

**LLANDOUGH COMMUNITY COUNCIL**

**MINUTES OF THE POLICY AND RESOURCES COMMITTEE HELD REMOTELY  
ON MONDAY 20 OCTOBER 2025 AT 7.00PM**

**PRESENT**

Councillor Mrs. L. Barrowclough  
Councillor Mrs S. Jefferies  
Councillor P. King  
Councillor T. Llewelyn (Acting Chair)  
Councillor D. Mears  
Councillor M. Stanyard-Jones

**APOLOGIES FOR ABSENCE**

Councillor B. Augustian  
Councillor Mrs P. Carreyett  
Councillor C. Gibson  
Councillor Dr M. Misra (Chair)

**1. APPOINTMENT OF ACTING CHAIR.**

In the absence of the Chair and Vice-Chair, Councillor Llewelyn was appointed as Acting Chair for the meeting.

**2. DECLARATIONS OF INTEREST.**

There were no declarations made.

**3. MINUTES OF THE MEETING HELD ON 23 JUNE 2025.**

**RESOLVED** that: The minutes be confirmed as a correct record.

**4. MATTERS ARISING FROM THE MINUTES.**

Minute 3.6 – The Clerk had received the Welsh language translation for designated parts of the website and had included the translated text on the website. He would arrange for a Welsh speaker to inspect the uploading work he had undertaken.

Minute 4 – The Clerk in consultation with the Chair had purchased a new Lenovo laptop with associated Microsoft office software included with the package. He would be meeting an IT specialist during w/c 27 October to arrange for the laptop to be set up with documents and essential specialist programmes being transferred to the new laptop.

Minute 4 – It was noted that a warning sign being erected on the Brook Green footpath would have little impact and would unlikely protect the council for any claims of negligence about the uneven footpath service. The Council regularly risk assessed its land and facilities by holding site inspections and identifying any safety or improvement work required and, on that basis, it would be able to demonstrate that safety issues were regularly kept under review.

Minute 4 – The Clerk had researched the cost of purchasing recycled plastic slats for the benches and advised that it would be better to seek quotations from carpentry companies for their replacement in view of the need to professionally size the slats required. The advice of the Clerk was accepted.

## **5. INCOME AND EXPENDITURE ACCOUNTS AS AT 30 SEPTEMBER 2025.**

The cash book and comparison of budget headings and expenditure to date had been circulated with the agenda. The budget monitoring report also included a projected outturn for each budget heading based on current known or expected factors. The following matters were outlined for detailed consideration:

### **INCOME**

**VAT Refund** – This was less than the budget due to a lower amount of VAT paid in 2024/25.

**General Income** – The projected income for the year would be in excess of the budget due to grants received from VCS and potentially from the Strong Communities Grant scheme in relation to the cost of the planning application preparation for the Lewis Road allotments.

**Interest on Savings** – This was higher due to an uplift in bank interest rates.

### **EXPENDITURE**

**Clerk's Salary** – Higher than the budget due to the effect of NI employer costs.

**Caretaker's Wages** – Higher than the budget due to the need to fund some additional hours working.

**Audit Fee** – The cost was higher than the budget due to a long-standing Audit Wales invoice having been paid in the current financial year.

**Village Fete** – Less than expected.

**Transport Scheme** – Expenditure to be incurred due to re-commencement of the community transport scheme.

**Gardening Contract** – Less than the budget as the contractor no longer charged VAT.

**Brook Green** – Higher costs due to the need to resolve the problem of the water escape.

**Lewis Road allotments** – The projected outturn was the same as the budget but there remained uncertainty about the progress of the planning application and SUDs application. It would be necessary to earmark a reserve if the planning application was not processed in the current financial year.

**Allotments** – Provision had been included in the projected outturn for a possible provision of a pedestrian gate to the site.

**Biodiversity** – Lower than expected expenditure in the current financial year.

**Member Allowances** – The outturn assumed that some councillors might opt out of receiving allowances. It was proposed that no reduction should be made in the projected outturn as this would not reflect the rights of members to receive the allowances.

**Petty Cash Consumables** – The outturn was higher than the budget which was due to expenditure on refreshments for coffee mornings.

Based on the projected outturn, the general reserve at the end of the financial year would reduce to around £55k.

**RESOLVED** that:

- a) The projected outturn for the financial year ending 31 March 2026 be adjusted to include a revised figure for member payments so as to reflect the rights of members to receive mandatory allowances.
- b) The projected outturn of £11k for the Lewis Road allotments development be earmarked as a reserve should the planning and SUDS applications not proceed in the current financial year.

## **6. BUDGET FOR 2026/27 – EARLY DISCUSSION.**

The Clerk presented a report on the draft budget for 2026/27 highlighting the basis of changes in the budget headings compared with 2025/26. It was noted that most items had increased due to inflation modelled on the RPI rate; an estimated pay award of 4%; provision for the 2027 elections; an increase in the cost of tree maintenance; possible increase in the cost of the gardening contract as it would be subject to tender in the near future; replacement of bench slats; possible increase in play equipment repairs; and a provision for the

development of the Lewis Road allotment development should the necessary approvals be obtained. A provision was also included for a contingency which was designed to cover the additional costs of the community boundary changes.

In the discussion the following changes were proposed and supported:

- a) The sum of £12k in the draft budget for development of the Lewis Road allotments be designated as an earmarked reserve for this purpose.
- b) A sum of £2k in the draft budget related to repair of street furniture be designated as a ringfenced reserve.
- c) The inclusion of £5k in the contingency budget be changed to refer to a community boundary change budget.
- d) Councillor Mrs Barrowclough to obtain legal advice on the sum required in the earmarked reserve for payment of the Clerk's gratuity which might impact on the draft budget.
- d) The final draft budget be reported to the November Council meeting for detailed consideration to include in the report the Band D household charge that would be required for the precept.

#### **7. WARM SPACES GRANT AND OFFER OF FOOD FOR COFFEE MORNINGS.**

The Clerk had received an email from the Owner/Director of Hangar Community Hub based in Cardiff who was also a Llandough resident. She ran a food pantry and often had spare food which she was prepared to donate for use at coffee mornings.

**RESOLVED** that: The Clerk contact the individual expressing appreciation for the kind offer and asking her whether she would like to give a talk on the work of the Hub at a coffee morning and how the Council might credit her for the donation of food.

#### **8. WELSH GOVERNMENT CONSULTATION – EXTENDING THE DUTY ON LOCAL AUTHORITIES TO BROADCAST MEETINGS.**

Consideration was given to the consultation.

**RESOLVED** that: The following response be made:

- a) Support be given to the duty being extended to Planning and Licensing Committees and to National Park Authorities and Fire and Rescue Service Authorities.
- b) There was a preference for recordings to be retained for a period of 3 to 12 months and no longer mainly on the basis of cost factors.

c) It should be a matter for each principal council to determine whether simultaneous translation be provided for Committee meetings having regard to the high costs involved.

**9. DRAFT ANNUAL REPORT ON COUNCILLOR ALLOWANCES FOR 2026.27 PUBLISHED BY THE DEMOCRACY AND BOUNDARY COMMISSION CYMRU.**

**RESOLVED** that: No comments be made on the draft report.

**10. REVIEW OF THE COUNCIL'S FINANCIAL REGULATIONS.**

The Clerk reported receipt of new model financial regulations from One Voice Wales.

**RESOLVED** that:

- a) A working group of members be formed to consider the new model and recommend new financial regulations to the Council for consideration.
- b) Membership of the group to be councillors King, Llewelyn and Dr Misra.