 1972, S137, EXPNDUTIRE LIMIT FOR 2026/27

Committee members had previously been circulated with a copy of a letter received from the Welsh Government, dated 17th December 2025, detailing the expenditure limit relating to S137 spends for 2026/27. Noted.

8) HIRING FEES

Committee members had previously been circulated with a copy of the proposed hiring fees for the premises, recreational and cemetery as recommended by the Five Year Committee meeting.

RESOLVED: That the hiring fee figures be accepted.

Committee members had previously been circulated with a copy of an agenda brief regarding the memorial wall plaques within the Cemetery. Unfortunately, the company who currently provide and install the plaques is no longer in business so alternative suppliers have been sourced. It was noted that the fees for these were considerably higher than the previous supplier.

RESOLVED: That Welsh Slate signs be awarded the contract for the memorial wall plaques and the fees for these be set at £120.

9) ALLOTMENT FEES – AS RECOMMENDED BY ALLOTMENT COMMITTEE 4TH NOVEMBER 2025 AND RATIFIED BY FULL TOWN COUNCIL 27TH NOVEMBER 2025

Committee members had previously been circulated with a copy of an agenda brief outlining the Allotment fees as recommended by Allotment Committee, 4th November 2025 and ratified by Full Town Council 27th November 2025. Noted.

10) TO DISCUSS GRANT APPLICATION 26/27 FOR LLANTWIT MAJOR 10K COMMITTEE

Councillor Deakin declared an interest in Agenda Item 10, Grant Aid Application from Llantwit Major 10K committee due to being the Secretary of this committee.

Councillor Lewis declared an interest in Agenda Item 10, Grant Aid Application from Llantwit Major 10K committee due to being a member of this committee.

Committee members had previously been circulated with a copy of a Grant Aid Application received from the Llantwit Major 10K Committee for the financial year 2026/27.

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 £2000.00 to Llantwit Major 10K Committee.

11) TO DISCUSS GRANT APPLICATION 26/27 FOR LLANTWIT MAJOR CHRISTMAS COMMITTEE

Committee members had previously been circulated with a copy of a Grant Aid Application received from the Llantwit Major Christmas Committee for the financial year 2026/27.

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 £1,080.00 to Llantwit Major Christmas Committee.

12) TO DISCUSS TENDER RECEIVED FROM J V TREE SERVICES FOR COMPLETION OF TREE SURVEYS WITHIN THE TOWN COUNCIL OWNED OPEN SPACES

Committee members had previously been circulated with a copy of a tender for the completion of tree surveys to all trees within the Town Council owned open spaces, as well as tagging the trees within Stradling Park. Councillors noted that although 9 tenders had been sought only 1 had been returned.

RESOLVED: That the tender received from J V Tree Services in the sum of £2,240 + vat be accepted with works to take place during April/May 2026.

13) TO NOTE COUNCIL TAX PRECEPTS 2026/27 – TOWN AND COMMUNITY COUNCIL TAX BASE

Committee members had previously been circulated with a copy of a letter dated 30th December 2025 from the Vale of Glamorgan Council detailing the Council Tax Base Rate for 2026/27. Noted.

14) TO RECEIVE PROPOSED BUDGET AND FINALISE THE TOWN COUNCIL 2026/27 PRECEPT REQUEST, AS RECOMMENDED BY THE FIVE YEAR PLAN COMMITTEE

Committee members had previously been circulated with a copy of the proposed income and expenditure budget figures for financial year 2026/27, Councillor Foster asked members to refer to the Five Year Plan report 7th January 2026. The increase in these figures was to cover the cost for the toilets and car parks, it is still unclear when we will take these services over, but we can't stand still and have no monies available when the time comes. Councillor Foster also asked it to be noted that the Town Council does have monies in reserves but the majority of these are earmarked for upcoming or future projects, the Town Council also owns and is responsible for many services in the Town, including listed buildings and open spaces. Monies must be kept in reserves in case of any unforeseen large expenses due to these services. There is a minimum amount in the general reserves.

RECOMMENDED: The Town Council advise the Vale of Glamorgan Council's Revenues and Benefits Manager that the Town Council's 2026/27 precept requirement would be £348,943, subject to ratification by the Full Town Council meeting 29th January 2026. It was noted this would result in an increase of £6.50 per Band D house to £79.00 per year to the Town Council.

ADDITIONAL ITEMS

15) TO DISCUSS AGENDA BRIEF RE ANNUAL CENTRAL HEATING CONTRACT

Committee members had previously been circulated with an agenda brief outlining the news that the company who had previously been awarded the annual contract for the central heating annual maintenance and call out can no longer fulfil the contract. The Town Clerk reported that unfortunately this was only discovered when booking in this year's annual service, so she had to approach other local companies to come in and complete these as they were important on the day to day running of the community buildings.

RESOLVED: That retrospective permission be given for the Town Clerk to source company who can complete the annual services and ensure these are done as soon as possible.

Further

RESOLVED: Due to the annual contract only running for 1 more year should an engineer be required the Town Clerk to appoint a contractor to undertake the works on a casual basis.

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 15th January 2026. Noted.

2) TO REVIEW AND ACCEPT FINANCIAL REGULATIONS

Committee members had previously been circulated with a copy of the model Financial Regulations as circulated by One Voice Wales, alongside a draft amended Llantwit Major Town Councils Financial Regulations dated 15th January 2026.

RESOLVED: That the new Financial Regulation be adopted with effect from 15th January 2026.

3) TO REVIEW AND ACCEPT STATEMENT OF INTERNAL CONTROL 31st MARCH 2025

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.

5) TO REVIEW AND ACCEPT ANNUAL REPORT OF INTERNAL AUDIT 2024/25

Committee members had previously been circulated with a copy of the Annual Report of the Internal Audit 2024/25. Noted.