

BARRY TOWN COUNCIL

MINUTES OF A RECONVENED MEETING OF FULL COUNCIL HELD ON MONDAY, 7 SEPTEMBER 2009

PRESENT: Councillor H C Hamilton (Town Mayor), together with Councillors B Brooks, G D Davey, P Drake, S C Egan, J Evans, K Evans, A D Hampton, N P Hodges, S A Hodges, K A Kemp, K Kuhnell, K Lewis, L M Payne, B I Shaw, T C Stenstrom and C Turner

ALSO PRESENT: Derek Wolfe – Executive Officer
Mark Sims – Responsible Finance Officer
Angie Norman – Administrator

208. **MINUTES SILENCE IN MEMORY OF FORMER COUNCILLOR JUNE GERMON**

All those present stood in silence for one minute in memory of former Councillor June Germon who had sadly passed away a few days previously.

209. **APOLOGIES**

Apologies for absence were received from Councillors S T Wiliam and M Wright

210. **DECLARATIONS OF INTEREST**

Councillors P Drake, K Kuhnell and K Lewis declared personal interests in relation to all agenda items regarding the Memorial Hall & Theatre Trust by virtue of being Trustees. Councillor Drake also declared a personal interest in any matters appertaining to the GMB Union, by virtue of being an employee of the GMB.

211. **EXECUTIVE OFFICERS REPORT**

a. **Consultation on proposed changes to the Account & Audit (Wales) Regulations 2005**

Councillors were advised that comments on a policy paper in respect of possible amendments to the Accounts and Audit (Wales) Regulations 2005 should have been conveyed to the Head of Local Government Finance at the Welsh Assembly Government by or before Friday, 31 July. Members were reminded that as no comments had been provided in response to the report at the Council's meeting on 20 July, it was now too late to do so.

RESOLVED: that the report be received and noted.

b. **Draft Amended Standing Orders**

The Council considered suggested amendments to its Standing Orders, either as a result of recent legislative changes, or in an attempt to secure best practice. It was suggested that in light of the various matters to be discussed on the remainder of the agenda and the possible affect these might have on Standing Orders this item should be deferred and discussed following item "F".

RESOLVED: that this item be discussed following item "F" to enable Members to take into consideration any further amendments which might arise out of other agenda items yet to be discussed.

c. **Draft Amended Financial Regulations**

Members were requested to give consideration to and approve the amended Financial Regulations.

RESOLVED:

1. That the Draft Amended Financial Regulations be approved subject to the following amendments:-

Page 712 – (2.3) – the word "estimates" be replaced with "budget headings".

Page 713 – (3.4) – that the limit of expenditure remain at £500.

Page 714 – (4.5) – that the newly added sentence "The Internal Auditor shall carry out the work required by the RFO and the Council, with a view to satisfactory completion of the Internal Auditor's Report" be removed

Page 715 – (6.5) – Concerns were raised about "including receipts where available". It was pointed out that there may be exceptional circumstances on occasions where a receipt was not available, and Councillors asked how this would be dealt with. The Leader of Council reassured Members that this Financial Regulation would be amended to show that when a receipt was not available he would be consulted with both the other Group Leaders regarding the matter.

Page 715 – (6.6) – That the proposed increased sum of £150 for petty cash be reviewed in twelve months, with a view to a possible increase to £200.

Page 719 – (14.2) – Amend to state that the "estimated value of any one item of tangible moveable property does not exceed £100".

2. That the Financial Regulations be reviewed biannually or at an earlier stage should the need arise.

d. **Welsh Language Scheme**

Councillors were asked to consider a proposed Welsh Language Scheme, including the following recommendations made by the Executive Officer:-

- i. to refer the Training & Development aspects of the implementation of a Welsh Language Scheme to the Training & Development Advisory Group, asking the Advisory Group to prepare recommendations in relation to the corporate Training & Development Strategy and the possibility of sponsoring staff to attend approved evening classes, for submission to the Resources Committee initially and thence to the Finance, Policy & General Purposes Committee for final consideration;
- ii. that the Executive Officer be asked to prepare a fuller and more detailed report for consideration by the Finance, Policy & General Purposes Committee at its next meeting on 12 October, with a view to the Committee putting forward specific recommendations with regard to a final draft scheme being submitted to the Town Council at its meeting on 9 November, for onwards transmission to the Welsh Language Board by or before 4 December.

RESOLVED:

1. that the training and development aspects of the implementation of a Welsh Language Scheme be referred to the Training & Development Advisory Group for consideration;
2. that a Working Party consisting of 3 Labour, 1 Plaid Cymru (Councillor Wiliam) and 1 Conservative (Councillor Williams) be established for the purpose of giving consideration to a Welsh Language Scheme and providing detailed proposals to Full Council at its next meeting on 9 November 2009.

e. **Recording of Full Council Meetings**

Councillors were provided with information and costings associated with the purchase and installation of a recording device for use in the Council Chamber at Full Council meetings. They were provided with two options as follows:-

- a. the cost of a basic flash card system including the interface into the existing induction loop system will be is £947.87 (ex VAT)

plus approximately £10.00 per LD Flash card, with a minimum of 5 being required per year;

- b. the cost of a higher quality specification, an independent multi channel system which will provide a much enhanced audio quality recording at a cost of £1,580 (ex VAT) is £1,500-£1,600 should additional ceiling and microphone be required plus approximately £10.00 per LD Flash Card, with a minimum of 5 being required per year.

Members were requested to:

- i. provide instructions to Officers on how to proceed;
- ii. identify a budget head from which to allocate the expenditure;
- iii. to decide on whether to choose option “a” or “b” as outlined above.

Councillors felt that further detailed consideration needed to be given to this matter before any final decision could be made. Councillor Egan agreed that this matter needed to be given a lot of thought and asked Members to agree to the idea in principle, whereby officers could then be asked to submit a further detailed report to a future Council meeting.

RESOLVED: that the recording of meetings of Council be agreed in principle and that a further detailed report be submitted by officers to a future meeting of Council.

f. **Possible Introduction of Public Question Time in Committee Meetings**

The Council gave further consideration to the proposal initially considered by the Finance, Policy & General Purposes Committee at its meeting on 12 June 2006 that public comment/question time be extended to include affording members of the public the opportunity to ask questions and make comments at meetings of the Council's Standing Committees.

Some concerns were expressed about questions being raised without prior knowledge. It was suggested that it may be appropriate to ask members of the public to put their questions in writing prior to the day of the meeting so that comprehensive answers could be provided. Concerns were also raised in respect of the possibility that Councillors might feel pressurised by members of the public and change their views on planning issues as a result.

Councillor Hampton proposed, seconded by Councillor Kemp the following amendment to the recommendation:-

That applicants who's planning applications were due to be considered by the Town Council be notified in advance of the Council's Planning Committee meeting due to consider the application concerned.

A vote was taken on the amendment which was defeated and therefore declared LOST.

RESOLVED:

That public comment/question time be extended to include affording members of the public the opportunity to ask questions and make comments at meetings of the Council's Standing Committees with effect from Full Council on 9 November, for a trial period of one full cycle of meetings ending with the Council's meeting on 8 February 2010.

g. **Draft Amended Standing Orders (continued)**

This item had been deferred from earlier in the agenda to allow for the above items to be taken into consideration within the draft amended Standing Orders.

RESOLVED:

That the draft amended Standing Orders be approved subject to the following amendments:-

Page 696 – Standing Order No. 4 be instated to read as follows:-

Additional meetings shall be held on such dates as the Council may direct.

Page 696 - The following to be inserted as Standing Order 5A:-

The use of cameras, camcorders and other recording devices in Council meetings is expressly forbidden, with the exception of any formal recording of proceedings in accordance with the Council's policy, should the Council instigate such a policy.

Page 697 – Standing Order No. 10 to be reinstated to read as follows:-

The consideration of any business not transacted shall be adjourned to a time fixed by the Chairman at the time the meeting is adjourned, or, if he/she does not fix a time, to the next ordinary meeting of the Council.

Page 698 – A new Standing Order 16.8 to be inserted as follows, with the necessary amendments being made to alter the numbering of existing Standing Orders 16.8, 16.9 and 16.10 accordingly:-

“16.8 To suspend the meeting to allow each Standing Committee to meet for the purpose of electing a Chairperson and Vice-Chairperson for the ensuing year, prior to resuming the Annual Meeting’s proceedings.”

Page 701 – Standing Order 27 – this paragraph be amended to read as follows:-

“A member of the public may ask the Town Council and Standing Committee any question concerning the business of the Council.....”

Page 705 – Standing Order 68 – Be amended as follows:-

“A document shall not be sealed on behalf of the Council unless it’s sealing has been authorised by a resolution, except that the sealing of Exclusive Burial Rights and the formal transfer of such rights will be delegated to the Amenities Committee to authorise by way of a resolution.”

Page 706 – Standing Order 73 – The Executive Officer to reword this paragraph to take into consideration the point that only Councillors on the Unified Appeals Committee should have access to appeals papers.

Page 708 – Standing Order 88 – That this be reinstated, stating that there is no Standing Order 88.

Page 709 – Standing Order 105 – The following be added to the end of the paragraph:-

“...but not vote, with the exception of the Unified Appeals Committee.”

Page 710 – Standing Order 112 – The Executive Officer to revisit this Standing Order in an attempt to improve it.

Page 710 – Standing Order 113 – The word “District” to be replaced with “Unitary”

h. **Budget Monitoring Report for the first quarter of 2009/10**

Councillors gave detailed consideration to the budget monitoring report for the period 1 April to 30 June 2009, as well as suggested virements totalling £1,841, as set out in the report.

The Chairperson of Finance, Policy & General Purposes Committee pointed out that as this report had originally been scheduled for discussion on 20 July, a further budget monitoring meeting had been held since then.

RESOLVED:

1. that the budget monitoring report for the period 1 April to 30 June 2009 be received, noting the projected overspend of £1,640 in 2009/10;
2. that virements totalling £1,841 be approved.

i. **Provision of Bar/Badge for Former Town Mayors and Deputy Mayor**

RESOLVED: that consideration of this item be deferred out of respect for the late former Councillor June Germon.

212. **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 be excluded from the remainder of the meeting.

213. **PROVISION OF UK BANKING & CASH MANAGEMENT SERVICES**

Members were requested to give consideration to entering into a continuation contract with HSBC Bank for the provision of banking and cash management services.

RESOLVED: that the Town Council accept the single quotation submitted by HSBC Bank until 29 February 2012, incorporating commission free banking facilities in respect of main banking services and credit interest payable 1.0% below the prevailing HSBC Bank base rate.

The meeting closed at 8.47pm

Signed Dated