

BARRY TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON MONDAY, 13 SEPTEMBER 2010 AT 7.00PM

PRESENT: Councillor T C Stenstrom (Chairperson) together with Councillors J E Charles, G D Davey, P Drake, S C Egan, A D Hampton, N P Hodges, S A Hodges, K Kemp, K Kuhnell (Town Mayor – ex-officio), L M Payne and S T Wiliam.

ALSO PRESENT: Derek Wolfe – Executive Officer
Mark Sims – Responsible Finance Officer
Amy Bardsley – Administration
Angie Norman - Administration

Councillor S C Egan advised Councillors of the success of the Cemetery Chapel Open Day, held on Saturday 11 September, giving thanks to those Councillors and staff that attended and informing them that a second Open Day would be arranged to take place in March next year due to it being a great success.

F260. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors B Brooks and K A Kemp.

F261. DECLARATIONS OF INTEREST

Councillor P Drake declared personal interests in relation to all agenda items regarding the Memorial Hall & Theatre Trust by virtue of being a Trustee and in relation to all agenda items regarding the GMB Union, by virtue of being an employee of the GMB. Councillor J E Charles also declared a personal interest in relation to all agenda items regarding the Memorial Hall & Theatre Trust by virtue of being a Trustee.

F262. MINUTES OF THE COMMITTEES MEETING HELD ON 7 JUNE 2010

Councillor N Hodges informed the Chair that he couldn't see a report on the agenda for minute no. F255, Review of Barry Town Council's Flag Flying Days. The Executive Officer advised the Committee that he had only just received a quote for works associated with the provision of a flagpole and that a report would be submitted to the next meeting of the Finance, Policy & General Purposes Committee.

RESOLVED: that the minutes of the Finance, Policy & General Purposes Committee's last meeting held on 7 June 2010 be approved and signed as a correct record.

F263. **REPORT OF THE WORKING PARTY SET UP TO REVIEW THE MANAGEMENT AND PERFORMANCE OF THE TOWN COUNCIL'S OPERATIONS AND TO CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN**

Members were provided with a report on the progress of items discussed at the Working Party to Review the Management and Performance of the Council's Operations. The Committee discussed the need for an Events Organiser. Councillor Egan informed Councillors that a qualified person may be needed to organise events in the future. Councillor Stenstrom suggested that the Committee establish whether the Council would require an Events Organiser on an ad-hoc basis, so that this could be discussed in the near future.

Councillors were advised that the Working Party had concluded its proposed revisions to Standing Orders and Financial Regulations and that an interim report on this would be prepared for the next Full Council on 15 November for consideration.

RESOLVED:

1. that budgetary provision for the cost of the envisaged schools' concert and for an events organiser as and when required be placed in the 2011/12 draft estimates;
2. that an interim report on Standing Orders and Financial Regulations be prepared for the next Full Council meeting on 15 November for consideration, incorporating proposals yet to be submitted by the Executive Officer;
3. that the report from the Working Party to Review the Management and Performance of the Town Council's Operations be received and noted.

F264. **BUDGET MONITORING REPORT FOR JULY 2010**

The Committee received the budget monitoring report for July 2010 advising them of a projected net underspend of £8,498 in 2010/11.

Members were advised that the Leader and the Executive Officer had attended a meeting of the One Voice Wales Larger Local Councils Committee on 21 July. At that meeting, it had been suggested by Mr Stephen Christopher, Partner at Mazars LLP, that all Town Councils should have specific good practices in place with regards to financial operations. The Responsible Financial Officer advised the Committee that although Barry Town Council had such practices in place, they could be improved either by the Chair or the Vice-Chair inspecting and signing the bank reconciliation on a monthly basis.

RESOLVED: that

1. with effect from 1 October 2010 the Chair or Vice-Chair of the Finance, Policy & General Purposes Committee inspect and sign the completed bank reconciliation every month and that this action be reported back to Committee;
2. the contents of the budget monitoring report for July 2010 be received and noted.

F265. **SCHEDULE OF PAYMENTS FOR SEPTEMBER 2010**

RESOLVED: that the schedule of payments for September 2010 consisting of direct debits and cheques numbered 106190 to 106224 inclusive, in the total amount of £132,552.37, be approved.

F266. **INTERNAL AUDITOR'S REPORT 2009/10**

Councillor S T Wiliam arrived at 7.40pm.

Members were provided with the Internal Auditor's Report for 2009/10. Discussion took place relating to the proposal that the Town Council adopt quarterly audits and it was **RESOLVED** that:-

1. the Internal Audit Report for 2009/10 be received and the internal auditor's recommendations R1, R2 and R4 be implemented;
2. Auditing Solutions Ltd be re-appointed as the Council's internal auditor for 2009/10 and 2010/11, utilising the services of Mr Nigel Archer four times a year;
3. quarterly internal audits be adopted, including an interim audit report after two visits, for one year initially;
4. the 10% reserve figure recommended by the Executive Officer be periodically reviewed to ensure that the Town Council had sufficient funds in it's reserves.

F267. **STANDING ORDER 112 URGENT ACTION**

A report was provided to the Committee informing Councillors of decisions taken under the urgency provisions set out in Standing Order 112 since the Committee's last ordinary meeting on 7 June 2010.

Councillors briefly discussed having a logo on the Council's new Van and it was **RESOLVED** that:

1. arrangements be made for a logo to be placed on the Council's new Van;

2. the Executive Officer's report on the decisions taken in accordance with Standing Order 112 be received and noted.

F268. **REFERENCES FROM OTHER COMMITTEES**

None were received.

F269. **CHRISTMAS LIGHTING IN THE HIGH STREET**

Members were provided with a report detailing the agreement that had been entered into between the Town Council and Lumalite Ltd. Councillor Egan informed the Committee that the contract was for a term of three years and that the Christmas lights, apart from one set, are changed on a yearly basis.

RESOLVED:

1. that the actions of the Working Party for the provision of Christmas lighting for High Street, Barry on a three year hire agreement at a cost of £8,000 per year, making a total of £24,000 over the three years be approved.

F270. **NEW TOWN GUIDE 2010/12 – DISTRIBUTION PROCESS**

The Executive Officer gave an oral report on the new Town Guide 2010/12. Councillors were informed that there were approximately 50 copies of the 2008 edition remaining. It was requested that one copy of both editions of the Town Guide be sent to the Glamorgan Records Office and the National Library for Wales.

RESOLVED:

1. that one copy of both editions of the Town Guide be sent to the Glamorgan Records Office and the National Library for Wales;
2. that Councillors be asked to assist with the distribution of the Town Guides and that it be left to their discretion on where to deliver them to.

F271. **CONSULTATION ON PROPOSED LOCAL GOVERNMENT (WALES) MEASURE**

The Committee received a report on a consultation exercise being carried out by the Welsh Assembly Government concerning the proposed Local Government (Wales) Measure, prior to deadline for consultation responses of Friday 1 October.

RESOLVED: that the contents of the consultation document and the letter received from the Chair of the Assembly Government's Legislation Committee No. 3 be received and noted.

F272. **LOCAL AUTHORITY BYELAWS IN WALES – A CONSULTATION PAPER – PROCEDURES FOR MAKING, CONFIRMING AND ENFORCING BYELAWS**

Members received a report on a consultation exercise being carried out by the Welsh Assembly Government concerning proposed procedures for making, confirming and enforcing byelaws, prior to the deadline for consultation responses of 17 September.

RESOLVED: that the contents of the consultation document and the letter received from the Deputy Director for Local Government Policy at the Welsh Assembly Government be received and noted.

F273 **DATE OF NEXT MEETING**

RESOLVED: to note that the next meeting of the Finance Policy & General Purposes Committee was scheduled to be held on 17 January 2011.

F274. **EXCLUSION OF PRESS AND PUBLIC**

RESOLVED: that in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting in view of the confidential nature of the business about to be transacted.

F275. **CONFIDENTIAL MINUTES OF THE COMMITTEE'S MEETING HELD ON 7 JUNE 2010**

Members of the Appeals Committee left the Chamber for the duration of this item due to the fact there could potentially be a future appeal. Councillor Drake also left the Chamber as she had declared an interest in minute number F261.

The Committee was provided with an update on the situation and advised that a full report on this item would be submitted to the next Council meeting on 15 November for consideration.

RESOLVED: that the confidential minutes of the Finance, Policy & General Purposes Committee's last meeting held on 7 June 2010 be approved and signed as a correct record.

F276 **LEADER'S ACTIONS**

The Leader of the Council, Councillor Egan, asked to address the Committee on an additional item. He informed members that this Council's bank account had gone overdrawn and that as a result a charge had been levied by HSBC Bank. The Executive Officer explained that the bank had initially threatened to

charge £150, but after discussions with the Council's Account Manager at HSBC a charge of £11 had been agreed. Councillor Egan stated that he had asked officers to prepare a root cause analysis to show why this situation had come about and to prevent it happening again in the future.

The meeting ended at 8.25 pm.

Signed Dated
(Chairperson)