

BARRY TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON MONDAY, 18 APRIL 2011 COMMENCING AT 7.00 PM

PRESENT: Councillor T C Stenstrom (Chairperson) together with Councillors B Brooks, G D Davey, P Drake, J Evans, N P Hodges, S A Hodges, K Kemp and L M Payne

ALSO PRESENT: Derek Wolfe – Executive Officer
Marks Sims – Responsible Finance Officer
Angie Norman – Administration

F295. **APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor S C Egan.

F296. **DECLARATIONS OF INTEREST**

None received.

F297. **MINUTES OF THE COMMITTEE'S MEETINGS HELD ON 17 JANUARY AND 21 MARCH 2011**

Councillor Stenstrom provided Members with an update on the position with regard the various organisations that had applied for grant funding and had been deferred to the Review Working Party for further discussion. The Working Party had proposed the following:-

1. **Cruise Bereavement**

That a grant be awarded in the total sum of £360 for the purpose of hiring the cemetery chapel every first and third Monday of each month in 2011/12.

2. **Old Pioneers Club**

That a grant be awarded in the total sum of £1,000 to cover the cost of the hire of the Pioneer Hall on every Monday and also to assist with the purchase of tea, coffee and biscuits for their meetings.

3. **Rainbow Women's Group**

That the Rainbow Women's Group be awarded a grant in the sum of £502.20 for the purpose of hiring the Pioneer Hall once a week during 2011/12.

4. **Royal British Legion**

That no grant be made to the Royal British Legion as it was felt the Council already provide them with free use of the Council Chamber for their meetings once a month and free storage space in the basement of the Council offices.

Members were advised that no decision had been made on the applications received from the Rotary Club of Barry and the Knap Action Group as further discussion on both of these were required.

RESOLVED:

1. that the minutes of the Finance, Policy & General Purposes Committee's meetings held on 17 January and 13 March 2011 be approved and signed as correct records, and that the Working Party's proposals be approved, as set out above;
2. that letters be sent to Cruise Bereavement, Old Pioneers Club, Rainbows Women's Group and The Royal British Legion.

F298. **DRAFT OUT-TURN STATEMENT FOR 2010/11**

Members were advised that there had been an underspend of £64,570 in 2010/11, as at 31 March 2011. They were also advised that the Council was ahead of its projected target with regard to funding for Phase Two of the Cemetery Extension. It was felt that this should be discussed by the Amenities Committee to allow it to review the timeframe for the laying out of the remaining extensions to the Merthyr Dyfan Cemetery.

Councillor Stenstrom suggested that the "Cemetery Extension Reserve" be renamed the "Cemetery Improvement Reserve" thus enabling funds collected from the introduction of a cemetery improvement fee from 2010/11 onwards be added to this reserve every year.

RESOLVED:

1. That the draft out-turn statement, indicating actual net expenditure of £880,241 compared to budgeted net expenditure of £944,811, resulting in an under-spend of £64,570, be approved;
2. that a net sum of £12,525 be transferred from the general reserve resulting in the balance reducing to £95,655 as at 31 March 2011 compared with £108,180 as at 31 March 2010. This figure of £12,525 represents the balancing amount of £10,850 for the purchase of the JCB 8030ZR mini excavator and £1,675 for the purchase of ground protective sheets for Porthkerry Cemetery;

3. that a net sum of £732 be transferred to the election reserve resulting in the balance increasing to £3,846 as at 31 March 2011 compared with £3,114 as at 31 March 2010;
4. that the "Cemetery Extension Reserve" be renamed as the "Cemetery Improvement Reserve" thus enabling funds collected from the introduction of a new cemetery improvement fee (£3,480 in 2010/11) to be added to this new reserve every year, and that the net balance currently projected to be £2,240, be transferred to the Cemetery Improvement Reserve making a total of £139,769 as at 31 March 2011.

F299.

a. **SCHEDULE OF PAYMENTS FOR MARCH 2011 (FINAL)**

RESOLVED: that the schedule of payments for March 2011 (final) consisting of direct debits and cheque numbers 106511 to 106549 inclusive, in the amount of £40,865.49 be approved, subject to the paperwork being in order.

b. **SCHEDULE OF PAYMENTS FOR APRIL 2011**

The Finance Officer advised members of the Committee that an invoice had been received from Zurich Municipal in the amount of £13,784.94 for the Council's annual insurance renewal.

RESOLVED: that the schedule of payments for April 2011 consisting of direct debits and cheque numbers 106550 to 106558 inclusive in the amount of £25,387.06 be approved, subject to the paperwork being in order.

F300.

INTERNAL AUDIT 2010/11 (INTERIM REPORT)

RESOLVED:

1. that the internal audit report (interim) for 2010/11 be received and noted;
2. that Auditing Solutions Ltd be reappointed as internal auditors for 2011/12.

F301.

REFERENCES FROM OTHER COMMITTEES

RESOLVED:

a. **Chairperson's Update on the Draft Staff Handbook**

1. that discussion on the Council's policies and procedures be deferred due to this item being considered further at the Resources Committee on 19 April 2011;

2. that the HR Advisor's hours be increased to 10 hours per week on a temporary basis to enable him to carry out all the staff review and review of Council policies;

b. **Protocol for Donations of Various Items to the Cemetery**

1. that the draft Protocol relating to the donation of various items to the cemetery be approved;
2. that the Amenities Committee consider the preparation of a handbook detailing the rental fees and conditions of hiring for all the Council's properties i.e. Pioneer Hall and Council Chamber.

F302. **REVIEW OF ELECTORAL ARRANGEMENTS FOR THE COUNTY BOROUGH OF THE VALE OF GLAMORGAN – DRAFT PROPOSALS**

RESOLVED: that the report be received and noted.

F303. **DRAFT REVISED STANDING ORDERS AND FINANCIAL REGULATIONS**

RECOMMENDED: that the draft revised Standing Orders and Financial Regulations be approved by Council at its Annual Meeting subject to the following amendment:-

Appendix 1 – Standing Order 30

That the Committee Membership be amended to read 13 and not 14 as stated.

F304. **UPDATE ON MATTERS DISCUSSED BY THE WORKING PARTY TO REVIEW THE MANAGEMENT AND PERFORMANCE OF THE TOWN COUNCIL'S OPERATIONS**

Councillor Stenstrom advised Members that the schools concert was scheduled to take place on 17 May 2011 and that tickets were on sale at £3 per head. He hoped that the event would be a success and informed members that it had been agreed that the Council would recruit two new members of staff to work weekends at the Merthyr Dyfan Cemetery. This was currently being dealt with by officers. Members were also advised that consideration of a Town Council grant to the 2012 Eisteddfod would be subject to the condition that the Council could have a position on the Maes. Councillors agreed that the Council would also wish to take part in the Proclamation Ceremony in June 2011 and that discussions would be entered into with the Vale of Glamorgan Council on this matter.

