

## **BARRY TOWN COUNCIL**

### **MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON MONDAY, 24 OCTOBER 2011 COMMENCING AT 7.00PM**

**PRESENT:** Councillor TC Stenstrom (Chairperson) together with Councillors C L Curtis, G D Davey, J Evans, N P Hodges, S A Hodges and L M Payne.

**ALSO PRESENT:** Mark Sims – Responsible Finance Officer  
Cliff Lewis – Town Clerk  
Angie Norman – Deputy Town Clerk  
Robyn Walsh – Administration

#### **F323. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors P Drake and S C Egan.

Councillor T C Stenstrom gave the committee a brief update with regards to Councillor S C Egan's health.

#### **F324. DECLARATIONS OF INTEREST**

None received.

#### **F325. MINUTES OF THE COMMITTEE'S MEETING HELD ON 27 JUNE 2011**

**RESOLVED:** that the minutes of the Committee's meeting held on 27 June 2011 be approved and signed as a correct record.

The Action Sheet for the previous Finance, Policy & General Purposes Committee was presented to the Committee with Councillor Stenstrom updating the group as to the status of each action.

#### **F326. REPORT FROM A MEETING OF THE WORKING PARTY TO REVIEW THE MANAGEMENT AND PERFORMANCE OF THE TOWN COUNCIL'S OPERATIONS ON 15 AUGUST AND 5 OCTOBER 2011**

Councillor Stenstrom began the discussion by explaining to the Committee that the report had been produced using the notes from the previous Working Party Group meetings held on the 15<sup>th</sup> August and 5<sup>th</sup> October 2011.

Councillor Stenstrom then began to highlight each heading within the report and updated the Committee on the headings that were not on the agenda for the meeting.

## 1. **Fireworks Display**

Members were advised that both Committees (Finance, Policy & General Purposes and the Working Party Group) had agreed the request for a grant by the Rotary Club should be rejected. This decision was made due to the lack of recognition and publicity Barry Town Council had received in previous years.

It was agreed in a previous meeting that the Executive Officer would write a letter to the Rotary Club explaining the reasons as to why Barry Town Council had taken the decision to reject their request for funding this year. The committee was advised that the agreed action had not been carried out by the Executive Officer.

## 2. **Budget reporting**

Members were informed that by condensing the budget reports for future meetings it would be beneficial to the environment, in particular paper usage.

## 3. **Queens Jubilee**

It was brought to the committee's attention that the Queens Jubilee was taking place in June next year. It was debated whether this administration or the next administration would be responsible for any financing required.

**RESOLVED:** that the matter be brought to Full Council Meeting on 14<sup>th</sup> November for their recommendations.

## 4. **Cemetery Theft**

Members were advised that a letter had been received from the Council's insurance company (Municipal Zurich), stating that they would not pay out compensation for the theft of signs at Merthyr Dyfan Cemetery as it has been investigated and resolved that there were no clear signs of forced entry to the cemetery.

A discussion then took place between members regarding the security of the cemetery and the lodge being made completely separate from the cemetery, which would enable the cemetery to be completely locked when not in service hours from the public. It was agreed by all members that financial provisions will need to be made for the expenses of securing the cemetery.

**RESOLVED:** that the report be received and noted.

## **F327. BUDGET MONITORING REPORT FOR SEPTEMBER 2011**

Councillor Stenstrom informed the members of the committee that they were currently working towards an under spend of £16,000. He also advised that

there are three problems that would need addressing, that the chair persons from Amenities, Resources and Finance, Policy & General Purposes Committees had been investigating.

The three issues were as follows:

### **1. Cemetery Lodge**

This topic had previously been discussed in the meeting.

### **2. Pioneer Hall**

Councillor Stenstrom informed the committee that there was a leak in the roof at Pioneer Hall. It was suggested that this could be from the slats being moved in the roof or from an attempted theft of the lead from the roof. Members were advised that it was an asbestos roof but that the situation is not currently an emergency, but that it should be noted that it is an issue which will have to be dealt with and financed in the future.

### **3. Philadelphia Cemetery**

Councillor Stenstrom informed members that he had visited the site on Friday 21<sup>st</sup> October 2011. The bricked wall is now in a state of disrepair and the bricks are unable to be restored. It was reported that the quotations to repair the wall ranged from £5,000 to £18,000, this was agreed by members to be far too steep.

Councillors S Hodges and N Hodges suggested that they would like to make their own site visit and welcomed other members from the Committee that were also members of the Amenities Committee to join them. Councillor J Evans agreed with this suggestion.

**RESOLVED:** that the Deputy Town Clerk will arrange for members of the Amenities Committee to visit the Philadelphia Cemetery and for a special Amenities Meeting to take place immediately after the site visit. Members agreed on a date of 3<sup>rd</sup> November 2011 for the site visit to take place and that a report be made on this at Full Council on 14<sup>th</sup> November 2011.

### **4. Bank Holiday Working**

Councillor Stenstrom also brought the issue of cemetery staff working and being paid bank holidays.

Councillor Stenstrom informed members that financial provisions would need to be made for the 2011/2012 financial year, he also informed members that the weekend staff had worked two Bank Holidays and that they should be paid the relevant rate.

The committee agreed that these monies should be paid to the staff who had already worked Bank Holidays this year.

**RESOLVED:** that staff who had worked Bank Holidays this year be paid the relevant rate and that this should be paid in their salary.

**F328. SCHEDULE OF PAYMENTS FOR OCTOBER 2011**

Councillor Stenstrom commented that the three lawnmowers currently being used by the cemetery staff were consuming a considerable amount of petrol. He then referred to an article that the Leader had read in 'Which' magazine which gave ways in which to save petrol consumption, he suggested two copies were brought for information purposes.

**RESOLVED:** that the report be received and noted.

**F329. INTERNAL AUDIT REPORT (2010/11)**

The Responsible Finance Officer presented the internal auditors report for 2010/2011 to members and asked members to consider a change of internal auditor from April 2012. He informed members that an internal auditor needs to be independent from the Town Council's operations and competent to carry out the duties required for the role.

The committee discussed whether the level of audit the Council is currently receiving is too much. It was noted that the internal auditor carries out audits quarterly and there are never any issues that arise from it.

**RESOLVED:**

1. That the item should go to the Working Party Group for their recommendations, before being presented to Full Council in February 2012.
2. That the Town Clerk commence a detailed search for alternative providers for the Council's internal audit, to be completed for any replacement auditors to be in place by 1 April 2012.
3. That the internal report 2010/11 be received and noted.

**F330. REQUIREMENTS FOR FINANCE, POLICY & GENERAL PURPOSES COMMITTEE FOR BUDGET PROVISIONS 2012/13**

Councillor Stenstrom invited members to consider any matters relating to the budget for the financial year 2012/13.

Councillor N Hodges suggested that a broader heading for events such as the Queens Jubilee and Schools Concert should be created, he suggested that Corporate Events may be more appropriate.

Councillor Curtis queried if any allowances had been made for the Olympic games being held in 2012. It was agreed that this event may need a

budgetary requirement and would tie in with the prospective 'Corporate Events' heading.

A prospective increase from £8,500 to £30,000 was discussed for the budget if it were to be renamed; Corporate Events.

**RESOLVED:** that report be received and noted.

### **F331. RISK MANAGEMENT STRATEGY**

The Responsible Finance Officer explained that during a recent visit, the internal auditor enquired on whether the Town Council had developed and formally adopted a Risk Management Strategy. The Responsible Finance Officer informed the committee that although the Council performs an annual risk assessment the Town Council had not formally adopted a Risk Management Strategy, therefore he had provided a draft Policy & Procedure for consideration.

**RESOLVED:** that the Risk Management Strategy be adopted.

### **F332. DELIBERATION OF WAY FORWARD WITH THE COUNCIL WEBSITE**

The Responsible Finance Officer informed members that the contract with the current company (Silicon Edge) controlling the Councils website had ended on 30<sup>th</sup> September 2011.

Councillor S Hodges queried who was currently controlling the website if the contract had ended.

The Responsible Finance Officer informed members that agendas and minutes are still being sent to Silicon Edge for them to update the website with, but they are taking longer than usual to update the website.

The Responsible Finance Officer explained to the committee that the previous contract had been made in the form of a letter between the Executive Officer and Silicon Edge. He suggested that if a new contract is entered into that a strong contract be prepared with expectations and deadlines that need to be met by any new provider. He recommended to the Committee that the contract go out to tender and that Silicon Edge also be included in this.

Councillor Stenstrom suggested that the item needs to be looked at by the Working Group and Full Council to ascertain the requirements the Council wishes to obtain from it's website.

Councillor Curtis commented that it would be beneficial to the Council to look at other Town Council websites to see what works for them and so that the Council can get a clear idea of what they want from their website. It was also suggested by Councillor N Hodges that a Heritage section may be of particular interest to the public.

Councillor N Hodges also queried when the Council would be invoiced for Silicon Edges services. The Responsible Finance Officer told the committee that Silicon Edge were not regular with their invoices and so could not give an exact date for members.

Councillor Stenstrom also reassured members that the domain name is the property of the Council and would not be lost should the contract with Silicon Edge be terminated.

All members agreed that it was the Councils priority to keep the website up and running.

**RESOLVED:**

1. That the report be presented to the Working Party Group first and then to Full Council under the heading 'Views on Development of Council Website'
2. That the Responsible Finance Officer contact Silicon Edge to enquire what more they can offer the Council in terms of what services it can offer the website.

**F333. RISK ASSESSMENTS**

The Committee received the Risk Assessments report for 2011/12 for approval.

**RESOLVED:** that the committee approved the risk assessment report and action plan for 2011/12 and authorised the Chairperson and Responsible Finance Officer to sign the action plan.

**F334. OFFER FROM LOCAL FUNERAL DIRECTOR TO RELEASE CAR FOR MAYORAL DUTIES AND PERMISSION TO USE THE COUNCIL CREST FOR DISPLAY PURPOSES IN THE CAR**

The Funeral Director, A.G. Adams had offered to provide transport for the Mayor on various functions. The matter had been brought before the Committee to request permission for the use of The Crest when the car is being used for this purpose.

**RESOLVED:** that clarification be sought on whether it is for the Finance, Policy & General Purposes Committee to authorise the use of the Council Crest or whether it should be a decision of Full Council. If it is proven to be the Finance, Policy & General Purposes Committees decision then it be agreed that permission be given to the use of The Crest in the cars provided by the Funeral Director for the purpose of transporting the Mayor.

**F335. AMENITIES COMMITTEE. 18 SEPTEMBER 2011**

**RESOLVED:** that these items will be discussed at a future budget meeting.

**F336. DATE OF NEXT MEETING**

**RESOLVED:** to note that the next meeting of the Finance, Policy & General Purposes Committee was scheduled for Monday, 12 December 2011 at 7.00pm.

**F337. EXCLUSION OF THE PRESS & PUBLIC**

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

**F338. PROVISION OF UK BANKING AND CASH MANAGEMENT SERVICES**

Members received the report and were asked to give consideration to tenders received from a number of financial institutions in relation to the provision of financial services for Barry Town Council for the next three or five years.

Members were recommended to approve moving the Councils banking arrangements to Lloyds TSB Bank for a term of five years as it offers the best value for money.

**RESOLVED:** that the Council move their current banking arrangements to Lloyds TSB for a term of 5 years with effect from 1 March 2012.

**F339. UPDATE ON STAFF REVIEW**

An update was given to the members of the Finance, Policy & General Purposes Committee and present statistics regarding staff review.

Members were informed that the assessment meeting will take place on 31<sup>st</sup> October 2011. Councillor Howard Hamilton and Chris Graham will be conducting the assessments.

It was agreed that finance be made available for the Town Clerk and Deputy Town Clerk to join the Society of Local Council Clerks (SLCC).

**RESOLVED:** that finance is made available for the Town and Deputy Town Clerk to join the Society of Local Council Clerks.

The meeting ended at 8.45pm

Signed.....  
(Chairperson)

Date.....