

**BARRY TOWN COUNCIL**

**FINANCE, POLICY & GENERAL PURPOSES COMMITTEE – MINUTES OF  
A MEETING HELD ON MONDAY, 5 JANUARY 2009**

**PRESENT:-** Councillor S C Egan (Town Mayor, Ex-Officio), plus Councillors B Brooks, G D Davey (Vice Chairperson), J Evans, K Evans, A D Hampton, N P Hodges, S A Hodges, L M Payne, T C Stenstrom (Chairperson) and S T Wiliam

**ALSO PRESENT:-** Councillor K Lewis  
Councillor K Kuhnell  
Derek Wolfe – Executive Officer  
Cliff Lewis – Deputy Executive Officer  
Mark Sims – Responsible Finance Officer  
Angie Norman – Administration

**F29. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors O Cash and K A Kemp.

**F30. DECLARATIONS OF INTEREST**

No declarations of interest were received.

**F31. MINUTES OF THE FINANCE, POLICY & GENERAL PURPOSES  
COMMITTEE'S LAST MEETING**

RESOLVED that the minutes of the Finance Policy & General Purposes Committee's last meeting held on 13 October 2008 be approved and signed as a correct record.

**F32. INTERNAL AUDIT REPORT 2007/08**

Members were provided with the internal auditor's report for 2007/08 and it was RESOLVED that:-

1. recommendations 2, 3, 4, 5 and 6 made by the auditors be accepted;
2. Mr S J Pollard of Auditing Solutions be reappointed as internal auditor for a further year.

**F33. DRAFT CAPABILITY POLICY**

The Committee gave consideration to the contents of a draft Capability Policy, prior to its referral to the Joint Consultative Advisory Group for its comments and to the Town Council for approval and implementation.

RECOMMENDED that the Draft Capability Policy be referred to the Joint Consultative Advisory Group for comments and thereafter to Full Council for approval and implementation.

F34. **DRAFT REVISED SICKNESS ABSENCE POLICY**

The Committee gave detailed consideration to the second draft revised sickness absence policy, prior to referring the document to the Joint Consultative Advisory Group for comments and the Town Council for approval and implementation. Members had also been sent a third draft revised sickness absence policy prior to the meeting for consideration. It was noted that "Notification Procedure" had been omitted from the third draft. This would be included in the policy as laid out in the second draft.

RECOMMENDED that:-

The third draft revised Sickness Absence Policy be referred to the Joint Consultative Advisory Group for comments and thereafter submitted to Full Council for approval and implementation, subject to including the "Notification Procedure" with in the policy (as laid out in the second draft) and subject to adding the following to paragraph 7.1:-

"Barry Town Council has a duty of care as the employer to carefully consider and carry out a risk assessment on whether an individual with a sickness absence record should undertake overtime on medical grounds".

F35. **USE OF FINANCIAL REGULATION 3.4**

Councillors were requested to note that expenditure of £475 plus VAT for the provision of 25 alarm fobs/tags had been authorised by the Executive Officer for use in connection with the intruder alarm, at a discounted price of £19 each, under the provisions of Financial Regulation 3.4. It was suggested that the limit associated with Financial Regulation 3.4 be raised to £1,000.

RESOLVED that the contents of the report be received and that the Responsible Finance Officer be asked to include the suggested increased limit within the draft revised financial regulations.

F36. **URGENT ACTION TAKEN IN ACCORDANCE WITH STANDING ORDER 112**

Members were advised of four decisions taken in accordance with the urgency provisions of Standing Order 112.

Concerns were raised as to whether the wording of Standing Order 112 should be revisited as most requests for action were of a financial

nature and thus usually considered by the Executive in consultation with the Chair and Vice Chair of the Finance, Policy & General Purposes Committee, rather than Group Leaders.

A question was asked about the payment of subscriptions to professional associations of which staff were members. Councillors were concerned that the Council was paying subscriptions which they could not reclaim if staff resigned during the following financial year.

The question of providing refreshments following future Remembrance Day services was raised.

RESOLVED that:-

1. the contents of the report be received;
2. the wording of Standing Order 112 be revisited to take account of the fact that most urgent actions were of a financial nature;
3. refreshments be provided following future Remembrance Day Services.

The meeting closed at 7.37pm.

Signed .....  
(Chairperson)

Dated .....