

BARRY TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE – HELD ON MONDAY, 12 OCTOBER 2009 AT 7.00PM

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

ALSO PRESENT: Derek Wolfe – Executive Officer
Mark Sims – Responsible Finance Officer
Amy Bardsley – Administration
Councillor K Lewis - Observer

F196 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors J E Charles and S T Wiliam.

F197 DECLARATIONS OF INTEREST

<u>Member</u>	<u>Interest</u>
Councillor P Drake	Memorial Hall & Theatre Trust
Councillor K Lewis	Memorial Hall & Theatre Trust
Derek Wolfe	Barry Rotary Club

The Chairperson requested that the presentation from Barry Town Survey Steering Group by Pam Allinson, Chairperson, be moved forward.

F198 PRESENTATION FROM BARRY TOWN SURVEY STEERING GROUP BY PAM ALLINSON, CHAIRPERSON

Members received a presentation from Pam Allinson, Chairperson of Barry Town Survey Steering Group. Pam Allinson gave detailed background information on the progress of the Steering Group. Following this, members asked Pam Allinson about monies being spent and what is left over from the grant issued by Barry Town Council. Pam advised members that £1,802 had been spent so far. She also advised the Committee that printing, contribution costs etc. is the plan for the rest of the money.

Pam Allinson informed the Committee that the Draft Action Plan that is situated on the Barry Town Council website had given the Group two positive feedbacks that were very useful to the Steering Group.

Following this the Chair of the Committee requested that members have a debate with regards to the next steps of the Council and of the group. Councillor S C Egan requested that the Steering Group and the Council do whatever it takes to ensure other organisations deliver. It was agreed that organisations that have the report be monitored on a regular basis.

RESOLVED: that the three Group Leaders look at the report and meet with Pam and the Steering Group and to report back to the Committee with a programme for implementation.

F199 **MINUTES OF THE COMMITTEES MEETING HELD ON 29 JUNE 2009**

It was reported that the minutes of the Committee's last ordinary meeting on 29 June had been referred back, to deal with a number of issues raised at the Council's meeting on 20 July concerning the completeness of certain sections of the minutes.

With regards to Minute no. F182 the Leader of the Council informed the Committee that applications from Barry Rotary Club and South Wales Police (which had not been available to the Committee at its special meeting on 27 April) had since been received. In view of this, he asked that grants in the sums of £500 and £250 respectively be now released and paid to each of the organisations concerned.

The Leader also gave members an update concerning a meeting that he and the Executive Officer had attended with Sian Davies, the Director of Finance for the Vale of Glamorgan Council. The purpose of the meeting had been to discuss and query expenses being charged by the Vale Council in respect of elections held in 2004, following which the Director of Finance agreed to take up various points with other Officers within her Council.

RESOLVED: that the minutes of the Finance, Policy & General Purposes Committee's last meeting held on 29 June 2009 be approved and signed, subject to the following:-

- (a) that further to minute no. F182, it be agreed that ring fenced grants awarded annually to Barry Rotary Club and South Wales Police in the sums of £500 and £250 be now released and paid to each organisation, having since received the required written requests;
- (b) that further to minute no. F183, the second paragraph be revised to say "the Responsible Financial Officer advised the Committee that an invoice for £3,000 income issued to the Memorial Hall and Theatre Trust was to be cancelled and therefore an adjustment to the draft out-turn statement needed to be made";

- (c) that further to minute no. F184, the resolution be amended to read “that the contents of the budget monitoring report for 2009/10 be received, noting that the Town Council required clarification on the amount of the invoice levied by the Vale of Glamorgan Council in respect of the 2004 elections and would be seeking a meeting to facilitate this”;
- (d) that further to minute no. F185, and following the initial paragraph, which amounted to a preamble, the remainder of the minute be re-written as resolutions, namely:-

“RESOLVED:

- (1) that information relating to future invoices from M J Killick (architects) be written down more clearly along with a breakdown of the description of works;
 - (2) that stored items at Space Centre Ltd in room no. 80 be brought back to the Council Offices where possible to save money and that all financial records be archived with the records office in Cardiff with old burial records being returned to the Council offices along with the Millennium Plates and if possible some remaining furniture;
 - (3) that the schedule of payments for June 2009 (Final) consisting of direct debits and cheque numbers 105529 to 105541 inclusive, in the amount of £6,507.87, be approved;”
- (e) that with reference to minute no. F186, the resolution be amended to read “that a report regarding the value of the Council’s assets be prepared for the Committee’s next meeting on 12 October 2009” nevertheless recognising that this would not now be possible until the Committee’s following meeting on 18 January 2010;
 - (f) that with reference to minute no. F187, the fourth resolution be amended with the addition after the words “held on 20 July 2009” with “together with the Barry Town Survey Steering Group’s accounts”.

F200 BUDGET MONITORING REPORT TO 31 AUGUST 2009

The Committee received the budget monitoring report for the period 1 April 2009 to 31 August 2009 advising an underspend of £7,837 in 2009/10, in addition to the budgeted underspend of £43,377.

RESOLVED: that the contents of the budget monitoring report for the period 1 April 2009 to 31 August 2009 be received and noted.

F201 **SCHEDULE OF PAYMENTS FOR OCTOBER 2009**

The Committee was requested to approve a schedule of payments for October 2009, consisting of direct debits and cheque numbers 105667 to 105695 inclusive, in the amount of £65,209.34.

Councillor S A Hodges requested that the Deputy Executive Officer attend future meetings to explain items in detail. Concerns were raised with cheque no. 105671 with regard to a new steel urinal. Councillors request the Deputy Executive Officer to provide further information relating to the need to replace/provide a new steel urinal.

RESOLVED that the schedule of payments for October 2009 (final), comprising direct debits and cheque numbers 105667 to 105695 inclusive, in the amount of £65,209.34, be approved.

F202 **INTERNAL AUDIT REPORT 2008/09**

Members were provided with the internal auditor's report for 2008/09 and were requested to:-

1. receive the internal audit report for 2008/09 and respond to the internal auditor's recommendations;
2. consider reappointing Mr S J Pollard of Auditing Solutions as internal auditor for a further year (2009/10) or;
3. consider auditor rotation by advertising for a replacement internal auditor.

During discussions relating to the auditor's recommendation on the level of the Council's reserves, Councillor S C Egan advised the Committee that the sum of £450 set aside in the previous financial year for the David Davies scroll had been transferred into the general reserve at the year end. Following this, he further advised that the cost of the scroll for the Freedom of the Town has been confirmed at £650. He therefore proposed recalling the £450 and an additional £200 from the general reserve to cover the cost of the scroll.

RESOLVED that:-

1. the internal audit report for 2008/09 be received and the internal auditor's recommendations implemented;
2. the Executive Officer be requested to advertise for a replacement internal auditor from 2009/10 onwards with the outgoing internal auditors also being eligible to apply;
3. £650 be transferred back from the general reserve to cover the costs of creating the scroll in recognition of David Davies being

awarded the Freedom of the Town, noting that the Mayor would be hosting a presentation evening to which Councillors would be invited.

F203 **STANDING ORDER 112 URGENT ACTION**

Members were provided with a report from the Executive Officer on the decisions taken in accordance with Standing Order 112 and were requested to:-

1. receive and note the Executive Officer's report on the decisions taken in accordance with Standing Order 112 in relation to the payment in August of various accounts by cheques numbered 105589 to 105624 inclusive on grounds of urgency;
2. receive and note the Executive Officer's report on the decisions taken in accordance with Standing Order 112 in relation to the payment in September of various accounts by cheques numbered 105625 to 105666 inclusive on grounds of urgency.

Concerns were raised with cheque number 105602, with regard to two new tyres for the Council van. The Chair of the Committee informed Councillors that this was being looked at. Councillor S A Hodges expressed concerns relating to the use of Standing Order 112. Councillor S C Egan agreed and advised the Committee that he had requested the Executive Officer to investigate alternative methods of dealing with urgent issues requiring decisions rather than relying on Standing Order 112. it was **RESOLVED** that:-

1. the Executive Officer's report on the decisions taken in accordance with Standing Order 112 in relation to the payment in September of various accounts by cheques numbered 105625 to 105666 inclusive on grounds of urgency be received and noted;
2. the Executive Officer's report on the decisions taken in accordance with Standing Order 112 in relation to the payment in August of various accounts by cheques numbered 105589 to 105624 inclusive on grounds of urgency be received and noted;
3. the Executive Officer provide a report detailing alternative methods of dealing with urgent issues with the intention of replacing the current practice of using Standing Order 112.

F204 **REFERENCES FROM THE OTHER COMMITTEES**

None.

F205 **DATE OF NEXT MEETING**

RESOLVED: to note that the next meeting of the Finance, Policy & General Purposes Committee would take place on Monday 18 January 2010 commencing at 7.00pm.

The meeting closed at 8.55pm.

Signed
(Chairperson)

Dated