

BARRY TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE –HELD ON MONDAY, 29 JUNE 2009 AT 7.00PM

PRESENT: Councillor B Brooks, G D Davey, S C Egan, J Evans, Councillor H Hamilton (Town Mayor – Ex-Officio), A D Hampton, N P Hodges, S A Hodges, L M Payne, T C Stenstrom and S T Wiliam.

ALSO PRESENT: Derek Wolfe – Executive Officer
Cliff Lewis – Deputy Executive Officer
Mark Sims – Responsible Finance Officer
Amy Bardsley – Administration

F177 ELECTION OF CHAIRPERSON FOR THE 2009/10 MUNICIPAL YEAR

Nominations were requested for the Chair of Finance, Policy & General Purposes Committee.

Councillor T C Stenstrom was proposed by Councillor S C Egan and seconded by Councillor G D Davey.

RESOLVED that Councillor T C Stenstrom be elected Chairperson of Finance, Policy & General Purposes Committee for the 2009/10 Municipal Year.

F178 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors J E Charles, P Drake and K A Kemp.

F179 ELECTION OF VICE-CHAIRPERSON FOR THE 2009/10 MUNICIPAL YEAR

Nominations were requested for the Vice-Chair, Policy & General Purposes Committee.

Councillor S C Egan proposed Councillor G D Davey; this was seconded by Councillor J Evans.

Councillor N P Hodges was proposed by Councillor S A Hodges; this was seconded by Councillor S T Wiliam.

Upon being put to the vote there were 6 votes for Councillor G D Davey and 4 votes for Councillor N P Hodges.

RESOLVED that Councillor G D Davey be elected Vice-Chair of the Finance, Policy & General Purposes Committee for the 2009/10 municipal year.

F180 **DECLARATIONS OF INTEREST**

Member

Interest

Councillor S T Wiliam

Memorial Hall & Theatre Trust

F181 **TERMS OF REFERENCE**

RESOLVED that the contents of the Terms of Reference be received and noted.

F182 **MINUTES OF THE COMMITTEE'S MEETINGS HELD ON 2 MARCH AND 27 APRIL 2009**

RESOLVED that the minutes of the Committee's meeting held on 2 March 2009 and 27 April 2009 be approved as an accurate record and signed by the Chairperson.

F183 **DRAFT OUT-TURN STATEMENT FOR 2008/09**

The Committee received the draft out turn statement for 2008/09 advising an overspend of £7,186 over and above the budgeted overspend of £5,473 resulting in a deficit of £12,659 giving an overall general reserve balance of £111,830 as at 31 March 2009 compared to £124,489 as at 31 March 2008.

The Responsible Finance Officer advised the Committee that an invoice for £3,000 of income was to be cancelled and therefore an adjustment to the draft out-turn needed to be made. This adjustment would result in the deficit increasing to £15,659 giving an overall general reserve balance of £108,830 as at 31 March 2009.

RESOLVED that the contents of the draft out-turn statement for 2008/09, subject to the adjustment of £3,000 due to the cancelled invoice, be received and noted.

F184 **BUDGET MONITORING REPORT**

RESOLVED that the contents of the budget monitoring report for 2009/10 be received, noting that this Council would like clarification on the amount of the bill for the 2004 elections.

F185 **SCHEDULE OF PAYMENTS**

The Committee was requested to approve a schedule of payments for the second half of June 2009, cheque numbers 105529 to 105541 inclusive, in the amount of £6,507.87.

Councillor T C Stenstrom asked for information relating to future invoices from M J Killick (Architect) to be written down more clearly along with a breakdown of the description.

Councillor S C Egan suggested that stored items at Space Centre Ltd in Room no. 80 be brought back to the Council Offices where possible to save money. It was further suggested that old financial records be archived with the Records Office in Cardiff, and that old burial records should be returned to the Council Offices, along with the millennium plates and some remaining furniture if at all possible.

RESOLVED that the schedule of payments for June 2009 (final), consisting direct debits and cheque numbers 105529 to 105541 inclusive, in the amount of £6,507.87 be approved.

F186 **DRAFT TOWN COUNCIL ACCOUNTS 2008/09**

The Committee received the draft Town Council accounts for 2008/09. The Responsible Financial Officer advised the Committee that the invoice for £3,000 referred to earlier in the meeting would also affect the draft accounts and require adjustment. This adjustment would result in the deficit increasing to £15,659 giving an overall general reserve balance of £108,830 as at 31 March 2009.

Councillors queried the values of the assets in the accounts, in particular the Cemetery Chapel. The Responsible Financial Officer responded that the values are based on historic insurance values as explained in the notes of the accounts.

RESOLVED that a report regarding the value of the Cemetery Chapel be prepared for the Committee's next meeting on 12 October 2009.

RECOMMENDED to the next meeting of Full Council on 20 July 2009 that the draft financial statements and the annual return for the year ending 31 March 2009, subject to the adjustment of £3,000 due to the cancelled invoice, be approved, prior to their submission to the external auditors, Mazars LLP.

F187 **REQUEST FROM BARRY TOWN SURVEY STEERING GROUP**

RESOLVED

1. that this Council notes the current position
2. that the Executive Officer be authorised to proceed to pay the remainder of the financial provision originally allocated to meet the costs of this Council to the Steering Group
3. that this Council assist the Steering Group in consulting the public by uploading the recently produced draft action plan onto the Council's website
4. that the Steering Group's recommendation no. 4 be deferred for consideration by the Committee at its next meeting on 12 October 2009, whereupon Councillors would like to receive a presentation from the Steering Group at the Full Council meeting held on 20 July 2009.

F188 **STANDING ORDER 112 URGENT ACTION**

RESOLVED that the information regarding the use of the urgent action provisions contained in Standing Order 112 be received and noted.

F189 **REFERENCES FROM THE AMENITIES COMMITTEES**

a. **New Play Equipment**

RESOLVED that the £3,000 placed in the Special Project section of the 2009/10 budget be released.

b. **Additional costs for Cemetery Pricing**

RESOLVED:

1. that the action of the Deputy Executive Officer in introducing a burial fee for non-viable foetuses of £120.00 be confirmed
2. that Officers be authorised to introduce any further new fees required using the current schedule of fees and charges as a guide.

c. **Biodiversity 2009/10 – Phase 2**

RESOLVED that £3,000 placed in the Special Projects section of the 2009/10 budget be released on the proviso that the Council is successful in securing a grant under the Vale of Glamorgan Council's CASH Scheme.

F190 **REFERENCES FROM THE RESOURCES COMMITTEE**

a. **Third Revised Draft Sickness Absence Policy**

RESOLVED that the third revised draft Sickness Absence Policy be approved and adopted as Council's policy with immediate effect.

b. **Third Revised Draft Disciplinary Policy and Procedure**

RESOLVED that the third revised draft Disciplinary Policy and Procedure be approved and adopted as Councils policy with immediate effect.

c. **Review of Payments to Professional Associations**

RESOLVED that the Committee agrees to honour the membership fees for staff who are members of professional bodies in the 2009/10 municipal year and that in future years this Council should only pay for the membership of professional bodies if it was stated as being a requirement within the job description/person specification of a particular member of staff.

F191 **DRAFT ALCOHOL, DRUG & SUBSTANCE ABUSE POLICY**

RESOLVED that the draft Alcohol, Drug & Substance Abuse Policy be approved and adopted as Councils policy with immediate effect.

F192 **LEASE/LICENCE OF AN AREA OF LAND AT BARRY ATHLETIC CLUB'S GROUND**

Councillors raised concerns about leasing an area of land at Barry Athletic Club's Ground, especially with regard to access and the availability services.

RESOLVED that the Committee accept the officer's recommendation, subject to alternatives regarding access and services, and authorise the Leader and the Executive Officer to enter into formal discussions with the club's Chairman.

F193 **PROVISION OF BAR/BADGE FOR FORMER TOWN MAYOR'S OR DEPUTY MAYOR'S BADGE OF OFFICE**

Following a brief debate concerning this issue it was noticed that the Committee did not have the necessary delegated powers to determine this matter.

RESOLVED that the Officer's report be submitted to Full Council on 20 July 2009 for determination.

F194 **EXCLUSION OF THE PRESS & PUBLIC**

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

F195 **REVIEW OF PERSONNEL & HEALTH SERVICE & WELFARE SERVICE LEVEL AGREEMENTS**

RESOLVED that the Leader of the Council and the Executive Officer, meet with Mr Heffernan and that consideration of this whole issue be deferred to the Committee's next meeting.

The meeting closed at 8.40 pm.

Signed
(Chairperson)

Dated