



**BARRY TOWN COUNCIL  
ANNUAL MEETING AND  
ELECTION OF THE TOWN MAYOR OF  
BARRY**

**AT**

**CEMETERY APPROACH COMMUNITY  
CENTRE, BARRY**

**ON**

**MONDAY, 16 MAY 2022 at 6 PM**

**CONTINUED ON**

**TUESDAY, 17 MAY 2022 AT 6 PM  
IN THE COUNCIL CHAMBER, TOWN HALL,  
KING SQUARE, BARRY, CF63 4RW**

**PUBLIC BODIES (ADMISSION TO MEETINGS) ACT, SECTION 1(4) AND LOCAL GOVERNMENT ACT 1972, SCHEDULE 12, PARAGRAPH 26(2)(a)**

**PURSUANT TO THE REQUIREMENTS OF THE ABOVE STATUTORY PROVISIONS, NOTICE IS HEREBY GIVEN THAT THE ANNUAL MEETING OF BARRY TOWN COUNCIL TO BE HELD AT THE CEMETERY APPROACH COMMUNITY CENTRE ON MONDAY 16 MAY 2022 AT 6PM AND ON A HYBRID BASIS ON TUESDAY 17 MAY 2022 IN THE COUNCIL CHAMBER, TOWN HALL, KING SQUARE, BARRY, CF63 4RW AT 6.00 PM, FOR THE PURPOSE OF TRANSACTING THE BUSINESS SHOWN IN THE AGENDA SET OUT BELOW.**

**FULL SET OF PAPERS CAN BE ACCESSED ON OUR WEBSITE VIA [WWW.BARRYTOWNCOUNCIL.GOV.UK](http://WWW.BARRYTOWNCOUNCIL.GOV.UK)**

**FROM 1 MAY 2021 THE LOCAL GOVERNMENT AND ELECTIONS (WALES) ACT 2021 MAKES PERMANENT PROVISION FOR REMOTE MEETINGS (MULTI-LOCATION) AND ELECTRONIC PUBLICATION OF DOCUMENTS, WHICH WAS PREVIOUSLY PROVIDED THROUGH THE LOCAL AUTHORITIES, (CORONAVIRUS) (MEETINGS) (WALES), REGULATIONS 2020 ACT.**

Yours faithfully



Emily Forbes  
Chief Officer (Town Clerk)

**Prayers will be said before the meeting commences at 5:55pm**

**AGENDA**

- - - - Procedural - - - -

1. **Roll Call**
2. **To receive apologies for absence**
3. **To receive declarations of interest under the Council's Code of Conduct**  
(Note: Members seeking advice on this item are asked to contact the Monitoring Officer at least 72 hours before the meeting)

- - - Business to be transacted (For Decision) - - -

4. **To Elect a Town Mayor for the 2022/23 Municipal Year as directed in statute, Local Government Act 1972 ss 15(2) and 34(2)**

The Retiring Mayor to ask for nominations for the office of Town Mayor

A vote is taken on each candidate nominated

Retiring Mayor says “Councillor ..... by the majority vote of the Council, you have been elected to the office of Town Mayor for the year 2022/23.”

5. **To Receive the Newly Elected Town Mayor’s Declaration of Acceptance of Office**

*Town Clerk says – “Mr/Madam Mayor please read the declaration of acceptance of office”*

*Newly Elected Mayor reads– “I Councillor ....., having been elected to the office of Town Mayor of Barry Town Council, hereby declare that I take that office upon myself, and will duly and faithfully fulfil the duties of it, according to the best of my judgement and ability.*

I undertake to observe the code for the time being, as to the conduct which is expected of members of Barry Town Council and which may be revised from time to time.”

***NOTE: The retiring Mayor will invest the newly elected Mayor who will then preside over the remainder of the meeting.***

6. **To Elect a Deputy Town Mayor for the 2022/23 Municipal Year**

The newly elected Mayor asks for nominations for office of Deputy Town Mayor.

A vote is taken on each candidate nominated

*The newly elected Mayor says – “Councillor ..... by the majority vote of the Council you have been elected to the office of Deputy Mayor for the year 2022/23”.*

7. **To receive the Deputy Town Mayor’s Declaration of Acceptance of Office**

*Town Clerk says – “Mr/Madam Deputy Mayor please read the declaration of acceptance of office”*

*The Newly Elected Deputy Mayor reads – “I Councillor ....., having been elected to the office of Deputy Town Mayor of Barry Town Council, hereby declare that I take that office upon myself, and will duly and faithfully fulfil the duties of it, according to the best of my judgement and ability.*

I undertake to observe the code for the time being as to the conduct which is expected of members of Barry Town Council and which may be revised from time to time.”

***NOTE: The retiring Deputy Town Mayor will invest the newly elected Deputy Town Mayor.***

8. **Investiture of the New Consort and Deputy Consort**

The New Consort and Deputy Consort will be named.

9. **To receive the retired Mayor’s speech**

10. **To receive the Newly Elected Town Mayor’s speech, including notification of the appointment of their Chaplain and any arrangements for their Civic Service**

11. **Adjournment of Meeting**

Newly elected Mayor moves adjournment of the meeting to be reconvened on **Tuesday 17 May 2022 at 6.00 pm** in the Council Chamber, Town Hall, King Square, Barry and invites guests to stay for refreshments.

12. **Formal Procession from the hall**

Mace Bearer followed by Mayor, Deputy Mayor, Chief Officer (Town Clerk) and Chaplain

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13. **Apologies for absence**

14. **To receive declarations of interest under the Council’s Code of Conduct** (Note: Members seeking advice on this item are asked to contact the Monitoring Officer at least 72 hours before the meeting)

15. **Well-being of Future Generations (Wales) Act 2015** (To note)

*Full Council members will note that this Act sets out the requirement for a public body to act in a manner which seeks to ensure **that the needs of the present are met without compromising the ability of future generations to meet their own needs.***

*In order to act in that manner, a public body must take account of the following things:*

- (a) the importance of balancing short term needs with the need to safeguard the ability to meet long term needs, especially where things done to meet short term needs may have detrimental long term effect;*

*(b) the need to take an integrated approach, by considering how—*

*(i) the body's well-being objectives may impact upon each of the well-being goals;*

*(ii) the body's well-being objectives impact upon each other or upon other public bodies' objectives, in particular where steps taken by the body may contribute to meeting one objective but may be detrimental to meeting another;*

*(c) the importance of involving other persons with an interest in achieving the well-being goals and of ensuring those persons reflect the diversity of the population of the part of Wales in relation to which the body exercises functions;*

*(d) how acting in collaboration with any other person (or how different parts of the body acting together) could assist the body to meet its well-being objectives, or assist another body to meet its objectives;*

*(e) how deploying resources to prevent problems occurring or getting worse may contribute to meeting the body's well-being objectives, or another body's objectives.*

**16. To approve and sign the minutes of Full Council held on 7 February 2022 as a correct record**

**(Pages 1-10)**

**17. To consider questions from Councillors (Standing Order 3(e) refers)**

**(None received)**

**18. To consider questions/comments from Members of the Public (Standing Order 3(f) refers):**

*Members of the public are able to attend the meeting virtually if reasonably practicable and are asked to submit any questions or comments electronically prior to the meeting and to request their attendance in advance of the meeting.*

**19. To consider motions submitted by Councillors**

**(None received)**

### **MINUTES OF STANDING COMMITTEES AND WORKING PARTIES**

**20. To receive and note the minutes of the Planning Committee held on 15 February 2022 and to consider any recommendations contained therein**

**(Pages 11-21)**

**21. To receive and note the minutes of the Innovation working Party held on 8 March 2022 and to consider any recommendations contained therein**

**(Pages 22-26)**

22. To receive and note the minutes of the Extraordinary meeting of the Personnel Committee held on 14 March 2022 and to consider any recommendations contained therein

(Pages 27-29)

23. To receive and note the minutes of the Sustainable Barry Working Group held on 21 March 2022 and to consider any recommendations contained therein

(Pages 30-33)

## **GOVERNANCE**

### ***APPOINTMENT OF ROLES AND COMMITTEE MEMBERSHIP***

24. To elect a Leader of the Council for 2022/23 noting that as there is no overall majority party the Leader of the Council will be elected by the Council in accordance with Standing Order 33(1)(b)

25. To appoint the following Council Committees for the ensuing municipal year and approve their Terms of Reference (Details of the 2021/22 Committee Membership and suggested Terms of Reference are attached)

(Pages 34-53)

1. To appoint to the Council's Standing Committees and approve their Terms of Reference
  - a. Finance, Policy & General Purposes
  - b. Halls, Cemeteries & Community Facilities Committee
  - c. Personnel
  - d. Planning

*(The total allocation of seats for division on the Standing Committees will be Labour 14, Plaid Cymru 12 and Conservatives 3 – working paper attached)*

2. To appoint to Working Parties and non-standing committees and approve their Terms of Reference

- e. Fairtrade Advisory Committee
- f. Shop Local Barry Advisory Committee
- g. Working Party to Consider Consultations
- h. Innovation Working Party
- i. Community Plan Working Party
- j. Sustainable Barry Working Party
- k. Commemorative Naming Advisory Committee
- l. Barry Youth Council

*(The total allocation of 40 seats for division on the 7 Working parties and non-Standing Committees will be: Labour 20, Plaid Cymru 16, and Conservatives 4 –working paper attached)*

26. To elect the Chairpersons and Vice-Chairpersons of the Standing Committees listed above
27. To appoint representatives onto outside bodies (Details of the 2021/22 appointments are attached)  
(Pages 54-55)
28. To agree the Schedule of Town Council Meetings for 2022/23  
(Page 56)
29. To re-adopt the Council's Standing Orders for 2022/23  
(Pages 57-88)
30. To re-adopt the Council's Financial Regulations for 2022/23  
(Pages 89-108)
31. To re-adopt the Council's Scheme of Delegation for 2022/23  
(Pages 109-118)
32. To confirm the Council's cheque signatories for 2022/23  
(Page 119)
33. To determine the cheque signatories for the Town Mayor's Charity Account for 2022/23  
(Page 120)
34. To receive and approve the Town Council's Overall Risk Register noting the separate Risk Assessments in relation to Work-related stress and Conflict Management  
(Pages 121-164)

#### **POLICIES & LEGISLATION**

35. To review and adopt the Town Council's Staff Handbook  
(Separate document at Appendix One)
36. To review and adopt the Town Council Protocols (which have been separated from the Councils Policies)  
(Separate document at Appendix Two)
37. To consider the Council's eligibility to use the General Power of Competence (GPoC)  
(Pages 165-172)

#### **FINANCE REPORTS**

38. Independent Remuneration Panel Wales Annual Report 2022/23  
(Pages 173-186)
39. To note the Council's expenditure incurred under S.137 of the Local Government Act 1972 or the Power of Wellbeing  
(Pages 187-188)

40. **To approve the Schedule of Payments for March 2022 to May 2022**  
**(Pages 189-200)**

(If Councillors have any queries on the attached please contact the Deputy Chief Officer prior to the meeting)

41. **Grants and Donations 2022/23** **(Pages 201-206)**

### **INFORMATION ITEMS**

42. **To receive and note the Annual Staff and Councillor Training Report**  
**(Pages 207-216)**

43. **To receive and note the Annual Update Report on Cemeteries and Facilities**  
**(Pages 217-221)**

44. **To receive and note an Annual update from the Engagement and Events Team**  
**(Pages 222-231)**

45. **To approve the Council's Draft Annual Report presented by the Chief Officer**  
**(Presentation at the meeting)**

46. **To note reports from representatives serving on outside bodies are available for inspection in the lever arch file kept in the main office and information e-circulars are sent regularly**

47. **Date of Next Meeting**

Subject to the Council's consideration of Agenda Item 28, to note that the Council's next meeting is scheduled for 27 June 2022

48. **Exclusion of the Press & Public**

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.

49. **Urgent Actions** **(Pages 232-233)**

### **Distribution**

The Mayor plus all other Town Councillors (21)  
Barry and District News, South Wales Police, Barry Library (3)

**MINUTES OF THE VIRTUAL MEETING OF COUNCIL HELD ON MONDAY 7 FEBRUARY 2022 AT 7PM**

**PRESENT:** The Mayor (Councillor Wiliam) together with Councillors Aviet, Bailey, Brooks, Charles, Clarke, Collins, Drake, Hawkins, N Hodges, S Hodges, Hooper, Johnson, Lloyd-Selby, Nugent-Finn, Payne, Perkes, Richardson, Rowlands and Wilkinson

**ALSO PRESENT:** Emily Forbes - Chief Officer  
Mark Sims - Deputy Chief Officer  
Amanda Evans - Facilities and Cemeteries Manager  
Rebecca Blackwell - Office Team Leader

1034. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Hampton and Wright

1035. **TO RECEIVE DECLARATIONS OF INTEREST UNDER THE COUNCIL'S CODE OF CONDUCT NOTING THE LOCAL AUTHORITIES (MODEL CODE OF CONDUCT) (WALES) ORDER 2008 AND THE LOCAL AUTHORITIES (MODEL CODE OF CONDUCT) (WALES) (AMENDMENT) ORDER 2016 ADOPTED BY COUNCIL ON 16 MAY 2017 (PAGE 16 PART 3)**

Councillors Aviet, Bailey, Brooks, Charles, Collins, Drake, N Hodges, Johnson, Nugent-Finn, Perkes, Rowlands, Wiliam, and Wilkinson noted that they were Councillors of the Vale of Glamorgan Council also and advised they had received dispensation to speak and vote on matters appertaining to Reshaping Services.

Councillor Johnson noted he had received dispensation to allow him to speak and vote on future matters appertaining to the Pioneer Hall and the Community Hall at Cemetery Approach, by virtue that he is a Vale of Glamorgan Council Trustee for the Alexandra Gardens Community Association.

Councillor Rowlands noted he has been granted dispensation to speak only at all meetings of Barry Town Council on matters relating to the Youth Forum and the impact of the Forum on restructuring of the Youth Service and financial arrangements.

Councillor Payne wished to make a declaration in the event of discussions relating to Youth services due to being the Vice Chair of the Vale of Glamorgan Youth Forum. Councillor Charles also wished to make the same declaration due to being a link Councillor on Barry Youth Council.

1036. **WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015**

It was noted that this Act sets out the requirement for a public body to act in a manner which seeks to ensure **that the needs of the present**

**are met without compromising the ability of future generations to meet their own needs.**

In order to act in that manner, a public body must take account of the following things:

(a) the importance of balancing short term needs with the need to safeguard the ability to meet long term needs, especially where things done to meet short term needs may have detrimental long term effect;

(b) the need to take an integrated approach, by considering how—  
(i) the body's well-being objectives may impact upon each of the well-being goals;  
(ii) the body's well-being objectives impact upon each other or upon other public bodies' objectives, in particular where steps taken by the body may contribute to meeting one objective but may be detrimental to meeting another;

(c) the importance of involving other persons with an interest in achieving the well-being goals and of ensuring those persons reflect the diversity of the population of the part of Wales in relation to which the body exercises functions;

(d) how acting in collaboration with any other person (or how different parts of the body acting together) could assist the body to meet its well-being objectives, or assist another body to meet its objectives;

(e) how deploying resources to prevent problems occurring or getting worse may contribute to meeting the body's well-being objectives, or another body's objectives.

**RESOLVED: That the Well-being of Future Generations (Wales) Act 2015 be noted.**

1037. **TO APPROVE AND SIGN THE MINUTES OF AN EXTRAORDINARY MEETING OF FULL COUNCIL HELD ON MONDAY 10 JANUARY 2022**

Members were provided with the minutes of the Extraordinary Meeting of Full Council held on Monday 10 January 2022.

**RESOLVED: That the minutes of the Extraordinary Meeting of Full Council held on Monday 10 January 2022 are approved and signed as a correct record.**

1038. **TO RECEIVE COMMUNICATIONS FROM THE MAYOR**

The Mayor advised that he attended an event on King Square with Barry Male Voice Choir where they sang carols by the Christmas Tree

and noted that many Christmas Events had been cancelled. He also advised that he had met with Lee Selby who is assisting him with training for the Cardiff Half Marathon in which the Mayor is running for Ty Hafan.

**RESOLVED that communications from the Mayor be received and noted.**

1039. **TO CONSIDER QUESTIONS FROM COUNCILLORS (STANDING ORDER 3 (E) REFERS)**

None were received.

1040. **TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC (STANDING ORDER 3 (F) REFERS)**

None were received.

1041. **TO CONSIDER MOTIONS SUBMITTED BY COUNCILLORS**

None were received.

1042. **TO RECEIVE AND NOTE THE MINUTES OF THE PLANNING COMMITTEE HELD ON 14 DECEMBER 2021 AND 25 JANUARY 2022 TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN**

Councillor Clarke wished to note that he was in attendance as an observer at the meeting held on 14 December 2021. The Chief Officer asked if it could be raised at the next meeting of Planning where the amendment will be made.

**RESOLVED: That the minutes of the Planning Committee meeting held on 14 December 2021 and 25 January 2022 be received and noted.**

1043. **TO RECEIVE AND NOTE THE MINUTES OF THE SUSTAINABLE BARRY WORKING PARTY HELD ON 17 JANUARY 2022 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN**

**RESOLVED: That the minutes of Sustainable Barry Working Party held on 17 January 2022 be received and noted.**

1044. **TO RECEIVE AND NOTE THE MINUTES OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE HELD ON 17 JANUARY 2022 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN**

**RESOLVED: That the minutes of the Halls, Cemeteries and Community Facilities Committee held on 17 January 2022 be**

received and noted.

1045. **TO RECEIVE AND NOTE THE INFORMAL NOTES OF THE COMMUNITY PLAN WORKING PARTY HELD ON 24 JANUARY 2022 AND TO GIVE CONSIDERATIONS TO ANY RECOMMENDATIONS THEREIN**

**RESOLVED:** That the informal notes of the Community Plan Working Party held on 24 January 2022 be received and noted.

1046. **TO RECEIVE AND NOTE THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON 26 JANUARY 2022 AND TO GIVE ANY CONSIDERATION TO ANY RECOMMENDATIONS THEREIN**

Councillor Charles advised that there is one recommendation which will be discussed at item 26 of the agenda.

**RESOLVED:** That the minutes of Personnel Committee held on 26 January 2022 be received and noted.

1047. **TO RECEIVE AND NOTE THE MINUTES OF THE FAIRTRADE ADVISORY COMMITTEE HELD ON 31 JANUARY 2022 AND TO GIVE ANY CONSIDERATION TO ANY RECOMMENDATIONS THEREIN**

Councillor Johnson advised members that are two recommendations to agree which is to endorse the surplus vaccine letter that the First Minister had sent to the Prime Minister to send surplus vaccines to developing countries. Councillor Johnson also advised members that due to time constraints in the meeting a budget for Fairtrade fortnight was not agreed and suggested a budget of £300. Councillor Payne asked about the Town of Sanctuary that was discussed in the meeting and advised that it wouldn't really sit with Fairtrade. Councillor Johnson advised that it would be for the new administration to consider and that it should be discussed at a future meeting. The Chief Officer advised that this could go to a future Working Party meeting post elections and Annual Meeting and this approach was agreed

**RESOLVED:**

1. That the minutes of the Fairtrade Advisory Committee held on 31 January 2022 be received and noted.
2. That a budget of £300 is agreed to deliver Fairtrade Fortnight
3. That a statement of support is issued in relation to offering surplus vaccines to the developing world.
4. That a report on a Town of Sanctuary is discussed at a future meeting of the Innovation Working Party post May 2022

1048. **TO RECEIVE THE MINUTES OF THE FINANCE, POLICY AND GENERAL PURPOSES COMMITTEE HELD ON 31 JANUARY 2022 AND GIVE CONSIDERATIONS TO ANY RECOMMENDATIONS THEREIN**

Councillor Brooks wished to note the events listed within the minutes and asked for Councillors support around them.

**RESOLVED:** That the minutes of the Finance, Policy and General Purposes Committee held on 31 January 2022 be received and noted.

1049. **TO RECEIVE THE MINUTES OF THE SHOP LOCAL BARRY ADVISORY GROUP HELD ON 3 FEBRUARY 2022 AND TO GIVE ANY CONSIDERATION TO ANY RECOMMENDATIONS THEREIN**

**RESOLVED:** That the minutes of the Shop Local Barry Advisory Group held on 3 February 2022 be received and noted.

1050. **TO REVIEW THE COUNCIL'S APPROACH TO MEETINGS**

Members were provided with a report requesting members to review and agree the Council's approach to meetings for the remainder of the current schedule of meetings for 2021/22 leading up to the Council's Annual Meeting in May 2022.

Councillor Brooks advised that the situation has changed in relation to the Omicron variant, suggesting to move forward and revert to the hybrid approach to meetings to support flexibility. Councillor Brooks suggested to invest in better technology for the Chamber to reduce echoing and training / induction for new Councillors post elections.

Councillor Nugent-Finn asked for inclusivity for all, advising that she had been working with the National Deaf Society and felt that as a demographic they are excluded from participating, requesting that sign language and an internal loop system is explored. The Mayor advised that with the zoom function, closed caption could be used.

**RESOLVED:**

- 1. That all future Council meetings are held on a hybrid basis**
- 2. That an improvement to technology is explored and implemented**
- 3. That an improvement for inclusion is explored**

1051. **TO APPROVE THE SCHEDULE OF PAYMENTS FOR FEBRUARY 2022**

Members were provided with the schedule of payments for February 2022 for approval consisting of BACS payments and direct debits in the amount of £4,784.80

**RESOLVED:**

- 1. That the information set out in the report relating to salary payments for December 2021 and January 2022 inclusive, which has been certified and authorised by the appropriate officers in accordance with the requirements of Standing Order 19(c), be received and noted.**
- 2. That the schedule of payments for February 2022 comprising of BACS payments and direct debits in the amount of £4,784.80 be approved, subject to the relevant papers being in order.**

1052. **BUDGET MONITORING REPORT TO 31 JANUARY 2022**

Members were provided with information about the Council's income and expenditure in the 2021/22 financial year as at the end of January 2022.

**RESOLVED: That the budget monitoring report for January 2022, indicating actual income and expenditure up to the end of month ten in the 2021/22 financial year, noting the projected underspend of £94,345 that will result in a net amount of £28,345 being transferred from reserves be received and noted.**

1053. **DRAFT BUDGET 2022/23 CONSULTATION DATA**

Members were provided with the outcome of the 2022/23 Budget Consultation.

**RESOLVED: That members receive and note the report**

1054. **TO AGREE THE COUNCIL'S BUDGET FOR 2022/23**

Members were provided with the Town Council's draft budget for 2022/23 following public consultation and to determine the precept to be levied on the Vale of Glamorgan Council.

Councillor Brooks advised members that as the cost of living is increasing she recognises the worries of residents with the uncertainty of increased costs for fuel, food and energy. Cllr Brooks felt concerned for the residents of Barry and had looked at the proposed budget to see if improvements could be made in order to not impact on the residents of Barry. Councillor Brooks also wanted to be able to leave

the Council in a strong and viable position ready for the next administration, having shown a track record of delivering over the last 5 years and in order to improve the lives of Barry residents over the next 5 years.

Councillor Brooks advised that in order to have no increase and keep the cost at £59.60 for a Band D rate payer, £23,554 would need to be found. It was noted that as at the Full Council meeting on 13 December 2021 officers were projecting year-end figures of £76,834, £34,935 and £17,870 for Merthyr Dyfan Cemetery fees and charges allowing for the 3% increase recommended from Halls and agreed at Finance Committee. Councillor Brooks advised that closer to year end Officers are now projecting year-end figures of £78,341, £39,840 and £21,430, which is reported in the budget monitoring report to 31 January 2022, meaning that the revised year-end figures with the 3% increase in fees would generate an additional £10,271. Councillor Brooks advised that it will leave a need to use an additional amount of £13,283 from the General Reserve which is also projected to be in a more favourable position than originally advised at Full Council in December 2021. Councillor Brooks summed up by advising that the General Reserve was projected to decrease to £382,940 (being 26% of gross expenditure) where it is now being projected to increase to £446,655. Therefore, by using an additional £13,283 will drop the General Reserve to £433,372 (29% of gross expenditure) which will still be £50,000 higher than previously projected back in December 2021.

Councillor S Hodges fully supported Councillor Brooks suggestions advising that times are hard, that we are still coming through a pandemic and will only get harder for residents.

Councillor Charles also supported the suggestions made by Councillor Brooks, thanking her for looking into this, noting that it could make a difference to a lot of people. Councillor Lloyd-Selby also agreed with the suggestions made noting that the cost of living increases is dire and anything the Council can do to support residents will be welcomed.

**RESOLVED: that members agree to approve the draft budget for 2022/23 that sets a precept requirement of £1,242,362 being an increase to a Band D tax payer of 0% compared to 2021/22.**

1055. **DATE OF NEXT MEETING**

**RESOLVED:** that the date of the next meeting is scheduled to be held on Monday 16<sup>th</sup> May 2022 at 6pm (Council's Annual Meeting)

1056. **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.

1057. **LOCAL GOVERNMENT PENSION SCHEME – MEMORANDUM OF UNDERSTANDING REGARDING COMPLIANCE WITH DATA PROTECTION LAW**

Members were requested to authorise officers to sign the LGPS Memorandum of Understanding regarding Compliance with Data Protection Law received from Cardiff Council (Fund Administrator).

**RESOLVED: That members receive and note the aforementioned information and authorise officers to sign and return the Memorandum of Understanding to Cardiff Council Pensions Section.**

1058. **URGENT ACTIONS**

Members were provided with the details of any Urgent Actions that have been undertaken by the Deputy Chief Officer in conjunction with Group Leaders, since the last meeting of Council held on 13 December 2021.

**RESOLVED: That members receive and note the Urgent Actions.**

1059. **UPDATE ON DISCUSSIONS WITH GMB UNION REGARDING A POTENTIAL CHANGE OF HOURS FOR CEMETERY STAFF DURING THE SUMMER MONTHS (1 APRIL – 30 SEPTEMBER) – RECOMMENDATIONS FROM PERSONNEL COMMITTEE MEETING HELD ON 26 JANUARY 2022**

Members were provided with an update regarding the proposed variation to cemetery staff contracts relating to closing the cemetery gates during the Summer months April – September.

A full and detailed discussion was had. A confidential note of the meeting is on record with the Chief Officer.

**RESOLVED: That the new offer to vary six members of cemetery staff contracts, detailed in the confidential note held on file with the Chief Officer, be approved.**

1060. **MEMORIAL HALL AND THEATRE**

- a) To receive a copy of email and letter dated 27 January 2022 providing response to the Council's letter of 12 January 2022 that advised the outcome of the Full Council meetings held on 13 December 2021 and 11 January 2022 (minute number 1024 and

1033 refers) and give considerations to any recommendations therein.

- b) To receive a copy of the audited MAC Annual Accounts 2020/21 provided on 27 January 2022.

A full and detailed discussion was held. A confidential note of the meeting is on record with the Chief Officer.

**RESOLVED: that a number of actions are taken by the Chief Officer to close this matter and that due to their sensitive legal nature, that these are currently held within confidential records.**

The meeting closed at 8.29pm

Signed ..... Dated .....  
(Town Mayor)

**ACTION SHEET - FULL COUNCIL -7 FEBRUARY 2022**

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
1047 (3)	That a statement of support is issued in relation to offering surplus vaccines to the developing world.	CO		as per minute
1047 (4)	That a report on a Town of Sanctuary is discussed at a future meeting of the Innovation Working Party post May 2022	CO		next mg of IWP
1050 (2)	That an improvement to technology is explored and implemented	CO		under review
1050 (3)	That an improvement for inclusion is explored	CO		under review
1054	That members agree to approve the draft budget for 2022/23 that sets a precept requirement of £1,242,362 being an increase to a Band D tax payer of 0% compared to 2021/22.	DCO	08.02.2022	Complete
1057	That members receive and note the aforementioned information and authorise officers to sign and return the Memorandum of Understanding to Cardiff Council Pensions Section.	DCO	10.02.2022	Complete
1059	That the new offer to vary six members of cemetery staff contracts, detailed in the confidential note held on file with the Chief Officer, be approved.	CO		Complete
1060	That a number of actions are taken by the Chief Officer to close this matter and that due to their sensitive legal nature, that these are currently held within confidential records.	CO		Complete

**BARRY TOWN COUNCIL**

**MINUTES OF A VIRTUAL MEETING OF THE PLANNING COMMITTEE HELD ON TUESDAY 15 FEBRUARY 2022 AT 7PM**

**PRESENT:** Councillor Hawkins (Chairperson) together with, Councillors Bailey, Charles, Collins, S Hodges, Payne, Perkes and Wilkinson

**ALSO PRESENT:** David Watkins – Planning Officer  
Rebecca Blackwell – Office Team Leader  
Councillor Clarke – Observer  
Councillor N Hodges - Observer  
Councillor Rowlands – Observer  
Phil Gibbs – Member of Public  
Suzanne Price – Member of Public  
Darren Williams – Member of Public

PL624. **APOLOGIES FOR ABSENCE**

None received.

PL625. **TO RECEIVE DECLARATIONS OF INTEREST UNDER THE COUNCIL'S CODE OF CONDUCT**

The Chair declared an interest in item 5 (l) due to the development being close to his home.

PL626. **WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015**

**RESOLVED:** That the Well-being for Future Generations (Wales) Act 2015 be received and noted.

PL627. **TO APPROVE THE MINUTES OF THE PLANNING COMMITTEES MEETING HELD ON 25 JANUARY 2022**

**RESOLVED:** That the minutes of the Planning Committees meeting held on 25 January 2022 be approved and signed as a correct record.

PL 628. **TO CONSIDER PLANNING APPLICATIONS**

**a) Planning Application No. 2019/00871/OUT**

**Location:** Land at Model Farm, Port Road, Rhoose

**Development:** Hybrid application comprising an outline application for the demolition of existing buildings and erection of 44.75ha Class B1/B2/B8 Business Park, car parking, landscaping, drainage infrastructure, ecological mitigation and ancillary works (all matters reserved aside from access) within Area A and a full application for change of use from agricultural land to country park (Use Class D2) within Area B.

The Planning Officer talked members through his report and concerns advising that there had been a large reduction on financial

capabilities stating that the development would be non-viable if they were to pay the Section 106 contributions. The Planning Officer also advised that there had been no change in the development and a robust objection is suggested.

Councillor Bailey agreed that the objection had to be more robust and in the strongest terms. He also raised concerns about the reduction on the Section 106 financial contribution as it is tied into the relief road at junction 34 of the M4. He also raised concerns to the loss of important agricultural land, stating that the proposed development is not viable and a strong robust objection is made.

Councillor Perkes agreed with Councillor Bailey adding that the Council re-iterates its strong objection to the proposed development.

Councillor S Hodges advised members that Barry Town Council were not Statutory Consultees at the beginning when the application was first proposed and raised this as the proposed development would have a significant effect on Barry and its border. Councillor S Hodges added that the reduction of the Section 106 financial contribution would have an impact on Barry and that the Vale of Glamorgan Council were miss-directed as the development viability information was not present during the decision making process.

Councillor Clarke advised that he had a statement which he would like to read out to the Committee. The points that Councillor Clarke made were in relation to:

- Traffic Concerns on Port Road and at Weycock Cross
- Sewerage concerns at Cog Moors which is already at capacity and would not be able to cope with sewerage produced from the proposed development
- Concern over TAN 15 and the flooding risks connected to it, it is likely to have an impact on Porthkerry Park.
- Barry Town Council should have been Statutory Consultees from the beginning

Councillor Rowlands interjected and stated that Councillor Clarke is not a member of the Planning Committee and members should have been asked permission for him to speak. Councillor Perkes agreed with Councillor Rowlands.

Councillor S Hodges asked for a point of order, saying that the Chairperson invite people to speak and there is nothing in standing orders to state the order of which members and non-members can address the committee. Councillor Charles added that it would be for the Committee to agree who speaks or grant permission.

The Chair then asked members of the committee if they wish to speak.

Councillor Charles said that Plaid had said what she wanted to say adding that the proposed Section 106 financial contribution is not enough and that the proposed development is not viable, a strong objection should be submitted.

Councillor S Hodges said that the scheme is not viable without the full section 106 financial contribution and that a complaint should be made that Barry Town Council were not originally Statutory Consultees, clarification must be sought.

Councillor Clarke asked to address the committee which members agreed. Councillor Clarke continued to address the points within his statement advising that the developer is requesting planning permission for something which is not economic, a large reduction on Section 106 financial contributions, the current land available at the Bro Tathan site demonstrates that there isn't a requirement for this type of development, the proposed expansion of Bristol Airport will have a negative impact on Cardiff Airport, a number of grade II listed buildings in close proximity to the development including other former farm houses, Egerton Grey house, Church farm and St Curig Church.

Councillor Payne raised concerns in relation to the re-direction of public footpaths and agree with the general consensus.

Phil Gibbs wished to address the committee with his concerns. He advised members that he is part of Vale Communities Unite adding his concerns of the non-viability of the site noting that the Ecology report was not forwarded to the Vale of Glamorgan Planning Committee and that the development would be detrimental to the residents of the Vale of Glamorgan. He also had concerns over the sustainability of Cardiff Airport, the demolition of the farm building on the site, adding that there is a Climate Emergency and this proposed development would remove a green wedge from the Vale of Glamorgan, effecting the LDP which was implemented in 2011.

Councillor Rowlands advised that he is a member of the Vale of Glamorgan Planning Committee noting the traffic congestion to the North side of Barry and the disappointment of not receiving the viability figures.

Councillor Perkes thanks the members of the public for attending, advising them that Barry Town Council have objected to the development previously.

Councillor Collins commented on the traffic issues within that area and that public transport is unreliable with no signs of improvement, adding to the traffic problems.

Members concluded the discussion and it was;

**RESOLVED: Barry Town Council wish to highlight 2 important considerations in relation to the planning application process for the proposed development at Model Farm. They are;**

- **The Town Council considers it should be a statutory consultee in this matter**
- **The Town Council are disappointed that the Development Viability Appraisal was not made publicly available when this application was first considered and its subsequent implications for the Section 106 payments/funding arrangements.**

**The Planning Committee re-iterate its concerns regarding the proposed development**

**and very strongly object to the current proposals for the following reasons;**

- **The proposals would generate increased and unacceptable traffic levels, leading to congestion particularly on local roads, particularly Port Road**
- **There appears a lack of a phasing programme within the application.**
- **The project appears purely speculative and unviable, with currently no identifiable tenants.**
- **The proposals do not appear to have adequately assessed the implications for the local environment.**
- **The project does not appear to be initiated or led by the key site activity/occupier i.e. Cardiff Airport. This reinforces the speculative nature of the proposals.**
- **The proposed extension of Porthkerry Park – who funds this proposal and who maintains in future this is not explained.**
- **There appears to be poor linkage between pedestrian routes and cycleways in the proposals. Also question mark regarding the practicality of walking to the site via local roads and Porthkerry Park.**

- The loss of a productive farm is not acceptable.
- The construction of new build on green field land is not acceptable. The Council should be directing developers to existing Brownfield sites e.g. Llandow Airfield and former Dow Corning land.
- The unacceptable and ill-timed traffic surveys - not undertaken at peak periods.
- The proposals appear at odds with the objectives and sentiments of The Well Being of Future Generations (Wales) Act 2015, to the detriment of the people of Barry and local rural villages.
- The proposals appear dysfunctional in travel/transport terms with heavy reliance upon private motor vehicles. There are limited proposals for improving public transport in terms of buses or rail passengers/freight.
- There are local alternative sites for redevelopment as industrial parks e.g. Bro Tathan development.
- The recent updated TAN 15 document identifies that parts of the site may be liable to potential flooding
- The proposed development will adversely impact upon the existing foul drainage system and local Sewage Treatment Works.
- There is concern that local public footpath network will be adversely impacted by the proposed development.

**b) Planning Application No. 2021/01136/FUL**

**Location:** 5, Ffordd Y Mileniwm, Barry

**Development:** Erect a fence around front garden

**RESOLVED:** Barry Town Council objects to the proposed development for the following reasons;

- The proposed fence would be an intrusive visual element in the existing street scene

- **The proposed fence would set an unacceptable precedent for similar developments at this location.**

**c) Planning Application No. 2021/01269/FUL**

**Location:** 12, White House, Barry

**Development:** Excavate an area 6m x 3m to install open air swimming pool at ground level: no retaining wall or enclosure required

**RESOLVED: No objections subject to the satisfaction of the Vale of Glamorgan Planning and Engineers departments.**

**d) Planning Application No. 2021/01593/FUL**

**Location:** Awbery House, Buttrills Walk, Barry

**Development:** To fit a band III end-fed collinear antenna to the roof of Awbery House.

Councillor Payne wished to object against the proposed development due to the health impacts that masts cause on public health adding that they should not be sighted near schools or residential areas.

A vote was taken whereby 1 member voted for an objection.

**RESOLVED: No objections**

**e) Planning Application No. 2021/01790/FUL**

**Location:** The Buck, 62-66, Holton Road, Barry

**Development:** Proposed conversion of existing upper floors into 14 hotel style rooms with ensuite bathrooms. Small lounge area, office and laundry room. New internal fire escape stair (from upper floor to first) and externally from first floor to ground

Councillor Perkes agreed with the Planning Officer adding that it would be good to have people staying within the Town Centre.

Councillor Collins had concerns over the use of the hotel style rooms and parking in the area.

**RESOLVED: No objections subject to the following:**

- **The proposed development is to the satisfaction of the Vale of Glamorgan Housing department and Fire Officer – South Wales Fire and Rescue.**

**f) Planning Application No. 2021/01793/FUL**

**Location:** Living Accommodation, Nisa, 1, Vere Street, Barry  
**Development:** Conversion to top floor to four-bedroom HMO flat

Councillor Payne raised concerns to the historic value of the building and agreed with the objection of overdevelopment. Councillor S Hodges advised that the committee will need to agree the strong objection adding concerns of 4 adults using one bathroom.

**RESOLVED: Barry Town Council strongly objects to the proposals for the following reasons:**

- **The proposed conversion of the top floor to a 4 bed HMO appears to be an overdevelopment, which requires a reduction in bedroom numbers; a reconsideration of the occupancy levels and improved associated facilities for this property.**

It was at this point of the meeting whereby the Planning Officer began to have technical issues displaying the plans for members to consult on the Planning Applications. The Planning Officer advised that the remainder of the applications do not appear controversial.

Councillor S Hodges suggested that as the Planning Officer was having technical issues the Scheme of Delegation is implemented for the duration of the meeting.

Members agreed that for the remainder of the agenda, the Scheme of Delegation will be implemented.

PL629.

**APPLICATIONS DEALT WITH UNDER DELEGATED POWERS**

**g) Planning Application No. 2022/00001/FUL**

**Location:** 41, Hinchsliff Avenue, Barry  
**Development:** Demolition of side outbuilding and rear conservatory. Creation of 2 storey side extension, front monopitch porch and replacement conservatory to the rear, with balcony over.

**RESOLVED: No objections subject to the following:**

- **The proposed development has matching finishes and materials to that of the original dwelling**
- **The glass balustrade on first floor shall be of opaque/obscure glass.**

**h) Planning Application No. 2022/00007/FUL**

**Location:** 19, Birch Grove, Barry

**Development:** Loft conversion with hip to gable extension and new flat roof rear dormer with Juliet balcony and conversion of existing garage to habitable space

**RESOLVED: No objections**

**i) Planning Application No. 2022/00014/FUL**

**Location:** 49, Harvey Street, Barry

**Development:** Proposed loft conversion with rear flat roof former window.

**RESOLVED: No objections subject to the proposed development having matching finishes and materials to that of the existing dwelling**

**j) Planning Application No. 2022/00021/FUL**

**Location:** Jacksons Quay, Barry

**Development:** Alteration of existing window/door opening and the construction of a new ramped access plus associated works

**RESOLVED: No objections**

**k) Planning Application No. 2022/00025/FUL**

**Location:** The Park PH, Park Crescent, Barry

**Development:** Erection of a timber framed shelter in existing beer garden; installation of some fixed seating beneath shelter; construction of timber bin enclosure; forming of new door and window in end gable

**RESOLVED: No objections**

**l) Planning Application No. 2022/00027/FUL**

**Location:** 39, Cae Leon, Barry

**Development:** Demolition of existing rear single storey flat roof extension, conservatory and garage, construction of new single storey pitched roof extension, render external facades and re-roof.

**RESOLVED: No objections subject to finishes and materials of the proposed development be to the satisfaction of the Vale of Glamorgan planning department**

**m) Planning Application No. 2022/00035/FUL**

**Location:** 12, Peterswell Road, Barry

**Development:** Porch replacement, single storey extension to side and rear, including material alterations

**RESOLVED: No objections**

**n) Planning Application No. 2022/00039/FUL**

**Location:** Plot adjacent to 17, Courtenay Road, Barry

**Development:** New dwelling on existing vacant site, to include new vehicular and pedestrian access, parking and varying height retaining walls to rear and side of site, with new hard and soft landscaping.

**RESOLVED: Objection to the proposed development for the following reasons**

- **The proposed dwelling and associated works is an overdevelopment of a restricted site.**
- **The proposed development could adversely impact upon the amenity and privacy of neighbours.**
- **The proposed vehicular access directly off Gladstone Road and car parking provision for the site is unacceptable**
- **The proposed dwelling has inadequate provision of amenity/garden area.**

**o) Planning Application No. 2022/00044/FUL**

**Location:** Provincial House, Kendrick Road, Barry

**Development:** Variation of Condition 2 (Plan Specification) of Planning Permission Ref. 2018/00092/FUL to allow for the installation of brise soleil.

**RESOLVED: No objections subject to the satisfaction of the Vale of Glamorgan Planning and Building Control Departments.**

**p) Planning Application No. 2022/00069/FUL**

**Location:** 130, Colcot Road, Barry

**Development:** Demolition of existing garage and construction of single storey extension to the rear of the property

**RESOLVED: No objections subject to matching finishes and materials.**

PL630. **TO CONSIDER TABLED APPLICATIONS**

a) **Planning Application No. 2022/00040/ADV**

**Location:** 5 Paget Road, Barry

**Development:** Shop sign to be erected on existing metal frame held up by ornate posts on pavement in front of arcade at Dimes

**RESOLVED: No objections**

b) **Planning Application No. 2022/00093/FUL**

**Location:** 10, White House, Barry

**Development:** Proposed rear extension to replace existing conservatory, the existing footprint will be maintained so no increase in size. Changes to fenestration

**RESOLVED: No objections**

PL631. **LOCAL PLANNING AUTHORITY DECISIONS**

**RESOLVED:** That the Local Planning Authority Decisions be received and noted.

PL632. **NOTIFICATION OF A PREMISES LICENCE APPLICATION – BARRY WEST END CLUB & INSTITUTE, 54 ST. NICHOLAS ROAD, BARRY CF63 6QY. THE LICENCING ACT 2003**

**RESOLVED:** No objections

PL633. **TOWN AND COUNTRY PLANNING (DEVELOPMENT MANAGEMENT PROCEDURE) (WALES) ORDER 2012 – CONSULTATION BEFORE APPLYING BEFORE PLANNING PERMISSION NOTICE**

a) Phase two of the affordable housing residential development on Land North of Holm View Leisure Centre, Skomer Road, Barry

**RESOLVED: No objection in principle to the proposed development**

PL634. **THE VALE OF GLAMORGAN COUNCIL (FFORDD Y MILENIWM (PART) AND PAGET ROAD (PART) TRAFFIC SIGNALISED JUNCTIONS, BARRY) PROHIBITION OF “U” TURN ORDER 2022**

**RESOLVED: No objection**

PL635. **TOWN AND COUNTRY PLANNING ACT 1990 (AS AMENDED) - PLANNING APPEAL AGAINST REFUSAL OF A HOUSEHOLDER APPLICATION**

a) Single and two storey extensions to the front and rear of property to include annex; single storey extension to the side, including material

and other alterations. Rear terrace and alterations to front boundary treatments. Internal alterations at 3, White House, Barry, CF62 6FB

**RESOLVED: That the Planning Appeal against refusal of a Householder Application be received, noting that the Planning Inspectorate decision will be advised in due course.**

PL636. **DATE OF NEXT MEETING**

**RESOLVED: That the date of the next meeting will be held on 8 March 2022.**

Meeting closed at 8.10 pm.

Signed.....(Chairperson) Dated.....

**BARRY TOWN COUNCIL**

**MINUTES OF A MEETING OF THE INNOVATION WORKING PARTY HELD ON TUESDAY 8 MARCH 2022, AT 6PM**

**PRESENT:** Councillor Brooks (Chairperson) together with, Councillors Drake and N Hodges

**ALSO PRESENT:** Emily Forbes – Chief Officer  
Robyn Walsh – Community Engagement Officer  
Hannah Linton – Trainee Administrator

127. **APOLOGIES FOR ABSENCE**

None were received.

128. **DECLARATIONS OF INTEREST**

None were received.

129. **WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015**

**RESOLVED** that the Well-being of Future Generations (Wales) Act 2015 be received and noted.

130. **TO APPROVE THE MINUTES OF THE INNOVATION WORKING PARTY MEETING HELD**

**RESOLVED** that the minutes of the Innovation Working Party meeting held on Tuesday 26 October 2021 be approved and signed as correct record.

131. **SOCIAL MEDIA METRICS**

Members were provided with a report regarding the post reach / engagement of Barry Town Council social media pages.

The Community Engagement Officer explained that members had requested more information regarding the Town Council's Social Media metrics at a previous meeting of the Innovation Working Party held in July.

The Officer explained that the data showed that the highest performing accounts were the Barry Town Council pages and suggested removing the Merthyr Dyfan Cemetery and Barry Town Mayor pages due to their evidenced lack of engagement in comparison.

It was noted that if members were to proceed with Officers recommendation that this would decrease the total number of accounts from 9, to 4. The Officer explained that this would help increase the visibility of the Town Council and its services which is a main objective of the Draft Marketing and Communications Strategy.

The Community Engagement Officer stated that the posts with the most interaction were posts that related to services with high public interest, such

as Barry Youth Council, grants, good news stories, recruitment and meetings. She also noted that the Twitter account has a good following and a good platform to direct users to the website to find full stories / information.

The Officer also suggested that Barry Town Council create a LinkedIn account as the platform was good for networking and exchanging best practise, and could be used as a tool to promote the Council's professional work.

The Chair noted that the report provided was an interesting look into Barry Town Council's social media accounts and stated it was a shame the Merthyr Dyfan Cemetery and Barry Town Mayor accounts did not perform as well as the Barry Town Council accounts.

The Community Engagement Officer noted that the Merthyr Dyfan Cemetery accounts were for a targeted audience, with most followers being user of the Cemetery. She stated that the Merthyr Dyfan Cemetery accounts were doing well and suggested that they could continue to review them.

Councillor N Hodges stated he had no issue with the report provided by the Community Engagement Officer and noted that it would make it obvious to the public that Merthyr Dyfan Cemetery is managed and run by Barry Town Council. Councillor N Hodges suggested that when the report is agreed a budget also be agreed for the relaunch of Barry Town Council's social media platforms to help raise awareness.

**RECOMMENDED to the Annual Meeting scheduled to be held on Tuesday 17 May;**

- 1. That the Merthyr Dyfan Cemetery Facebook and Twitter pages are removed.**
- 2. That the Barry Town Council Mayor Facebook page is removed.**
- 3. That Barry Town Council signs up to the social media platform; LinkedIn.**

132. **SECOND DRAFT – MARKETING AND COMMUNICATIONS STRATEGY**

Members were provided with a second draft of Barry Town Council's Marketing and Communications Strategy.

The Community Engagement Officer noted that the report provided was the final Marketing and Communications Strategy report, and that it had been amended to include previous comments and suggestions from members. The Officer noted that one of the main objectives was for Barry Town Council's Marketing and Communications Strategy was to be more pro-active rather than re-active. Whilst referring to Appendix 3 the Officer explained that the guide was aimed at all staff using social media, so it was created to be clear and concise to avoid confusion. The Community Engagement Officer enquired whether members would require the Marketing and Communications Strategy

to be consulted on, and if so whether this would be an internal or external exercise.

The Chair responded (with members agreeing) that as this Strategy was focussed on the Town Council's own Marketing and Communications that it would not be relevant for public consultation. It was also agreed that as the Strategy had been developed by Officers in consultation with Council, that it would not require internal consultation and that Officers should be empowered to implement the Strategy and train staff to understand it and use it correctly.

The Chief Officer informed members that The Barry Making Waves project was coming to an end and that the Project Officer had been in touch with the Community Engagement Officer to arrange a meeting to discuss the future of the projects website. It was noted that the website was created by the same company who designed the Town Council's and as a result fits in well with the Barry Town Council's website. The Chief Officer stated that the information provided was to note for future discussions and the question of how much it would cost to host etc. would have to be clarified.

The Community Engagement Officer continued that members may wish to consider an initial budget to launch the Marketing and Communications Strategy which would be used towards the costs of business cards, headed paper, social media boosts.

Members queried how much the Officer anticipated the proposed would cost.

The Community Engagement Officer suggested an initial budget of £500, but noted that a further report would be submitted to Council to consider the financial implications of the remainder of the Strategy, in particularly; improving Council's digital engagement through a company such as Vocal Eyes. However, members would receive more information regarding this at a later date (after elections).

**RECOMMENDED to the Annual Meeting scheduled to be held on Tuesday 17 May;**

- 1. That the Draft Marketing and Communications Strategy be approved for full implementation across the organisation.**
- 2. That a budget of £500 for the purpose of delivering the Marketing and Communications Strategy be approved, noting that a further report will be submitted at a later date which may highlight further budgetary.**

131. **EVENTS 2022/23 – UPDATE**

The Community Engagement Officer updated members that the Barry Festival would not be going ahead this year as originally planned. However, the organisers would like to restart conversations with Council next year. The Chair stated that she was not surprised with the cancelations of Barry Festival due to

the time scale in place and noted the verbal update from the Community Engagement Officer.

Members were also provided with an update in relation to the previously proposed Food and Film Festival (in partnership with the Vale of Glamorgan Council). The Officer informed members that the Vale of Glamorgan Council were still keen to explore this further and more information would be available once the Event Teams report had been to cabinet.

**RESOLVED that members receive and note the verbal Events 2022/23 update.**

132. **DATE OF NEXT MEETING**

**RESOLVED that the next meeting of Innovation Working Party will be scheduled as and when required.**

Meeting closed at 18:26pm.

Signed ..... (Chairperson) Dated .....

**FOR INFORMATION ONLY**

**ACTION SHEET - INNOVATION WORKING PARTY 8 MARCH 2022**

<b>MINUTE NO.</b>	<b>ACTION TO BE TAKEN</b>	<b>ACTION TO BE TAKEN BY</b>	<b>DATE ACTION TO BE CARRIED OUT</b>	<b>PROGRESS</b>
131 (1)	That the Merthyr Dyfan Cemetery Facebook and Twitter pages are removed	CEO	17/05/2022	To be agreed at the Annual Meeting
131 (2)	That the Barry Town Council Mayor Facebook page is removed	CEO	17/05/2022	To be agreed at the Annual Meeting
131 (3)	That Barry Town Council signs up to the social media platform; LinkedIn	CEO	17/05/2022	To be agreed at the Annual Meeting

## **BARRY TOWN COUNCIL**

### **MINUTES OF AN EXTRAORDINARY PERSONNEL COMMITTEE HELD ON MONDAY 14 MARCH 2022 AT 7PM**

**PRESENT:** Councillors Charles (Chairperson) together with Councillors Clarke, Payne, Perkes, Wiliam and Wilkinson.

**ALSO PRESENT:** Emily Forbes – Chief Officer  
Mark Sims – Deputy Chief Officer  
Rebecca Blackwell – Office Team Leader  
Councillor N Hodges - Observer  
Councillor S Hodges - Observer

R346. **APOLOGIES FOR ABSENCE**

None received

R347. **DECLARATIONS OF INTEREST**

None received

R348. **WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015**

**RESOLVED:** That the Well-being of Future Generations (Wales) Act 2015 be received and noted.

R349. **TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD ON 26 JANUARY 2022**

**RESOLVED:** That the minutes of the meeting of the Personnel Committee held on 26 January 2022 be approved and signed as a correct record.

R350. **DATE OF NEXT MEETING**

**RESOLVED:** The date of the next meeting of the Personnel Committee will be agreed at the Annual Meeting scheduled to be held on Tuesday 17 May 2022.

R351. **EXCLUSION OF PRESS AND 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.

R352. **FLEXIBLE RETIREMENT REQUEST**

Members were provided with a report advising them of a flexible retirement request from a member of the Cemetery Team.

A detailed discussion was had.

**RESOLVED:** That members refused the Flexible Working Request based on impact on capacity and cost to the Council noting that the member of staff will have the opportunity to consider the Collective Agreement negotiated with the Unions regarding the Summer Hours later opening.

R353. **UPDATE ON PROPOSED VARIATION TO CEMETERY STAFF CONTRACTS RELATING TO CLOSING CEMETERY GATES 1 APRIL – 30 SEPTEMBER**

The Chief Officer provided a detailed update in relation to the proposed variation to Cemetery Staff contracts relating to closing the cemetery gates during the summer months April to September.

**RESOLVED:**

1. that the Collective Agreement now applies to 5 staff
2. That the Chief Officer is given delegated responsibility to liaise with Unions, agree the Collective Agreement and new contract and implement the financial incentive as long as within the budget already agreed by Full Council on 7 February 2022 (£1,000 for early retirement and a maximum of £13,500 for financial incentives for the Collective Agreement).

R354. **PLANNING OFFICER UPDATE**

Members were provided with an update in relation to the retirement of the Councils Planning Officer.

**RECOMMENDED:** That post-election, the new administration considers a review of the Planning Function, by possibly increasing the hours and function of the post and exploring how the post relates with other Council functions.

The meeting closed at 7.30 pm

Signed .....

Dated .....

**FOR INFORMATION ONLY**

**ACTION SHEET - EXTRAORDINARY PERSONNEL COMMITTEE -14 MARCH 2022**

<b>MINUTE NO.</b>	<b>ACTION TO BE TAKEN</b>	<b>ACTION TO BE TAKEN BY</b>	<b>DATE ACTION TO BE CARRIED OUT</b>	<b>PROGRESS</b>
R353 (2)	That the Chief Officer is given delegated responsibility to liaise with Unions, agree the Collective Agreement and new contract and implement the financial incentive as long as within the budget already agreed by Full Council on 7 February 2022 (£1,000 for early retirement and a maximum of £13,500 for financial incentives for the Collective Agreement).	CO	Mar-22	Complete
R354	That post-election, the new administration considers a review of the Planning Function, by possibly increasing the hours and function of the post and exploring how the post relates with other Council functions.	CO	Jun-22	In progress

## **BARRY TOWN COUNCIL**

### **MINUTES OF A MEETING OF THE SUSTAINABLE BARRY WORKING PARTY HELD ON MONDAY, 21 MARCH 2022 AT 6PM**

**PRESENT:** Councillor Clarke (Chairperson) together with, Councillors Drake and S Hodges

**ALSO PRESENT:** Beth Hillier – Sustainable Barry Project Officer  
Hannah Linton – Trainee Administrator

#### **136. APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Lloyd-Selby, Nugent-Finn and Payne.

#### **137. TO RECEIVE DECLARATIONS OF INTEREST UNDER THE COUNCILS CODE OF CONDUCT**

None were received.

#### **138. WELL-BEING OF THE FUTURE GENERATIONS (WALES) ACT 2015**

**RESOLVED** that the Well-being of Future Generations (Wales) Act 2015 be received and noted.

#### **139. TO APPROVE THE MINUTES OF THE LAST MEETING HELD ON 17 JANUARY 2022**

The Sustainable Barry Project Officer provided members with an update regarding the action sheet (minute no. 133 (1) refers), noting that Barry Town Council had received a response from the Vale of Glamorgan Council in relation to TAN15 and that a copy had been circulated to all Members.

**RESOLVED** that the minutes of the last meeting held on 17 January 2022 be received and noted as a correct record.

#### **140. CLIMATE CHANGE ACTION PLAN (CCAP) UPDATES**

Members were provided with a report highlighting the progress made against the Climate Change Action Plan.

The Sustainable Barry Project Officer noted that seven tasks were now completed which included the Climate Change Strategy Consultation, EPC surveys for community and cemetery buildings and school trips for environmental awareness. The Officer stated that it was good progress over the first 10 months.

The Chair concurred and congratulated the pro-active Committee, and thanked the Sustainable Barry Project Officer and Councillors for their efforts and contributions.

**RESOLVED** that the Climate Change Action Plan (CCAP) Update be received and noted.

**141. CHURCH LANE COMMUNITY ORCHARD DEVELOPMENT PROJECT**

The Sustainable Barry Project Officer noted that the project was still active. However, there were a number of actions that required addressing through other organisations which was slowing the projects progress down.

The Officer explained that Committee was awaiting a response from the Vale of Glamorgan Council regarding the next steps and that the cost of the Specialist Surveyor would be the responsibility of the Vale of Glamorgan Council in the first instance. The Officer noted that the Committee would be updated following the elections in May.

**RESOLVED that the Church Lane Community Orchard Development Project updates be received and noted.**

**142. SCHOOL ENGAGEMENT – WILDLIFE TRUST COLLABORATION AT MERTHYR DYFAN CEMETERY**

Members were provided with a report detailing initial costings and information relating to the engagement of schools at Merthyr Dyfan Cemetery, focusing on environmental knowledge and awareness.

The Officer noted that the School Engagement project would be rolled out again to coincide with Environmental Day on June 5<sup>th</sup> 2022. The Project Officer clarified the costings in the report and provided an updated coach hire quote of £305 from the previously estimated £390. The Chair queried if the Committee were able to commit funds in the pre-election period. The Sustainable Barry Project Officer confirmed that this was allowable due to a recommendation passed by the Committee at a meeting held on 17 November 2021 (Minute No. 119(1) refers) and further confirmed that there were available funds in the budget (circa £7,000) in accordance with the Group's Terms of Reference.

Members were in agreement about the benefits to local schools in delivering the project and, considering the updated quote for travel from £390 to £305 agreed a budget of £865 in principle.

**RESOLVED:**

- 1) That the School Engagement – Wildlife Trust Collaboration at Merthyr Dyfan Cemetery report were received and noted.**
- 2) That members agreed the budget of £865 for the provision of inclusive school trips for three Barry Schools to further promote Environmental Awareness and International Environment Day (5 June 2022).**

**143. ROTARY CLUB REUSE RECYCLE REPAIR COLLABORATION PROJECT PROPOSAL**

Members were provided with a report relating to a local collaboration project proposal.

The Chair noted that there were other local projects that sounded very similar to the proposed collaboration and suggested that the Rotary Club collaborate with the projects already in place for a bigger project and better response.

The Sustainable Barry Project Officer stated that the Rotary Club representatives had already agreed to work with other community projects and organisations and that the Rotary Club also wanted to work with other Organisations. It was added that the Rotary Club members had approached the Vale of Glamorgan Council with the project proposal and were in talks with other groups but that they required logistical support and help identifying funding streams.

Councillor S Hodges agreed with the Chair and continued to note that the Council could look into funding for their storage, but that would be dependent on costings.

Councillor Drake concurred and noted that storage would cost a lot throughout the year/s.

**RESOLVED**

- 1) That the Rotary Club Reuse Recycle Repair Collaboration Project proposal be received and noted.**
- 2) That the Sustainable Barry Project Officer obtain costings for storage and present to the next Administration of the Sustainable Barry Working Group.**

**144. DATE OF NEXT MEETING**

The Chair thanked everyone involved for their hard work in the Sustainable Barry Working Group committee.

Councillors Drake and S Hodges also thanked the Sustainable Barry Project Officer for her hard work since starting in February.

**RESOLVED that the next meeting of Sustainable Barry Working Group will be agreed at the Annual Meeting scheduled to be held on Tuesday 17 May 2022.**

Meeting closed at 18:26pm.

Signed ..... (Chairperson) Dated .....

**FOR INFORMATION ONLY**

**ACTION SHEET - SUSTAINABLE BARRY WORKING PARTY - 21 MARCH 2022**

<b>MINUTE NO.</b>	<b>ACTION TO BE TAKEN</b>	<b>ACTION TO BE TAKEN BY</b>	<b>DATE ACTION TO BE CARRIED OUT</b>	<b>PROGRESS</b>
143 (2)	That the Sustainable Barry Project Officer obtain costings for storage and present to the next Administration of the Sustainable Barry Working Group.	SBPO	11.07.2022	In Progress

ANNUAL MEETING	16 & 17 MAY 2022	AGENDA ITEM 25
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**MEMBERSHIP OF COMMITTEES - WORKING PAPER**

<b><u>Standing Committees</u></b>	<b><u>Labour</u></b>	<b><u>Plaid Cymru</u></b>	<b><u>Conservative</u></b>	<b><u>Total</u></b>
	11	9	2	22
	50.00%	40.91%	9.09%	
Finance, Policy and General Purposes	3	3	1	7
Halls, Cemeteries and Facilities	3	3	1	7
Personnel	3	3	1	7
Planning	4	3	1	8
<b>Column Total</b>	<b>13</b>	<b>12</b>	<b>4</b>	<b>29</b>
<b>Legal Entitlement (A)</b>	<b>14.50</b>	<b>11.86</b>	<b>2.64</b>	
	<b>14</b>	<b>12</b>	<b>3</b>	<b>29</b>
<b><u>Non-Standing Committees &amp; WP's</u></b>	<b><u>Labour</u></b>	<b><u>Plaid Cymru</u></b>	<b><u>Conservative</u></b>	<b><u>Total</u></b>
Fairtrade Advisory Committee	3.50	2.86	0.64	7
	3	3	1	
Shop Local Barry Advisory Committee	3.50	2.86	0.64	7
	3	3	1	
Consultations Working Party	2.50	2.05	0.45	5
	3	2	0	
Innovation Working Party	2.00	1.64	0.36	4
	2	2	0	
Community Plan Working Party	1.50	1.23	0.27	3
	2	1	0	
Sustainable Barry Working Party	3.50	2.86	0.64	7
	3	3	1	
Commemorative Naming Advisory Committee	3.50	2.86	0.64	7
	3	3	1	
<b>Colum total (excluding Standing Committees)</b>	<b>19</b>	<b>17</b>	<b>4</b>	<b>40</b>
<b>Legal Entitlement (B)</b>	<b>20.00</b>	<b>16.36</b>	<b>3.64</b>	
<b>(excluding Standing Committees above as A)</b>	<b>20</b>	<b>16</b>	<b>4</b>	<b>40</b>
<b>Total Legal Entitlement (A)+(B)</b>	<b>34</b>	<b>28</b>	<b>7</b>	<b>69</b>
<b>Variation</b>	<b>Gain 2</b>	<b>Lose 1</b>	<b>Lose 1</b>	
<p>Note - 'Legal Entitlement' applies to political groups. Allocation of seats to an individual is a matter for Full Council to determine.</p>				

Conservatives to 'give-up' one Standing Committee Seat to Labour.

Plaid Cymru to 'give-up' one Working Party & Non-Standing Committees Seat to Labour.

## **BARRY TOWN COUNCIL**

### **COMMITTEE MEMBERSHIP 2021/22**

#### **Standing Committees**

##### **Finance, Policy & General Purposes Committee**

The Mayor (ex-officio)  
Councillor Hampton  
Councillor Brooks (Chair)  
Councillor Drake  
Councillor N Hodges  
Councillor S A Hodges  
Councillor Lloyd- Selby (Vice Chair)  
Councillor Rowlands

##### **Halls, Cemeteries & Community Facilities Committee**

The Mayor (ex-officio)  
Councillor Aviet  
Councillor Clarke  
Councillor N Hodges (Chair)  
Councillor Johnson  
Councillor Nugent-Finn  
Councillor Richardson (Vice Chair)  
Councillor Rowlands

##### **Personnel Committee**

Councillor Charles (Chair)  
Councillor D Clarke  
Councillor Payne (Vice-Chair)  
Councillor Perkes  
Councillor William  
Councillor Wilkinson  
Councillor Wright

##### **Planning Committee**

The Mayor (ex-officio)  
Councillor Aviet  
Councillor Bailey  
Councillor Collins  
Councillor Charles  
Councillor Hawkins (Chair)  
Councillor S A Hodges  
Councillor Payne  
Councillor Perkes (Vice-Chair)

## **Working Parties and Advisory Committees**

### **Memorial Hall Theatre & Trust Working Party**

Councillor Brooks  
Councillor Charles  
Councillor Clarke  
Councillor Drake  
Councillor S Hodges  
Councillor Lloyd-Selby  
Councillor Wiliam

### **Governance Working Party**

Cllr Brooks  
Cllr D Clarke  
Cllr Charles  
Cllr S Hodges  
Cllr Lloyd-Selby  
Cllr Nugent- Finn  
Cllr Payne

### **Fairtrade Advisory Committee**

Councillor Aviet  
Councillor Hampton  
Councillor Hawkins  
Councillor S Hodges  
Councillor Johnson  
Councillor Richardson  
Councillor Wright

### **Fairtrade Advisory Committee – Non Councillor Members**

Ruth Bennett (Hope Church)  
Stuart Egan  
Gail Lancaster (Soroptimists)  
Mark Mitchell  
Amy Greenfield (Awesome Wales)

### **Local Investment Committee**

Councillor Bailey  
Councillor Brooks  
Councillor N Hodges  
Councillor S Hodges  
Councillor Hooper  
Councillor Lloyd-Selby  
Councillor Nugent-Finn

### **Reshaping of Services Committee**

Councillor Hawkins  
Councillor S Hodges  
Councillor Johnson  
Councillor Lloyd-Selby  
Councillor Nugent-Finn  
Councillor Richardson  
Councillor Rowlands  
(Substitutes can be provided on this Committee)

### **Shop Local**

Councillor Collins  
Councillor Hawkins  
Councillor Hampton  
Councillor S Hodges  
Councillor Payne  
Councillor Perkes  
Councillor Wright

### **Shop Local – Trader Membership**

Bob Armstrong – Dr Bob’s Balloons  
Fay Blakeley – Homemade Wales  
Joanne Cheek – Beautiful Barry  
Vlad Dusko – Design @ 99  
David Elliott – TL Computer Systems  
Nia Hollins – Vale of Glamorgan Council  
Anthony Hopkins – Vic Hopkins Butchers  
Cheryl Ockenby – Lloyds TSB  
Rooftop Atelier  
Sarah Howell  
Hannah Isted – HI Communications  
Matthew Evans – C&H Plumbing Supplies  
Aldene Thomas – Secret Garden of Beauty  
Alison Moya – My Favourite Pet Shop  
Amy Greenfield – Awesome Wales  
Arwinder Singh – Londis  
Chris Edwards – Vale of Glamorgan Council  
Coast 2 Coast Clothing  
Gemma – Crafted Arts  
Daryl Piper – The Borough  
Natalie Spackman – Dimensional Art  
Emma Thorne – Holton Road Traders Association  
Gallery Boutique  
Helen Passey  
Janice – Lunch @ 12  
Karry’s Deli  
Kelly – Wild Meadow Floral

Lisa – Knights Estate Agents  
Leon Robertson  
Zac & Bella  
Sarah Lewis – Just 4 Tanz  
Stuart Burnell – Awesome Wales  
Mark Lloyd – Brawd Health  
Mark Thomas – Sarah’s Fruit & Veg Shop  
Mark – Richard Jones Carpets

**Welsh Language Working Party**

Councillor Richardson  
Councillor Rowlands  
Councillor Wiliam

**Working Party to Consider Consultations Received**

Councillor Charles  
Councillor Clarke  
Councillor Drake  
Councillor N Hodges  
Councillor Wilkinson  
(Substitutes can be provided on this Committee)

**Innovation Working Party**

Councillor Bailey  
Councillor Brooks  
Councillor Drake  
Councillor N Hodges  
(Substitutes can be provided on this Committee)

**Sustainable Barry Working Party**

Councillor Clarke  
Councillor Drake  
Councillor S Hodges  
Councillor Lloyd-Selby  
Councillor Payne  
Councillor Rowlands  
Councillor Wright

**Community Plan Working Party**

Councillor Brooks  
Councillor Charles  
Councillor S Hodges

**Commemorative Naming Advisory Committee**

Councillor Brooks  
Councillor Charles

Councillor Clarke  
Councillor Drake  
Councillor Hampton  
Councillor Johnson  
Councillor Payne

**Barry Youth Council**

Councillor Charles (Link Councillor)  
Councillor Payne (Link Councillor)

**BARRY TOWN COUNCIL**

**COMMITTEE TERMS OF REFERENCE**

**2022/23**

**For consideration at the  
Annual Meeting 17 May 2022**

## **STANDING COMMITTEES**

### **A). FINANCE, POLICY & GENERAL PURPOSES COMMITTEE**

#### **UNDER DELEGATED POWERS**

1. To monitor the keeping of the Council's accounts and generally to have the management of the financial affairs of the Council including regular budget monitoring and the approval of in year virements.
2. To determine applications for financial assistance whether through grants or loans
3. To authorise expenditure in respect of recommendations from other committees including the Advisory Committees of Shop Local and Fairtrade
4. To make decisions in respect of the use of reserves and review and determine the Reserves Policy
5. To review and determine the Council's Investment Strategy annually
6. To make in year decisions to authorise orders and contracts for new works, goods or services outside of existing budget provision taking into account budget monitoring and reserves policy
7. To determine applications for the use of the Coat of Arms of the town.
8. To review and determine arrangements for insurances in respect of the Council's activities.
9. To collect and authorise the legal proceedings for the recovery of monies due to the Council not falling within the remit of any other Committee.
10. To carry out the powers and duties of the Council with regard to advertising and publicity.
11. To promote and maintain good public relations with all local stakeholders, and with regional and national agencies.
12. To receive recommendations from the Local Investment Sub-Committee of the Finance, Policy and General Purposes Committee
13. To receive and approve revised, updated or newly drafted policies recommended from other Committees or officers
14. To determine the financial and economic policies of the Council considering where appropriate the recommendations of other committees.
15. To consider any item as appropriate within the Scheme of Delegation

16. The Chair of the Committee will attend meetings of other Council committees to explain why the Finance, Policy & General Purposes Committee has rejected a recommendation/proposal put forward by that committee

#### **BY WAY OF RECOMMENDATION TO FULL COUNCIL**

1. To review and make recommendations regarding the effectiveness of the Council's work, its use of resources, and standard levels of service provided.
2. To draft and finalise the Council's Corporate Plan including the consideration of recommendations of any Committee regarding the corporate plan before it is submitted for the approval of Council,
3. To consider and make recommendations regarding any other matters concerning or affecting the Town which do not fall within terms of reference of any other Committee.
4. To make recommendations concerning the levying of precepts by the Town Council.
5. To make recommendations concerning applications to Government Departments for sanction on the borrowing of money in relation to matter's coming within the parameters of the Council
6. To make recommendations regarding loans required by the Council.
7. To submit for approval of the Council draft capital and revenue budgets and proposals for supplementary estimates
8. To review the Standing Orders and Financial Regulations of the Council making recommendations where appropriate.
9. Give initial consideration to all matters affecting the Town passing through Parliament, National Assembly for Wales, European Parliament, local authorities and public bodies, unless delegated to another Committee or Working Party

## **B) HALLS, CEMETERIES & COMMUNITY FACILITIES COMMITTEE**

### **UNDER DELEGATED POWERS**

1. To monitor the administration of the day to day running of the Pioneer Hall, cemeteries and community facilities under the control of the Council.
2. To be responsible for the maintenance of the vehicles, in connection with the Council's services.
3. To implement the works programme of the Council in respect of the Pioneer Hall, Cemeteries and Community Facilities.
4. To carry out all of the Council's statutory functions with regard to the Cemeteries in line with the Council's responsibilities as a burial authority.
5. To review the fees in respect of the Cemeteries and Pioneer Hall, subject to not exceeding an increase above the Consumer Price Index (CPI).
6. To control budgets for the Halls, Cemeteries and Community Facilities within the parameters of its budgets, subject to a financial limit on payments of £1,000.
7. To consider any item as appropriate within the Scheme of Delegation

### **BY WAY OF RECOMMENDATION TO FULL COUNCIL OR THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE**

1. To consider public representations relating to the provision of services provided by the Council in respect of the Halls, Cemeteries and Community Facilities and to make recommendations where appropriate.
2. To contribute to the formulation and implementation of the corporate plan, making appropriate recommendations.
3. To make recommendations regarding the purchase of vehicles in connection with the Council's services.
4. To make recommendations on any increase in the fees in respect of the Cemeteries and Pioneer Hall which exceed the CPI.
5. To make recommendations on the expenditure of monies in respect of services/purchases of goods or equipment etc. for the Halls, Cemeteries and Community Facilities which exceed its budget allocation.
7. To feed into the annual budget setting cycle

## **C) PERSONNEL COMMITTEE**

### **UNDER DELEGATED POWERS**

1. To receive information in respect of sickness absence figures in respect of all council staff.
2. To receive information on the training and development of all council staff and councillors.
3. To monitor the implementation of the Council's appraisals scheme, enabling all staff to be appraised on an annual basis.
4. To ensure that all staff contracts are compliant with legislation.
5. To have responsibility to ensure that all policies/procedures are being implemented by senior officers and line managers.
6. To make decisions on the Training and Development budget process for staff and Councillors
7. To receive and consider applications for vacant posts within the Town Council, above Grade10 and to interview successful shortlisted candidates.
8. To deal with all administrative aspects of the recruitment and selection of Minor Authority Representatives on behalf of the Town Council, including interviewing, selection and the appointment of Minor Authority Representatives.
9. That when considering applications from Councillors in respect of Minor Authority Representative posts, Councillors serving on the Personnel Committee who are applying for said position must not be present during those discussions and may if they so wish provide a substitute for the purpose of that meeting.
10. To authorise officers to pay any member of staff in receipt of less than the accredited 'real' Living Wage
11. To authorise increments to staff salaries in line with council policy and agreed NJC and NALC payscales
12. To appoint a Complaints Panel as required, comprising of three Committee members as per Local Resolution Protocol, noting that those appointed must have had no prior involvement in the process
13. To appoint Appeals Panels as required noting members' independence to any given situation

14. To be responsible for monitoring Health and Safety through a standing agenda item, keep under review staff working conditions and ensure that all policies/procedures are being implemented
15. To control budgets within the parameters of the Personnel Committee's delegation, subject to a financial limit on virements of £1,000.
16. To consider any item as appropriate within the Scheme of Delegation

**BY WAY OF RECOMMENDATION TO FULL COUNCIL OR THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE**

1. To review and make recommendations concerning amendments to or introduction of new policies and procedures in accordance with legislation and agreed legislations
2. To make recommendation on requests for vocational training.
3. To give consideration and make recommendations on general staffing and establishment issues, staff structures, working patterns and associated budget implications
4. To contribute to the formulation and implementation of the corporate plan, making appropriate recommendations.
5. To consider and make recommendations on requests for job evaluations for all posts above Grade 4.
6. To make recommendation on the appointment of all Council staff above Grade 10 following the interviewing process.
7. To consider tender applications in respect of the appointment of the Council's Technical Adviser.
8. To feed into the annual budget setting cycle

## **D) PLANNING COMMITTEE**

### **UNDER DELEGATED POWERS**

1. To comment on all planning applications submitted by the Local Planning Authority with delegated powers to forward such comments as expeditiously as possible to the Authority.
2. To make observations relating to applications for public entertainment, street trader stall, dredging, justices' and other similar licences.
3. To make representations in relation to Local Development Plan proposals and other statutory planning documents prepared by the Vale of Glamorgan Council.
4. To make representations when thought fit on planning appeals and to appoint a delegate to attend planning inquires and Vale of Glamorgan Planning Meetings as and when required.
5. To comment on other planning related issues, such as proposed new community woodlands, pre-application consultations on telecommunications masts, proposed post office closures and the provision of public payphones.
6. To comment on proposed tree preservation orders, public footpath diversions, alley-gating and street name suggestions, etc.
7. To alert the Local Planning Authority to any alleged development control breaches in Barry.
8. To comment on all planning applications concerning conservation specifically within the Barry area.
9. To make representations, where relevant, in relation to Community Infrastructure Levy (CIL) revenue collected by the Local Authority.
10. To consider any item as appropriate within the Scheme of Delegation

### **BY WAY OF RECOMMENDATION TO FULL COUNCIL OR THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE**

1. To make recommendations on any issues that have a financial and or staffing implication for the Town Council.

## **WORKING PARTIES AND ADVISORY COMMITTEE'S**

### **E) FAIRTRADE ADVISORY COMMITTEE**

#### **UNDER DELEGATED POWERS:**

1. To maintain Fairtrade Status for the town of Barry via regular meetings and events.
2. To obtain grants and funding from Fairtrade Wales and the Fairtrade Foundation to assist in those events.
3. To increase its membership by inviting the residents and businesses of Barry to take part in the meetings and events.
4. To link in with events held within Barry by other organisations.
5. To provide feedback to Barry Town Council via minutes and a verbal update at its Full Council meetings.
6. To authorise expenditure of items within Fairtrade's annual budget up to 25% of the allocated budget at any one time

#### **BY WAY OF RECOMMENDATION TO FULL COUNCIL OR FINANCE, POLICY & GENERAL PURPOSES COMMITTEE:**

1. To make recommendations on expenditure in relation to promotion of Fairtrade on items above 25% of the allocated budget.

### **F) SHOP LOCAL BARRY ADVISORY GROUP**

#### **UNDER DELEGATED POWERS**

1. To promote the Shop Local campaign within Barry.
2. To provide support to local traders by encouraging local residents and visitors to Barry to buy from local independent traders.
3. To encourage Shop Local to help create employment for local people in the local areas.
4. To authorise expenditure of items within Shop Local's annual budget up to 25% of the allocated budget at any one time

#### **BY WAY OF RECOMMENDATION TO EITHER FULL COUNCIL OR FINANCE, POLICY & GENERAL PURPOSES COMMITTEE**

1. To make recommendations regarding the expenditure of the Shop Local Budget on items above 25% of the allocated budget.

## **G) WORKING PARTY TO CONSIDER CONSULTATIONS RECEIVED**

**PLEASE NOTE: IF A NOMINATED REPRESENTATIVE OF THIS WORKING PARTY IS UNABLE TO ATTEND A MEETING SUBSTITUTES CAN BE NOMINATED**

### **UNDER DELEGATED POWERS**

1. To consider all consultations received, taking into account any comments provided by any Councillors not on the Working Party or in attendance and giving consideration to any potential responses provided by One Voice Wales, and prepare and submit responses accordingly.
2. To report the Working Party's proceedings via the minutes of each of its meetings to the next meeting of Full Council.

## **H) INNOVATION WORKING PARTY**

**PLEASE NOTE: IF A NOMINATED REPRESENTATIVE OF THIS WORKING PARTY IS UNABLE TO ATTEND A MEETING SUBSTITUTES CAN BE NOMINATED**

### **BY WAY OF RECOMMENDATION TO FULL COUNCIL OR ANY OTHER RELEVANT COMMITTEE**

1. To review the management and performance of the Council's operations and make recommendations to the Finance, Policy & General Purposes Committee, Full Council or other relevant committees of Council.
2. To report the Working Party's proceedings via the minutes of each of its meetings to the next meeting of Finance, Policy & General Purposes Committee or Full Council.
3. To receive presentations from outside bodies in respect of funding requests and other relevant matters

## **I) COMMUNITY PLAN WORKING PARTY**

**PLEASE NOTE: IF A NOMINATED REPRESENTATIVE OF THIS WORKING PARTY IS UNABLE TO ATTEND A MEETING SUBSTITUTES CAN BE NOMINATED**

### **UNDER DELEGATED POWERS**

1. To plan and produce a Draft Community Plan over a timeline of 2-years, working with the residents of Barry to highlight issues and concerns across the town.
2. To report the Community Plan Working Party's proceedings via the minutes of each of its meetings to the next meeting of Full Council.
3. To work with relevant partners to produce a Community Plan for the benefit of Barry.
4. To be responsible for a budget of £500.

### **BY WAY OF RECOMMENDATION TO FULL COUNCIL OR ANY OTHER RELEVANT COMMITTEE**

1. To produce a 5-year Community Plan to inform the Council's future work programme (in particular the Council's Corporate Plan), to be used as a tool for Community Groups when accessing funding streams and to influence S106 monies.
2. To report the Working Party's proceedings via the minutes of each of its meetings to the next meeting of Finance, Policy & General Purposes Committee or Full Council.

## **J) SUSTAINABLE BARRY WORKING PARTY**

**PLEASE NOTE: IF A NOMINATED REPRESENTATIVE OF THIS WORKING PARTY IS UNABLE TO ATTEND A MEETING SUBSTITUTES CAN BE NOMINATED**

### **UNDER DELEGATED POWERS**

1. To review the management and performance of the Council's operations and commitments in relation to;
  - The Council's Sustainability Duty under the Future Generations of Well-being Act
  - The Council's Biodiversity Duty under the Environment Act and;
  - The Town Council's own goals for a Resilient and Globally Responsible Barry within the Council's Corporate Plan.
2. To deliver, monitor, review and make recommendations regarding the Council's own duties as a Corporate Body under the above mentioned Acts.
3. To explore the social, environmental and economic impact of Covid-19 on:
  - The Council's services;
  - The Council's priorities;
  - The Well-being of the Council's workforce and;
  - The wider community and town of Barry as a whole
4. To report the Working Party's proceedings via the minutes of each of its meetings to the next meeting of Finance, Policy & General Purposes Committee or Full Council.
5. To authorise expenditure of items within the annual budget up to 25% of the allocated budget at any one time

### **BY WAY OF RECOMMENDATION TO EITHER FULL COUNCIL OR FINANCE, POLICY & GENERAL PURPOSES COMMITTEE**

6. To make recommendations regarding the expenditure of the budget on items above 25% of the allocated budget.

## **K) COMMEMORATIVE NAMING ADVISORY COMMITTEE**

**PLEASE NOTE: IF A NOMINATED REPRESENTATIVE OF THIS ADVISORY COMMITTEE IS UNABLE TO ATTEND A MEETING SUBSTITUTES CAN BE NOMINATED**

The Commemorative Naming Advisory Committee is made up of seven councillors, (which shall reflect the proportionality and distribution of elected representation on the Council) with a quorum of three.

### **BY WAY OF RECOMMENDATION TO FINANCE, POLICY & GENERAL PURPOSES COMMITTEE OR FULL COUNCIL**

1. To consider proposals for Commemoration if they meet the criteria set out in the Council's agreed Commemoration and Recognition Policy.
2. Through consensus, to make a recommendation on a proposed commemorative approach. In the event that no consensus is forthcoming and a vote is required only the Committee members present may cast a vote.

The Chair will have a casting vote.

3. To make recommendation to the next meeting of Finance, Policy & General Purposes Committee or Full Council (whichever meets sooner) in order for a decision to be made.
4. Where it is deemed necessary the Committee may call on the advice of additional Councillors, Council officers and external parties in the evaluation of proposals. The Committee may advertise seeking public comment on proposals as it sees fit.

## **L) BARRY YOUTH COUNCIL**

### **UNDER DELEGATED POWERS**

1. To gather and discuss the views of young people in Barry on local issues.
2. To represent different Barry schools and youth groups
3. To develop and organise projects / events for young people in Barry
4. To represent Barry Youth Council at Barry Town Council Meetings
5. To report the Youth Council's Party's proceedings via the minutes of each of its meetings to the next meeting of Finance, Policy & General Purposes Committee or Full Council.
6. To authorise expenditure of items within the annual budget up to 25% of the allocated budget at any one time (so long as both Link Councillors are in attendance, if one or less Link Councillor is in attendance No. 7 of this Terms of Reference will apply).

### **BY WAY OF RECOMMENDATION TO EITHER FULL COUNCIL OR FINANCE, POLICY & GENERAL PURPOSES COMMITTEE**

7. To make recommendations regarding the expenditure of the budget on items above 25% of the allocated budget.

### **MEMBERSHIP**

8. Young people aged 11 – 18 year's old who live, work, or go to school or college in Barry.
9. All new members must read and sign the "Barry Youth Council – Role Description" upon joining.
10. All new members must obtain signed parental consent to partake in all Barry Youth Council activities.

### **ROLE OF MEMBERS**

11. Members are the voice of the young people in Barry. It is their role to bring young people together and gather their views and raise different issues affecting young people in the town.
12. Members are expected to attend meetings and training sessions and to organise and attend events.

### **MEETINGS**

13. Barry Youth Council meetings are held bi-monthly in the evenings (unless determined otherwise by members).
14. In addition, two members will attend Barry Town Council meetings as a Barry Youth Council representative.
15. Members are expected to attend these meetings or notify the Community Engagement Officer if they are unable to attend.

### **AGENDA**

16. Items are put on the agenda by young people, Town Council Officers and Barry Town Council.

17. Organisational updates and feedback will always be a standing item.

DRAFT

## **OUTSIDE BODY REPRESENTATIVES 2021/22**

### **Barry YMCA**

Councillor Perkes  
Councillor Payne

### **Barry Youth Council**

Councillor Wiliam (Town Mayor)\*  
Councillor Charles (Representative)  
Councillor Payne (Representative)

### **Gibbonsdown Children's Centre**

Councillor Wiliam (Town Mayor)\*  
Councillor Clarke  
Councillor Perkes

### **Society of Local Clerks & Councillors Larger Local Council Forum**

Councillor Wiliam (Town Mayor)\*

### **One Voice Wales**

Councillor S Hodges (Representative)  
Councillor Brooks (Representative)  
Councillor Rowlands (Substitute)

### **One Voice Wales Larger Local Council**

Councillor Hawkins

### **Public Service Board Workshops/Events**

Councillor Lloyd-Selby (Representative)  
Councillor S Hodges (Substitute)

### **Barry Sense of Place Board**

Councillor S Hodges (Representative)  
Councillor Payne (Substitute)

### **Town Centre Forum**

Councillor Hooper (Representative)  
Councillor Payne (Substitute)

**Glamorgan Voluntary Service Network**

Councillor Wiliam (Town Mayor)\*

**Vale of Glamorgan Biodiversity Partnership**

Councillor N Hodges  
(Chair of Halls, Cemeteries & Community Facilities Committee)  
Councillor Richardson  
(Vice-chairperson of Halls, Cemeteries & Community Facilities Committee)

**Vale of Glamorgan Destination  
Management Partnership**

Councillor N Hodges (Representative)

**Vale of Glamorgan Community Liaison Committee**

Councillor S Hodges (Representative)  
Councillor Perkes (Substitute)

**Vale of Glamorgan Project Board**

Councillor N Hodges  
(Chair of Halls, Cemeteries & Community Facilities Committee)

\*To be amended annually to new Town Mayor

**BARRY TOWN COUNCIL  
SCHEDULE OF MEETINGS FOR 2022/23**

COMMITTEE	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
<b>FULL COUNCIL</b>	16/17	27		R	19			12(C)		13 (D)			15/16
<b>HALLS, CEMETERIES AND COMMUNITY FACILITIES</b>			11	E		3 (B)					13		
<b>PERSONNEL</b>		13		C	5		14 (B)			6			
<b>FINANCE, POLICY &amp; GENERAL PURPOSES</b>		20	19 (G)	E	12		28 (B)		30			3	
<b>PLANNING</b>	-	-	-	S	13	4 & 25	15	6	10 & 31	21	14	4 & 25	23
<b>SHOP LOCAL (all meetings start at 6pm)</b>		9		S		6 (B)			26				
<b>FAIRTRADE (all meetings start at 6pm)</b>		20		-	12(B)				30				
<b>SUSTAINABLE BARRY WORKING PARTY (all meetings start at 6pm)</b>			11	-		3 (B)					13		
<b>COMMUNITY PLAN WORKING PARTY (all meetings start at 6pm)</b>			19	-	5		14 (B)			6			

Commented [EF1]: Temp arrangement in place – review of Planning Function at June Personnel Committee

\*ANNUAL MEETING

(B)=Meeting will include consideration of Committee's draft estimates for 2023/24

(C)=Meeting will include consideration of draft estimates for 2023/24 that will then go out for public consultation

(D)=Meeting will include consideration of draft estimates for 2023/24 following public consultation and to determine Precept for 2023/24

(G) = Meeting to consider Grant Applications for 2022/23

NB: All other Working Parties or Sub Committees which are arranged on a needs basis throughout the year will be scheduled for a Monday or Tuesday at 6pm prior to those Standing Committees already scheduled.



# Barry Town Council

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## Standing Orders

**Standing Orders are the written rules of the Council. They are to be used to confirm the Council's internal organisational, administrative and procurement procedures and procedural matters for meetings. They are not the same as the policies of the Council but may refer to them.**

**Standing Orders that are in bold type contain statutory requirements. Those standing orders not in bold are designed to help Council to operate effectively but do not contain statutory requirements so can be amended to suit the Council's needs.**

**RE-ADOPTED ON 17 MAY 2021**

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1. **Rules of debate at Full Council meetings**

- a. Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Town Mayor at the meeting.
- b. A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c. A motion on the agenda that is not moved by its proposer may be treated by the Town Mayor of the meeting as withdrawn.
- d. If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder at the meeting.
- e. An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f. If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.
- g. An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Town Mayor of the meeting, is expressed in writing to the Town Mayor.
- h. A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i. If there is more than one amendment to an original or substantive motion, the amendments shall be moved in order directed by the Town Mayor.
- j. Subject to standing order 1(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the Town Mayor of the meeting.
- k. One or more amendments may be discussed together if the Town Mayor of the meeting considers this expedient, but each amendment shall be voted upon separately.
- l. A councillor may move one amendment to an original motion and one amendment to a substantive motion.
- m. The mover of an amendment has no right of reply at the end of debate on it.
- n. Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate

of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

- o. Unless permitted by the Town Mayor of the meeting, a councillor may speak once in the debate on a motion except:
  - i. To speak on an amendment moved by another Councillor
  - ii. To move or speak on another amendment if the motion has been amended since they last spoke;
  - iii. To make a point of order;
  - iv. To give a personal explanation; or
  - v. In exercise of a right of reply.
  
- p. During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking.
  
- q. A point of order is an objection submitted to the chairperson for decision claiming some irregularity in the constitution or conduct of the meeting. The more usual irregularities include:
  - a. The use of irrelevant or improper language
  - b. that a quorum is not present
  - c. that an amendment is a simple negative of the motion before the meeting
  - d. that no question is before the meeting (e.g. where a motion has not been seconded
  - e. an no-compliance with standing orders
  
- r. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
  
- s. A point of order relates to procedure. It is not concerned with the arguments or the principles or the political views put forward in debate or with the truth or falsehood, correctness or incorrectness of statements made in the course of debate. A difference of opinion is not a point of order. Nor may any member making a point of order abuse it by making a speech.
  
- t. A point of order shall be decided by the Town Mayor of the meeting and their decision shall be conclusive and final.
  
- u. When a motion is under debate, no other motion shall be moved except:
  - i. To amend the motion;
  - ii. To proceed to the next business;
  - iii. To adjourn the debate;
  - iv. To put the motion to a vote;
  - v. To ask a person to be no longer heard or to leave the meeting;
  - vi. To refer a motion to a committee or sub-committee for consideration;
  - vii. To exclude the public and press;

- viii. To adjourn the meeting; or
  - ix. To suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.
- v. Before an original or substantive motion is put to the vote, the Town Mayor of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
  - w. Excluding motions moved by standing order 1(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed ten minutes without the consent of the Town Mayor of the meeting.

2. **Disorderly conduct at meetings**

- a. No person(s) shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Town Mayor/Chairperson of the meeting shall request such person(s) to moderate or improve their conduct.
- b. If person(s) disregard the request of the Town Mayor/Chairperson of the meeting to moderate or improve their conduct, any councillor or the Town Mayor/Chairperson of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c. If a resolution made under standing order 2(b) above is ignored, the Town Mayor/Chairperson of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. **Meetings generally**

- a. **No Council, Committee or Sub-committee meetings shall take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b. **The minimum three clear days for notice of all meetings of Council, Committee or Sub-Committee does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c. **The minimum three clear days' public notice for all meetings of Council, Committee or Sub-Committee does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**

- d. **All Council, Committee or Sub-Committee meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be a resolution which shall give reasons for the public's exclusion.**
- e. Members of the Council may ask the Town Mayor, Leader, Committee Chairs or officers any question concerning the business of the Council, provided written notice of the question has been given to the Town Clerk at least four working days before the meeting. In normal circumstances a verbal reply will be provided at the meeting, or a written reply will be provided in exceptional circumstances following the meeting.
- f. Members of the public may make representations, answer questions and give evidence at a meeting of Full Council which they are entitled to attend in respect of the business on the agenda.
- g. The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed fifteen minutes unless directed by the Town Mayor of the meeting.
- h. Subject to standing order 3(f) above, a member of the public shall not speak for more than ten minutes.
- i. In accordance with standing order 3(e) above, a question shall not require a response at the meeting nor start a debate on the question. The Town Mayor of the meeting may direct that a written or oral response be given.
- j. A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Town Mayor of the meeting may at any time permit a person to be seated when speaking.
- k. A person who speaks at any meeting shall direct their comments to the Town Mayor/Chairperson of the meeting.
- l. Only one person is permitted to speak at a time. If more than one person wants to speak, the Town Mayor/Chairperson of the meeting shall direct the order of speaking.
- m. **The use of cameras, camcorders and other recording devices in all Council, Committee and Sub-Committee 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.**
- n. **The press shall be provided with reasonable facilities for taking of their report of all or part of all Council, Committee and Sub-Committee meetings at which they are entitled to be present.**

- o. **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Town Mayor of the Council may in their absence be done by, to or before the Deputy Town Mayor of the Council (if any), or the person presiding at the meeting.**
- p. **The Town Mayor, if present, shall preside at a meeting. If the Town Mayor is absent from a meeting, the Deputy Town Mayor, if present, shall preside. If both the Town Mayor and Deputy Town Mayor are absent from a meeting, a Councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q. **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting.**
- r. **The Town Mayor at Full Council and the Chairperson of a Committee or Sub-committee may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**  
*See standing orders 5(h) and (i) below for the different rules that apply in the election of the Town Mayor of the Council at the annual meeting of the council.*
- s. **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.**
- t. The minutes of a meeting shall include an accurate record of the following:
  - i. the time and place of the meeting;
  - ii. The names of councillors present and absent;
  - iii. Interests that have been declared by councillors and non-councillors with voting rights;
  - iv. Whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
  - v. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
  - vi. If there was a public participation session; and
  - vii. The resolutions made.
- u. **A councillor or a non-councillor with voting rights who has a personal or prejudicial interest in a matter being considered at a meeting which**

**limits or restricts their right to participate in a discussion or vote on that matter is subject to obligations in the code of conduct adopted by the council.**

- v. **No business may be transacted at a meeting unless at least one-third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than three.**

*See standing order 4(f)(viii) below for the quorum of a committee or sub-committee meeting.*

- w. **If any meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

- x. **A meeting may be adjourned for any reasonable length of time but cannot be adjourned to a date after the next regular meeting because its minutes cannot be completed in time.**

- y. **Where it is not possible to transact the whole of the business for which a meeting has been called, whether due to a meeting being inquorate or adjourned, any remaining business to be transacted will appear first on the agenda of the next meeting, whatever its nature.**

- z. A motion to vary the order of business on the grounds of urgency may be proposed by the Town Mayor/Chairperson or by any Member and if proposed by the Town Mayor / Chairperson, may be put to the vote without being seconded, and shall be put to the vote without discussion.

- aa. The dates and time of meetings of the Council and its Standing Committees shall be fixed by Council at its Annual Meeting. At **8:30pm** all Meetings of Council shall stand adjourned, but it shall be competent for any member to move Suspension of Standing Orders to enable the meeting to continue beyond their time in order to complete its business. In so doing the member shall specify the period of additional time, being not more than half-an-hour, during which the meeting shall continue. If the suspension motion is carried and at the expiration of the period of additional time so approved the whole of the business has not been concluded, the meeting shall stand adjourned and **a second suspension motion seeking a further extension of time shall not be accepted.**

#### 4. **Committees and sub-committees**

- a. **Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b. **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of council.**

- c. **Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d. All Standing Committees will be subject to Section 15 of the Local Government & Housing Act 1989, regarding political proportionality.
- e. The Town Mayor shall be an ex-officio non-voting member of every Standing Committee, other than as Chair of the Personnel Committee and any other member of the Council may attend any meeting of a committee and may speak at the invitation of the Chairperson.
- f. The council may appoint standing committees or other committees as may be necessary, and:
  - i. Shall determine their terms of reference;
  - ii. Shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full council;
  - iii. Shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. Shall, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of members of such a committee;
  - v. May, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee;
  - vi. Shall, after it has appointed the members of a standing committee, appoint the Chairperson of the standing committee;
  - vii. Shall permit a committee other than a standing committee, to appoint its own Chairperson at the first meeting of the committee;
  - viii. Shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;
  - ix. Shall determine if the public may participate at a meeting of a committee;
  - x. Shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
  - xi. Shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
  - xii. May dissolve a committee.
- g. The constitution of committees is detailed in Appendix 1.

5. **Ordinary council meetings**

- a. **In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the new councillors elected take office.**
- b. **In a year which is not an election year, the annual meeting of the council shall be held on such day in May as the council may direct.**
- c. **If no other time is fixed, that annual meeting of the council shall take place at 6.00 pm.**
- d. **In addition to the annual meeting of the council, any number of other ordinary meetings may be held in each year on such dates and times as the council may direct.**
- e. **The first business conducted at the annual meeting of the council shall be the election of the Town Mayor and Deputy Town Mayor (if any) of the Council.**
- f. **The Town Mayor of the Council, unless they have resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the council.**
- g. **The Deputy Town Mayor of the Council, if any, unless they resign or becomes disqualified, shall hold office until immediately after the election of the Town Mayor of the Council at the next annual meeting of the council.**
- h. **In an election year, if the current Town Mayor of the Council has not been re-elected as a member of the Council, they shall preside at the meeting until a successor Town Mayor of the Council has been elected. The current Town Mayor of the Council shall not have an original vote in respect of the election of the new Town Mayor of the Council but must give a casting vote in the case of equality votes.**
- i. **In an election year, if the current Town Mayor of the Council has been re-elected as a member of the Council, they shall preside at the meeting until a new Town Mayor of the Council has been elected. They may exercise an original vote in respect of the election of the new Town Mayor of the Council and must give a casting vote in the case of an equality of votes.**
- j. **Following the election of the Town Mayor of the Council and Deputy Town Mayor (if any) of the Council at the annual meeting of the Council, the business of the annual meeting shall include:**
  - i. **In an election year, delivery by the Town Mayor of the Council and councillors of their acceptance of office forms unless the**

**Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Town Mayor of the Council of his acceptance of office form unless the council resolves for this to be done at a later date;**

- ii. **In an election year, to fill any vacancies left unfilled at the election by reason of insufficient nominations;**
- iii. Confirmation of the accuracy of the minutes of the last meeting of the council;
- iv. Receipt of the minutes of the last meeting of a committee;
- v. Consideration of the recommendations made by a committee;
- vi. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vii. Review of the terms of reference for committees;
- viii. Appointment of members to existing committees;
- ix. Appointment of any new committees in accordance with standing order 4 above;
- x. Review and adoption of appropriate standing orders and financial regulations;
- xi. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
- xii. Review of representation on or work with external bodies and arrangements for reporting back;
- xiii. Review of inventory of land and assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insured risks;
- xv. Review of the council's and/or staff subscriptions to other bodies;
- xvi. Review of the council's complaints procedure;
- xvii. Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;
- xviii. Review of the council's policy for dealing with the press/media; and
- xix. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.
- xx. Review of the Council's employment policies and procedures (Staff Handbook)
- xxi. Review of the Council's expenditure incurred under S.137 of the Local Government Act 1972 or the power of well-being

6. **Extraordinary meetings of the council and committees and sub-committees**

- a. **There is a distinction between ordinary and extraordinary meetings. An ordinary meeting is called by the clerk in pursuance of statutory rules or under standing orders. An extraordinary meeting is one specially called.**
- b. **The Town Mayor/Chairperson of the Council may convene an extraordinary meeting of the council at any time and will sign the**

summons to an extraordinary meeting of council issued to councillors

c. The agenda for an extraordinary meeting of the Council convened by the Town Mayor will be prepared by the Chief Officer (Town Clerk) in consultation with the Town Mayor with group leaders being informed.

**d. Two members may sign a requisition that the council be convened.**

**e. If the Town Mayor does not or refuses to call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of council. The two convening councillors need not be the same as two requisitioning councillors. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.** The two convening councillors shall meet with the Chief Officer in order for the Chief Officer to prepare the agenda and summons. Group Leaders will be informed.

**f. The Chief Officer (Town Clerk) is responsible for preparing the agenda and summoning councillors to meetings of council as the council's Proper Officer.** In their absence, the Deputy Chief Officer or whosoever is acting as the Proper Officer will prepare the agenda and summons. The final decision rests with the Chief Officer (Town Clerk) or whoever is formally acting on their behalf in their absence

g. The Chairperson of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.

h. If the Chairperson of a committee or a sub-committee does not or refuses to call an extraordinary meeting within seven days of having been requested to do so by two members of the committee or the sub-committee, any two members of the committee and the sub-committee may convene an extraordinary meeting of a committee and a sub-committee.

## 7. **Previous resolutions**

a. A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least six Councillors to be given to the Proper Officer in accordance with standing order 9 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

- b. When a motion moved pursuant to standing order 7(a) above has been disposed of, no similar motion may be moved within a further six months.

8. **Voting on appointments**

- a. Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chairperson of the meeting.

9. **Motions for a meeting that require written notice to be given to the Proper Officer**

- a. A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the council's statutory functions, powers and obligations or on issues which specifically affects the council's area or its residents.
- b. No motion may be moved at a meeting unless it is on the agenda and the mover has given signed, written notice of its wording to the Proper Officer at least fourteen clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c. The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- d. If the Proper Officer considers the wording of the motion received in accordance with standing order 9(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least ten clear days before the meeting.
- e. If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Town Mayor of the forthcoming meeting, or as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f. Subject to standing order 9(e) above, the decision of the Proper Office as to whether or not to include the motion on the agenda shall be final.
- g. Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.

- h. Motions rejected shall be recorded in a book for that purposes with an explanation by the Proper Officer for their rejection.
- i. If a motion, set out in the summons, be not moved either by a Member who gave notice thereof or by some other Member on their behalf it shall, unless postponed by the consent of the Council, be treated as withdrawn and shall not be moved without fresh notice.
- j. If the subject matter of a motion comes within the province of a committee of the Council, it shall upon being moved and seconded, stand referred without discussion to such standing or other committee as the Council may determine for report; provided that the Town Mayor, if they considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.

10. **Motions at a meeting that do not require written notice**

- a. The following may be moved at a meeting without written notice to the Proper Officer;
  - i. To correct an inaccuracy in the draft minutes of a meeting;
  - ii. To move to a vote;
  - iii. To defer consideration of a motion;
  - iv. To refer a motion to a particular committee or sub-committee;
  - v. To appoint a person to preside at a meeting;
  - vi. To change the order of business on the agenda;
  - vii. To proceed to the next business on the agenda;
  - viii. To require a written report;
  - ix. To appoint a committee or sub-committee and their members (including substitutes);
  - x. To extend the time limits for speaking;
  - xi. To exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
  - xii. To not hear further from a councillor or a member of the public;
  - xiii. To exclude a councillor or member of the public for disorderly conduct;
  - xiv. To temporarily suspend the meeting;
  - xv. To suspend a particular standing order (unless it reflects mandatory statutory requirements);
  - xvi. To adjourn the meeting; or
  - xvii. To close a meeting.

11. **Handling confidential or sensitive information**

- a. **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such**

**arrangements shall include deciding who has access to personal data and encryption of personal data.**

- b. The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c. The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d. Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

**12. Draft Minutes**

- a. If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b. There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i) above.
- c. The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Town Mayor of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d. If the Town Mayor of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:
  - “The Town Mayor of this meeting does not believe that the minutes of the meeting of the Council held on (*date*) in respect of (*Minute No.*) where a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings”
- e. Subject to the Council's Records and Retention policy, minute books will be kept for 7 years before being destroyed appropriately.

13. **Code of Conduct and dispensations**

*See also standing order 3(u) above.*

- a. **Councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.**
- b. All councillors shall undertake training in the code of conduct within six months of the delivery of their acceptance of office form.
- c. **Dispensation requests shall be in writing and submitted to the standards committee of the Vale of Glamorgan Council as soon as possible before the meeting that the dispensation is required for.**
- d. **Councillors may exercise rights contained in Standing Order 13(e) below, only if members of the public are permitted to (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted.**
- e. **Councillors who have a prejudicial interest in relation to any item of business being transacted at that meeting may (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted but must, thereafter, leave the room or chamber.**
- f. **The Town Clerk will be required to compile and hold a Register of Member's Interests, or a copy thereof, in accordance with agreement reached with the Monitoring Officer of the Vale of Glamorgan Council and/or as required by statute.**

14. **Interests**

- a. **If a member has a personal interest as defined by the Code of Conduct adopted by the Council, then they shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required.**
- b. **If a member who has declared a personal interest then considers the interest to be prejudicial, they must withdraw from the room or chamber during consideration of the item to which the interest relates.**
- c. **The Town Clerk will be required to compile and hold a Register of Member's interests, or a copy thereof, in accordance with agreement reached with the Monitoring Officer of the Vale of Glamorgan Council and/or as required by statute.**
- d. The Town Clerk will be required to ensure an electronic Register of Member's interests, will be made available to the public on the Council's website.

15. **Allegation of Breaches of the Code of Conduct**

- a. The Public Service Ombudsman has agreed to the principle of referring some complaints against Members back to Community and Town Councils for a local resolution. The Council has adopted a model Local Resolution Protocol for minor complaints from members about members, minor complaints from officers about members and members alleged to have not shown respect and consideration for others – either verbally or in writing. The protocol details complaints which must be directed to the Public Services Ombudsman for Wales
- b. **On receipt of a notification that there has been an alleged breach of the Code of Conduct you must report to the Public Services Ombudsman for Wales and to your authority's monitoring officer any conduct by another member which you reasonably believe breaches the code of conduct** (Local Authorities Model Code of Conduct Order Section 6 (1) (c) );
- c. Where the notification relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Leader of Council of the fact, who, upon receipt of such notification, shall nominate a person to assume the duties of the Proper Officer set out in the remainder of this standing order, who shall continue to act in respect of that matter as such until the complaint is resolved.
- d. Where a notification relates to a complaint made by an employee (not being the Proper Officer) the Proper Officer shall ensure that the employee in question does not deal with any aspect of the complaint.
- e. The subject matter of the notifications shall be confidential and, insofar as it is possible to do so by law, the Council including the Proper Officer and the Leader of Council shall take steps set out below, together with other steps considered necessary, to maintain confidentiality.
  - i. Draft the summons and agendas in such a way that the identity and subject matter of the complaint are not disclosed.
  - ii. Ensure that any background papers containing the information set out in Standing Order 15(a) are not made public.
  - iii. Ensure that the public and press are excluded from meetings as appropriate
  - iv. Ensure that the minutes of meetings preserve confidentiality.
  - v. Consider any liaison that may be required with the person or body with statutory responsibility for the investigation of the matter.

- e. Standing Order 15(d) should be taken to prohibit the Council (whether through the Proper Officer or the Leader of Council or otherwise) from disclosing information to members and officers of the Council or to other persons where such disclosure is necessary to deal with the complaint or is required by law.
- f. The Leader of Council shall have the power to:
  - i. Seek documentary and other evidence from the person or body with statutory responsibility for investigation of the matter;
  - ii. Seek and share information relevant to the complaint;
  - iii. Grant the member involved a financial indemnity in respect of legal costs, which shall be in accordance with the law and subject to approval by a meeting of Full Council.
- g. References in Standing Order 15 to a notification shall be taken to refer to a communication of any kind which relates to a breach or an alleged breach of the Code of Conduct by a Councillor.

16. **Code of conducts complaints**

- a. Upon notification by the Vale of Glamorgan Council that it is dealing with a complaint that a Councillor or non-Councillor with voting rights has breached the Council's Code of Conduct, the Proper Officer shall, subject to Standing Order 11 above report this to the Council.
- b. Where the notification in Standing Order 16(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Town Mayor of Council of this fact, and the Town Mayor shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined.
- c. The Council may:
  - i. Provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
  - ii. Seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
  - iii. Indemnify the councillor or non-councillor with voting rights in respect of his related legal costs and any such indemnity is subject to approval by a meeting of the full council.

17. **Proper Officer**

- a. The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b. The Proper Officer shall:
  - i. **At least three clear days before a meeting of the Council, a Committee and a Sub-Committee serve on Councillors, by delivery or post at their residences, a signed summons confirming the time, place and the agenda.**
  - ii. **Give public notice of the time, place and agenda at least three clear days before a meeting of the Council or a meeting of a Committee or a Sub-Committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them);**  
(See standing order 3(b) above for the meaning of clear days for a meeting of a full council and standing order 3(c) above for a meeting of a committee.
  - iii. Subject to standing order 9 above, include on the agenda all motions in the order received unless a Councillor has given written notice at least ten days before the meeting confirming his withdrawal of it.
  - iv. **Convene a meeting of full council for the election of a new Town Mayor of the Council, occasioned by a casual vacancy in their office;**
  - v. Facilitate inspection of the minute book by local government electors;
  - vi. **Receive and retain copies of byelaws made by other local authorities;**
  - vii. **Retain acceptance of office forms from councillors;**
  - viii. Retain a copy of every councillor's register of interests;
  - ix. Assist with responding to requests made under the Freedom of Information Act 2000 and rights exercisable under data protection legislation in accordance with and subject to the council's policies and procedures relating to the same;
  - x. Liaise as appropriate with the Council's Data Protection Officer;
  - x. Receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
  - xi. Manage the organisation, storage of, access to and destruction of information held by the Council in paper and electronic form
  - xii. Arrange for legal deeds to be executed;  
(See also standing order 27 below)
  - xiii. Arrange or manage the prompt authorisation, approval and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations.
  - xiv. Record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
  - xv. Refer a planning application received by the Council to the Chairperson or in their absence the Vice Chairperson (if any) of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the

nature of a planning application requires consideration before the next ordinary meeting of the planning committee.

xvi. Manage access to information about the Council via the publication scheme; and

xvii. Retain custody of the seal of the Council (if any) which shall not be used without a resolution to that effect.

(see also standing order 27 below)

18. **Responsible Finance Officer**

- a. The council shall appoint appropriate staff member(s) to undertake the work of the Responsible Finance Officer when the Responsible Finance Officer is absent.

19. **Accounts and accounting statements**

- a. "Proper Practices" in standing orders refer to the most recent version of Governance and Accountability for Local Councils in Wales – A Practitioners' Guide.
- b. All payments by the council (except as provided in 19(c)) shall be authorised, approved and paid in accordance with the law, proper practices and the council's financial regulations and shall be laid before the Council.
- c. Where it has been necessary to make a payment before it has been authorised by the Council, the appropriate officer shall certify such payment as to its correctness and urgency, except the salaries for which a report will be produced quarterly.
- d. All payments ratified under Standing Order 19(c) shall be separately included in the next schedule of payments laid before the Council.
- e. The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - the Council's receipts and payments (or income and expenditure) for each quarter;
  - the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
  - the balances held at the end of the quarter being reported and  
  
which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- f. The Responsible Financial Officer shall supply to each member as soon as practicable after 31 March in each year:

- a. a statement of the Council's income and expenditure for the last quarter and completed financial year; and
- b. to the Council the accounting statements for the year in the form of Section 1 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- g. The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.
- h. **The Council shall approve written estimates for the coming financial year** at a meeting of the Town Council during February. Any committee or Sub-Committee desiring to incur expenditure shall normally formulate recommendations to the Finance, Policy & General Purposes Committee before the end of December at the latest.

20. **Financial controls and procurement**

- a. The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. The keeping of accounting records and systems of internal controls;
  - ii. The assessment and management of financial risks faced by the council;
  - iii. The work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. The inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and
  - v. Procurement policies (subject to standing order 20(c) below) including the setting of values for different procedures where a contract has an estimated value of less than [£25,000].
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose
- c. **Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £25,000 shall be procured on the basis of a formal tender as summarised in standing order 20(d) below.**

- d. Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. Where it is intended to enter into a contract exceeding £1,000 in value for the supply of goods or services or for the execution of works, the Town Clerk may invite not less than three companies to quote for the contract in question, and where the value of the intended contract exceeds £25,000, the firms invited to tender shall be drawn from the appropriate standing approved list of contractors maintained by the County Borough Council, or, if no such list is maintained, then in such newspapers circulating in the district and shall state the general nature of the intended contract, the name and address of the person to receive the tenders, and shall specify the date and time by which tenders must be received. Tenderers shall normally be given at least 14 days in which to submit tenders (but this can be extended if considered necessary). The tendering procedure will also follow the detailed arrangement contained in paragraph 11 of Financial Regulations.
  - ii. Tenders shall be opened by the Town Clerk or the Deputy Town Clerk in the presence of the Chairperson of the relevant Committee or the Leader of Council or Vice Chairperson of that Committee and any other Councillors by invitation on the date specified, pursuant to Standing Order 20(d)(i), and shall be reported by the person who opened them to the Council, or, where the tenders have been sought by a committee or sub-committee, to that committee or sub-committee.
  - iii. Neither the Council, nor any committee or sub-committee, is bound to accept the lowest tender.
  - iv. If no tenders are received, or if all tenders are identical, the Council may make such arrangements for procuring the goods or materials, or executing the works, if appropriate.
  - vi. Barry Town Council deplores the illegal practice of 'blacklisting' within the construction industry and will ensure that any company known to have been involved in blacklisting practices and not to have indemnified their victims, will not be invited to tender contracts by Barry Town Council until they have:
    - i. identified the steps taken to remedy blacklisting for affected workers;
    - ii. identified the steps taken to ensure blacklisting will not happen again; and,
    - iii. given assurances that they do not employ individuals who were named contacts for the Consulting Association.

- e. Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.
- g. A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.

21. **Handling staff matters**

- a. If a meeting considers any matter personal to a Council employee, it shall not be considered until the Council OR the said Committee OR the said Sub-Committee has decided whether or not the press and public shall be excluded pursuant to the Public Bodies (Admission to Meetings) Act 1960.
- b. Subject to the council's policy regarding absences from work, the council's most senior member of staff shall notify the Chairperson of the said Committee OR said Sub-Committee of any absence occasioned by illness or urgency and that person shall report such absence to the said Committee OR said Sub-Committee at its next meeting.
- c. The Chairperson of the said committee OR the said sub-committee or in their absence, the Vice Chairperson shall upon a resolution conduct a review of the performance and/or appraisal of the post. The review and/or appraisal shall be reported back in writing and shall be subject to approval by resolution by said committee or sub-committee.
- d. Subject to the council's policy regarding the handling of grievance matters, the council's most senior employee (or other employees) shall contact the Chairperson of the said committee or sub-committee or in their absence, the Vice Chairperson of the said committee OR the said sub-committee in respect of an informal or formal grievance matter, and this matter shall be

reported back and progressed by resolution of said committee OR said sub-committee.

- e. Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Principal Officer relates to the Chairperson or the Vice Chairperson of the said committee, this shall be communicated to another member of the said committee OR the said sub-committee, which shall be reported back and progressed by resolution of the said committee OR the said sub-committee.
- f. Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- g. The council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.
- h. Only persons with line management responsibilities shall have access to staff records referred to in standing orders 21(f) and (g) above if so justified.
- i. Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 21(f) and (g) above shall be provided only to the Town Clerk and Deputy Town Clerk and/or the Town Mayor or the Chairperson of the said committee OR the said sub-committee.

## **22. RESPONSIBILITIES TO PROVIDE INFORMATION**

*See also standing order 23.*

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**

## **23. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

**(Below is not an exclusive list).**

*See also standing order 11.*

- a **The Council may appoint a Data Protection Officer.**
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**

- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

23. **Relations with the press/media**

- a. All requests from the press or other media or an oral or written statement or comment from the Council shall be processed in accordance with the Council's policy in respect of dealing with the press and/or other media.
- b. In accordance with the Council's policy in respect to dealing with the press and/or other media, Councillors may, in their official capacity as Ward Members, speak to the press and media on items relating to Ward matters.
- c. In accordance with the Council's Policy in respect of dealing with the press and/or other media, in relation to corporate matters, this should be dealt with by the Council Leader in consultation with the Town Clerk.
- d. In accordance with the Council's policy in respect to dealing with the press and/or other media, in relation to service delivery matters, these enquiries should be dealt with by the relevant Chairperson in consultation with the Town Clerk.

24. **Canvassing of and Recommendations by Members**

- a. Canvassing Councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this Standing Order to every candidate.
- b. A Councillor or a member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
- c. This Standing Order shall apply to tenders as if the person making the tender were a candidate for an appointment.

25. **Relatives of Members or Officers**

- a. A candidate for any appointment under the Council who knows that they are related to any member or officer of the Council shall when making application disclose that relationship to the Town Clerk. A candidate who fails to disclose such a relationship shall be disqualified from the appointment and if appointed shall be liable to dismissal without notice. Every member and officer of the Council shall disclose to the Town Clerk any relationship known to them to exist between them and any person whom they know is a candidate for an appointment under the Council. The Town Clerk of the Council shall report to the Council or to the appropriate Committee any such disclosure made to them.
- b. The purport of Standing Orders 24(a), 24(b) and 24(c) be included in every advertisement inviting applications for appointment or in any form of application.

26. **Staff Establishment and Filling of Vacancies**

- a. Except where the Council otherwise determines, all vacancies in the Town Council's establishment which the Council intends to fill shall be publicly advertised in one or more newspapers or journals circulating primarily among persons who may be expected to possess the necessary qualifications for that post, in accordance with the Council's Equal Opportunities Policy.
- b. The decision whether to advertise a post internally only, or internally and externally can be determined by the Council and will depend on a number of factors at the time which include:
  - commitment to staff development
  - available pool of applicants
  - applicable redundancy situation
- b. Internal vacancies will be emailed to all staff and highlighted at Team meetings.
- c. For external positions a variety of advertising mediums will be used and advertisements may be placed on websites, newspapers or other platforms depending on relevance and budget allocation.
- d. Job advertisements will be based on the job and person specifications
- e. Positions may be simultaneously advertised internally and externally.
- f. The interview panel should consist of two or three interviewers, including the recruiting manager and ideally the Town Clerk or delegated member of the Senior Management Team.
- g. If the Town Clerk position is being interviewed for, then the Leader of the Council, the Chair of the Personnel Committee and the Leader of the Opposition shall make up the interview panel

- h. All posts at Grade 10 and above will be interviewed by Councillors which includes the Town Clerk, Deputy Town Clerk and Responsible Finance Officer. The Town Clerk has delegated responsibility to interview for posts below this Grade.
- i. All applications for job evaluation above Grade 4 shall be submitted to the Personnel Committee. The Town Clerk in conjunction with the relevant Departmental Manager may authorise any job evaluation or re-grading at or below Grade 4.

27. **Execution and sealing of legal deeds**

*See also standing orders 17(b)(xii) and (xvii) above.*

- a. A document shall not be sealed on behalf of the Council unless its 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 Halls, Cemeteries & Community Facilities Committee to authorise by way of a resolution.
- b. **The Council's Common Seal shall alone be used for sealing documents. It shall be applied by the proper officer who shall sign the document as a witness.**

28. **Authentication of Documents for Legal Proceedings**

- a. Where any document will be a necessary step in legal proceedings on behalf of the Council it shall be signed by the Town Clerk unless any enactment otherwise requires or authorises this, or the Council gives the necessary authority to some other person for the purpose of such proceedings.

29. **Inspection of Documents**

- a. A member of the Council may, for a purpose of their duty as such member but not otherwise, on application to the Town Clerk, inspect any document which has been considered by a Committee or by the Council, and if copies are available shall on request be supplied for the like purpose with a copy of such a document.
- b. Provided that a member shall not knowingly inspect and shall not call for a copy of any document relating to a matter in which they are professionally interested or in which they have a personal interest within the meaning of the Local Code of Conduct and that this Standing Order shall not preclude the Town Clerk of the Council/or the Solicitor to the Council from declining to allow inspection of any document which is or in the event of legal proceedings would be protected by privilege arising from the relationship of Solicitor and client.

- c. **All minutes and reports kept by the Council and by any committee shall be open for the inspection of any member of the Council and by members of the public, with the exception of minutes and reports deemed to be confidential by the Council as far as the press and public are concerned, except that any papers relating to confidential matters considered by the Unified Appeals Committee will only be available to members serving on that Committee.**

30. **Inspection of Lands and Premises and Visits to Offices**

- a. Unless authorised by a resolution, no individual Councillor shall in the name of, or on behalf of the Council, a Committee or sub-committee:-
  - i. Inspect any land and/or premises which the Council has a right or duty to inspect; or
  - ii. Issue orders, instructions or directions.
- b. Any member of the Council desiring to visit any Department is authorised to do so at any time without notice, but a member shall not interview any official of the Town Council other than the Town Clerk, Deputy Town Clerk, or Responsible Finance Officer on any matter of policy or principle or any matter which is under consideration by the Council or is likely to be brought before the Council or any Committee or sub-committee.

31. **Urgent Business**

- a. The law makes no provision for dealing with urgent business on Council agendas. If it is urgent only because it was not notified in time to appear on the agenda, it should be left until the next meeting. If it is genuinely urgent, that is, it was too late for the agenda and it will be too late for action if left until the next ordinary meeting, an additional meeting should be called unless the reference of the urgent business can be referred to a committee or sub-committee, or to the Town Clerk for action with consultation with the Group Leaders. A minimum of two Group Leaders must respond within a specified time frame and those respondents must be in agreement for the Urgent Action to be undertaken. If a Group Leader disagrees with the Urgent Action then an Extraordinary meeting of Council should be called to consider the item. It is contrary to local government law for the Town Mayor, Leader of Council or any other single member to take a decision binding the Council.

32. **Customer Complaints Procedure**

- a. The Council shall deal with complaints of maladministration allegedly committed by the Council, or by any officer or member, in the manner recommended in the Complaints Procedure for Town & Community Councils, except for those complaints which should be properly directed to the Public Services Ombudsman for Wales for consideration.

33. **Leader of the Council and Other Leaders**

- a. The selection of Leader of Council is detailed in Appendix 2.

34. **Revision of Standing Orders**

- a. These Standing Orders shall be subject to regular review, at least once every four years, at the beginning of each administration or more frequently if required.

35. **Communicating with District and County or Unitary Councillors**

- a. That the Town Council liaise with other Authorities on matters of a mutual interest.

36. **Standing orders generally**

- a. All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b. A motion to add to vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least two councillors to be given to the Proper Officer in accordance with standing order 9 above.
- c. The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible after they have delivered their acceptance of office form.
- d. The decision of the Town Mayor at a meeting of the Full Council or the Chairperson of a meeting of a Committee or Sub-Committee as to the application of standing orders at the meeting shall be final.

**Standing Order 4**

**1. Constitution of Committees**

- a. The following shall be the Standing Committees of the Council and shall consist of the number of members specified below:-

<b><u>Committee</u></b>	<b><u>Number of Members</u></b>
Halls, Cemeteries & Community Facilities	7
Finance, Policy & General Purposes	7
Planning	8
Personnel	7

## APPENDIX 2

### Standing Order 33

#### 1 Leader of the Council and other Leaders

- a. Each of the Party Groups shall signify the resignation of an existing Group Leader and the appointment of a new Leader in writing to the Town Clerk at the first available opportunity.
- b. The Leader of a party with an overall majority on the Council will be the Leader of the Council. In the case where there is no overall majority party, the Leader of the Council will be elected by the Council.
- c. The Leader of the minority group shall be known as Leader of the Opposition.
- d. The Leader of the other group (the smallest group in terms of the number of elected members serving on the Town Council) shall be known as the Leader of the Other Group.

# BARRY TOWN COUNCIL

# FINANCIAL REGULATIONS

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To be re-adopted at the Annual meeting on 17 May 2022

**BARRY TOWN COUNCIL  
FINANCIAL REGULATIONS**

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These Financial Regulations were adopted by Barry Town Council at its Meeting held on 14 May 2019.

## 1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the Council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the Council's standing orders<sup>1</sup> and any individual financial regulations relating to contracts.
- 1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.
- 1.3. The Council's accounting control systems must include measures:
  - for the timely production of accounts;
  - that provide for the safe and efficient safeguarding of public money;
  - to prevent and detect inaccuracy and fraud; and
  - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the Council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute and may represent a breach in the Councillor's Code of Conduct
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council.
- 1.9. The RFO;
  - acts under the policy direction of the Council;

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<sup>1</sup> Model standing orders for Councils are available in Local Councils Explained © 2013 National Association of Local Councils

- administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
  - determines on behalf of the Council its accounting records and accounting control systems;
  - ensures the accounting control systems are observed;
  - maintains the accounting records of the Council up to date in accordance with proper practices;
  - assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
  - produces financial management information as required by the Council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments comply with the Accounts and Audit (Wales) Regulations and to prepare additional or management information, as the case may be, to be prepared for the Council from time to time.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate;
  - a record of the assets and liabilities of the Council; and
  - wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
  - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
  - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
  - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and

- measures to ensure that risk is properly managed.

1.13. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (Council Tax Requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- addressing recommendations in any report from the internal or external auditors,

shall be a matter for the full Council only.

1.14. In addition the Council must:

- determine and keep under regular review the bank mandate for all Council bank accounts;
- approve any grant or a single commitment in excess of £20,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit (Wales) Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 39 of the Public Audit (Wales) Act 2004, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils in Wales - A Practitioners' Guide* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of One Voice Wales (OVW) and SLCC as appropriate.

## **2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)**

- 2.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit (Wales) Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, the Leader of the Council or a cheque signatory (other than the Mayor) shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Council and its Finance, Policy and General Purposes Committee.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit (Wales) Regulations.
- 2.4. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.
- 2.6. The internal auditor shall:
  - be competent and independent of the financial operations of the Council;
  - report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
  - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - have no involvement in the financial decision making, management or control of the Council.
- 2.7. Internal or external auditors may not under any circumstances:
  - perform any operational duties for the Council;

- initiate or approve accounting transactions; or
  - direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Public Audit (Wales) Act 2004, or any superseding legislation, and the Accounts and Audit (Wales) Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.

### **3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING**

- 3.1. Each committee shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Finance, Policy and General Purposes Committee not later than the end of December each year including any proposals for revising the forecast.
- 3.2. The RFO must each year, by no later than November, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by each Standing Committee and the Council.
- 3.3. The Council shall consider annual budget proposals in relation to the Council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The Council shall fix the precept (Council tax requirement), and relevant basic amount of Council tax to be levied for the ensuing financial year not later than by the end of February each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

#### **4. BUDGETARY CONTROL AND AUTHORITY TO SPEND**

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined in accordance with Barry Town Council's Scheme of Delegation which sets out levels of expenditure for the Council, its delegated Committees and delegated officers. Contracts may not be disaggregated to avoid controls imposed by these regulations.
- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council, or duly delegated committee. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually in November for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of Council services, the Clerk may authorise revenue expenditure on behalf of the Council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5000 in accordance with the Scheme of Delegation. The Clerk shall report such action to the chairman of the appropriate Committee as soon as possible and to the Council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts. Before a Committee decide to recommend the Council to incur expenditure of a capital nature they shall be supplied with a written report prepared by the Technical Officer in charge in conjunction with Town Clerk showing:-
  - the estimated cost of the proposed works,
  - the proposed method of financing, whether by loan or from revenue,
  - the effect on the current and future years estimates.

- 4.8. Where it is decided to proceed with a scheme which will affect the current year's estimate, a supplementary estimate shall be submitted immediately. Wherever it appears likely that the estimated cost of a scheme will be exceeded, an estimate of the probable excess shall be submitted to the Committee concerned and proposals for meeting the excess shall be submitted by them to the Finance, Policy & General Purposes Committee, together with a supplementary revenue estimate, if necessary.
- 4.9. Where any capital scheme is to be defrayed out of loan monies, the sanction to the loan shall be obtained before any expenditure is incurred.
- 4.10. The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of 20% of the budget.
- 4.11. Changes in earmarked reserves shall be approved by Council as part of the budgetary control process. Unspent provisions in the revenue budget shall not be carried forward to a subsequent year, unless placed in an earmarked reserve by resolution of the Finance, Policy & General Purposes Committee or Council.

## **5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS**

- 5.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall prepare a schedule of payments of accounts, including cheques requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule on a monthly basis either to a meeting of the Town Council or any Standing Committee, depending on which meets first. The Council / Committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the Council or appropriate Committee. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure approved in accordance with Financial Regulation 4.1 .

- 5.3. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, and report / notify to the next available Council or relevant Committee meeting.
- 5.4. The Clerk and RFO shall have delegated authority to authorise the payment of items as per Scheme of Delegation and in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Council or relevant Committee;
  - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of Council or relevant Committee; or
  - c) fund transfers within the Councils banking arrangements up to the sum of £250,000, provided that a list of such payments shall be submitted to the next appropriate meeting of Council or Finance committee.
- 5.5. In respect of grants a duly authorised committee shall approve expenditure within any limits set by Council and in accordance with any policy statement approved by Council. Any Revenue or Capital Grant in excess of £20,000 shall before payment, be subject to ratification by resolution of the Council or Finance, Policy and General Purposes Committee.
- 5.6. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable or other interest, unless a dispensation has been granted.
- 5.7. The Council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

## **6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS**

- 6.1. The Council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the Council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by BACS (using Internet Banking) except for certain circumstances if a payment is requested by cheque (e.g. Grants) or other instructions to the Council's bankers, or otherwise, in accordance with a resolution of Council or duly delegated committee (e.g. Investments).

- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to Council or committee shall be signed by two members of Council and countersigned by the Clerk / Deputy Clerk, in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each initial the invoice or similar documentation, the invoice header and cheque counterfoil.
- 6.6. If thought appropriate by the Council, payment for utility supplies (energy, telephone and water), services, regular supplier and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to Council as made.
- 6.7. Payment for certain items (principally salaries and payment of salary deductions e.g. Income Tax, National Insurance, Pension Contributions and Union Deductions etc.) may be made by BACS provided that the instructions are signed by the Chief Officer, retained and reported to Council as made.
- 6.8. Where a computer requires use of a password, for access to the Council's records on that computer, a note shall be made of the Passwords and shall be handed to and retained by the line manager and held on Personnel file in a sealed dated envelope. This envelope may not be opened other than in the presence of two other staff / Councillors. After the envelope has been opened, in any circumstances, the passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the Council.
- 6.9. No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated committee.

- 6.10. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably offsite.
- 6.11. The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.12. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate approved by the Council shall identify a number of Councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.13. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.14. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and signed by the Clerk / RFO. A programme of regular checks of standing data with suppliers will be followed. The RFO will telephone the supplier before amending bank details once instructions are received.
- 6.15. Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the Clerk / Deputy Clerk and RFO and shall be subject to automatic payment in full at each month-end. Personal credit or debit card use is only permissible for minor transactions or expenses that are likely to be reimbursed via petty cash (e.g. parking charges where coins are not accepted). Authority must be sought from the line manager to use personal credit or debit card.
- 6.16. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement, including receipts where available. Where no receipt is available, the matter will be drawn to the Leader's attention, who will discuss it with other Group Leaders.
  - a) The RFO shall maintain a petty cash float of £500 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
  - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
  - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council under 5.2 above.

- d) The Council will maintain a change float of £30 for facilitating hirers of the Pioneer Hall.
- e) Withdrawals of cash from the Council's bankers shall be by cheque

## **7. PAYMENT OF SALARIES**

- 7.1. As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Personnel Committee or relevant officer as per Scheme of Delegation.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
  - a) by any Councillor who can demonstrate a need to know;
  - b) by the internal auditor;
  - c) by the external auditor; or
  - d) by any person authorised under Public Audit (Wales) Act 2004, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. All time sheets shall be certified as to accuracy by the relevant line manager and all the Time off in Lieu and overtime worked and claimed for shall be carried out in accordance with the Council policy.
- 7.7. An effective system of personal performance management will be maintained for the senior officers.
- 7.8. Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.

- 7.9. Before employing interim staff, the Personnel Committee must consider a full business case.
- 7.10. The Town Clerk has delegated responsibility to employ Temporary staff having first liaised with the Leader and / or Chair of Personnel Committee.

## **8. LOANS AND INVESTMENTS**

- 8.1. All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full Council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Welsh Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.
- 8.3. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.
- 8.4. The Council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.
- 8.5. All investments of money under the control of the Council shall be in the name of the Council.
- 8.6. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.7. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

## **9. INCOME**

- 9.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.
- 9.3. The Council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.

- 9.5. All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the Council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any Council meeting (see also Regulation 16 below).

## **10. ORDERS FOR WORK, GOODS AND SERVICES**

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained and signed by the Town Clerk or delegated Senior Officer.
- 10.2. Processing of orders shall be controlled by the RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.
- 10.4. A member may not issue an official order or make any contract on behalf of the Council.
- 10.5. The lawful nature of any proposed purchase including new or infrequent purchases or payments, shall be verified and its statutory authority ensured by Senior Officers.

## **11. CONTRACTS**

- 11.1. Procedures as to contracts are laid down as follows:
  - a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

- i. for the supply of gas, electricity, water, sewerage and telephone services;
  - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
  - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
  - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
  - v. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. The full requirements of The Public Contracts Regulations 2015 ("the Regulations"), as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)<sup>2</sup>.
  - c. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
  - d. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
  - e. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of Council.
  - f. Any invitation to tender issued under this regulation shall be subject to Standing Orders 20(d) <sup>3</sup> and shall refer to the terms of the Bribery Act 2010.
  - g. All sealed tenders shall be opened at the same time on the prescribed date by the Town Clerk/Deputy Town Clerk in the presence of the Chairman of the relevant Committee or the Leader of Council or Vice Chairman of that Committee and any other Councillors by invitation and shall be reported by the person who opened them to the Council, or, where the tenders have been sought by a committee of sub-committee, to that committee or sub-committee.

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<sup>2</sup> Thresholds currently applicable are:

- a. For public supply and public service contracts (£181,302) w.e.f. 01.01.18
- b. For public works contracts (£4,551,4134) w.e.f. 01.01.18

<sup>3</sup> Based on NALC's model standing order 18d in Local Councils Explained © 2013 National Association of Local Councils

- h. When it is to enter into a contract of less than £25,000<sup>4</sup> in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk, Deputy Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £1,000 the Clerk, Deputy or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
  - i. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
  - j. Barry Town Council deplores the illegal practice of 'blacklisting' within the construction industry and will ensure that any company known to have been involved in blacklisting practices and not to have indemnified their victims, will not be invited to tender contracts by Barry Town Council until they have:
    - identified the steps taken to remedy blacklisting for affected workers;
    - identified the steps taken to ensure blacklisting will not happen again; and,
    - given assurances that they do not employ individuals who were named contacts for the Consulting Association.
  - k. Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.
- 11.2. The Proper Officer shall maintain a register of personal interests, in respect of both members and senior staff.
- a. Members and senior staff should not, so far as is practicable, be involved in the award of orders and/or contracts with organisations or individuals in respect of which a personal interest exists, whether declared or not.
  - b. Members and senior staff should not, so far as is practicable, be involved in the making or authorising payments in respect of orders and/or contracts with organisations or individuals in respect of which a personal interest exists, whether declared or not.

## **12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS**

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other

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<sup>4</sup> This suggested figure is based on the sum above which special rules are applicable (under the Regulations) to Councils in England and is therefore considered an appropriate threshold.

consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the Council and Clerk to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

### **13. STORES AND EQUIPMENT**

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

### **14. ASSETS, PROPERTIES AND ESTATES**

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The RFO shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit (Wales) Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £5,000.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including

matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

- 14.5. Subject only to the limit set in Reg. 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the Full Council. In each case a report in writing shall be provided to Council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

## **15. INSURANCE**

- 15.1. Following the annual risk assessment (per Financial Regulation 17), the RFO shall effect all insurances and negotiate all claims on the Council's insurers in consultation with the Clerk.
- 15.2. Where applicable, the Clerk shall give prompt notification to the RFO of any new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.
- 15.5. All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the Council, or duly delegated committee.

## **16. CHARITIES**

- 16.1. Where the Council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

## **17. RISK MANAGEMENT**

- 17.1. The Council is responsible for putting in place arrangements for the management of risk. The Clerk with the RFO shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.

17.2. When considering any new activity, the Town Council's Risk Assessment Template shall be completed by the relevant officer and authorised by the Clerk. The RFO will be responsible for maintaining an overview of all Risk Assessments and shall prepare a draft financial risk assessment including risk management proposals for consideration and adoption by the Council.

**18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS**

18.1. It shall be the duty of the Council to review the Financial Regulations of the Council at its Annual Meeting. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these financial regulations.

18.2. The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of Council.

\* \* \*

# **BARRY TOWN COUNCIL**

## **SCHEME OF DELEGATION**

**To be adopted at the Annual meeting on 17 May 2022**

## 1. COUNCIL FUNCTIONS

1.1 The following matters are the responsibility of the full Council:-

- a) Adopting and changing the Council's Standing Orders, Financial Regulations and powers and duties of Committees.
- b) Approving, adopting or making material changes to the Council's policy framework.
- c) Approving the Council's corporate plan, annual report, budget the level of precept levied on the Vale of Glamorgan Council.
- d) Approval of the Council's annual accounts and the annual return.
- d) Authorising borrowings.
- e) Authorising the incurring of expenditure not provided for within the approved budget or otherwise permitted under the Council's Financial Regulations.
- f) Appointing Council representatives to serve on outside bodies.
- g) Nomination of appointment of representatives of the Council at any inquiry on matters affecting the Town, excluding those matters that may be delegated to a Committee.
- h) Responding to public consultations on matters affecting the town, excluding those matters specific to a Committee.
- g) Confirming the appointment of the Town Clerk and the RFO.
- h) Making, amending, revoking, re-enacting or adopting bye-laws.
- i) Determining the adoption of any new undertakings or asset transfers.
- j) Prosecution of defence in a court of law.
- i) All other matters which must, by law, be reserved to the full Council.

## 2. DELEGATION OF COMMITTEES

2.1 The matters listed in the matrix below are delegated to the Council's committees, sub-committees, working parties or panels. They must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and approved policy framework and may only be exercised where sufficient budgetary provision exists or can be vired from within the approved budget of the Committee concerned.

2.2 Where a sub-committee, working party or panel in lieu of exercising its delegation refers a matter to its parent committee the delegation is exercisable by the committee. Nevertheless, the committee may decide not to exercise this delegated power and may instead make a recommendation to the Council.

<b>Service Area</b>	<b>Function</b>	<b>Committee/Panel</b>
<b>Agency Agreements</b>	Recommending agency agreements and joint working practices such as clustering.	Reshaping Services Working Party
<b>Allotments</b>	This will depend on any devolution of the service from the Vale of Glamorgan Council	Subject to the outcome of Reshaping Services

<b>Service Area</b>	<b>Function</b>	<b>Committee/Panel</b>
<b>Arts</b>	Managing the Council's arts-related activities including direct promotions and liaison with other providers.	Halls, Cemeteries and Community Facilities Committee
<b>Audit</b>	Responsibility for maintaining a continuous internal audit system.	Finance, Policy and General Purposes Committee
	Receiving and considering reports on internal audit and monitoring the implementation of approved action plans.	Finance, Policy and General Purposes Committee
	Receiving and considering reports of the External Auditor and monitoring the implementation of approved action plans.	Finance, Policy and General Purposes Committee
<b>Business / Local trader relationships</b>	To develop relationships with local businesses and independent traders to promote Shop Local Campaign.	Shop Local Advisory Committee
	To authorise expenditure of Shop Local budget up to 25% of allocation on any single item	Shop Local Advisory Committee
<b>Budgetary Control</b>	Recommending the annual budget and resolutions for level of precept.	Finance, Policy and General Purposes Committee
	Managing budgetary control matters including the allocation of financial resources and virement of revenue expenditure other than within the approved budget of a committee (see para. 2.1 above)	Finance, Policy and General Purposes Committee
<b>Making of Bye-Laws</b>	Recommending the making or adoption of byelaws.	Finance, Policy and General Purposes Committee
	Enforcing bye-laws including institution of legal proceedings.	Finance, Policy and General Purposes Committee
<b>Capital Expenditure</b>	Recommending capital works and resourcing their implementation.	Finance, Policy and General Purposes Committee
<b>Car Parking</b>	Commenting on all matters relating to the management of public car parks in the town.	Halls, Cemeteries and Community Facilities Committee
<b>Cemeteries</b>	To monitor the administration of the day to day running of cemeteries	Halls, Cemeteries and Community Facilities Committee
	To implement the works programme of the Council in respect of cemeteries	Halls, Cemeteries and Community Facilities Committee
	To carry out all of the Council's statutory functions with regard to cemeteries in line with the Council's responsibility as a burial authority.	Halls, Cemeteries and Community Facilities Committee

<b>Service Area</b>	<b>Function</b>	<b>Committee/Panel</b>
	To review the fees in respect of cemeteries subject to not exceeding an increase above the CPI.	Halls, Cemeteries and Community Facilities Committee
	To control the budget for cemeteries within the parameter of its budget subject to a financial limit of virements of £1000.	Halls, Cemeteries and Community Facilities Committee
<b>Civic Events</b>	Organising civic events.	Working Party
<b>Coat of Arms</b>	To determine applications for the use of the coat of arms of the town.	Finance, Policy and General Purposes Committee
<b>Community Centres/Halls</b>	To have overall responsibility for monitoring the day to day administration of the day to day running of the Pioneer Hall.	Halls, Cemeteries and Community Facilities Committee
	To implement the works programme in respect of the Pioneer Hall.	Halls, Cemeteries and Community Facilities Committee
	To review the fees in respect of the Pioneer Hall subject to not exceeding an increase above the CPI.	Halls, Cemeteries and Community Facilities Committee
	To control the budget for Halls within the parameters of the agreed budget subject to a financial limit on virements of £1000.	Halls, Cemeteries and Community Facilities Committee
<b>Community Infrastructure Levy</b>	To make representations where relevant in relation to CIL revenue collected by the Vale of Glamorgan Council.	Planning Committee
<b>Community Facilities</b>	To monitor the administration of the day to day running of community facilities under the control of the Council; to monitor work programmes and control their budgets within the parameters of the budget subject to a financial limit on virements of £1000.	Halls, Cemeteries and Community Facilities Committee
<b>Complaints</b>	Monitoring the Complaints procedure.	Personnel Committee
<b>Conservation</b>	Commenting on proposals for the creation or modification of conservation areas.	Planning Committee
<b>Culture</b>	See Arts.	
<b>Development Control</b>	Commenting on planning applications referred to the Council for comment.	Planning Committee
	To alert the local planning authority to any alleged development control breaches in Barry.	Planning Committee

<b>Service Area</b>	<b>Function</b>	<b>Committee/Panel</b>
	To make representatives on planning appeals and to appoint a delegate to attend planning inquiries and Vale of Glamorgan Council meetings as required.	Planning Committee
<b>Electoral Matters</b>	Commenting on proposals from the Local Government Democracy and Boundary Commission for Wales.	Finance, Policy and General Purposes Committee
<b>Entertainments</b>	See arts.	
<b>Environment</b>	See heritage.	
<b>External Consultation and Representation including relationships with stakeholders etc.</b>	Commenting on consultation documents from other bodies.	Consultation Working Party
	To promote and maintain good public relations with all local stakeholders and with regional and national agencies.	Finance, Policy and General Purposes Committee
<b>Fairtrade Town status</b>	To maintain Barry's Fairtrade Town status and promote Fairtrade	Fairtrade Advisory Committee
	To authorise expenditure of Fairtrade budget up to 25% of allocation on any single item	Fairtrade Advisory Committee
<b>Financial Matters</b>	Managing the Council's financial affairs.	Finance, Policy and General Purposes Committee
<b>Grants</b>	Award of general revenue grants to local organisations and groups.	Finance, Policy and General Purposes Committee
	Award of specific grants of an exceptional nature.	Finance, Policy and General Purposes Committee
<b>Heritage</b>	Dealing with general matters affecting the historic environment and heritage of Barry.	Halls, Cemeteries and Community Facilities Committee
<b>Highway Maintenance</b>	Commenting on proposals for highways maintenance and repairs and associated matters.	Planning Committee
<b>Insurance</b>	Arranging and maintaining insurance cover in respect of the Council's assets and activities against a wide range of risks.	Finance, Policy and General Purposes Committee
<b>Land Management</b>	Managing and maintaining the Council's buildings	Halls, Cemeteries and Community Facilities Committee
	Maintaining the Council's various areas of amenity land, play areas, recreation grounds including the setting of hire charges.	Halls, Cemeteries and Community Facilities Committee

<b>Service Area</b>	<b>Function</b>	<b>Committee/Panel</b>
	Managing, maintaining and monitoring demand for allotments.	Subject to outcome of re-shaping of services agenda
<b>Legal Proceedings</b>	To institute, defend or settle any judicial or quasi-judicial proceedings on behalf of the Council and to engage legal advisers and barristers as required.	Finance, Policy and General Purposes Committee (relating to the recovery of monies due to the Council not falling within the remit of other Committee)
<b>Licensing Matters</b>	Making observations relating to applications for public entertainment, street trader stall, dredging, justices' and other similar licences.	Planning Committee
<b>Community Governors (formerly Minor Authority representatives)</b>	To deal with all aspects of the recruitment and selection of community governors including interviewing, selection and appointment.	Personnel Committee
<b>Motor Vehicles</b>	To be responsible for the maintenance of vehicles in connection with the Council's services.	Halls, Cemeteries and Community Facilities Committee
<b>Municipal Buildings</b>	Managing the operation of municipal buildings including setting of hire charges.	Halls, Cemeteries and Community Facilities Committee
<b>Mobile Library Service</b>	To determine the coverage of the service funded by the Council but delivered by the Vale of Glamorgan Council.	Halls, Cemeteries and Community Facilities Committee
<b>Performance Matters</b>	Recommending adoption of the corporate plan and associated action plan with monitoring specifications.	Finance, Policy and General Purposes Committee
	Overall management and review of performance targets contained within the corporate plan.	Finance, Policy and General Purposes Committee
<b>Planning Policy</b>	Commenting on local development plans and other long term planning documents.	Planning Committee
<b>Planning Related Matters</b>	To comment on issues such as proposed new community woodlands, pre-application consultations on telecommunication masts, proposed post office closures and the provision of public payphones.	Planning Committee
<b>Play Areas and Parks</b>	See Land Management.	
<b>Policy Issues</b>	Recommending and reviewing policies	Relevant Committee

<b>Service Area</b>	<b>Function</b>	<b>Committee/Panel</b>
	Assisting in the development of new policies or changes in policy.	Relevant Committee
	Commenting on strategic policy documents and consultation papers issued by the Welsh Government and other bodies in Wales.	Finance, Policy and General Purposes Committee
<b>Publicity</b>	Managing the Council's public relations activities and the content and circulation of the quarterly newsletter.	Finance, Policy and General Purposes Committee
<b>Public Footpaths</b>	Making observations on matters affecting public footpaths and alley-gating in and around the town.	Planning Committee
<b>Public Lighting</b>	Commenting on matters affecting public lighting provision or maintenance in the town.	Planning Committee
<b>Public Toilets</b>	Management of public toilets devolved from the Vale of Glamorgan Council.	Subject to outcome of re-shaping of services agenda
<b>Public Transport</b>	Making observations on matters affecting public transport in the town.	Planning Committee / Consultation Working Party if relevant
<b>Rights of Way</b>	See public footpaths.	
<b>Risk Management</b>	Managing the Council's risk management practices and procedures.	Finance, Policy and General Purposes Committee
<b>Sports Grounds</b>	See land management.	
<b>Staffing</b>	Recommending changes to the Council's approved staffing establishment.	Personnel Committee
	Reviewing and monitoring the Council's employment arrangements including training and development of staff and councillors, the implementation of the appraisal scheme, review of staff contracts, implementation of policies and procedures, training and development budget.	Personnel Committee
	To receive and consider applications for vacant posts Grade 10 and above and to interview shortlisted candidates.	Personnel Committee
	To hear and determine appeals in respect of disciplinary proceedings and job evaluation.	Appeals Committee

<b>Service Area</b>	<b>Function</b>	<b>Committee/Panel</b>
<b>Standing Orders</b>	See Committee and member support.	Finance, Policy and General Purposes Committee
<b>Street Lighting</b>	See public lighting.	
<b>Street Naming</b>	Providing comments to the Vale of Glamorgan Council in relation to street naming.	Planning Committee
<b>Town Clerk and Proper Officer and RFO</b>	Recommending the appointment of the Town Clerk and Proper Officer as well as the RFO.	Personnel Committee
<b>Traffic Issues</b>	Making observations on matters affecting traffic management proposals in and around the town.	Planning Committee
<b>Trees</b>	Managing tree planting schemes.	Halls, Cemeteries and Community Facilities Committee
	Making observations on proposals to introduce new tree preservation orders.	Planning Committee

### 3. DELEGATION TO OFFICERS

The following delegations are subject to them being implemented within the law, the Council's Standing Orders and Financial Regulations, within the accepted policy framework and where budgetary provisions exist or as otherwise authorised in accordance with financial regulations.

<b>Service Area</b>	<b>Function</b>	<b>Officer</b>
<b>Audit</b>	To maintain a continuous internal audit	Deputy Chief Officer
<b>Burial Administration</b>	To administer all statutory processes relating to burials.	Deputy Chief Officer
<b>Communications</b>	To deal with all press and public relations on behalf of the Council.	Chief Officer (Town Clerk) or Deputy
<b>Documents</b>	To sign documents on behalf of the Council.	Chief Officer (Town Clerk)
<b>Elections</b>	To notify the Returning Officer of all casual vacancies arising in the membership of the Council as required by statute and to liaise with him or her regarding the conduct of elections.	Chief Officer (Town Clerk) or Deputy
<b>Emergency Planning</b>	To lead the Council's response in the case of a major emergency in consultation with the Emergency Planning team at the Vale of Glamorgan Council.	Chief Officer (Town Clerk)
<b>Finance</b>	To administer the Council's bank balances.	Deputy Chief Officer
	To maintain adequate insurance cover for the Council's activities and property.	Deputy Chief Officer

<b>Service Area</b>	<b>Function</b>	<b>Officer</b>
	To act as the Responsible Financial Officer.	Deputy Chief Officer
	To authorise the payment of accounts	Chief Officer (Town Clerk)
	To write off outstanding debts in accordance with Financial Regulations.	Deputy Chief Officer
	Authorisation of routine expenditure within the agreed budget.	Chief Officer (Town Clerk)
	Emergency expenditure up to £5000 outside of the agreed budget.	Chief Officer (Town Clerk)
	Authorisation of expenditure on works up to a maximum of £2000 in any one case.	Chief Officer (Town Clerk)
<b>Freedom of Information</b>	To have overall responsibility for the Council's Freedom of Information Publication Scheme.	Chief Officer (Town Clerk)
<b>Governance</b>	To receive declarations of acceptance of office.	Chief Officer (Town Clerk)
	To receive and record notices disclosing personal interests.	Chief Officer (Town Clerk)
	To receive and retain plans and documents in accordance with the approved document retention scheme.	Chief Officer (Town Clerk)
	To certify any bye-laws approved by the Council.	Chief Officer (Town Clerk)
	Authorisation to call any extra meetings of the Council or any Committee as necessary having first consulted with the Leader, Mayor and/or Chair of the appropriate Committee.	Chief Officer (Town Clerk)
	Authorisation to respond immediately to any correspondence requiring or requesting information relating to previous decisions of the Council but not correspondence requiring an opinion to be taken by the Council or its Committees.	Chief Officer (Town Clerk)
<b>Information and Communication Technology</b>	To be responsible for the provision and management of information and communications technology provided within the Council including the replacement of out-dated equipment or the purchase of new equipment within the approved budget.	Chief Officer / Deputy Chief Officer
<b>Land and Property</b>	To purchase necessary goods and supplies.	Chief Officer (Town Clerk) / Deputy Chief Officer
	To maintain the Council's offices and property in accordance with financial regulations.	Deputy Chief Officer

<b>Service Area</b>	<b>Function</b>	<b>Officer</b>
	To arrange for grass cutting frequencies in relation to the maintenance of open areas within the town for which the Council is responsible.	Facilities and Cemeteries Manager
	To devise planting schemes for the various open areas for which the Council is responsible.	Facilities and Cemeteries Manager
	To ensure that trees for which the Council is responsible are maintained in safe condition in accordance with good arboricultural practice.	Facilities and Cemeteries Manager
<b>Lettings</b>	To authorise casual lettings of the Council's various properties subject to payment in accordance with the approved scale of charges.	Facilities and Cemeteries Manager
<b>Member support</b>	To deal with member requests for secretarial or administrative support in connection with their duties.	Chief Officer / Deputy
<b>Motor Vehicles and Plant</b>	To maintain, repair and renew the Council's motor vehicles, plant and equipment.	Facilities and Cemeteries Manager or Deputy Chief Officer
<b>Planning</b>	To respond to Planning application consultations on behalf of the Council as agreed in the specific Planning Scheme of Delegation	Planning Officer
<b>Proper Officer</b>	To act as the Council's proper officer in accordance with the job description for the role.	Chief Officer (Town Clerk)
<b>Staffing</b>	To undertake the duties of the Head of Paid Service and ensure that all staff effectively perform their functions as contained in their job descriptions.	Chief Officer (Town Clerk)
	To implement national pay awards and conditions of service.	Chief Officer (Town Clerk)
	Within the approved budget, to administer the staffing establishment and the national agreement on pay and conditions.	Chief Officer (Town Clerk)
	Day to day supervision and control of staff including the implementation of all personnel procedures as line manager of staff.	Chief Officer (Town Clerk)
	To engage temporary or seasonal workers and determine their wages and conditions.	Chief Officer (Town Clerk)

<b>ANNUAL MEETING</b>	<b>16 &amp; 17 MAY 2022</b>	<b>AGENDA ITEM: 32</b>
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## **COUNCIL'S BANK SIGNATORIES FOR 2021/22**

### **Report Author**

Mark Sims, Deputy Chief Officer

### **Purpose of Report**

The purpose of this report is for members to confirm the Council's bank signatories for 2022/23.

### **Detailed Information**

The Council's main banking (current account) is with Lloyds Bank, Holton Road, Barry.

The Council also has an interest bearing savings account that is the CCLA Public Sector Deposit Fund.

The Council's current bank signatories are:

Any two Councillors of      Councillor Brooks  
    Councillor Charles  
    Councillor NP Hodges  
    Councillor Hooper  
    Councillor Perkes

Plus either                      Emily Forbes              Chief Officer  
    or                              Mark Sims                  Deputy Chief Officer

These signatories were determined at the Council's Annual meeting held on 17 May 2021, minute number 908 refers.

Members are requested to determine the Council's bank signatories for 2022/23 being:

Any two Councillors              Names to be confirmed (suggest pool of five)

Plus either                      Emily Forbes              Chief Officer  
    or                              Mark Sims                  Deputy Chief Officer

### **Recommendations**

Members are requested to confirm the Town Council's bank signatories for 2022/23.

<b>ANNUAL MEETING</b>	<b>16 &amp; 17 MAY 2022</b>	<b>AGENDA ITEM: 33</b>
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## **TOWN MAYOR'S CHARITY ACCOUNT BANK SIGNATORIES FOR 2022/23**

### **Report Author**

Mark Sims, Deputy Chief Officer

### **Purpose of Report**

The purpose of this report is for members to determine the cheque signatories for the Mayor's Charity Account for 2022/23.

### **Detailed Information**

The current cheque signatories for the Mayor's Charity Account are:

Councillor ST Wiliam (Town Mayor 2021/22)

Plus either  
or

Emily Forbes  
Mark Sims

Chief Officer  
Deputy Chief Officer

These signatories were determined at the Council's Annual meeting held on 17 May 2021, minute number 909 refers.

Members are requested to amend the Council's cheque signatories for 2021/22 to be:

Councillor TBC (Town Mayor 2022/23)

Plus either  
or

Emily Forbes  
Mark Sims

Chief Officer  
Deputy Chief Officer

### **Recommendation**

Members are requested to determine the cheque signatories for the Mayor's Charity Account for 2022/23.

<b>ANNUAL MEETING</b>	<b>16 &amp; 17 MAY 2021</b>	<b>AGENDA ITEM: 34</b>
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## **TOWN COUNCIL'S RISK REGISTER**

### **Report Author**

Mark Sims, Deputy Chief Officer

**Attached:** A. LCRS 5. Risks Report (39 pages)  
B. LCRS 6. Overall Summary (2 pages)  
C. LCRS 7b. All Action Plans (1 page)

### **Purpose of Report**

The purpose of this report is for members to receive and approve the Town Council's Risk Assessments Register.

### **Detailed Information**

There is a requirement under the Accounts and Audit (Wales) Regulations 2014 that local government bodies shall be responsible for putting in place and ensuring that there is a sound system of internal control which facilitates the effective exercise of that body's functions and which includes

- a) arrangements for the management of risk; and
- b) adequate and effective financial management.

Risk management is an essential feature of good governance. An organisation that manages risk well is more likely to achieve its objectives. It is vital to recognise that risk management is not simply about health and safety but applies to all aspects of the Council's work.

The annual risk assessment has been carried out for 2022/23 utilising the Local Council Risk System software application. A total of one hundred and twenty five risks have been identified providing appropriate control measures and are detailed on the LCRS 5 Risks Report (attached).

An assessment has been undertaken of the severity/impact and likelihood of risks occurring, with severity/impact and likelihood being scored Low (1), Medium (2) and High (3).

The scores for impact and likelihood are multiplied together and reviewed against a Risk Matrix, detailed below.

		Potential severity of harm / Impact on Council		
		Slightly Harmful (1) Low	Harmful (2) - Medium	Extremely Harmful (3) High
Likelihood of harm occurring	Highly Unlikely (1) - Low	Trivial 1	Tolerable 2	Moderate 3
	Unlikely (2) - Medium	Tolerable 2	Moderate 4	Substantial 6
	Likely (3) - High	Moderate 3	Substantial 6	Intolerable 9

Risks scoring 6 and above (substantial or intolerable harm) will be subject to detailed consideration and preparation of a contingency/action plan to appropriately control the risk.

Only one risk scored 4 (Moderate being Medium Likelihood with Medium Impact) or above requiring further action to be taken, relating to Covid-19 Pandemic. This score has been revised down from last year, previously being recorded as a 6 (Substantial being Medium Likelihood with High Impact on Council)

The risk assessment reports are attached for approval.

In March 2017 ten members of staff, including representatives from each area of the Council's operations, attended an accredited Risk Assessment Level 2 training course at the Council offices provided by ACT Ltd. Following this training, employees in attendance will now be recognised as 'competent persons' in respect of their area of operation. Therefore, more detailed risk assessments for each of the areas of the Council's operations, functions and tasks are completed, feed into the Annual Assessment of Risk and are incorporated in the Risks Report (LCRS 5).

### **Recommendation**

Members are requested to approve the Risk Assessments Reports for 2022/23.



# LCRS 5. Risks report Cemeteries/Churchyards

BARRY TOWN COUNCIL

Assessment for year 2022 To 2023

Your Duty = Power to provide

Requirement = To minimize the impact of vandalism

Aim =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
69	Environmental	Vandalism	Maintain efficient and effective internal security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Monthly	Low	Medium	2	
63	Environmental	Dog fouling	Dogs, other than guide dogs, are banned from the cemetery. Appropriate signs are in place. Arrange for appropriate agency to deal with stray dogs where a problem.	Quarterly	Low	Low	1	
0	Environmental	Dangers associated with use of leaf blower	Provide appropriate PPE such as gloves, ear protection etc. Always start the machine away from dusty areas and grass to avoid dust hazards. Avoid use in confined spaces to prevent fumes affecting operator.	Annually	Low	Medium	2	
0	Environmental	Unauthorised access to Council property.	Efficient and effective security systems are in place. Annual maintenance to be carried out on all intruder alarms. That the emergency services be present if the occupier of the lodge is required to open the gates outside of normal working hours.	Annually	Low	High	3	
0	Environmental	Health and Safety	To ensure that the Cemetery Team Leader is made aware of any hazards identified and the appropriate action be taken to ensure these are assessed and rectified.	Quarterly	Low	High	3	
0	Environmental	Legionnaires Disease	To evaluate and prioritise those works identified as high, medium and low as a result of the biannual water system risk assessment/reort. Review and update.	Annually	Low	High	3	



# LCRS 5. Risks report Cemeteries/Churchyards

BARRY TOWN COUNCIL  
Assessment for year 2022 To 2023

Your Duty = Power to provide

Requirement = To ensure that the assets of the council are properly

Aim =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
67	Environmental	Maintenance of Cemetery including grasscutting.	<p>Define responsibility and standards for cemetery maintenance and ensure that a planned programme is in place.</p> <p>Ensure that notices are displayed on relevant sections advising that strimming is in progress. Maintain adequate records of inspection to ensure that maintenance has been carried out and, where appropriate, all contract conditions have been met.</p> <p>To provide inductions to all new staff, regular inspections by the cemetery foreman to ensure the correct use of equipment and that all mowers and such equipment are maintained on a regular basis. The appropriate PPE should be supplied. All accidents involving the use of the equipment be reported to the line manager and entered into the accident report book and if necessary an incident report be completed and the accident be reported under the requirements of RIDDOR.</p>	As and When	Low	Medium	2	
71	Financial	Failure to review charges	Ensure that all charges are reviewed annually as an integral part of the budgetary process.	Annually	Low	Low	1	
55	Financial	Failure to bank income	<p>All income is based on invoice amounts, primarily to funeral directors.</p> <p>Regular statement of income are submitted to council/committee.</p> <p>Provide for internal audit testing of income banked against underlying records.</p>	Annually	Low	Medium	2	



# LCRS 5. Risks report

## Cemeteries/Churchyards

BARRY TOWN COUNCIL

Assessment for year 2022 To 2023

Your Duty = Power to provide

Requirement = To maximize the collection of income.

Aim =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
75	Financial	Failure to collect charges	<p>Define responsibility for collection of cemetery income.</p> <p>Prepare debtor accounts promptly.</p> <p>Ensure that all income due to the council and received is properly recorded.</p> <p>Issue receipts for all income received.</p> <p>Follow defined procedure for issue of reminders for unpaid accounts.</p> <p>Take appropriate recovery action where necessary.</p> <p>Arrange appropriate internal audit testing.</p> <p>Finance Committee approval required for write-off of any bad debts.</p>	Annually	Low	Medium	2	
0	Physical	Working at height	<p>If work is required to be undertaken at a height over 6 foot that the Council hire the appropriate contractors and ensure that they have the relevant liability insurance to carry out the works required. Advise staff that if using ladders to work at a height of 6 foot they have a work colleague present at all times and provide correct PPE and safety equipment i.e. safety harness, gloves and hats etc.</p> <p>Ensure area is cornered off from members of public and signs displayed. Ensure all equipment checked before use and carry out regular Ladder inspections.</p>	Annually	Low	Medium	2	
0	Physical	Safe use of equipment by new staff	<p>Provide all new staff with induction training on the safe use of all mechanical and non mechanical equipment, i.e. mowers, strimmers, excavators, etc. Ensure that where an operator license is required the Council provide the necessary training to enable staff to gain and hold relevant licenses and that these are renewed at the required intervals.</p>	As and when	Low	Medium	2	



# LCRS 5. Risks report

## Cemeteries/Churchyards

BARRY TOWN COUNCIL

Assessment for year 2022 To 2023

Your Duty = Power to provide

Requirement = Minimise impact of lone working.

Aim =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Physical	Lone Working	Staff have their own mobile phones to enable them to contact each other in case of emergencies. Radios are provided should staff wish to use them. Ensure that regular checks are carried out by the Cemetery Team Leader. That the occupier of the lodge only opens the gates outside permitted hours at the request of the emergency services with them being present. Lone Working Policy in place.	Annually	Low	Low	1	
0	Physical	Collapsing graves	Provide correct shoring equipment and ensure that staff are instructed on the correct use of the equipment and that the equipment is utilised when considered to be required by staff.	Annually	Low	High	3	
64	Physical	Control of hazardous substances including certification for use etc.	Define responsibility for use and control. Provide for any necessary training. Provide for appropriate clothing. Ensure that any necessary licences, certificates for use have been obtained. Ensure that security is appropriate and where necessary hazardous chemicals are secured in a lockable container/cabinet. Ensure that any disposals are properly dealt with. Maintain proper records. COSHH assessments completed by Competent Person.	Annually	Low	High	3	
72	Physical	Headstones/kerbstones safety survey	Ensure that a comprehensive survey is completed. Arrange for completion of any necessary work. Ensure that facility users are aware of danger. Dangerous memorials laid flat to prevent falling. Arrange for regular inspections to ensure that standards are maintained. Maintain appropriate records. Ensure adequate insurance cover in place.	Quarterly	Low	Medium	2	



# LCRS 5. Risks report

## Cemeteries/Churchyards

BARRY TOWN COUNCIL

Assessment for year 2022 To 2023

Your Duty = Power to provide

Requirement = To minimize the risk of loss through theft.

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
74	Physical	Theft	Define responsibility for security. Ensure that security of all plant, equipment and premises is recognised as a priority. Maintain register of assets. Maintain liaison with local enforcement agencies. Ensure that relevant insurance is maintained on an annual basis.	Annually	Low	Medium	2	
0	Physical	Hedge Cutter Safety	Wear correct PPE i.e. gloves, ear protection, safety glasses and footwear. To avoid vibration do not work with machinery for extensive periods. Ensure that the fuel ratio is correct to avoid hazards from fumes. Wipe all spillage from filling machine at all times. Check for leaks and ensure lids are replaced to prevent petrol combustion. Do not overstretch when using machine and do not work at heights of more than 6 foot. If using a ladder ensure it is in the correct position and firmly supported by work colleague. Do not work alone if working at height. Ensure that the work area is correctly cordoned off and notices displayed to protect the public and other staff members.	Annually	Low	High	3	



# LCRS 5. Risks report

## Cemeteries/Churchyards

BARRY TOWN COUNCIL

Assessment for year 2022 To 2023

Your Duty = Power to provide

Requirement = To minimize the risk of damage/injury arising from fire.

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
73	Physical	Fire	<p>Ensure Health/Safety testing complete.</p> <p>Ensure appropriate staff training and Fire Warden training.</p> <p>Provide for strict security/control of combustible materials held by council.</p> <p>Provide appropriate extinguishers and sand filled fire bucket etc.</p> <p>Burning of rubbish/cemetery waste is prohibited.</p> <p>Cemetery Team Leader to keep a copy of the register of chemicals used in his office.</p>	Annually	Low	Medium	2	
0	Physical	Excavation of graves	<p>That staff are provided with the appropriate training, PPE and safety equipment and advised on use of such equipment to ensure that when excavating a grave it is carried out safely under the requirements of the Council's Health and Safety Policy. Ensure that when excavating graves there are two or more persons present at all times and that the area is secured during and following excavation to ensure the safety of staff and public. Ensure that all excavated graves are covered with the appropriate sheets to avoid accidents.</p>	Annually	Low	High	3	
62	Physical	Maintenance of equipment	<p>Define responsibility for equipment maintenance and ensure any necessary training is complete</p> <p>Ensure that all equipment is properly maintained through regular inspection/servicing including Portable Appliance Testing as necessary including training for staff undertaking PATS.</p> <p>Ensure that proper maintenance records are complete and up to date.</p>	Annually	Low	Medium	2	



# LCRS 5. Risks report

## Cemeteries/Churchyards

BARRY TOWN COUNCIL

Assessment for year 2022 To 2023

Your Duty = Power to provide

Requirement = Effective stock control.

Aim =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Physical	Loss arising from theft/misappropriation	Determine responsibility for stock control. Arrange for regular stock checks. Maintain proper records. Reconcile stocks to sales etc records. Investigate significant differences. Provide for internal audit testing.	Annually	Low	Medium	2	
0	Physical	Safe Use of Equipment	Ensure that all staff receive the correct training for use of all equipment, mechanical and non mechanical, and where necessary ensure that those items of equipment which require a licensed operator, staff are licensed accordingly.	Annually	Low	Medium	2	
444	Physical	Maintenance of buildings	Define responsibility for property maintenance. Carry out/arrange regular inspection of all buildings. Maintain detailed records of all work scheduled/completed to be compiled by the relevant Council officer and Council's appointed architect.	Annually	Low	Low	1	
70	Physical	Personal injury	Ensure that all staff have appropriate training and adhere to approved working practices and Health and Safety Policy. Ensure that the correct, properly maintained tools are available as appropriate. Ensure that all appropriate disclaimer notices, warning signs, safety notices etc. are in place. Ensure that any risks to the public are minimized and eliminated wherever possible. Maintain records of training. Maintain records of any injuries, report under RIDDOR where required. Ensure adequate insurance cover held. Define responsibility in job descriptions.	Annually	Low	High	3	



# LCRS 5. Risks report

## Cemeteries/Churchyards

BARRY TOWN COUNCIL

Assessment for year 2022 To 2023

Your Duty = Power to provide

Requirement = To provide an adequate supply of water.

Aim =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
77	Physical	Failure of Water Supply	Ensure that all damage to water supply is promptly reported and dealt with and where necessary alternative options be investigated to ensure a continuous supply and in the event of a supply failure in one part of the cemetery that an alternative supply be considered. Ensure that water bills are paid or disputes resolved before loss of supply becomes an issue. Define responsibility for security.	As and when	Low	Low	1	
86	Physical	Security of cemeteries and buildings	Responsibility for security defined. Staff employed or contract with service provider in place. Appropriate staff training complete. Detailed schedules/records maintained. Liaison with local enforcement agencies maintained.	Annually	Low	Medium	2	
66	Physical	Security/control of equipment	Secure area supplied (garage and compound) for safe storage of equipment when not in use. Allocate responsibility for security/control (last person off site to ensure security of equipment). When in use following its removal from garaging facility, equipment becomes responsibility of operator. Garage to be locked at all times when not manned. Maintain asset register. CCTV in Garage Facility.	Annually	Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

28

Average score:

2.1



# LCRS 5. Risks report Code of Conduct

BARRY TOWN COUNCIL

Assessment for year 2022 To 2023

Your Duty = Duty to adopt a code of conduct

Requirement = Minimise the risk of non compliance with the code of conduct.

Aim =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Non-compliance of code of conduct	Issue regular updated copies of the Council's Code of Conduct and the Council's Financial Regulations to all staff and Councillors advising them of the protocol which should be followed by all.	As and when	Low	High	3	
356	Administration/ Legal	Failure to maintain /Update Register of Interests/Gifts	Ensure all council members are aware of their statutory responsibilities. Register of all Councillor interests regularly updated and uploaded to Council Website as per legislation. Gifts, etc. above £50 to be recorded in accordance with Gifts and Hospitality Policy.	Quarterly	Low	High	3	

Completed by:

Date:

Position:

No of risks scored

2	Average score:	3.0
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# LCRS 5. Risks report Community Centres

BARRY TOWN COUNCIL

Assessment for year 2022 To 2023

*Your Duty* = Power to provide and equip buildings for use of clubs having

*Requirement* = To provide effective control of facility bookings etc.

*Aim* =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
131	Administration/ Legal	Maintenance of diary of events/usage	Define responsibility for maintenance of diary for Pioneer Hall. Completed booking form is a pre-requisite to the hire of all facilities. Regular hirers complete an annual contract confirming their proposed usage for a twelve month period, with booking times being entered in the diary. Copy of contract filed for reference. Booking diary is cross referenced to accounts, invoice and receipt numbers.	Annually	Low	Low	1	
136	Administration/ Legal	Failure to obtain all necessary licences, ie bar, music, weddings, etc	Define responsibility for obtaining licences. Maintain adequate records of licence, certification or renewals when necessary for events. Ensure all relevant insurance are maintained on an annual basis.	Annually	Low	Medium	2	
138	Environmental	Cleaning	Define responsibility for cleanliness/hygiene of premises. Arrange for regular inspections and all concerns be referred to the responsible person. Ensure that all cleaning products and chemicals are used in accordance with COSHH and that appropriate training is provided and COSHH assessments and departmental risk assessments are completed.	Monthly	Low	Medium	2	
144	Environmental	Pollution, ie. noise, litter etc.	Ensure that adequate controls/conditions are included in booking application form. Ensure that all users are aware of conditions attached to use of premises.	Annually	Low	Low	1	
140	Environmental	Vandalism	Define policy for dealing with offenders. Review security and monitor all areas on a regular basis Maintain liaison with local enforcement agencies.	Annually	Low	Low	1	



# LCRS 5. Risks report Community Centres

BARRY TOWN COUNCIL

Assessment for year 2022 To 2023

*Your Duty =* Power to provide and equip buildings for use of clubs having

*Requirement =* To minimise the impact of dangers associated with

*Aim =*

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Environmental	Legionnaires Disease	To evaluate and prioritise those works identified as high, medium and low as a result of the biannual water system risk assessment report. Review and update.	Annually	Low	High	3	
128	Financial	Failure to collect income	Define responsibility for collection of income. All fees to be paid in advance of function and when payment made by cheque ensure cheque is banked with plenty of time prior to function to avoid any unpaid cheque issue. Maintain an effective receipting system. Ensure prompt banking. Maintain proper records of income received and banked Enforce provisions of user agreements Provide for periodical reconciliation and financial report to committee and council. All the above should be undertaken as per the Council's financial regulations.	Quarterly	Low	Medium	2	
432	Financial	Inadequate budget provision	Ensure that anticipated costs are adequately provided for in Budgetary process. Council approval to be sought for any unexpected expense to be met from reserves/virement in accordance with the Council's financial regulations and where appropriate the necessary insurance claim made. Scheme of Delegation for emergency expenditure not anticipated.	Annually	Low	Low	1	
127	Financial	Failure to review charges	Charges are reviewed annually as an integral part of the budget process in accordance with the Council's financial regulations.	Annually	Low	Low	1	



# LCRS 5. Risks report Community Centres

BARRY TOWN COUNCIL

Assessment for year 2022 To 2023

*Your Duty* = Power to provide and equip buildings for use of clubs having  
*Requirement* = To ensure that all equipment is properly maintained.

Scoring note:  
 Low = 1,  
 Medium =2  
 and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
141	Physical	Maintenance of equipment	Ensure that all soft play equipment and cleaning equipment is properly maintained through regular inspection/servicing. Ensure that proper maintenance records are complete and up to date. Ensure that responsibility is defined and any training requirement is provided in accordance with the manufacturers instructions and recommendations. Ensure that all insurance is in place and renewed annually.	Annually	Low	Medium	2	
0	Physical	Lone Working	Staff have their own mobile phones to enable them to contact each other in case of emergencies. Radios are provided should staff wish to use them. Lone Working Policy in place.		Low	Low	1	
142	Physical	Stock control of Cleaning Products	Define responsibility for stock control of cleaning products. Arrange for regular stock checks. That the minimum of stock is held on the premises. Reconcile stocks to sales/purchases records. Store stock in controlled areas to minimise the loss by theft.	Monthly	Low	Low	1	
431	Physical	Security of equipment	Ensure that responsibility of users is clearly defined in hire/user agreement. Allocate responsibility for security/control. Maintain records of loss or damaged equipment. Maintain an up to date asset register.	Annually	Low	Medium	2	
16	Physical	Security of buildings	To install and maintain an intruder alarm system, maintained annually in accordance with the recommendations of the provider. Provide secure entry system to avoid unauthorised accidental access. To ensure that last person on site secures premises on exit.	Annually	Low	Low	1	



# LCRS 5. Risks report Community Centres

BARRY TOWN COUNCIL

Assessment for year 2022 To 2023

*Your Duty* = Power to provide and equip buildings for use of clubs having

*Requirement* = To ensure that any conditions that might lead to personal

*Aim* =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
17	Physical	Personal injury	<p>Obtain and renew annually public liability insurance.</p> <p>Carry out risks assessments where deemed necessary.</p> <p>Ensure that all staff have appropriate training and adhere to approved working practices.</p> <p>Ensure that the correct, properly maintained equipment is available as appropriate.</p> <p>Ensure that any risks to the public are minimised and eliminated wherever possible.</p> <p>Maintain records of staff training.</p> <p>Maintain records of any injuries and report under RIDDOR where required.</p>	Annually	Low	Medium	2	
143	Physical	Security of Hazardous Substances	<p>Store all hazardous substances in a lockable container or cupboard.</p> <p>Display COSHH notices appropriately.</p> <p>Define responsibility for use and control.</p> <p>Provide for any necessary training.</p> <p>Provide for appropriate PPE.</p> <p>Ensure that any necessary licences, certificates for use have been obtained.</p> <p>Ensure that any disposals of empty containers is carried out in accordance with COSHH requirements as per the manufacturers instructions and recommendations (usually indicated on containers).</p>	Annually	Low	High	3	



# LCRS 5. Risks report Community Centres

**BARRY TOWN COUNCIL**  
**Assessment for year 2022 To 2023**

*Your Duty =* Power to provide and equip buildings for use of clubs having  
*Requirement =* To minimise impact of dangers associated with working at  
*Aim =*

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Physical	Working at Heights	Provide regular inspection of all ladders and platforms prior to use, including scaffolding platforms. Ensure that there are at least two members of staff present whilst working at heights of 6 foot. Ensure that ladders are securely footed. Staff be instructed not to over stretch when working at heights. Limit the height they can work to. Ensure the proper equipment is available for the relevant job.	Annually	Low	High	3	
0	Physical	Fire	Ensure Health/Safety testing completed annually. Ensure appropriate Fire Warden training is in place. Provide for strict security/control of combustible materials held by council. Ensure appropriate extinguishers are in place and under maintenance contract. Fire exits to be kept clear at all times and doors inspected on a regular basis. Ensure appropriate signage is in place. Hire agreement indicates acknowledge of existence of hire terms and conditions.	Quarterly	Low	Medium	2	
0	Physical	Maintenance of buildings	Define responsibility for maintenance. Maintain detailed records of work scheduled and completed. Carry out regular inspections of all buildings. Ensure that proper contractual arrangements are in place for specialist/other services. Arrange adequate insurance cover.	Annually	Low	Low	1	

**Completed by:**

**Date:**

**Position:**

No of risks scored

19

Average score:

1.7



# LCRS 5. Risks report Computing

BARRY TOWN COUNCIL

Assessment for year 2022 To 2023

*Your Duty = Power to facilitate discharge of any function*

*Requirement = To minimise the impact of dangers associated with the*

*Aim =*

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Misuse of ICT Equipment	That an ICT Administrator be requested to identify any potential misuse of the ICT equipment by staff. ICT Policy implemented.	Annually	Low	High	3	
0	Physical	Loss/damage arising from unauthorised use.	Restrict access through use of controlled passwords on all office computers and Laptops. Programme periodic password change and provide passwords to designated officer. Maintain physical security of computer and site - secure door access system to main office. Develop a disaster recovery policy.	Annually	Low	High	3	
0	Physical	Loss arising from theft/misappropriation	Maintain high security of site and equipment is in place by use of door access system to main office. Where appropriate, internal and external security devices are installed. Ensure all staff made aware of the need for security. Where Council laptops are used by employees outside of usual place of work then employees to take all reasonable steps to ensure equipment and data stored securely. All staff aware of GDPR requirements, procedures to prevent data breaches and procedures to follow in the event of a data breach. Nominated Data Protection Officer as main contact appointed.	Annually	Low	Medium	2	
365	Technical	Crash of IT System	Ensure regular backup of data onto appropriate off site medium using MicroShade VSM cloud hosting to increase security. Ensure that computer equipment and laptops are properly maintained. Restrict access to authorised users. Ensure that only approved software is used. Symantec anti virus software in use and updated annually.	Monthly	Low	Medium	2	



# LCRS 5. Risks report Computing

BARRY TOWN COUNCIL

Assessment for year 2022 To 2023

*Your Duty* = Power to facilitate discharge of any function

*Requirement* = To minimize risk arising from breakdown of equipment.

*Aim* =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
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**Completed by:**

**Date:**

**Position:**

No of risks scored

4

Average score:

2.5



# LCRS 5. Risks report Council Meetings

## BARRY TOWN COUNCIL Assessment for year 2022 To 2023

Your Duty =

Requirement = To meet all statutory requirements and maintain effective

Aim = To meet all statutory requirements

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
453	Administration/ Legal	Access	Ensure that access is available to all, except for exempt / Part II business. DDA has been fully considered and catered for. Set aside specific area for Press & Public.	Annually	Low	Low	1	
452	Administration/ Legal	Failure to meet statutory duty	Ensure that all members are notified of meeting by way of summons and agenda as per legislation. All public notices are posted on public notice board and Council website as prescribed. Evidence that meetings are quorate and maintain attendance records. Complete minutes of proceedings. Arrange signing by chairman and maintain file. All the above to be undertaken in accordance with the Council's Standing Orders.		Low	High	3	
454	Physical	Security	Define policy for security of staff, members, premises and equipment Allocate responsibility for security/control and implementation. Maintain liaison with local enforcement agencies.	Annually	Low	Low	1	
455	Physical	Personal Injury	Ensure that appropriate regulations/controls are in place to minimize the risk of injury to officers, members & public. Ensure that, where necessary, appropriate notices are in place. Ensure that the council has appropriate insurance cover.	Annually	Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

4

Average score:

1.8



# LCRS 5. Risks report

## Council Property and Documents

**BARRY TOWN COUNCIL**  
**Assessment for year 2022 To 2023**

*Your Duty = Duty to disclose documents and to adopt publication scheme*

*Requirement = To minimise the risk of injury*

*Aim =*

Scoring note:  
 Low = 1,  
 Medium =2  
 and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value (> 3)	Your action required (> 3)
0	Environmental	Fall from Height	Ensure that all staff are provided with appropriate training for working at heights no higher than 6 foot or seek professional organisations with the necessary equipment and insurance to carry out the task required. Where necessary hire a mechanical device (i.e. cherrypicker).	As and when	Low	Medium	2	
314	Financial	Legal Liability as a result of Asset Ownership	Ensure that adequate Public Liability Insurance is in place.	Annually	Low	Medium	2	
307	Physical	Loss of assets	Allocate responsibility for and maintain effective security of all assets. Maintain an Asset Register. Ensure that adequate and appropriate insurance cover is held.	Annually	Low	Medium	2	
312	Physical	Loss / Damage to Civic Regalia	Maintain and update a Register of Assets Ensure that the council has adequate insurance, including travel within the EU, against damage, theft and loss. Chains kept in lockable briefcase. Ensure that proper security/storage is in place (Council Safe). Ensure that users are aware of their responsibility when regalia is in their care. Ensure that Civic Regalia is suitably maintained and cleaned. Ensure that the Civic Regalia is collected and returned under secure conditions.	Monthly	Low	High	3	
0	Professional	Asbestos Poisoning	The Council to appoint a private environmentalist or use the services of a Unitary Authority to ensure the safe removal of the asbestos. To aid this facility the Council employ the services of a Technical Advisor. The Council has modern buildings and where a building is over 50 years of age and has been modernised or there are areas of concern all areas of asbestos have been removed.	As and when	Low	Medium	2	



# LCRS 5. Risks report

## Council Property and Documents

BARRY TOWN COUNCIL

Assessment for year 2022 To 2023

*Your Duty =* Duty to disclose documents and to adopt publication scheme

*Requirement =* Minimise the risk of dangers associated with uninsured

*Aim =*

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Impact	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Professional	Uninsured contractors carrying out works on site	Obtain and file copies of relevant contractors Public Liability Insurance and Health and Safety documents. To ensure that contracts over a certain value (defined by Council) are covered by the Council's insurers.	As and when	Low	High	3	
313	Professional	Failure to effectively process documents	Allocate responsibility for maintenance of effective control of documentation to ensure compliance with Freedom of Information Act and General Data Protection Regulations 2018. Nominated Data Protection Officer as main contact re GDPR. Procedure in place for recording document's receipt, circulation, response, handling & filing.	Daily	Low	Medium	2	

**Completed by:**

**Date:**

**Position:**

No of risks scored

7

Average score:

2.3



# LCRS 5. Risks report Data Protection

BARRY TOWN COUNCIL  
Assessment for year 2022 To 2023

*Your Duty = Duty of Notification and Duty to Disclose (subject access)*

*Requirement = To ensure that statutory requirements are met.*

*Aim =*

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
37	Administration/ Legal	Breach of Confidentiality	Compliance with General Data Protection Regulation 2018. Formalise Procedure for dealing with confidential data. Specific training for competence on GDPR. Nominated Data Protection Officer appointed as main contact for GDPR issues. All staff aware of GPRS requirements and procedures regarding prevention of and reporting data breaches.	Daily	Low	Medium	2	

**Completed by:**

**Date:**

**Position:**

No of risks scored

1

Average score:

2.0



# LCRS 5. Risks report Drainage

BARRY TOWN COUNCIL

Assessment for year 2022 To 2023

Your Duty = Power to deal with ponds and ditches

Requirement = To ensure necessary agreements are in place.

Aim =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
158	Administration/ Legal	Agreements with Internal Drainage Boards, re: discharge etc.	Ensure that proper Drainage Board agreements are in place i.e. Welsh Water and the Vale of Glamorgan Council Engineers Department. Arrange for periodical review. Prior to any new works commencing that the Council consult with the Council's appointed architect and consulting engineer.	Annually	Low	Medium	2	
148	Environmental	Vermin	Allocate responsibility for dealing with vermin. Where appropriate ensure proper contract in place. To ensure that all appropriate controls are in place and that an approved contractor is contracted when required to assess any risk or damage that may arise from infestation and take the appropriate action.	Annually	Low	Medium	2	
146	Environmental	Flooding	Define responsibility for dealing with floods. Ensure that effective arrangements are in place to deal with any council responsibility.	Annually	Low	High	3	
157	Financial	Inadequate budget provision	Review service provision as integral part of Budget process	Annually	Low	High	3	
159	Physical	Maintenance of ditches & drains	Define responsibility for maintenance. Ensure that appropriate arrangements are in place to deal with any council responsibility. Ensure that the appropriate health and safety inspections are carried out and ensure that any recommendations are enforced accordingly.	Annually	Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

5

Average score:

2.4



# LCRS 5. Risks report Employment of Staff

BARRY TOWN COUNCIL

Assessment for year 2022 To 2023

Your Duty = Duty to Appoint

Requirement = To ensure that the council fulfills it's responsibilities.

Aim =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
364	Administration/ Legal	Failure to comply with Employment Law	Issue contracts of employment to all employees. Arrange review of Staff Contracts of Employment as dictated by changes in relevant laws. Awareness of new legislation. Arrange the necessary training to fulfil requirements.	Annually	Low	Medium	2	
0	Environmental	The spread of flu or viruses between staff	Sick policy in place. Any signs of flu or viruses monitored and employees encouraged to attend doctors for diagnosis. Reporting disease to RIDDOR.	Annually	Low	High	3	
0	Environmental	Lone Working - Medium weather conditions	The necessary personal protective equipment is provided. Communications with the office are maintained on regular basis. Lone Working policy.	Annually	Low	High	3	
363	Professional	Lack of Employee motivation/efficiency	Ensure that each employee has an up to date and agreed job description. Carry out regular staff appraisals, supervision and training ensuring sufficient training budget for staff. Maintain appropriate staff records. Staff engagement through team meetings and Leader's meetings. Staff survey annually. Staff team building days. Risk assessment and management of stress as per HSE Guidance.	Annually	Low	Medium	2	
0	Professional	Lone Working - Driving	The use of mobile phones is prohibited while driving. The member of staff to take all necessary steps to secure the vehicle while driving and also when not in vehicle. To park in well lit areas within sight of other members of the public. To provide the appropriate means of communication to the office on their wherabouts and for emergency purposes. The appropriate personal protective equipment is carried at all times and regular checks are made. Enter destination in signing out register along with time you left the Council premises. Appropriate insurance is in place.	Monthly	Low	High	3	



# LCRS 5. Risks report Employment of Staff

BARRY TOWN COUNCIL

Assessment for year 2022 To 2023

Your Duty = Duty to Appoint

Requirement = To minimise the dangers associated with lone working while

Aim =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Professional	Lone Working - Accident - Driving	No use of mobile telephones whilst driving on Council business. Drivers requested to be vigilant. Appropriate insurance in place on individual members of staff's motor insurance policy. Insurance documents inspected. Lone Working policy. Inspect driving licence periodically.	Annually	Low	High	3	
0	Professional	Lone Working - Extreme weather conditions	No site visits other than those deemed to be of an urgent nature to be carried out. Staff are requested to take shelter in doors if caught in change of weather conditions. The necessary personal protective equipment is provided. Communications with the office are maintained on regular basis. Lone Working policy.	Monthly	Low	High	3	
0	Professional	Lone Working - Accident - Site Visits	Appropriate person(s) be advised when staff member making site visit. Ensure that Council telephone issued to allow contact between staff members and appropriate person(s). Lone Working policy. Signing in and out book.	Annually	Low	Medium	2	
0	Professional	Lone Working - Out of normal hours working	Emergency contact number is provided. Door security systems installed to main office and Council areas. Main entrance is locked. Necessary communications are provided. Lone Working policy.	Annually	Low	Medium	2	
358	Professional	Loss of key staff	Ensure procedures for key functions are documented.	Quarterly	Low	Medium	2	
0	Professional	Lone Working - Walking	Carry all forms of communication and personal protection equipment as deemed necessary. Contact number provided in case of emergency. Be vigilant of your surroundings at all times.	Annually	Low	Medium	2	



# LCRS 5. Risks report Employment of Staff

BARRY TOWN COUNCIL

Assessment for year 2022 To 2023

Your Duty = Duty to Appoint

Requirement = To minimise the dangers associated with lone working while

Aim =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Professional	Lone Working - Banking of Income	When banking cheques one employee only. When banking cash where a cash bag is used and visable a second employee must accompany the first employee. Up to a maximum in bank notes without the use of a bank bag can be banked by one person. Signing in and out book. Enter location and reason for absence from office in signing out register.	Annually	Low	High	3	
361	Professional	Inability to recruit	New recruitment policy introduced. Ensure posts are advertised appropriately. Consider the use of recruitment agencies or wider advertisement. Application of Equalities Act Legislation.	As and when	Low	High	3	
0	Professional	Lone working - Accident - General	Ensure that when staff working in known danger they do not work alone. Ensure that appropriate person(s) are made aware when staff working alone and regular contact maintained. Lone Working policy.	Annually	Low	High	3	
352	Professional	Attacks on Personnel	Ensure that an effective security sytem is in operation. Ensure appropriate insurance cover held. Ensure other workers in building are aware of staff working alone. Ensure staff have telephone access at all times during their work. Advise staff to refuse admittance to the Council Offices to people unknown to them until such time as two staff are present.	Monthly	Low	Medium	2	



# LCRS 5. Risks report Employment of Staff

BARRY TOWN COUNCIL

Assessment for year 2022 To 2023

Your Duty = Duty to Appoint

Requirement = To meet council commitment to staff training

Aim =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
362	Professional	Lack of Training	Ensure a training policy is in place. Ensure that all statutory training is in place. Sufficient training budget set aside. Regular training schedules are sent to the appropriate committee. Ensure that all training is kept up to date.	Annually	Low	Low	1	
38	Professional	Inability to retain staff	Staff appraisal system to be implemented. Complete exit questionnaire. Hold regular staff meetings.	Annually	Low	High	3	
0	Professional	Lone Working - Site Visits	Introduction of a log book to monitor the whereabouts of staff in an event of an emergency. The log book to include time leaving, anticipated return and any information relating to the site visit. If visiting isolated areas of concern then a second employee accompanies the first employee. Mobile phones provided. Lone Working Policy.	Annually	Low	High	3	

Completed by:

Date:

Position:

No of risks scored

18

Average score:

2.5



# LCRS 5. Risks report Financial Management

BARRY TOWN COUNCIL

Assessment for year 2022 To 2023

*Your Duty* = Duty to ensure responsibility for financial affairs

*Requirement* = Efficient financial administration

*Aim* = None

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
303	Administration/ Legal	Failure to comply with Customs & Excise Regulations	Ensure that value added tax is properly administered. Refer to guidance in HMCE Notice 749. Seek further guidance from HMCE where necessary. Ensure that all input tax and output tax is properly recorded Complete and submit vat claims promptly and on a regular basis. Reconcile claims to cashbook.	Quarterly	Low	High	3	
0	Administration/ Legal	Failure to maintain record of council assets.	Ensure that all acquisitions/disposals are accurately and promptly recorded. Carry our periodical inventory checks by two persons. That the inventory/asset register is checked by Internal Auditors.	Annually	Low	High	3	
302	Administration/ Legal	Failure to comply with Inland Revenue Regulations	Computerised payroll package (Sage) provides comprehensive records of all calculations of income tax, national insurance deducted from pay. Regular returns to Inland Revenue; prepared by the RFO; checked annually by Internal Audit. Arrange prompt payment of all sums due.	Quarterly	Low	High	3	
0	Administration/ Legal	Incurring expenditure without proper legal authority	Record in minutes powers under which expenditure is being approved. Order books must be filled in and signed by senior officer prior to order being placed. No estimates should be exceeded without the proper authorisation and the appropriate virement found. Financial Regulations adhered to. Scheme of Delegation for emergency expenditure not anticipated / budgeted for.	Annually	Low	High	3	



# LCRS 5. Risks report Financial Management

BARRY TOWN COUNCIL

Assessment for year 2022 To 2023

Your Duty = Duty to ensure responsibility for financial affairs

Requirement = To ensure that effective financial controls are in place

Aim =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
306	Financial	Loss of money through theft/misappropriation.	Responsibility for cash at all sources is documented. Ensure that receipts are issued for all income. Ensure that secure arrangements are in place for all monies held pending banking. Ensure that proper arrangements are in place for prompt recording and banking of all cash received. Regular bank reconciliations are performed. Regular reports to council / committee. Ensure that council holds adequate fidelity guarantee insurance.	Monthly	Low	High	3	
347	Financial	Poor Financial Management	Determine responsibility for the management of the financial affairs of the council. Maintain and review Standing Orders, Financial Regulations and Scheme of Delegation. Maintain an effective budgetary control/financial reporting system. Maintain an effective internal audit.	Annually	Low	High	3	



# LCRS 5. Risks report Financial Management

BARRY TOWN COUNCIL  
Assessment for year 2022 To 2023

Your Duty = Duty to ensure responsibility for financial affairs

Requirement = To minimize the risk of loss

Aim =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Financial	Failure to maintain an effective payments system.	Determine responsibility for control of expenditure. All payments to be supported by an invoice/voucher. All detail to be checked and payment entered into a computerised cashbook (FD Omega) and relevant paperwork provided to accompany invoice. All payments to be approved by council / committee, as per Financial Regulations, and recorded in minutes. All cheques to be signed by at least two authorized members. Controls to be in place for approval of payments by BACS and Direct Debits. Signatories to endorse cheque counterfoils and check payments against invoices/payment vouchers. All expenditure to be the subject of sound budgetary control.	Monthly	Low	High	3	
41	Financial	Failure to keep proper financial records	Responsibility defined through appointment of Proper Officer / Responsible Financial Officer Ensure appropriate standing orders and financial regulations in place that are subject to periodic review by Council. Effective and independent internal and external audit in place. Regular financial reports submitted to committee/council to approve all actions. Appraisal of RFO.	Monthly	Low	High	3	



# LCRS 5. Risks report Financial Management

BARRY TOWN COUNCIL

Assessment for year 2022 To 2023

Your Duty = Duty to ensure responsibility for financial affairs

Requirement = To ensure that the budget procedure is both efficient and

Aim =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
360	Financial	Failure to set a precept within sound budgeting arrangements	Responsibility of Town Clerk / Responsible Finance Officer / committee / council is clearly defined. Presentation to committee/council follows an agreed timetable. Precept is set as a result of a full report detailing requirements for forthcoming year for all heads of income and expenditure. All changes made by the Council are fully documented. All balances and reserves are reviewed annually. Effective budget monitoring is in place throughout the year via regular budget meetings with Councillors and Officers.	Monthly	Low	High	3	
304	Financial	Failure to ensure proper use of funds under specific powers / S137	Separate code used to identify expenditure under section 137. Budget for total expenditure is set significantly below the statutory limitation for the council. Ensure that all grant applications are complete and fully supported prior to submission to committee/council Ensure that all approvals are properly recorded in council minutes. Ensure that no alternative statutory authority is available.	Quarterly	Low	Medium	2	
305	Financial	Risk to third party as a consequence of providing a service	Ensure that appropriate insurance cover/policy is in force. In the event of an incident occurring the insurance company is made aware without delay and that a full investigation is carried out.	Annually	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

11

Average score:

2.7



# LCRS 5. Risks report Gifts

BARRY TOWN COUNCIL

Assessment for year 2022 To 2023

Your Duty = Power to accept

Requirement = To protect interest of council and members

Aim =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
453	Administration/ Legal	Failure to notify/record gifts	See "Code of Conduct" assessment. Ensure that all staff/members are aware of responsibilities under the Code of Conduct for reporting the receipt of gifts. Maintain gift register. All personal gifts to staff or Councillors should be reported, regardless of value, and recorded in the register of gifts if the amount exceeds £50.	Annually	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

1

Average score:

1.0



# LCRS 5. Risks report Investments

BARRY TOWN COUNCIL

Assessment for year 2022 To 2023

*Your Duty* = Power to participate in schemes of collective investment

*Requirement* = To maintain proper records.

*Aim* =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
200	Administration/ Legal	Maintenance of Investment Register	Surplus funds are invested in accordance with Investment Policy, whilst ensuring sufficient funds are always available within the Council's bank account for payment of invoices and salaries. That regular bank reconciliations are carried out by the RFO and signed off each month by the Chairperson of the Finance Committee. Monitored by Internal Auditor annually.	Annually	Low	Low	1	
199	Financial	Failure to review interest rates etc.	Determine policy and responsibility for investment of council funds. Regular review is undertaken by RFO to ensure maximum return is achieved. Regular monthly budget meetings and reports provided to Councillors as required. Maintain effective internal audit.	Annually	Low	Low	1	
377	Financial	Financial Loss i.e. theft	Determine policy/responsibility for investment. Ensure that investment/transfer/withdrawal of funds subject to council approval. Ensure that all transactions are subject to counter signatures of clerk/authorised council members. Arrange for regular financial/monitoring report to council.	Annually	Low	High	3	
198	Financial	Inappropriate investment	Define policy and responsibility for investment of council funds. Local Investment Sub-Committee set up reporting back to Finance, policy and General Purposes Committee. Record details/approval of all investments in council minutes. Ensure regular report to council. Hold regular budget meetings. Annual internal audit review. New Investment Strategy implemented.	Annually	Low	High	3	

**Completed by:**

**Date:**

**Position:**

No of risks scored

4

Average score:

2.0



# LCRS 5. Risks report

## Meetings of the Council

BARRY TOWN COUNCIL

Assessment for year 2022 To 2023

Your Duty = Duty to meet

Requirement = All Meetings open to everyone

Aim = Standing Orders on Conduct

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
355	Administration/ Legal	Failure to meet statutory duty on meetings	All notices are posted in the prescribed places 3 clear days prior to any meeting, All Councillors are notified of Meetings by way of a summons and agenda, Minutes of all meetings are taken and kept. Maintain attendance records.	Monthly	Low	Medium	2	
34	Administration/ Legal	Failure to report Council business in Minutes	Ensure proper, timely and accurate recording of council business in the minutes. Ensure that all minutes are signed and paginated. Maintain security of master copy. Ensure that the Equalities Act 2010 is adhered to at all times. That the Council's Code of Conduct is conformed to at all times.	Quarterly	Low	Medium	2	
40	Administration/ Legal	Failure to respond to the elector's wish to exercise its rights	Ensure members and staff are aware of Electors' Rights. Follow procedures for dealing with enquiries. Increase awareness of accessibility of the Council to the public	Annually	Low	Medium	2	
36	Administration/ Legal	Failure to comply with new Regulations /Legislation	Ensure that proper training policy is in place. Continue in membership of appropriate local / national associations. Continue to subscribe to appropriate publications. Encourage staff external networking and communicate back via team meetings.	Monthly	Low	High	3	
0	Administration/ Legal	Disability & Discrimination Act	Ensure that all conditions of the Act as they affect service provision are met. Allocate responsibility to ensure that standards/ongoing requirements are met. Carry out periodical review of service.	Annually	Low	High	3	



# LCRS 5. Risks report

## Meetings of the Council

BARRY TOWN COUNCIL

Assessment for year 2022 To 2023

Your Duty = Duty to meet

Requirement = Ensure that provisions of the act are met

Aim =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
<b>Completed by:</b>				<b>Date:</b>		<b>Position:</b>		No of risks scored <input type="text" value="5"/> Average score: <input type="text" value="2.4"/>



# LCRS 5. Risks report

## Planning & Development Control

BARRY TOWN COUNCIL

Assessment for year 2022 To 2023

*Your Duty = Rights of consultation*

*Requirement = To meet consultation timetable*

*Aim = Ensure the reduction in antisocial behaviour is considered*

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Impact	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
202	Environmental	Failure to comply within consultation deadline	Ensure adequate number of Planning Committee meetings are arranged. Where necessary liaise with the Planning Authority for possible extension.	Annually	Low	Low	1	

**Completed by:**

**Date:**

**Position:**

No of risks scored

1

Average score:

1.0



# LCRS 5. Risks report

## Provision of Office Accommodation

**BARRY TOWN COUNCIL**  
**Assessment for year 2022 To 2023**

*Your Duty = Power to provide*

*Requirement = To minimise disruption due to withdrawal of office*

*Aim =*

Scoring note:  
 Low = 1,  
 Medium =2  
 and High =3

Ref	Risk	Impact	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Withdrawal of office accomodation	Formal lease agreement entered into with the Memorial Hall and Theatre Trust for a period of twenty eight years with effect from 1 April 2004 (Expires March 2032).	As and when	Low	High	3	
0	Administration/ Legal	COVID-19 Pandemic	Covid-19 Risk Assessment. PPE. Cleaning schedules. Alternating cemetery team members. Office staff to work from home. No public access to offices. Hand sanitizers stations. Covid-19 training. Track, trace and protect. Social distancing, signage, self isolation if report sick, liaison with PHW and other authorities as necessary, virtual meetings, agile working, closure of halls, keeping up to date with guidance and change of legislation.	Weekly	Medium	Medium	4	Yes
0	Financial	Inadequate budget provision	Ensure requirements included in annual budget process	Annually	Low	Medium	2	
350	Physical	Poor/Faulty Office Furniture	Arrange periodical inspection of office furniture and fittings. Replace any damaged or faulty equipment/furniture, that may be considered a hazard, as and when required. Regular testing carried out by trained staff on all electrical equipment (any found to be at fault be decommissioned and the item either repaired or replaced). Where appropriate submit report to council/committee for approval to repair/replace.	Monthly	Low	Medium	2	



# LCRS 5. Risks report

## Provision of Office Accommodation

**BARRY TOWN COUNCIL**  
**Assessment for year 2022 To 2023**

*Your Duty = Power to provide*

*Requirement = To safeguard against fire risk*

*Aim =*

Scoring note:  
 Low = 1,  
 Medium =2  
 and High =3

Ref	Risk	Impact	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value (> 3)	Your action required (> 3)
0	Physical	Fire	<p>Ensure that separate and full fire insurance cover is put in place and updated annually.</p> <p>Provide adequate furnishings to store important files and assts to allot sufficient time for emergency services to attend the site (i.e. Fire Proof cabinets/safes and fire doors).</p> <p>Ensure fire alarm testing completed regularly. Ensure appropriate staff training and Fire Warden training.</p> <p>Provide appropriate extinguishers etc. and ensure they are maintained annually. Ensure appropriate signage in place.</p> <p>Ensure appropriate regulations/controls in hire documentation. Fire evacuation tests scheduled.</p>	Annually	Low	Medium	2	
349	Physical	Poor Office Conditions	<p>Arrange periodical inspection of office.</p> <p>Report any adverse conditions to council/committee/landlord as appropriate</p> <p>Arrange repair/maintenance etc. in accordance with tenancy agreement.</p>	Quarterly	Low	Medium	2	
357	Technical	Defective Electrical Equipment/Machinery	<p>Ensure maintenance agreement/contract in place where appropriate.</p> <p>Allocate responsibility for local repair/maintenance.</p> <p>Restrict access to qualified personnel only.</p> <p>Arrange regular inspection to ensure that any statutory obligations are met including Portable Appliance Testing.</p> <p>Maintain appropriate records.</p> <p>Arrange for regular inspection of equipment by suitably approved contractor (any equipment found to be faulty be decommissioned and replaced or repaired accordingly).</p>	Monthly	Low	High	3	

**Completed by:**

**Date:**

**Position:**

No of risks scored

7

Average score:

2.6



# LCRS 5. Risks report

## Provision of Website/Internet Access

BARRY TOWN COUNCIL  
Assessment for year 2022 To 2023

*Your Duty = Power to provide from 'free resource'*

*Requirement = To ensure proper financial provision*

*Aim =*

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Impact	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value (> 3)	Your action required (> 3)
0	Financial	Inadequate budget provision	Ensure service requirement included in annual budgetary process	Annually	Low	Medium	2	
348	Technical	Failure of Website/Internet Providers	Ensure a backup copy of data is maintained. Liaise with provider to ensure reinstatement of website.	Weekly	Low	Medium	2	

**Completed by:**

**Date:**

**Position:**

No of risks scored 2 Average score: 2.0



# LCRS 5. Risks report

## Town and Country Planning

BARRY TOWN COUNCIL

Assessment for year 2022 To 2023

Your Duty = Right to be notified of planning applications

Requirement = To meet consultation timetable.

Aim =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
204	Administration/ Legal	Failure to meet consultation deadlines	Ensure adequate number of Planning Committee meetings are arranged. Where necessary liaise with the Planning Authority for possible extension. Urgent action procedures in place if required.	Annually	Low	Low	1	
211	Administration/ Legal	Non advertisement by the Unitary Authority of planning applications submitted to this Council for consultaion purposes	Ensure that all planning agendas are displayed in notice board detailing a list of all planning applications to be considered by this Council. Local consultation of Councillors via the planning committee.	Annually	Low	Low	1	
207	Physical	Security of records	Allocate responsibility for records. Provide for secure storage facilities.	Annually	Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

3

Average score:

1.3



# LCRS 5. Risks report War Memorials

BARRY TOWN COUNCIL

Assessment for year 2022 To 2023

Your Duty = Power to maintain, repair, protect and adapt war memorials

Requirement = To minimize associated risk

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
208	Physical	Vandalism	Ensure that reasonable measures are taken to protect all war memorials at all times.	Annually	Low	Low	1	
469	Physical	Inadequate budget provision	Cenotaph - to ensure that proper maintenance is carried out by the Management Trustees. Cemetery - advise the War Memorials Commission of any damage to or cleaning required to all war memorials within the cemetery.	Annually	Low	Low	1	
0	Physical	Inadequate maintenance.	This responsibility lies with the Custodian Trustees to ensure that the Memorial Hall and Theatre Trust are carrying out their duties with regards to the maintenance of the war memorial situated in the Memorial Hall and Theatre grounds. To ensure that Memorial Honours Board, situated in the foyer of the Memorial Hall and Theatre is maintained by the Memorial Hall and Theatre Trust.	Annually	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

3

Average score:

1.0



# LCRS 6. Overall Summary

## BARRY TOWN COUNCIL Assessment for year 2022 To 2023

Area	Duty	No of risks	Number scored	Avg Score	No of uncontrolled Risks (>3)	Your action plan rank
Cemeteries/Churchyards	Power to provide	28	28	2.1	0	<input type="text"/>
Code of Conduct	Duty to adopt a code of conduct	2	2	3.0	0	<input type="text"/>
Community Centres	Power to provide and equip buildings for use of clubs having athletic, social or educational objectives	19	19	1.7	0	<input type="text"/>
Computing	Power to facilitate discharge of any function	4	4	2.5	0	<input type="text"/>
Council Meetings		4	4	1.8	0	<input type="text"/>
Council Property and Document	Duty to disclose documents and to adopt publication scheme	7	7	2.3	0	<input type="text"/>
Data Protection	Duty of Notification and Duty to Disclose (subject access)	1	1	2.0	0	<input type="text"/>
Drainage	Power to deal with ponds and ditches	5	5	2.4	0	<input type="text"/>
Employment of Staff	Duty to Appoint	18	18	2.5	0	<input type="text"/>
Financial Management	Duty to ensure responsibility for financial affairs	11	11	2.7	0	<input type="text"/>
Gifts	Power to accept	1	1	1.0	0	<input type="text"/>
Investments	Power to participate in schemes of collective investment	4	4	2.0	0	<input type="text"/>
Meetings of the Council	Duty to meet	5	5	2.4	0	<input type="text"/>
Planning & Development Contr	Rights of consultation	1	1	1.0	0	<input type="text"/>
Provision of Office Accommod	Power to provide	7	7	2.6	1	<input type="text"/>
Provision of Website/Internet A	Power to provide from 'free resource'	2	2	2.0	0	<input type="text"/>
Town and Country Planning	Right to be notified of planning applications	3	3	1.3	0	<input type="text"/>
War Memorials	Power to maintain, repair, protect and adapt war memorials	3	3	1.0	0	<input type="text"/>





Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	Action completed
<b><u>Provision of Office Accommodation</u></b>									
0	<b>Administration/ Legal</b>	COVID-19 Pandemic	Covid-19 Risk Assessment. PPE. Cleaning schedules. Alternating cemetery team members. Office staff to work from home. No public access to offices. Hand sanitizers stations. Covid-19 training. Track, trace and protect. Social distancing, signage, self isolation if report sick, liaison with PHW and other authorities as necessary, virtual meetings, agile working, closure of halls, keeping up to date with guidance and change of legislation.	<b>Medium</b>	4	Covid-19 future strategy reported to Full Council meeting 28 September 2020. Ongoing monitoring of pandemic, consideration of legislation and responding as appropriate.	Full Council	16/05/2022	<input type="checkbox"/>

No of issues listed: 1

Submitted to council: \_\_\_\_\_

Minute reference: \_\_\_\_\_

Date: \_\_\_\_\_

Signed by chairperson - Councillor Steffan Wiliam \_\_\_\_\_

Signed by responsible Finance officer - Mark Sims \_\_\_\_\_

How to complete (individual risk section):  
 1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.  
 2. Action by person - the name or names of the persons taking the relevant actions.  
 3. Action by date - the proposed date that this action should be completed by.  
 4. Action completed - that the proposed action has been taken (ticked) (not recorded on LCRS .

<b>ANNUAL MEETING</b>	<b>16&amp;17 MAY 2022</b>	<b>AGENDA ITEM: 37</b>
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## **GENERAL POWER OF COMPETENCE**

### **Report Author**

Emily Forbes, Chief Officer (Town Clerk)

### **Appendix**

Detailed information sheet on the General Power of Competence provided by One Voice Wales

### **Purpose of Report**

To consider the eligibility of the Council to resolve itself as competent under the General Power of Competence introduced on 5 May 2022 through the Local Government and Elections (Wales) Act 2021

### **Background Information**

#### **General Power of Competence (GPoC)**

Section 24 of the Local Government and Elections (Wales) Act 2021 gives “qualifying local authorities” a general power of competence (the “general power”). The general power gives these authorities the power to do anything that an individual can do, provided they act rationally and within the law.

Qualifying local authorities are specified in the 2021 Act as principal councils and ‘eligible community councils’ with the aim of bringing about more effective, capable and innovative local government. The general power will allow eligible community councils to act in their communities’ best interests, generate efficiencies and secure value for money outcomes. They will also be able to raise money by charging for discretionary services and to trade, providing that a business case has been made for all commercial activity within further restrictions set out in the provisions.

It is considered the general power will allow eligible community councils to be more innovative, and move away from a position where they have to identify a specific power in order to undertake a particular activity, to one in which it is assumed they can do something unless there is a statutory restriction preventing it.

The conditions which community councils must meet, in order to be able to resolve themselves an ‘eligible Community Council’ are:

- at least two-thirds of the total number of members of the council have been declared to be elected whether at an ordinary election or at a by-election,
- the clerk to the council holds such qualification or description of qualification as may be specified by the Welsh Ministers by regulations, and
- the council satisfies the audit condition.

The audit condition is satisfied if:

- the most recent Auditor General for Wales' (AGW) opinion on the council's accounts:
  - is an unqualified AGW opinion on the council's accounts, and was received by the council during the 12-month period ending on the day on which the council passes the resolution to become an eligible community council
- the AGW's opinion on the council's accounts which immediately preceded the opinion mentioned above is also an unqualified opinion.

The power to exercise the general power of competence for eligible community councils came into force on 5 May 2022.

The Well-being power, provided in section 2 of the Local Government Act 2000, is repealed when the provisions relating to the general power of competence are brought into force for eligible community councils on 5 May 2022. Anything which is started by councils before and is ongoing at the time the well-being power is repealed can continue under this power until that thing is completed or until a council resolves to become an eligible community council. However, nothing new may be started using the Well-being power after it is repealed.

Barry Town Council has historically used the Well-being power to fund its Shop Local activity, Fairtrade activity and moving forward, would have used it to develop the Wellbeing Garden at the Air Raid Shelter area on Cemetery Approach Gardens, which will now need to be recorded under GPOC expenditure.

#### **Recommendation:**

**That the Council resolves itself to be an eligible Council under the General Power of Competence as it meets all the criteria set out in legislation being:**

- **at least two-thirds of the total number of members of the council have been declared to be elected whether at an ordinary election or at a by-election,**
- **the clerk to the council holds such qualification or description of qualification as may be specified by the Welsh Ministers by regulations, and**
- **the council satisfies the audit condition.**

## Training Guide for

### LO 7 - General Power of Competence (Wales)

#### An introduction to key facts for town and community councils in Wales

The *Local Government and Elections (Wales) Act 2021<sup>1</sup> (the Act 2021): Part 2* allows eligible town and community councils (local councils) in Wales to resolve eligibility and then to adopt the general power of competence (GPC). GPC is available to parish and town councils in England, but different criteria apply.

This paper explains the freedom granted by the general power, the criteria to be met before a local council can use it and some restrictions on using the power. It notes the CiLCA questions and pass criteria (see also the Portfolio Guide 2021) and some useful weblinks.

#### What is the general power of competence?

Local councils no longer need to ask whether they have a specific power to act. *The Act 2021: Part 2 (s24)* gives the “power to do anything that individuals generally may do” as long as other laws aren’t broken. It is a ‘power of first resort’; this means that when searching for a power to act, the first question you ask is whether you can use the GPC. To find the answer, you ask whether an individual is normally permitted to act in the same way. For example:

- An individual can’t put someone in prison – and neither can a local council (although, like an individual, the council can press for a prosecution).
- An individual can’t impose taxes on other people – so a local council can’t use the GPC to raise taxes.

However, there are conditions that a local council must consider when initiating commercial activities, such as running a local shop. *The Act 2021: Part 2 (s27:1)* allows a local council to “do things for commercial purpose, only if they would do them **other than** for a commercial purpose”. If a local council does undertake a commercial activity it must do so through a company<sup>2</sup>. *The Act 2021: Part 2: (s27:2)*. Also in relation to commercial activities *Section 2 (2) of The General Power of Competence (Commercial Purpose)(Conditions)(Wales) Regulations 2021<sup>3</sup>* states that a local council must “prepare a business case in support of the proposed exercise of the general power” and it “must approve that business case.”

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<sup>1</sup> The Local Government and Elections (Wales) Act 2021 was passed by Senedd Cymru on 18<sup>th</sup> November 2020 and received Royal Assent on 20<sup>th</sup> January 2021.

<sup>2</sup> A company is defined within the meaning of section 1 (1) of the Companies Act 2006 (c.46) or a registered society within the meaning of the Co-operative and Community Benefit Societies Act 2014 (c14) or the Co-operative and Community Benefit Societies Act (Northern Ireland) 1969 (c.24 (NI)).

<sup>3</sup> A statutory instrument in force from 1<sup>st</sup> November 2021.

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# HANDOUT THREE

## (Wales)

The business case must set out:-

- “the aims and objectives of the proposed exercise of the general power,
- the costs, investments and other resources required to achieve those aims and objectives,
- the financial outcomes that are expected to be achieved by the proposed exercise of the general power
- any other relevant outcomes that are expected to be achieved
- any risks associated with the proposed exercise of the general power including an assessment of the severity of those risks and any actions that may be taken to mitigate those risks
- the impact (including on the terms and conditions of employment) on any staff that it intends to supply to a company through which it is exercising the general power to do things for a commercial purpose and
- the intended arrangements for the staffing of the company through which it is exercising the general power to do things for a commercial purpose, including the proposed terms and conditions of employment of any staff to be employed.”

Sometimes a local council can do things that an individual can't do – such as creating byelaws, raising a precept or issuing fixed penalty notices - but it must do so using the specific original legislation. The GPC does not mean that the council can delegate decisions to individual councillors – this is a procedural matter that remains enshrined in law.

GPC gives local councils confidence to act for their communities. It encourages councils to use this power to work with others in providing cost-effective services and facilities in innovative ways to meet the needs of local people. If another authority has a statutory duty, then it remains their duty to provide that service (eg education, waste collection, social services) but local councils can still help out. For example, a local council can support a school in many ways, just as an individual might. It could even help a community trust to run a local school.

The council can undertake activities using the GPC anywhere – not just in the parish. *The Act 2021: Part 2 s 24 (2)*. It isn't necessary to worry whether the activity is for the benefit of the council, the area or the community although, in practice, parishioners might object if they can't see the benefit! Unlike the *Local Government Act (LGA) 1972, s137*, it doesn't matter whether there are any other specific powers permitting the council to take action. So, for example, a council can use the GPC to build a sports facility even though there is another power enabling it to do the same thing (*Local Government (Miscellaneous Provisions) Act 1976 s19*).

### **Criteria for eligibility and reaffirming eligibility**

The freedom of the GPC is available to local councils that meet three criteria for eligibility *The Act 2021:Part 2:s30*.

1. That at least two thirds of the total number of councillors of the council have been declared elected.
2. A qualified clerk.

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# HANDOUT THREE

## (Wales)

- The council has unqualified accounts<sup>4</sup> which have been received by the council during the previous twelve month period ending on the day that the resolution to adopt GPC is considered by the council.

A local council must decide, at a full meeting of the council, that it meets the criteria for eligibility at that particular point in time. A resolution to this effect must be written clearly in the minutes of that meeting. *The Act 2021: Part 2 (s30:6)* The council is then required to revisit that decision and make a new resolution at every ‘relevant’<sup>5</sup> annual meeting of the council to confirm that it still meets the criteria (if it does). This means that eligibility remains in place until the first annual meeting of the council after the ordinary election even if the condition of the eligibility criteria has changed.

**Elected councillors** At the precise moment that the council resolves that it meets the criteria, the number of councillors elected at the last ordinary election, or at a subsequent by-election, must equal or exceed two thirds of its total number of councillors.

Elected councillors include all councillors who stood for election (including at a bye-election) whether or not the election was contested. Co-opted or appointed councillors do not count as they are not elected.

The total number of councillors means the number of seats on the council including those that might be vacant.

If two thirds is not a whole number, then it must be rounded up to the next whole number. For example, if the number of councillors in total is 8 and two thirds is approximately 5.3, then the number of councillors that must be elected is 6.

Total council seats	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Two thirds	4	4	5	6	6	7	8	8	9	10	10	11	12	12	13	14

**The qualified clerk**<sup>6</sup> The clerk must hold at least one of the sector-specific qualifications and should have completed the relevant training designed as part of the National Training Strategy for local council. From April 2012, this training is undertaken as part of a clerk’s preparation for one of the recognised sector-specific qualifications. Where a clerk studied for

<sup>4</sup> Unqualified accounts are those where the Auditor General for Wales has not expressed any dissatisfaction.

<sup>5</sup> A ‘relevant’ annual meeting is the annual meeting of the council after the ordinary election that normally takes place every four years. The confirmation does not have to take place every year.

<sup>6</sup> The accepted qualifications are set out in the Eligible Community Councils (General Power of Competence)(Qualifications of Clerks) (Wales) Regulations 2021 in force from 5<sup>th</sup> May 2022.

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## HANDOUT THREE

(Wales)

one of these qualifications before May 2022, they are advised to undertake additional training to confirm that they understand how the general power of competence operates. The Society of Local Council Clerks provide the standalone unit for assessment. Clerks who hold a CiLCA certificate without this module would benefit from completing this prior to the council passing a resolution that it is an eligible community council.

The recognised sector-specific qualifications are:

- “The Certificate in Local Council Administration (CiLCA)
- A Certificate of Higher Education in Community Governance
- A Certificate of Higher Education in Community Engagement and Governance
- A Certificate of Higher Education in Local Policy.” *The Eligible Community Councils (General Power of Competence) (Qualifications of Clerks) (Wales) Regulations 2021 (s2)*

It is important that the council pays attention to the advice of its trained and qualified clerk when taking decisions to ensure that it acts lawfully.

**Unqualified accounts** - The local council must confirm that the last two sets of accounts is unqualified in the opinion of the Auditor General for Wales and that the most recent set of accounts was received by the council during the period of 12 months ending on the day the council will (if it passes a resolution) become an eligible community council.

Since the GPC can be used for most of the activities of the council rather than for unusual one-off projects, the council cannot employ a clerk on a short-term contract specifically for using the power. If the council loses its qualified clerk or has insufficient elected councillors, then it must record its ineligibility at the next ‘relevant’ annual meeting of the council (after the ordinary election). If it has already started an activity under the GPC for which there is no other specific power, it remains eligible for the purpose of completing **that** activity, but it can’t start anything new under the power until it is in a position to make the formal decision that it meets the criteria. The council must go back to identifying whether it has a specific power to act and use the restricted *LGA 1972 s137* if there is no appropriate specific power. When entering into a contract under the GPC, a council should be cautious if the contract lasts beyond the next annual meeting when the council might no longer be eligible to use the GPC. There is a risk of legal action if the council ends the contract unexpectedly. It is wise to seek legal advice when setting up the contract.

### Risks and restrictions limiting the GPC

There are some risks and restrictions associated with using the GPC. Inadequate community support or insufficient funding are significant risks while there are several statutory or legal

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## HANDOUT THREE

### (Wales)

restrictions that a local council should consider before using the power. Clerks and councillors should be aware of the following restrictions that potentially could limit the use of the GPC.

- One restriction for undertaking a commercial venture in Wales is the need to comply with legislation within the *Act 2021* and to be clear that an activity is not just being done for commercial reasons, ie there is a benefit to the community. Any commercial venture must be delivered through a company and must have a business case covering specific items (see above) which has been approved by the council. The council can charge for services provided under the GPC.<sup>7</sup>
- If a council is already subject to a statutory duty, then that duty remains in place. So, for example, a local council that is eligible to use the GPC must continue to abide by its duties. For example:
  - The council has a duty to act with regard to the likely effect on crime and disorder and to do all it can to prevent crime and disorder in its area (*Crime and Disorder Act 2006 s17*).
  - *The Environment (Wales) 2016 s 6* imposes a duty on local councils to consider conserving biodiversity in exercising its functions.
  - *The Smallholding and Allotments Act 1908 s23(1)* gives councils a duty to provide allotments if they are of the opinion that there is a demand for them.
- There are also many procedural and financial duties that remain in place for regulating the governance of a local council.
- Furthermore, the council must comply with employment law, Health and Safety legislation, equality legislation and duties related to data protection and freedom of information for example.
- Remember, if another authority has a statutory duty, then it remains their duty to provide that service (eg education). If you are worried that you might be encroaching on another authority's duty, then ask whether an individual, a private company or a community trust might be able to step in and help. If they can, then so can the local council (although it might need to set up an appropriate delivery body first).
- If the action the council wishes to take is also covered by a specific power then any restrictions that apply to the overlapping power are still in force. So if existing legislation requires the council to ask permission before acting, then it must do so. For example, the council asks permission from the Highways Authority before doing work on roadside verges.

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<sup>7</sup> If councils have a statutory **duty** to provide a service **free of charge**, they cannot charge for that service. This provision applies to principal authorities but does not affect local councils as they are not required by law to provide **any** services free of charge

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# HANDOUT THREE

## (Wales)

The GPC is a power and not a source of money. It cannot be used to raise the precept and if loans are needed then normal procedures apply. The council can seek other sources of finance such as the Community Infrastructure Levy, grant funding, sponsorship, commercial activity and agreements with other authorities. As always, the council should ensure support from local taxpayers.

So local councils cannot use the GPC primarily to raise money but they can receive income as a consequence of using the power for a different primary purpose. For example, a council could give financial assistance to a struggling local enterprise by purchasing share capital just as any individual could. Similarly the council could lend money to support a local activity and earn interest on the loan and it can raise sponsorship for a community project.

Although councils are encouraged to be innovative, they should be aware of the risks involved in using the power in addition to a lack of money or community support. For example:

- There is a risk of being challenged
- Trading activities could damage competing local activities
- The council risks its reputation and public money if a project goes wrong

### **S137 – how does this relate to GPC?**

- A council that is eligible to use the GPC can no longer use s137 as a power for taking action for the benefit of the area or its community (*Localism Act 2011: Sch 1(1)*)<sup>8</sup>. The money that can be spent under the LGA 1972 s137 is limited while the power is restricted by regulations for use and scope; for example, councils must keep specific accounts for s137, they cannot use the power to give money to individuals and spending must be commensurate with the benefit gained. In addition a council can't use s137 if another specific power exists.

### **Useful web links**

#### **The Local Government and Elections (Wales) Act 2021**

<https://www.legislation.gov.uk/asc/2021/1/contents>

#### **The General Power of Competence (Commercial Purpose) (Conditions) (Wales)**

**Regulations 2021** <https://www.legislation.gov.uk/wsi/2021/1166/made>

#### **The Eligible Community Councils (General Power of Competence)(Qualifications of Clerks)**

**(Wales) Regulations 2022** <https://www.legislation.gov.uk/wsi/2021/1403/note/made>

Prepared 14.2.2022

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<sup>8</sup> Note that s137(3) which permits the council to contribute to UK charities, public sector funds and public appeals remains in place.

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## **INDEPENDENT REMUNERATION PANEL WALES ANNUAL REPORT 2022/23**

### **Report Author**

Mark Sims, Deputy Chief Officer

**Attached:** A. Section 13 of the Independent Remuneration Panel for Wales Annual Report 2022-23 (10 pages)

### **Purpose of Report**

The purpose of this report is to advise members of the Independent Remuneration Panel for Wales' Annual Report 2022/23 that provides for Payments to Members of Community and Town Councils.

### **Detailed Information**

The Independent Remuneration Panel for Wales Annual Report 2022/23 was issued in February 2022. Section 13 deals with Payments to Members of Community and Town Councils and is attached as an appendix. The IRP Wales Annual Report 2022/23 includes eight determinations applicable to Barry Town Council. **Two are mandatory with six not mandated that each require a formal decision of Council each year.** A Council can adopt any, or all, of the non-mandated determinations but if it does make such a decision, it must apply to all its members. In all cases, any individual member may decline to receive part, or all, of the payments if they so wish. This **must** be done in writing and is an individual matter. A community or town council member wishing to decline payments **must themselves write to the proper officer to do so.** (an opt-out form is available upon request)

### **IRPW Annual Report Determinations**

The Town Council is **mandated** to make available a payment to each of their members of £150 per year as a contribution to costs and expenses (Determination 44), make available an annual payment of £500 each to a minimum of 1 and a maximum of 5 members in recognition of greater responsibilities (Determination 45) and in accordance with Section 10 of the Annual Report all relevant authorities **must** provide a payment towards necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs as follows:

- Formal (registered with Care Inspectorate Wales) care costs to be paid as evidenced.
- Informal (unregistered) care costs to be paid up to a maximum rate equivalent to the Real UK Living Wage at the time the costs are incurred.

This must be for the additional costs incurred by members to enable them to carry out official business or approved duties. Each authority must ensure that any payments

made are appropriately linked to official business or approved duty. Payment shall only be made on production of receipts from the care provider.

Section 13 Determinations are copied below for reference and the Town Council is required to make a formal decision on the Determinations not mandated (nos. 46, 47, 48 and 49) in addition to agree the number of positions to receive the payment of senior salary in recognition of specific responsibilities (Determination 43).

Determination 44. Community and town councils **must** make available a payment to each of their members of £150 per year as a contribution to costs and expenses.

**(Mandated)**

Determination 45. The payment for members undertaking a senior role is an annual amount of £500 as set out in Table 11. This is in addition to the £150 payment for costs and expenses.

**(Mandated for a minimum of 1 and a maximum of 7 members) – Previously agreed 1 member (Leader of Council)**

**(Council to determine number of Councillor positions to receive senior salary payment for specific responsibilities. Please note that Determination 50 and 51 below allows payment of senior salary to Civic Head and Deputy Civic Head in addition to receiving payment for Civic Head / Deputy Civic Head)**

Determination 46. Community and town councils **can make payments** to each of their members in respect of travel costs for attending approved duties. Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances as below:

- 45p per mile up to 10,000 miles in the year.
- 25p per mile over 10,000 miles.
- 5p per mile per passenger carried on authority business.
- 24p per mile for private motor cycles.
- 20p per mile for bicycles.

**(Council to determine if payment in respect of travel costs for attending approved duties is to be agreed) – Previously agreed**

Determination 47. If a community or town council resolves that a particular duty requires an overnight stay, it **can authorise** reimbursement of subsistence expenses to its members at the maximum rates set out below on the basis of receipted claims:

- £28 per 24-hour period allowance for meals, including breakfast where not provided.
- £200 – London overnight.
- £95 – elsewhere overnight.
- £30 – staying with friends and/or family overnight.

**(Council to determine if reimbursement of subsistence expenses where an overnight stay has been approved, is to be agreed) – Previously agreed**

Determination 48. Community and town councils **can pay** financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties as follows:

- Up to £57.20 for each period not exceeding 4 hours.
- Up to £114.40 for each period exceeding 4 hours but not exceeding 24 hours.

**(Council to determine if payment of financial loss compensation for attending approved duties is to be agreed) – Previously agreed**

Determination 49. Each council **can decide** to introduce an attendance allowance for members. The amount of each payment must not exceed £30.

A member in receipt of financial loss compensation will not be entitled to claim attendance allowance for the same event.

**(Council to determine if payment of attendance allowance is to be agreed) – NEW**

Determination 50. Community and town councils **can** provide a payment to the mayor or chair of the council up to a maximum of £1,500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.

**(Council to determine if payment to Mayor/Chair of the Council up to a maximum of £1,500 is to be agreed) – Previously agreed**

Determination 51. Community and town councils **can** provide a payment to the deputy mayor or deputy chair of the council up to a maximum of £500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.

**(Council to determine if payment to Deputy Mayor/Deputy Chair of the Council up to a maximum of £500 is to be agreed) – Previously agreed**

One Voice Wales is continuing its efforts to seek a blanket dispensation for all Councils in respect of the payment of tax of the basic allowance of £150.

### **Recommendation**

Members are **required** to:

1. Determine the number of Councillor positions to receive senior salary payment of £500 for specific responsibilities, Minimum of 1 (**Mandated**) up to maximum of 7 (Determination 45)
2. Determine if payment in respect of travel costs for attending approved duties be agreed (Determination 46)
3. Determine if reimbursement of subsistence expenses where an overnight stay has been approved, be agreed (Determination 47)

4. Determine if payment of financial loss compensation for attending approved duties to be agreed (Determination 48)
5. Determine if to introduce an attendance allowance payment (Determination 49)
6. Determine if payment to Mayor/Chair of the Council up to a maximum of £1,500 be agreed (Determination 50)
7. Determine if payment to Deputy Mayor/Deputy Chair of the Council up to a maximum of £500 be agreed (Determination 51)

## **13. Payments to Members of Community and Town Councils**

- 13.1 The Panel recognises that there is a wide variation in geography, scope and scale across the large number of community and town councils in Wales, from small community councils with relatively minimal expenditure and few meetings to large town councils with significant assets and responsibilities. This and the fact that not all electoral areas have councils, has made establishing remuneration arrangements more difficult to achieve than for other relevant authorities. For this reason, the Panel decided to undertake a fundamental review ready for implementation effective from the elections on 5 May 2022.
- 13.2 The Panel decided that in carrying out the review it was vital to engage comprehensively with community and town councils and representative organisations together with a commitment to consult on the proposals emanating from the review. The result of this consultation was a significant degree of support for the new proposals and therefore the Panel has decided to introduce the new Framework as set out in this section. However, this will only take effect from the 9 May 2022 following the municipal elections. For the period from 1 April to 8 May the determinations contained in the [Annual Report 2021/2022](#) will continue to apply.
- 13.3 In order to act and carry out duties as a member of a community or town council all persons are required to make a formal declaration of acceptance of office. Following this declaration, members of community or town councils are then holders of elected office and occupy a role that is part of the Welsh local government structure. It is important to note that a person who follows this path is in a different position to those in other forms of activity, for example such as volunteering or charitable work, typically governed by the Charity Commission for England and Wales.
- 13.4 Under the [Local Government \(Wales\) Measure 2011](#), community and town councils are relevant authorities for the purpose of remuneration.
- 13.5 Consequently, individuals who have accepted office as a member of a community or town council are entitled to receive payments as determined by the Independent Remuneration Panel for Wales. It is the duty of the proper officer of a council (usually the Council Clerk) to arrange for correct payments to be made to all individuals entitled to receive them.
- 13.6 Members should receive monies to which they are properly entitled as a matter of course.
- 13.7 An individual may decline to receive part, or all, of the payments if they so wish. This must be done in writing and is an individual matter. A community or town council member wishing to decline payments must themselves write to their proper officer to do so.

- 13.8 The Panel considers that any member who has personal support needs or caring responsibilities should be enabled to fulfil their role. Therefore, the Panel continues to make the contribution towards costs of care and personal allowance mandatory for all members of community and town councils as set out in Determination 43.
- 13.9 Each community and town council must ensure that it does not create a climate which prevents persons accessing any monies to which they are entitled that may support them to participate in local democracy. Payments should be made efficiently and promptly.
- 13.10 Members in receipt of a Band 1 or Band 2 senior salary from a principal council cannot receive any payment from any community or town council, other than travel and subsistence expenses and contribution towards costs of care and personal assistance. However, this does not preclude them from holding a senior role (Leader, Deputy Leader) without payment.
- 13.11 [Table 12](#) sets out the actions that community and town councils must take annually in respect of each determination that follows.

**Table 9: Community and Town Council Groupings**

The current groups are:

Community and Town Council Group	Income or Expenditure in 2020-2021 of:
A	£200,000 and above
B	£30,000 - £199,999
C	Below £30,000

- 13.12 These are based solely on finance. We acknowledge the view of many respondents that this was restrictive and limiting. Therefore 5 Groups will be established based on the size of the council's electorate.

**Table 10**

Group number	Size of Electorate
Group 1	Electorate in excess of 14,000
Group 2	10,000 to 13,999
Group 3	5,000 to 9,999
Group 4	1,000 to 4,999
Group 5	Under 1,000

- 13.13 In addition, there will be a second factor for determining which group the council will be placed. Where income or expenditure permanently exceeds £200,000 a year, it will be moved upwards to the next group.

## Payments towards costs and expenses

- 13.14 The Panel continues to mandate a payment of £150, for all councils, as a contribution to costs and expenses for members of community and town councils. We have amended the proposal in the draft to take account of responses to the consultation.
- 13.15 Receipts are not required for these payments.

**Determination 44: Community and town councils must make available a payment to each of their members of £150 per year as a contribution to costs and expenses.**

## Taxation

- 13.16 The issue of the taxation of the £150 payment has been raised on many occasions including in response to the recent consultation. As has been made clear the Panel has no remit in respect of matters of taxation but has been kept informed of the discussions between the Welsh Government and HMRC to establish a possible exemption applying to all community and town councils. Although there has been progress, the Panel has decided that any fundamental change requires formal consultation. This will be progressed in Spring 2022.

## Senior roles

- 13.17 The Panel recognises that specific member roles especially within the larger community and town councils, for example a committee chair, will involve greater responsibility. It is also likely that larger councils will have a greater number of committees, reflecting its level of activity. The Panel has therefore set out the determinations for senior roles in [Table 11](#) below.
- 13.18 In all cases, a councillor can only have one payment of £500 regardless of how many senior roles they hold within their Council.

**Determination 45: The payment for members undertaking a senior role is an annual amount of £500 as set out in [Table 11](#).**

- 13.19 Where a person is a member of more than one community or town council, they are eligible to receive the £150 and, if appropriate, £500 from each council of which they are a member.

## Contribution towards costs of Care and Personal Assistance

- 13.20 The purpose of this is to enable people who have personal support needs and or caring responsibilities to carry out their duties effectively as a member of an authority. The Panel's determinations in [Section 10](#) apply to community and town councils.

## **Reimbursement of travel costs and subsistence costs**

13.21 The Panel recognises there can be significant travel and subsistence costs associated with the work of community and town council members, especially where the council area is geographically large and/or when engaging in duties outside this area. Each council has an option to pay travel and subsistence costs including travel by taxi if this is the only, or most appropriate, method of transport. Where a council does opt to pay travel and subsistence costs, the following determinations apply.

**Determination 46: Community and town councils can make payments to each of their members in respect of travel costs for attending approved duties.<sup>7</sup> Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances as below:**

- 45p per mile up to 10,000 miles in the year.
- 25p per mile over 10,000 miles.
- 5p per mile per passenger carried on authority business.
- 24p per mile for private motor cycles.
- 20p per mile for bicycles.

**Determination 47: If a community or town Council resolves that a particular duty requires an overnight stay, it can authorise reimbursement of subsistence expenses to its members at the maximum rates set out below on the basis of receipted claims:**

- £28 per 24-hour period allowance for meals, including breakfast where not provided.
- £200 – London overnight.
- £95 – elsewhere overnight.
- £30 – staying with friends and/or family overnight.

## **Compensation for financial loss**

13.22 The Panel has retained the facility which councils may pay as compensation to their members where they incur financial loss when attending approved duties. Members must be able to demonstrate that the financial loss has been incurred. Each council has an option to pay compensation for financial loss and where it does the following determination applies.

**Determination 48: Community and town councils can pay financial loss compensation to each of their members, where such loss has occurred, for attending approved duties as follows:**

- **Up to £57.20 for each period not exceeding 4 hours**
- **Up to £114.40 for each period exceeding 4 hours but not exceeding 24 hours**

<sup>7</sup> Where a member who is on official business or an approved duty is driven by a third party (not a member or officer of that authority), the member can claim mileage at the prescribed rates plus any parking or toll fees provided the authority is satisfied that the member has incurred these costs.

### **Attendance Allowance**

13.23 Attendance allowance was raised in the consultation. The Panel acknowledges that in some cases this might be a valuable addition to support the work of a council. It is therefore included as an option for all councils. A number of queries were raised in respect of this proposal in responses to the Draft Report, including some opposition to its introduction. Whilst it is included in the framework, it is optional for councils and therefore those councils that do not consider it appropriate do not have to implement it. Councils can decide and set out the provisions of the scheme, paragraph 13.24 details what should be included.

**Determination 49: Each council can decide to introduce an attendance allowance for members. The amount of each payment must not exceed £30.**

**A member in receipt of financial loss compensation will not be entitled to claim attendance allowance for the same event.**

- 13.24 (a) As the payment for attendance is optional, the council, at its first Annual Meeting, should formally decide whether or not to make these payments.
- (b) If the council decides in favour of attendance allowances, it must produce a scheme for formal adoption and make provision for it to be publically available.
- (c) The mandatory maximum for each qualifying event is £30. There is no stipulated minimum.
- (d) Payments for attendance must be in respect of official business or approved duty which are identified in the council's Standing Orders or alternatively by specific resolution. The scheme should specify for which events payments will be made.
- (e) All members of the council will be entitled to the payment for attendance at the events specified in the scheme, but an individual member may decline

to receive payment by informing (in writing) the proper officer.

### **Civic Head and Deputy Civic Head**

- 13.25 Civic heads are senior posts within community and town councils. In addition to chairing major meetings the civic head is the ambassador representing the council to a variety of institutions and organisations. The Panel requires that members should not have to pay themselves for any cost associated with carrying out these duties. This requirement also applies in respect of deputy civic heads.
- 13.26 The Panel recognises the wide range of provision made for civic heads in respect of transport, secretarial support, charitable giving and official clothing – we consider these to be the council's civic budgets.
- 13.27 Funding decisions in relation to these civic budgets are not matters of personal remuneration for the post holder but relate to the funding required for the tasks and duties to be carried out. Councils remain free to set civic budgets at whatever levels they deem appropriate for the levels of civic leadership they have in place.
- 13.28 For the avoidance of doubt, costs in respect of, for example, transport (physical transport or mileage costs), secretarial support, charitable giving (purchasing tickets, making donations or buying raffle tickets) and official clothing are not matters of personal remuneration for the individual holding the senior post. These should be covered by the civic budget.
- 13.29 Recognising that some mayors and chairs of community and town councils and their deputies are very active during their year of office, the Panel has determined that community and town councils can make a payment to the individuals holding these roles.
- 13.30 This is a personal payment to the individual and is entirely separate from covering the costs set out above.
- 13.31 The Panel has determined that the maximum payment to a chair or mayor of a community or town council is £1,500. The maximum payment to a deputy mayor or chair is £500.

**Determination 50: Community and town councils can provide a payment to the mayor or chair of the council up to a maximum of £1,500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.**

**Determination 51: Community and town councils can provide a payment to the deputy mayor or deputy chair of the council up to a maximum of £500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.**

**Determination 52: The application of the Remuneration Framework by relevant Group is contained in [Table 11](#).**

**Table 11**

Type of payment	Requirement
<b>Group 1</b>	<b>(Electorate over 14,000)</b>
Basic Payment	Mandatory for all Members
Senior Role Payment	Mandatory for 1 member; optional for up to 7
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subsistence	Optional
Costs of Care	Mandatory
<b>Group 2</b>	<b>(Electorate 10,000 to 13,999)</b>
Basic Payment	Mandatory for all members
Senior Role Payment	Mandatory for 1 member; optional up to 5
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subsistence	Optional
Cost of Care	Mandatory
<b>Group 3</b>	<b>(Electorate 5,000 to 9,999)</b>
Basic Payment	Mandatory for all members
Senior Role Payment	Optional up to 3 members
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subsistence	Optional
Cost of Care	Mandatory
<b>Group 4</b>	<b>(Electorate 1,000 to 4,999)</b>
Basic Payment	Mandatory for all members
Senior Role Payment	Optional up to 3 members
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subsistence	Optional
Cost of Care	Mandatory
<b>Group 5</b>	<b>(Electorate less than 1,000)</b>
Basic Payment	Mandatory for all members
Senior Role Payment	Optional
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subs	Optional
Cost of Care	Mandatory

### **Making Payments to Members**

13.32 [Table 12](#) sets out each of the above determinations and if a decision is required by the council in respect of each one.

- 13.33 In respect of the mandated payments, no decision is required and members should receive monies to which they are properly entitled as a matter of course.
- 13.34 Where a decision is required by the council, this should be done at the first meeting following receipt of the Annual Report.
- 13.35 A council can adopt any, or all, of the non-mandated determinations but if it does make such a decision, it must apply to all its members.
- 13.36 When payments take effect from is set out in paragraphs 13.38 to 13.40 below.
- 13.37 On receipt of the draft Annual Report the previous autumn, councils should consider the determinations for the next financial year and use this to inform budget plans.

**Table 12**

<b>Determination Number</b>	<b>Is a decision required by council?</b>
<b>44</b> Community and town councils must make available a payment to each of their members of £150 per year as a contribution to costs and expenses, with the exception of those councils in Group 5 where the payment is optional.	No - the payment of £150 is mandated for every member unless they advise the appropriate officer that they do not want to take it in writing.  This does not apply to councils in Group 5. The council must decide whether to adopt the payment and if so, it must be available for all members.
<b>45</b> The payment for members undertaking a senior role is an annual amount of £500 as set out in <a href="#">Table 11</a> .	As set out in <a href="#">Table 11</a> .
<b>46</b> Community and town councils can make payments to each of their members in respect of travel costs for attending approved duties.	Yes – the payment of travel costs is optional.
<b>47</b> If a community or town council resolves that a particular duty requires an overnight stay, it can authorise reimbursement of subsistence expenses to its members.	Yes – the payment of overnight subsistence expenses is optional.
<b>48</b> Community and town councils can pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties.	Yes – the payment of financial loss compensation is optional if claimed
<b>49</b> Each council can decide to introduce an attendance	Yes – the payment of attendance allowance is optional.

<b>Determination Number</b>	<b>Is a decision required by council?</b>
<p>allowance for members. The amount of each payment must not exceed £30.</p> <p>A member in receipt of financial loss will not be entitled to claim attendance allowance for the same event.</p>	
<b>50</b> Community and town councils can provide a payment to the mayor or chair of the council up to a maximum of £1,500.	Yes – the payment to a civic head is optional.
<b>51</b> Community and town councils can provide a payment to the deputy mayor or deputy chair of the council up to a maximum amount of £500.	Yes – the payment to a deputy civic head is optional.
<b>52</b> The application of the Remuneration Framework by relevant Group.	As set out in <a href="#">Table 11</a> .
<b>53</b> Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is leader, deputy leader or executive member) cannot receive any payment from any community or town council, other than travel and subsistence expenses and contribution towards costs of care and personal assistance.	No - Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is leader, deputy leader or executive member) can only receive travel and subsistence expenses and contribution towards costs of care and personal assistance; if they are eligible to claim, and wish to do so.

13.38 All members are eligible to be paid the £150 as set out in Determination 44 and [Table 11](#), normally from the start of the financial year; unless they are elected later in the financial year, in which case they are eligible for a proportionate payment from that date. However, as 2022 is an election year different arrangements will be required.

- Members who are not standing for re-election or fail to be re-elected are entitled to part payment for the period 1 April to 8 May.
- Current members who are re-elected are entitled to the full payment, but it would be administratively reasonable for the payment to be deferred until the outcome of the election.
- New members are entitled to a proportionate payment

13.39 Other amounts payable to members in recognition of specific responsibilities or

as a civic head or deputy civic head as set out in Determinations 50 and 51 are payable from the date when the member takes up the role during the financial year. For the election year the same arrangements as set out in 13.38 will apply.

13.40 It is a matter for each council to make, and record, a policy decision in respect of:

- when the payment is actually made to the member;
- how many payments the total amount payable is broken down into;
- and whether and how to recover any payments made to a member who leaves or changes their role during the financial year.

13.41 Payments in respect of Determinations 45, 46, 47 and 48 are payable when the activity they relate to has taken place.

13.42 As stated in paragraph 13.7 any individual member may make a personal decision to elect to forgo part or all of the entitlement to any of these payments by giving notice in writing to the proper officer of the council.

**Determination 53: Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is Leader, Deputy Leader or Executive Member) cannot receive any payment from any community or town Council, other than travel and subsistence expenses and contribution towards costs of care and personal assistance.**

### **Publicity requirements**

13.43 There is a requirement on community and town councils to publish details of all payments made to individual members in an annual Statement of Payments for each financial year. This information must be published on council noticeboards and or websites (with easy access) and provided to the Panel by email or by post no later than 30 September following the end of the previous financial year. The Panel draws attention to the requirements stipulated at [Annex 4](#). The Panel is concerned that a significant number of councils are still in breach of this requirement.

<b>ANNUAL MEETING</b>	<b>16 &amp; 17 MAY 2022</b>	<b>AGENDA ITEM: 39</b>
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**EXPENDITURE INCURRED UNDER SECTION 137 OF THE LOCAL GOVERNMENT ACT 1972 AND THE POWER OF WELLBEING**

**Report Author**

Mark Sims, Deputy Chief Officer

**Purpose of Report**

To provide members with the amount of expenditure incurred in 2021/22 under Section 137 of the Local Government Act 1972 and the Power of Wellbeing (2011).

**Background Information**

The Local Government (Wales) Measure 2011 created a discretionary power referred to as the Power of well-being (S 126) which enables local authorities including town and community councils to do anything that they consider is likely to promote or improve the economic, social or environmental well-being of their area and/or persons in it, provided that they are not restricted from doing so by other legislation. The power came into force in Wales on 9 April 2011. The well-being power allows local authorities to develop a broader and more innovative role and may encourage closer partnership working between local authorities, the private, voluntary, and third sectors in better responding to the needs of their community.

The well-being power allows a local authority for example to undertake the following actions as provided at section 2(4) of the Act - incurring expenditure, providing staff, goods or services to any person, entering into partnership arrangement and carrying out the functions of other bodies. The well-being power cannot be used to circumvent prohibitions, restrictions or limitation set out in legislation nor can it be used to raise money.

The Town Council uses the Power of Wellbeing to permit expenditure in a variety of the Council's business operations including the Covid-19 Recovery Fund, Community Events and the Shop Local initiative, however the Power of Wellbeing has limitations.

The Section 137 limits also determine the limits for Section 126.

For the financial year 2021/22, the appropriate sum for the purposes of Section 137(4) (a) of the Local Government Act 1972 (the 1972 Act) for Community and Town Councils in Wales is £8.41. Section 137(1) of the 1972 Act permits each Community or Town Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its

inhabitants, providing that the benefit is commensurate with the expenditure. Community and Town Councils are also permitted under section 137(3) to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2021/22 will be £8.41 per elector.

Therefore, the current rate of £8.41 per elector multiplied by the number of electors of 36,043 gives a total maximum amount that **can** be incurred in the financial year of £ £303,121.

The following amounts **have** been expended which officers consider to be deemed as S 137 or S 126.

Covid-19 Recovery Fund	£ 64,256
Corporate Events	£ 31,838
Shop Local	£ 16,714
Community Engagement	£ 3,677
Fairtrade	<u>£ 299</u>
<b>Total</b>	<b><u>£116,784</u></b>

### **Recommendations**

That members note that an amount of £116,784 was incurred during 2021/22 under Section 137 of the Local Government Act 1972 and the Power of Wellbeing (Section 126, The Local Government (Wales) Measure 2011).

<b>ANNUAL MEETING</b>	<b>16 &amp; 17 MAY 2022</b>	<b>AGENDA ITEM: 40</b>
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## **SCHEDULE OF PAYMENTS FOR FEBRUARY 2022 TO MAY 2022**

### **Report Author**

Mark Sims, Deputy Chief Officer and Responsible Finance Officer

**Attached:** A. Schedule of Payments for March, April and May 2022  
(10 pages)

### **Purpose of Report**

To provide members with the schedule of payments for February, March, April and May 2022 for approval consisting of BACS payments and direct debits in the amount of £102,059.98.

### **Background Information**

Financial Regulation 5.2 states “The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule on a monthly basis either to a meeting of the Town Council or any Standing Committee, depending on which meets first.”

The schedule of payments for February, March, April and May 2022 consisting BACS payments and direct debits in the amount of £102,059.98 is attached for approval.

Standing Order 19(c) states “Where it has been necessary to make a payment before it has been authorised by the Council, the appropriate officer shall certify such payment as to its correctness and urgency, except the salaries for which a report will be produced quarterly.”

Standing Order 19(d) states “All payments ratified under Standing Order 19(c) shall be separately included in the next schedule of payments laid before the Council.”

Please find below a summary of salary payments for February, March and April 2022.

	<u>February 2022</u>	<u>March 2022</u>	<u>April 2022</u>
Lloyds Banking Online (Net Pay)	37,117.52	46,157.38	42,662.09
HMRC	11,009.98	16,474.43	16,304.74
Cardiff Council (LGPS)	12,117.62	14,983.83	14,810.05
GMB	72.85	72.85	58.28
Unison	7.85	7.85	7.85
Prudential	250.00	250.00	100.00
	<u>60,575.82</u>	<u>77,946.34</u>	<u>73,943.01</u>

## **Recommendations**

1. That the information set out above relating to salary payments for February, March and April 2022 inclusive, which has been certified and authorised by the appropriate officers in accordance with the requirements of Standing Order19(c), be received and noted;
2. That the attached schedule of payments for February, March, April and May 2022 consisting of BACS payments and direct debits in the amount of £102,059.98 be approved, subject to the relevant papers being in order.

## Schedule of Payments of Accounts For February, March, April and May 2022

<u>Chq No.</u>	<u>Supplier</u>	<u>Description</u>	<u>Net</u>	<u>Vat</u>	<u>Price (£)</u>	<u>Posted To</u>
BACS	Ran Hire and Sales	Hire of excavator at Porthkerry Cemeterry 20.01.22	<b>118.20</b>	23.64	141.84	Porthkerry/Property Maint
BACS	Ran Hire and Sales	Hire of excavator at Porthkerry Cemeterry 24.01.22	<b>100.00</b>	20.00	120.00	Porthkerry/Property Maint
BACS	Ran Hire and Sales	Strimmer Line x 2	<b>76.64</b>	15.33	91.97	Cemetery/Equipment Maint
BACS	Green Circle Concreate	C30 Cement mix 5m2	<b>550.00</b>	110.00	660.00	Cemetery/Property Maint
BACS	Green Circle Concreate	Removal of Rocks - 4 loads 26.01.22- 28.01.22	<b>1,000.00</b>	200.00	1,200.00	Cemetery/Property Maint
BACS	Green Circle Concreate	20 tonne Sub Soil 26.01.22	<b>200.00</b>	40.00	240.00	Cemetery/Property Maint
BACS	Digital Systems Ltd	Photocopier copy charges 31.12.21 - 21.01.22	<b>30.10</b>	6.02	36.12	M&S/Photocopier
BACS	Teleshore UK Ltd	Hydraulic Ram 28.01.22	<b>480.00</b>	96.00	576.00	Cemetery/Equipment
DD	Uk Fuels	Fleet Control and Insights fuel card monthly charge	<b>3.00</b>	0.60	3.60	Cemetery/Fuel
BACS	Microshade VSM	Citrix hosting service & Microsoft office for January 2022	<b>652.39</b>	130.48	782.87	M&S/Citrix
BACS	Microshade VSM	Citrix hosting service & Microsoft office for January 2022	<b>31.50</b>	6.30	37.80	Cemetery/Covid
BACS	Masons Moving Group	Storage charge for one container for February 2021	<b>25.68</b>	4.40	30.08	M&S/Property Maintenance
BACS	Churches Fire Security	Monitoring Intruder System 01.02.22- 31.01.23 CACC	<b>295.00</b>	59.00	354.00	CACC/Property Maint
BACS	Churches Fire Security	Intruder System annual maintenance 01.02.22 31.01.23	<b>716.05</b>	143.21	859.26	All/Property Maint
DD	British Gas Plc	Electricity Bill for 21.12.2021- 20.01.22	<b>142.09</b>	7.10	149.19	Pioneer Hall/Electricity
DD	British Gas Plc	Gas Bill for 15.12.2021- 14.01.2022	<b>108.92</b>	5.44	114.36	Pioneer Hall/Gas
BACS	ACAS	Reasonable adjustments and disability - digital event	<b>175.00</b>	0.00	175.00	Corporate/Staff Training
BACS	Keep Wales Tidy	Green Flag Application Merthyr Dyfan Cemetery	<b>500.00</b>	100.00	600.00	Cemetery/Property Maint
BACS	Deal Agricultural	Service five mowers, remove & fit new blades	<b>805.48</b>	161.10	966.58	Cemetery/Equipment Maint
BACS	Jewsons	Hanson Fast Set Postfix Qty 7	<b>41.93</b>	8.39	50.32	Cemetery/Property Maint
BACS	JCB Holt	Carry out 500 hours service on JCB excavator	<b>478.00</b>	95.60	573.60	Cemetery/Equipment Maint
BACS	JCB Holt	Annual Service on Bobcat Skidloader	<b>401.80</b>	80.36	482.16	Cemetery/Equipment Maint
BACS	JCB Holt	Annual Service on AUSA Dumper	<b>350.00</b>	70.00	420.00	Cemetery/Equipment Maint
BACS	Employee No. 062	Reimburse purchase pack of fifty dusters	<b>14.99</b>	0.00	14.99	Cemetery/Cleaning
BACS	Centregreat Ltd	Supply, installation and removal of Christmas Lights	<b>9,625.00</b>	1,925.00	11,550.00	Corporate/Corp Events
BACS	Glamorgan Star	Advert 10.02.22 edition Marie Curie Daffodil Appeal	<b>52.00</b>	10.40	62.40	Civic/Mayor's Advert
BACS	F J Tyres 2003	One new tyre for Ford Transit Tipper	<b>89.58</b>	17.92	107.50	Cemetery/Vehicle Maint
BACS	RIM Motors	Full service, Replaced parts CA57 DLU Ford Transit	<b>311.00</b>	62.20	373.20	Cemetery/Vehicle Maint
BACS	RIM Motors	Full service, Replaced parts YS17CTZ Ford Tipper	<b>170.00</b>	34.00	204.00	Cemetery/Vehicle Maint

## Schedule of Payments of Accounts For February, March, April and May 2022

<u>Chq No.</u>	<u>Supplier</u>	<u>Description</u>	<u>Net</u>	<u>Vat</u>	<u>Price (£)</u>	<u>Posted To</u>
BACS	Cardiff Council	Added years pension compensation and increase	<b>2,246.13</b>	0.00	2,246.13	M&S/Pension Added Years
BACS	Tip Top Toilets Ltd	Hire of Portaloo 01/01/22 - 31/01/22	<b>97.43</b>	19.49	116.92	Porthkerry/Property Maint
BACS	Churches Fire Security	Supply and install four door contacts for alarm	<b>402.00</b>	80.40	482.40	CACC/Property Maint
BACS	Churches Fire Security	Supply and install bell box and cover for alarm	<b>242.75</b>	48.55	291.30	Cemetery/Property Maint
BACS	Newhall Janitorial	6x Black Sack roll (50 pack)	<b>14.88</b>	2.98	17.86	M&S/Cleaning
BACS	Newhall Janitorial	Stainless Steel cleaner & refuse sacks (100 pack)	<b>43.50</b>	8.70	52.20	M&S/Cleaning
BACS	Newhall Janitorial	Limescale Remover and toilet tissue x 36 rolls	<b>73.77</b>	14.75	88.52	M&S/Cleaning
BACS	Newhall Janitorial	Window & Glass Cleaner	<b>15.60</b>	3.12	18.72	M&S/Cleaning
BACS	Newhall Janitorial	Six packs of five Micro Cloths Green	<b>44.52</b>	8.90	53.42	M&S/Cleaning
BACS	Hook Signs	100x Headstone health & safety signs & 4 other signs	<b>424.00</b>	0.00	424.00	Cemetery/Property Maint
BACS	Hook Signs	Design and supply timber lectern and sign plate	<b>525.00</b>	0.00	525.00	Cemetery/Property Maint
BACS	Blwm Creative	Logo amendment for Town Crest	<b>50.00</b>	0.00	50.00	Corporate/Corp Engage
DD	Screwfix	One 40" S&J Ratchet Anvil loppers	<b>41.66</b>	8.33	49.99	Cemetery/Equipment
DD	British Gas Plc	Electricity bill 22.12.21- 21.01.22	<b>179.60</b>	35.92	215.52	Cemtery/Electric
DD	British Gas Plc	Electricity bill 29.12.2021 - 28.01.22	<b>452.17</b>	90.43	542.60	Cemtery/Electric
DD	British Gas Plc	Electricity Bill 21.01.22- 20.02.22	<b>102.31</b>	5.11	107.42	Pionner/Electric
DD	British Gas Plc	Gas 15.01.2022- 14.02.22	<b>63.70</b>	3.18	66.88	Pionner/Gas
DD	British Gas Plc	Electricity bill 22.01.22- 21.02.22	<b>220.48</b>	44.09	264.57	Cemtery/Electric
DD	Datakom	Call charges for January 2022	<b>5.33</b>	1.07	6.40	M&S/Phone
DD	Datakom	Broadband costs for February 2022	<b>248.32</b>	49.66	297.98	M&S/Broadband
DD	Datakom	Support Services for February 2022	<b>35.00</b>	7.00	42.00	M&S/Equipment Maint
DD	Viking	Lever arch files & clipboard	<b>34.87</b>	6.97	41.84	M&S/Stationery
DD	Cariad Cool Water	Spring Water for Water Cooler less empties	<b>31.52</b>	6.30	37.82	M&S/Equipment
DD	Cariad Cool Water	Water Cooler rental charges	<b>54.09</b>	10.82	64.91	M&S/Equipment
DD	Cariad Cool Water	Spring Water for Water Cooler at Cemetery	<b>36.18</b>	7.24	43.42	Cemetery/Equipment
DD	Uk Fuels	Diesel for cemetery van CA57DLU	<b>50.33</b>	10.07	60.40	Cemetery/Fuel
DD	Uk Fuels	Diesel for cemetery van YS17CTZ	<b>92.11</b>	18.42	110.53	Cemetery/Fuel
DD	Sage	Sage Payroll maintenance cover 01 - 28 Feb 22	<b>87.20</b>	17.44	104.64	M&S/Equipment Maint
DD	Virgin Media	Alarm line rental and calls for 09.02.22-08.03.22	<b>19.07</b>	3.82	22.89	Pioneer Hall/Telephone

## Schedule of Payments of Accounts For February, March, April and May 2022

<u>Chq No.</u>	<u>Supplier</u>	<u>Description</u>	<u>Net</u>	<u>Vat</u>	<u>Price (£)</u>	<u>Posted To</u>
DD	Virgin Media	Broadband 09.02.22-08.03.22	<b>32.00</b>	6.40	38.40	Pioneer Hall/Broadband
DD	PHS Group	Hygiene Services 19.03.22-18.06.22 at Pioneer Hall	<b>180.24</b>	36.05	216.29	Pioneer Hall/Hygiene
DD	PHS Group	Hygiene Services 19.03.22-18.06.22 at Town Hall	<b>55.74</b>	11.15	66.89	M&S/Hygiene
DD	PHS Group	Hygiene Services 19.03.22-18.06.22 at Cemetery	<b>142.83</b>	28.57	171.40	Cemetery/Hygiene
DD	PHS Group	Hygiene Services 19.03.22-18.06.22 at CACC	<b>37.61</b>	7.52	45.13	CACC/Hygiene
DD	BIFFA	Skip Hire 22.01.22 - 18.02.22	<b>259.92</b>	51.98	311.90	Cemetery/Property Maint
DD	BT plc	CACC Broadband 01.02.22 - 28.02.22	<b>33.45</b>	6.69	40.14	CACC/Broadband
DD	Lloyds Cardnet	Cardnet service charges (01.01.22 - 31.01.22)	<b>39.59</b>	0.00	39.59	M&S/Bank Charges
DD	Screwfix	120 Pu Palm Dip Gloves	<b>41.67</b>	8.33	50.00	Cemetery/PPE
DD	N Power	CACC Electricity 01.01.22 - 31.01.22	<b>78.75</b>	3.94	82.69	CACC/Electric
DD	Lloyds Bank	Bank Charges 01.01.22 - 31.01.22	<b>33.40</b>	0.00	33.40	M&S/ Bank Charges
BACS	Vodaphone	Monthly rental of six mobile phones and calls 07.01.22 - 06.	<b>55.04</b>	11.01	66.05	M&S/Telephone
BACS	Vodaphone	Monthly rental of one mobile phone and calls 07.01.2022 - 0	<b>13.64</b>	2.73	16.37	Cemetery/Telephone
BACS	Vodaphone	Cemetery broadband 07.01.2022 - 06.02.22	<b>31.26</b>	6.25	37.51	Cemetery/Broadband
DD	Welsh Water	Water Bill 17.08.21-17.02.22	<b>161.27</b>	0.00	161.27	Pioneer Hall/Water
DD	Welsh Water	Water Bil 28.08.21-23.02.22	<b>447.80</b>	0.00	447.80	Cemetery/Water
DD	Welsh Water	Water Bill 24.08.21-23.02.22	<b>59.98</b>	0.00	59.98	Cemetery/Water
DD	Welsh Water	Water Bill 21.08.21-17.02.22	<b>183.94</b>	0.00	183.94	CACC/Water
BACS	Vale Heating	Repair to leaking radiator in hallway at cemetery	<b>55.00</b>	0.00	55.00	Cemetery/Property Maint
BACS	Holt JCB	Replacement ram guard slider on JCB excavator	<b>1,114.08</b>	222.82	1,336.90	Cemetery/Equip Maint
BACS	Dragon Courier	Collection of computer equipment from Swansea	<b>45.00</b>	9.00	54.00	M&S/Postage
BACS	Green Circle Concreate	20 tonne soil grade 1	<b>700.00</b>	140.00	840.00	Cemetery/Property Maint
BACS	Tip Top Toilets Ltd	Hire of Portaloo 01.02.22 - 28.02.22	<b>88.00</b>	17.60	105.60	Porthkerry/Property Maint
BACS	Ran Hire and Sales	Hire of towable Chipper 31.01.22-04.02.22	<b>400.00</b>	80.00	480.00	Cemetery/Property Maint
BACS	Ran Hire and Sales	Hire of Excavator at Porthkerry Cemetery 16.02.22	<b>100.00</b>	20.00	120.00	Porthkerry/Property Maint
BACS	Ran Hire and Sales	Hire of Excavator at Porthkerry Cemetery 22.02.22	<b>106.50</b>	21.30	127.80	Porthkerry/Property Maint
BACS	Lloyds Cardnet	Cardnet service charges 01.02.2022 - 28.02.22	<b>30.98</b>	0.00	30.98	M&S/Bank Charges
BACS	Lloyds Credit Card	Polypropylene webbing 10m x 10mm black	<b>31.21</b>	6.24	37.45	Cemetery/Memorial Inspect
BACS	Lloyds Credit Card	Polypropylene webbing 10m x 10mm black	<b>26.83</b>	5.37	32.20	Cemetery/Memorial Inspect

## Schedule of Payments of Accounts For February, March, April and May 2022

<u>Chq No.</u>	<u>Supplier</u>	<u>Description</u>	<u>Net</u>	<u>Vat</u>	<u>Price (£)</u>	<u>Posted To</u>
BACS	Lloyds Credit Card	Bobcat ignition key	<b>3.29</b>	0.66	3.95	Cemetery/Equipment Maint
BACS	Lloyds Credit Card	Euroflor rainbow annuals	<b>241.75</b>	48.35	290.10	Cemetery/Horticulture
BACS	Lloyds Credit Card	Seeds	<b>4.48</b>	0.90	5.37	Cemetery/Horticulture
BACS	Lloyds Credit Card	Seeds	<b>8.33</b>	1.67	9.99	Corporate/Comm Engage
BACS	Lloyds Credit Card	Two pairs of Amblers boots	<b>79.96</b>	0.00	79.96	Cemetery/PPE
BACS	Lloyds Credit Card	Two x Three pack of DeWalt boot laces	<b>19.88</b>	3.98	23.86	Cemetery/PPE
BACS	Lloyds Credit Card	Pack of five proximity tags alarm fobs	<b>21.50</b>	4.30	25.80	CACC/Property Maint
BACS	Lloyds Credit Card	Bryan Foley award 2021/22	<b>42.06</b>	8.42	50.48	Coporate/Corporate Event
BACS	Lloyds Credit Card	Fairtrade items for Fairtrade fortnight	<b>5.00</b>	0.00	5.00	Corporate/Fairtrade
BACS	Lloyds Credit Card	HP 22" monitor	<b>91.66</b>	18.33	109.99	M&S/Equipment
BACS	Lloyds Credit Card	Community Engagement summit webinar	<b>45.00</b>	9.00	54.00	Corporate/Staff Training
BACS	Lloyds Credit Card	Two in one tradesman knife	<b>12.20</b>	2.44	14.64	Cemetery/Equipment
BACS	Lloyds Credit Card	Cherry blossom tree	<b>42.99</b>	0.00	42.99	Cemetery/Property Maint
BACS	Microshade VSM	Citrix hosting service & Microsoft office for February 22	<b>652.39</b>	130.48	782.87	M&S/Citrix
BACS	Microshade VSM	Citrix hosting service & Microsoft office for February 22	<b>31.50</b>	6.30	37.80	Cemetery/Covid
BACS	T. Jones	Welsh Translation	<b>188.70</b>	0.00	188.70	M&S/Welsh Translation
BACS	Dr Bobs	Women's Day ballon arch and table arrangements	<b>166.10</b>	0.00	166.10	Corporate/Corp Events
BACS	Photographs Matter	Photography and editing	<b>175.00</b>	0.00	175.00	Civic/Photography
BACS	FJ Tyres	Two tyres for ride on mower at cemetery	<b>150.00</b>	30.00	180.00	Cemetery/Equipment Maint
BACS	Hook Signs	Update Mayor's photo board	<b>60.00</b>	0.00	60.00	M&S/Property Maint
BACS	B Hillier	Items for Fairtrade quiz night	<b>84.89</b>	15.21	100.10	Corporate/Fairtrade
BACS	C.M Jackson	Fairtrade quiz prizes	<b>30.00</b>	0.00	30.00	Corporate/Fairtrade
BACS	Hi Communication	Social Media Management	<b>400.00</b>	0.00	400.00	Corporate/Shop Local
BACS	Masons Moving Group	Storage charge for one container for March 2022	<b>28.44</b>	4.87	33.31	M&S/Property Maintenance
BACS	Roger Jones & CO	Painting Valuation for insurance/asset purposes	<b>200.00</b>	40.00	240.00	M&S/Profesional Fees
BACS	TSL Heating	Oil Tank Remedial Works	<b>210.91</b>	42.18	253.09	Cemetery/Property Maint
BACS	Newhall Janitorial	Toilet Tissue 36 rolls x2	<b>46.52</b>	9.30	55.82	Pioneer Hall/Cleaning
BACS	Memo Arts Centre	Archive storage Dec - March 2022	<b>1,752.00</b>	350.40	2,102.40	M&S/Rent
BACS	Vodaphone	Monthly rental of six mobile phones & calls (07.03.2022 - 06	<b>55.04</b>	11.00	66.04	M&S/Telephone

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<u>Chq No.</u>	<u>Supplier</u>	<u>Description</u>	<u>Net</u>	<u>Vat</u>	<u>Price (£)</u>	<u>Posted To</u>
BACS	Vodafone	Cemetery Phone (07.03.22 - 06.04.22)	<b>13.64</b>	2.73	16.37	Cemetery/Phone
BACS	Vodafone	Cemetery Broadband (07.3.22 - 06.04.22)	<b>31.26</b>	6.26	37.52	Cemetery/Broadband
DD	British Gas Plc	Electricity Bill for (29.01.22- 28.02.22)	<b>401.00</b>	80.20	481.20	Cemetery/Electric
DD	Pitney Bowles	Ink Cartridges for franking machine	<b>159.90</b>	31.98	191.88	M&S/Stationery
DD	Pitney Bowles	Franking machine quarterly rental & maintenace	<b>111.19</b>	22.24	133.43	M&S/Equipment
DD	Lloyds Bank	Bank Charges (01.02.22 - 28.02.22)	<b>30.40</b>	0.00	30.40	M&S/Bank Charges
DD	Uk Fuels	Diesel for cemetery van YS17CTZ and petrol for mowers	<b>166.92</b>	33.38	200.30	Cemetery/Fuel
DD	Uk Fuels	Fleet Control and Insights fuel card monthly charge	<b>3.00</b>	0.60	3.60	Cemetery/Fuel
DD	BNP Paribas	Office Telecoms quarterly rental	<b>384.07</b>	76.91	460.98	M&S/Telephone
DD	Datakom	Call Charges For January 2022	<b>2.63</b>	0.52	3.15	M&S/Telephone
DD	Datakom	Broadband costs for February 2022	<b>248.32</b>	49.67	297.99	M&S/Broadband Internet
DD	Datakom	Support Services for March 2022	<b>35.00</b>	7.00	42.00	M&S/Equipment Maint
DD	Virgin Media	Alarm line rental and calls for 09.03.22-08.04.22	<b>18.87</b>	3.78	22.65	Pioneer Hall/Telephone
DD	Virgin Media	Broadband 09.03.22 - 08.04.22	<b>32.00</b>	6.40	38.40	Pioneer/Internet
DD	Sage	Sage Payroll maintenance cover 01.03.22 - 31.03.22	<b>87.20</b>	17.44	104.64	M&S/Equipment Maint
BACS	ACAS	Managing the unmanageable training course	<b>255.00</b>	0.00	255.00	Corporate/Staff Training
DD	PHS Group	Hygiene Services 19.12.2021-18.03.22 at Town Hall	<b>55.74</b>	11.15	66.89	M&S/Hygiene
DD	PHS Group	Hygiene Services 19.12.2021-18.03.22 at Cemetery	<b>140.93</b>	28.19	169.12	Cemetery/Hygiene
DD	PHS Group	Hygiene Services 19.12.2021-18.03.22 at CACC	<b>37.61</b>	7.52	45.13	CACC/Hygiene
DD	PHS Group	Hygiene Services 19.12.2021-18.03.22 at Pioneer Hall	<b>179.02</b>	35.80	214.82	Pioneer/Hygiene
DD	Viking	Pack of 7 hardback notebooks, pack of 12 spiral notepads	<b>51.47</b>	7.10	58.57	M&S/Stationery
DD	British Gas Plc	Electric Bill 21.07.2021 - 22.08.21	<b>69.32</b>	3.46	72.78	Cemetery/Electric
BACS	Photographs Matter	Photography and editing 08.03.22 - 20.03.22	<b>227.50</b>	0.00	227.50	Corporate/Comm Engage
BACS	HAYS	Temp administration staff week ending 18.02.2022	<b>461.10</b>	92.22	553.32	M&S/Profesional Fees
BACS	HAYS	Temp administration staff week ending 25.02.2022	<b>687.30</b>	137.46	824.76	M&S/Profesional Fees
BACS	HAYS	Temp administration staff week ending 04.03.2022	<b>678.60</b>	135.72	814.32	M&S/Profesional Fees
BACS	HAYS	Temp administration staff week ending 11.03.2022	<b>687.30</b>	137.46	824.76	M&S/Profesional Fees
BACS	High Speed Training	Thirty five online training courses	<b>715.50</b>	143.10	858.60	Corporate/Staff Training
BACS	LV Fuel Services	Clean bunded tank, flush red diesel ready for white	<b>680.00</b>	136.00	816.00	Cemetery/Property Maint

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<u>Chq No.</u>	<u>Supplier</u>	<u>Description</u>	<u>Net</u>	<u>Vat</u>	<u>Price (£)</u>	<u>Posted To</u>
BACS	Employee No. 185	Mileage Claim 05.01.22 - 30.03.22	<b>49.86</b>	1.49	51.35	M&S/Officers Travel
BACS	Employee No. 008	Mileage Claim 11.01.22 - 14.03.22	<b>17.67</b>	0.53	18.20	M&S/Officers Travel
BACS	Newhall Janitorial	Hand towells, bleach, disinfectant, black sacks	<b>253.43</b>	50.69	304.12	Cemetery/Cleaning
BACS	Digital Systems Ltd	Photocopier copy charges 31.01.2022 - 28.02.22	<b>36.03</b>	7.21	43.24	M&S/Photocopier
BACS	PS Building Services	Repair fence and fence posts damaged by storm	<b>1,885.00</b>	377.00	2,262.00	Cemetery/Property Maint
BACS	Churches Fire Security	Site attendance fee, installed component & disposal	<b>217.35</b>	43.47	260.82	Cemetery/Property Maint
BACS	T. Fattorini Ltd	Mayors replica badge for Mayor 2021/22	<b>2,003.61</b>	400.72	2,404.33	Civic/Mayor's Medallions
BACS	Hi Communication	Shop Local social media management	<b>400.00</b>	0.00	400.00	Corporate/Shop Local
BACS	Jewsons	Two dust sheets 25ft x 3ft	<b>18.30</b>	3.66	21.96	Cemetery/Equipment
BACS	JV Tree	Storm Damaged Emergency tree works	<b>2,990.00</b>	598.00	3,588.00	Cemetery/Treework
DD	Lloyds Credit Card	Fifty meters of webbing	<b>13.49</b>	2.70	16.19	Cemetery/Property Maint
DD	Lloyds Credit Card	Two No Parking in front of gate signs	<b>19.90</b>	3.98	23.88	Cemetery/Property Maint
DD	Lloyds Credit Card	Two pairs of Amblers FS199 safety boots	<b>79.96</b>	0.00	79.96	Cemetery/PPE
DD	Lloyds Credit Card	One x Dell Optiplex 3090 Micro BTX desktop PC	<b>565.89</b>	113.18	679.07	M&S/Equipment
DD	Lloyds Credit Card	Logitech MK270 wireless keyboard and mouse	<b>20.82</b>	4.16	24.98	M&S/Equipment
DD	Lloyds Credit Card	Eighteen paper tissue pompoms for Intl Womens Day	<b>9.99</b>	2.00	11.99	M&S/Stationery
DD	Lloyds Credit Card	Pizzas and desserts for Youth Council 'Pizza & a Chat'	<b>41.22</b>	8.24	49.46	Corporate/BYC
DD	Lloyds Credit Card	Two purple banners for Intl Womens Day	<b>21.64</b>	4.34	25.98	Corporate/Corp Events
DD	Lloyds Credit Card	Six boxes of plasters to refill First Aid kits	<b>19.14</b>	3.84	22.98	Cemetery/Equipment
DD	Lloyds Credit Card	Play equipment for hall	<b>145.79</b>	29.16	174.95	Pioneer/Play Equipment
DD	Lloyds Credit Card	Tree	<b>42.94</b>	0.00	42.94	Cemetery/Property Maint
DD	Lloyds Credit Card	Bouquet for Intl Womens Day speaker	<b>25.00</b>	0.00	25.00	Corporate/Corp Events
DD	Lloyds Credit Card	Refund for postage on tree received late	<b>-7.99</b>	0.00	-7.99	Cemetery/Property Maint
DD	Lloyds Credit Card	Twenty four customised cupcakes for Intl Womens Day	<b>38.00</b>	0.00	38.00	Corporate/Corp Events
DD	Lloyds Credit Card	Costco annual renewal fee	<b>22.00</b>	4.40	26.40	Corporate/Subscriptions
DD	Lloyds Credit Card	Fifty meters of webbing	<b>37.50</b>	7.50	45.00	Cemetery/Property Maint
DD	Lloyds Credit Card	Von Haus corner monitor stand	<b>13.90</b>	2.78	16.68	M&S/Equipment
DD	Lloyds Credit Card	One x Dell 22" Monitor E2222H	<b>100.75</b>	20.15	120.90	M&S/Equipment

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<u>Chq No.</u>	<u>Supplier</u>	<u>Description</u>	<u>Net</u>	<u>Vat</u>	<u>Price (£)</u>	<u>Posted To</u>
BACS	Employee No. 062	Mileage Claim 04.01.22 - 31.03.22	<b>30.93</b>	0.92	31.85	M&S/Officers Travel
DD	British Gas Plc	Gas Bill for 15.02.2022-10.03.2022	<b>392.14</b>	78.42	470.56	Pioneer Hall/Gas
DD	British Gas Plc	Electric Bill 21.02.2022-20.03.2022	<b>72.87</b>	3.64	76.51	Pioneer Hall/Electric
DD	British Gas Plc	GasBill for 22.02.2022 - 21.03.2022	<b>204.80</b>	40.96	245.76	Cemetery/Electric
DD	Biffa Waste	Skip Hire 18.02.22 - 25.03.22	<b>252.99</b>	50.60	303.59	Cemetery/Property Maint
DD	Nisbets	7x Blue roll for cleaning	<b>52.43</b>	10.48	62.91	Cemetery/Cleaning
DD	N Power	Electricity Bill 01.02.2022 - 28.02.2022	<b>100.82</b>	5.04	105.86	CACC/ Electric
DD	Uk Fuels	Fleet Control and Insights	<b>3.00</b>	0.60	3.60	Cemetery/Fuel
DD	Uk Fuels	Fuel For CA57DLU	<b>57.61</b>	11.52	69.13	Cemetery/Fuel
DD	BT plc	Broadband Bill (01.03.22 - 31.03.22)	<b>33.45</b>	6.69	40.14	CACC/ Internet
DD	Cariad Cool Water	Spring water for water cooler at cemetery	<b>51.02</b>	10.20	61.22	Cemetery/Equipment
DD	Cariad Cool Water	Water cooler rental charge	<b>54.09</b>	10.82	64.91	Cemetery/Equipment
BACS	Ran Hire and Sales	Hire of excavator at Porthkerry Cemeterry (30.03.22)	<b>106.50</b>	21.30	127.80	Porthkerry/Property Maint
BACS	Ran Hire and Sales	Hire of excavator at Porthkerry Cemeterry (31.03.22)	<b>108.00</b>	21.60	129.60	Porthkerry/Property Maint
BACS	Deal Agricultural	Carry out service and repairs to ride on mower	<b>400.53</b>	80.10	480.63	Cemetery/Equipment Maint
BACS	Deal Agricultural	Carry out service and repairs to ride on mower	<b>605.48</b>	121.09	726.57	Cemetery/Equipment Maint
BACS	GB Industrial Doors Ltd	Supply and Program handsets (for auto door)	<b>260.00</b>	52.00	312.00	CACC/Property Maint
BACS	Green Circle Concreate	14 tonne Sub Soil (21.03.22)	<b>210.00</b>	42.00	252.00	Cemetery/Property Maint
BACS	A.F.P Ltd	Service of fire equipment at Pioneer Hall	<b>85.33</b>	17.06	102.39	Pioneer Hall/Property Maint
BACS	SLCC	Community Engagement Summitt 06.04.22 Event fee	<b>45.00</b>	9.00	54.00	Corporate/Staff Training
BACS	SLCC	Group Leadership Coaching for Council Cultures event	<b>30.00</b>	6.00	36.00	Corporate/Staff Training
BACS	Jamjar	Crisis Communications	<b>400.00</b>	80.00	480.00	M&S/Professional Fees
BACS	Tip Top Toilets Ltd	Hire of Portaloo (01.03.22 - 31.03.22)	<b>97.43</b>	19.49	116.92	Porthkerry/Property Maint
BACS	Employee No. 053	Mileage Claim for the month of Jan - March 22	<b>227.23</b>	6.77	234.00	Corporate/Staff Training
BACS	Engage Training	Safe Use of Pesticides training	<b>620.00</b>	124.00	744.00	Corporate/Staff Training
BACS	Vale of Glamorgan Council	Contribution to Cemetery Approach Building costs	<b>156.52</b>	0.00	156.52	CACC/Property Maint
DD	Lloyds Cardnet	Cardnet Service Charges (01.03.22 - 31.03.22)	<b>48.57</b>	0.00	48.57	M&S/Bank Charges
DD	British Gas Plc	Electricity bill (01.03.22 - 28.03.22)	<b>372.52</b>	74.50	447.02	Cemetery/Electric
DD	Viking	DL envelopes, CA envelopes, C5 envelopes, A4 dividers	<b>68.46</b>	13.69	82.15	M&S/Stationery

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DD	Viking	Pack of ten box files and pack of CR2032 batteries	<b>36.98</b>	7.40	44.38	M&S/Stationery
DD	Viking	Twenty reams of A4 copier paper and a hole punch	<b>63.59</b>	12.72	76.31	M&S/Stationery
BACS	Zurich Insurance	Annual Insurance renewal for 2022/23	<b>5,641.26</b>	0.00	5,641.26	M&S/Insurance
BACS	One Voice Wales	Annual Membership 2022/23	<b>8,870.00</b>	0.00	8,870.00	Corporate/Subscriptions
DD	Vale of Glamorgan Council	Non domestic rates demand for Cemetery Office - April	<b>34.45</b>	0.00	34.45	Cemetery/Rates
DD	Vale of Glamorgan Council	Non domestic rates demand for Cemetery - April	<b>897.25</b>	0.00	897.25	Cemetery/Rates
DD	Vale of Glamorgan Council	Non domestic rates demand for Pioneer Hall - April	<b>172.50</b>	0.00	172.50	Pioneer Hall/Rates
DD	Vale of Glamorgan Council	Non domestic rates demand for Pioneer Hall - April	<b>206.00</b>	0.00	206.00	CACC/Rates
BACS	Microshade VSM	Citrix hosting service & Microsoft office for April 2022	<b>683.89</b>	136.78	820.67	M&S/Citrix
BACS	Rialtas	Annual Support and Maintenance Licence for 1 user	<b>520.00</b>	104.00	624.00	M&S/Equipment Maint
BACS	Digital Systems Uk	Photocopier copy charges 28.02.22 - 31.03.22	<b>48.23</b>	9.65	57.88	M&S/Photocopier Costs
BACS	Hi Communications	Shop Local social media management	<b>400.00</b>	0.00	400.00	Corporate/Shop Local
BACS	HAYS	Temp administration staff week ending 01.04.2022	<b>394.65</b>	78.93	473.58	M&S/Profesional Fees
BACS	Vale of Glamorgan Council	Supply, Planting and Maintenance for Town Displays	<b>7,244.37</b>	0.00	7,244.37	Corporate/Corporate Event
BACS	Memsafe	Supply new concrete foundations and refix memorials	<b>2,520.00</b>	504.00	3,024.00	Cemetery/Memorial Inspect
BACS	SLCC	Management in Action training - Mark Sims	<b>60.00</b>	12.00	72.00	Corporate/Staff Training
BACS	SLCC	Management in Action training - Emily Forbes	<b>60.00</b>	12.00	72.00	Corporate/Staff Training
BACS	SLCC	Annual Membership Fee - Mark Sims	<b>327.00</b>	0.00	327.00	M&S/Profesional Fees
BACS	Cardiff County Council	Added years pension compensation and increase	<b>2,246.13</b>	0.00	2,246.13	M&S/Pension Added Years
BACS	Hook Signs	Manufacture & fit 3 blinds to Town Hall loft office windows	<b>295.00</b>	0.00	295.00	M&S/Property Maintenance
BACS	Hook Signs	Design supply and deliver new opening time sign	<b>15.00</b>	0.00	15.00	Cemetery/Property Maint
BACS	Hook Signs	Design supply and deliver new opening time sign	<b>15.00</b>	0.00	15.00	Cemetery/Property Maint
BACS	High Speed Training	Eight online training courses	<b>245.00</b>	49.00	294.00	Corporate/Staff Training
BACS	High Speed Training	Five online training courses	<b>210.00</b>	42.00	252.00	Corporate/Staff Training
BACS	Worksafepat	2 Day Pat Testing Course	<b>450.00</b>	90.00	540.00	Corporate/Staff Training
BACS	ICCM	Full Corporate Membership Subscriptions for 2022/2023	<b>95.00</b>	0.00	95.00	Cemetery/Subscriptions
BACS	Vale Plumbing and Heating	Replace Section of Pipework at Pioneer Hall	<b>50.00</b>	0.00	50.00	Pioneer Hall/Property Maint
BACS	Vale Plumbing and Heating	Fix faulty tap at Cemetery	<b>45.00</b>	0.00	45.00	Cemetery/Property Maint
BACS	RIM Motors	Replace thermostat and flush system on vehicle CA57 DLU	<b>80.00</b>	16.00	96.00	Cemetery/Vehicle Maint

### Schedule of Payments of Accounts For February, March, April and May 2022

<u>Chq No.</u>	<u>Supplier</u>	<u>Description</u>	<u>Net</u>	<u>Vat</u>	<u>Price (£)</u>	<u>Posted To</u>
BACS	NAS Cardiif and Vale	Refund deposits held for Pioneer Hall Bookings	<b>81.00</b>	0.00	81.00	Pioneer Hall/Refund
BACS	DVLA	12 Month Vehicle Tax for Cemetery vehicle YS17 CTZ	<b>292.50</b>	0.00	292.50	Cemetery/Vehicle tax
BACS	Vodafone	Monthly rental of six mobile phones & calls for April 2022	<b>59.24</b>	11.86	71.10	M&S/Telephone
BACS	Vodafone	Monthly rental of one mobile phone & calls for April 2022	<b>14.76</b>	2.95	17.71	Cemetery/Telephone
BACS	Vodafone	Monthly rental of mobile WI-Fi for April 2022	<b>33.82</b>	6.77	40.59	Cemetery/Broadband
DD	Cariad Cool Water	Spring Water for Water Cooler less empties	<b>77.02</b>	15.40	92.42	M&S/Equipment
DD	Cariad Cool Water	CM Glacier Rental and Sanitisation fees	<b>54.09</b>	10.82	64.91	M&S/Equipment
DD	Nisbets	Blue Roll 2ply 400 sheets (6 pack)	<b>50.34</b>	10.06	60.40	Cemetery/Cleaning
DD	BT plc	CACC Broadband 01.04.22 - 30.04.22	<b>33.45</b>	6.69	40.14	CACC/Broadband
DD	Virgin Media	Broadband service for April 2022	<b>32.00</b>	6.40	38.40	Pioneer Hall/Broadband
DD	Virgin Media	Alarm line rental and calls for April 2022	<b>18.93</b>	3.79	22.72	Pioneer Hall/Alarm Line
DD	Certas Energy	Four hundred and Thirty one litres Offroad Diesel (White)	<b>1,392.57</b>	278.51	1,671.08	Cemetery/Fuel
DD	Datakom	Call charges for March 2022	<b>10.40</b>	2.08	12.48	M&S/Phone
DD	Datakom	Broadband costs for April 2022	<b>267.69</b>	53.54	321.23	M&S/Broadband
DD	Datakom	Support Services for April 2022	<b>37.73</b>	7.54	45.27	M&S/Equipment Maint
DD	Uk Fuels	Annual Fuel Card Charge	<b>18.00</b>	3.60	21.60	Cemetery/Fuel
DD	UK Fuels	Diesel for cemetery van CA57 DLU	<b>64.87</b>	12.98	77.85	Cemetery/Fuel
DD	Biffa	Skip Hire 26.03.22 - 22.04.22	<b>255.30</b>	51.06	306.36	Cemetery/Property Maint
DD	BT plc	Broadband bill 01.04.22 - 30.06.22	<b>133.80</b>	26.76	160.56	Cemetery/Broadband
DD	N Power	Electricity bill 01.12.2021 - 28.02.2022 re Festive Lights	<b>303.83</b>	15.19	319.02	Corporate/Corporate Event
DD	British Gas Plc	Gas bill Pioneer Hall 11.03.22 - 31.03.22	<b>44.31</b>	2.21	46.52	Pioneer Hall/Gas
DD	British Gas Plc	Gas bill Pioneer Hall 01.04.2022	<b>45.92</b>	9.18	55.10	Pioneer Hall/Gas
DD	N Power	Electricity bill 01.03.22 - 31.03.2022	<b>120.02</b>	6.00	126.02	CACC/Electricity
DD	Sage UK Ltd	Sage Payroll maintenance cover 01.04.22 - 30.04.22	<b>87.20</b>	17.44	104.64	M&S/Equipment Maint
DD	Lloyds Bank	Bank charges incurred 01.03.22 - 31.03.2022	<b>27.10</b>	0.00	27.10	M&S/Bank Charges
DD	Vale of Glamorgan Council	Non domestic rates demand for Cemetery Office - May	<b>36.00</b>	0.00	36.00	Cemetery/Rates
DD	Vale of Glamorgan Council	Non domestic rates demand for Cemetery - May	<b>896.00</b>	0.00	896.00	Cemetery/Rates
DD	Vale of Glamorgan Council	Non domestic rates demand for Pioneer Hall - May	<b>177.00</b>	0.00	177.00	Pioneer Hall/Rates
DD	Vale of Glamorgan Council	Non domestic rates demand for Pioneer Hall - May	<b>203.00</b>	0.00	203.00	CACC/Rates

### Schedule of Payments of Accounts For February, March, April and May 2022

<u>Chq No.</u>	<u>Supplier</u>	<u>Description</u>	<u>Net</u>	<u>Vat</u>	<u>Price (£)</u>	<u>Posted To</u>
DD	Lloyds Credit Card	Height Adjustable Screen Raiser	19.16	3.83	22.99	M&S/Equipment
DD	Lloyds Credit Card	Crab apple tree including delivery	64.99	0.00	64.99	Cemetery/Property Maint
DD	Lloyds Credit Card	Sympathy flower bouquet and delivery	43.50	0.00	43.50	Civic/Mayor's Donations
DD	Lloyds Credit Card	Custom Stickers and labels	66.98	13.40	80.38	Corporate/Sustainable Barry
DD	Lloyds Credit Card	Mini brown envelopes for seeds (pack of 100) x2	13.04	2.60	15.64	Corporate/Sustainable Barry
DD	Lloyds Credit Card	Red seals for deeds	5.99	1.20	7.19	M&S/Stationery
DD	Lloyds Credit Card	4 x Personal Alarms (3pack)	39.48	7.88	47.36	Cemetery/Equipment
DD	Lloyds Credit Card	20 x Builders Gloves plus Safety work boots	72.65	5.93	78.58	Cemetery/PPE
DD	Lloyds Credit Card	4 x 10L Jerry Cans	93.28	18.68	111.96	Cemetery/Equipment
DD	Lloyds Credit Card	36 x Lateral flow tests	50.04	10.01	60.05	Cemetery/Covid
DD	Lloyds Credit Card	Amazon Prime annual subscription	80.00	16.00	96.00	M&S/Postage
<b>Total For This Period</b>			<b>91,137.19</b>	<b>10,922.80</b>	<b>102,059.98</b>	
<b>Total For Previous Periods</b>			<b>225,440.76</b>	<b>39,724.64</b>	<b>263,188.49</b>	
<b>Total to 16 May 2022</b>			<b>316,577.95</b>	<b>50,647.43</b>	<b>365,212.52</b>	

<b>ANNUAL MEETING</b>	<b>16 &amp; 17 MAY 2022</b>	<b>AGENDA ITEM: 41</b>
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## **GRANTS AND DONATIONS 2022/23**

### **Report Author**

Mark Sims, Deputy Chief Officer

**Attached:**

- A. Grants Criteria 2022 (1 page)
- B. Grants Timescales 2022 (1 page)
- C. Wellbeing Goals Guidance 2022 (1 page)

### **Purpose of Report**

The purpose of this report is to review the Council's Annual Grants Giving exercise prior to launching the Council's 2022/23 Grants.

### **Legislative Implications**

Councils have a number of powers which enable them to financially support local organisations including:

- Section 137 of the Local Government Act 1972, to hold an annual grants giving exercise to assist local organisations who bring a direct benefit to the area of part of its area or to some or all of its inhabitants.
- General Power of Competence, Section 24 of the Local Government and Elections (Wales) Act 2001, gives "qualifying local authorities" a general power of competence (the "general power") to do anything that an individual can do, provided they act rationally and within the law.

### **Policy Implications**

Wellbeing Goals within the Corporate Plan:

1. A prosperous Barry (Objective 2)
4. A more equal Barry (Objective 1)
5. A Barry of cohesive communities (Objective 2)
6. A Barry of vibrant culture and thriving Welsh language (Objective 2)
7. A globally responsible Barry (Objective 3)

### **Financial / Resource Implications**

For the past two years the Community Grants budget allocation had been re-allocated into the Covid-19 Recovery Grants.

With the pandemic receding and life returning to a new normal Council agreed to revert back to the pre-pandemic level for Community Grants of £45,000 for 2022/23.

The previous breakdown agreed was as follows:

Grants to Voluntary / Community Organisations	£25,000
Books for Schools	£10,000
Grants for Local Businesses	£ 3,000
Christmas Meals Grants for Older People	£ 2,700
Green Grants	<u>£ 4,300</u>
<b>Total</b>	<b><u>£45,000</u></b>

Full Council is asked to consider if this breakdown meets community and Council priorities for the year ahead.

Furthermore, at the meeting of Full Council held on 13 December 2021 it was resolved that an additional budget of £5,000 be included for the provision of street party grants for the Queen's Platinum Jubilee and this is to be added to the Community Grants budget for 2022/23 (minute number 1013 refers). This increases the Grant allocation for this year to £50,000.

At the time of writing this report we have received thirty-seven applications requesting grant funding for street parties to celebrate the Queen's Platinum Jubilee totalling over £8,300 making this element of the Community Grants budget already oversubscribed.

It was anticipated that the grant applications would be considered by Group Leaders utilising Standing Order 31 (Urgent Business) following the Annual Meeting. Members are requested to consider whether due to the large quantity of applications that an Extraordinary meeting of the Finance, Policy and General Purposes Committee be urgently convened to determine these applications. (suggested dates could be Tuesday 24<sup>th</sup> May, Thursday 26<sup>th</sup> May at 7.00pm), though it is noted that the street parties will be held the following week which may be a rather tight timescale. Full Council may wish to delegate this task to Group Leaders to consider the previous week and consider increasing this element of the Community Grant budget. In addition, an amount of £150,000 is included in the Council's budget for 2022/23 relating to a provision for arts and entertainment (included under Special Projects area). It is suggested that this element of the Council's budget will help the Council to deliver its Wellbeing Goal of 'A Barry of Vibrant Culture and Thriving Welsh Language'. Grants given in this area would promote and protect culture, heritage and the Welsh Language, encourage participation in Arts, participation in Sports and participation in Recreation. This budget will be considered at a future meeting of the Finance, Policy and General Purposes Committee during 2022/23.

### **Recommendations**

1. That the 2022/23 Community Grants budget allocation is £50,000 and that the breakdown detailed in the report be confirmed.
2. That the Grant Criteria for 2022/23 includes a requirement that all projects and activities must show their fit within the seven Wellbeing Goals framework as set out.

3. That following decision on the options within the paper, approval is given to the documentation provided as Appendices to this paper and officers be given authorisation to proceed with launching the 2022/23 Community Grants Scheme on Friday 27 May 2022.
4. That grant applications received relating to the Queen's Platinum Jubilee be considered by Group Leaders (via Standing Order 31 Urgent Business) or whether an Extraordinary meeting of the Finance, Policy and General Purposes Committee be urgently convened to determine these applications. (suggested dates of Tuesday 24<sup>th</sup> May, or Thursday 26<sup>th</sup> May at 7.00pm)
5. That further details relating to the budget provision for arts and entertainment (£150,000) be referred to a future meeting of the Finance, Policy and General Purposes Committee for consideration on how this will be spent.

## **BARRY TOWN COUNCIL**

### **APPLICATIONS FOR GRANTS FOR LOCAL ORGANISATIONS**

#### **ELIGIBILITY CRITERIA**

1. All sections of the application form must be completed and **returned to the Town Clerk**, Town Hall, Kings Square, Barry, CF63 4RW not later than Friday, 30 June 2022. Applications received after this date will **not** be considered.
2. **Applications must be supported with a copy of the organisations most recent audited statement of accounts plus a copy of its constitution. Newly established organisations who have yet to complete their first year in existence and thus unable to provide a full years audited accounts, should submit a business plan, together with a copy of the organisations formal constitution.**
3. All projects / services / activities must meet at least one of the seven Wellbeing Goals set out below:
  - A prosperous Barry
  - A resilient Barry
  - A healthier Barry
  - A more equal Barry
  - A Barry of cohesive communities
  - A Barry of vibrant culture and thriving Welsh Language
  - A globally responsible Barry
4. The organisation must either be based within Barry, or be able to demonstrate that it benefits a significant number of people living in Barry. As Section 137 of the Local Government Act 1972 states that any financial assistance given to a local organisation must bring direct benefit to a local authority's area or any part of it or all or some of its inhabitants, by virtue of the very definition used in the 1972 Act applications from or on behalf of individuals cannot be considered.
5. Where the grant is for a long term, capital project it may be necessary to stagger payments.
6. Where a grant is awarded for a capital project Barry Town Council are not responsible for any future maintenance costs related to that project.
7. All applications complying with the above criteria will be considered on their merits with no guarantee of an award.
8. Organisations should submit the following documentation with their application:-
  - **Current constitution**
  - **Most recent balance sheet or audit statement**
9. The Council reserves the right to require the successful organisation to allow the Chair of Finance, Policy & General Purposes Committee or his/her representative to inspect the finished project or purchased equipment in the case of a grant required for capital purposes.
10. Exclusions – The Council are not permitted, under Section 137 of the Local Government Act 1972, to award grants to assist individuals.

## **BARRY TOWN COUNCIL**

### **TIMESCALE FOR THE AWARDING OF GRANTS 2022 / 23**

Decision concerning the total sum set aside in the Town Council's budget for Financial Assistance in 2022/23	Full Council meeting Monday 7 <sup>th</sup> February 2022
Consideration of issues relating to the Town Council's grants giving exercise for 2022/23	Annual Meeting Monday 16 <sup>th</sup> May 2022
Launch of availability of grants from the Town Council	Friday 27 <sup>th</sup> May 2022
Availability of application packs to local voluntary and not for profit organisations	Friday 27 <sup>th</sup> May 2022
Closing date for the submission of completed applications including all supporting documentation	Thursday 30 <sup>th</sup> June 2022
Consideration of all completed applications submitted together with supporting information	Meeting of Finance, Policy & General Purposes Committee Monday 19 <sup>th</sup> July 2022
Dispatch of letters (via email) informing both successful and unsuccessful local organisations about the outcome of their applications	Following meeting of Finance, Policy & General Purposes Committee held on 19 <sup>th</sup> July 2022
Awards ceremony where the Town Mayor will present successful organisations with grant, or in the case of capital projects etc. applicants will be informed of the scale of the award made, subject to the condition that copies of competitive quotations and/or invoices are made available to the Town Council's satisfaction in advance of carrying out the works.	To be confirmed / arranged

**BARRY TOWN COUNCIL - GUIDANCE FOR APPLICANTS  
ON WELLBEING GOALS**

<b>WELLBEING GOAL</b>	<b>DESCRIPTION</b>	<b>EXAMPLES</b>
1. A Prosperous Barry	<ul style="list-style-type: none"> <li>• Low carbon society / acting on climate change</li> <li>• Skilled and well educated people</li> <li>• Generates wealth for local economy</li> <li>• Provides employment opportunities</li> <li>• Secures decent jobs</li> </ul>	<ul style="list-style-type: none"> <li>• Climate change</li> <li>• Skills</li> <li>• Learning</li> <li>• Income</li> <li>• Jobs</li> <li>• Local economy</li> <li>• Tackling Poverty</li> </ul>
2. A Resilient Barry	<ul style="list-style-type: none"> <li>• Maintains and enhances biodiversity (a wide range of plant and animal species)</li> <li>• Healthy functioning local environment</li> <li>• Adapts to change (e.g. climate change)</li> </ul>	<ul style="list-style-type: none"> <li>• Protect environment</li> <li>• Enhance environment</li> <li>• Climate change</li> <li>• Nature</li> <li>• Encouraging different species</li> </ul>
3. A Healthier Barry	<ul style="list-style-type: none"> <li>• Enhance physical wellbeing</li> <li>• Enhance mental wellbeing</li> <li>• Understanding choices about health</li> <li>• Understanding behaviours that benefit future health</li> </ul>	<ul style="list-style-type: none"> <li>• Physical activity</li> <li>• Health and wellbeing</li> <li>• Mental health</li> <li>• Reduce isolation and loneliness</li> <li>• Making choices</li> <li>• Public health</li> <li>• Understanding behaviours</li> </ul>
4. A More Equal Barry	<ul style="list-style-type: none"> <li>• People can fulfil their potential no matter what their background or circumstances</li> <li>• This includes their social and economic background</li> </ul>	<ul style="list-style-type: none"> <li>• Ensuring equality of opportunities for all</li> <li>• Helping people to reach their potential</li> </ul>
5. A Barry of Cohesive Communities	<ul style="list-style-type: none"> <li>• Attractive communities</li> <li>• Viable communities</li> <li>• Safe communities</li> <li>• Well-connected communities</li> </ul>	<ul style="list-style-type: none"> <li>• Community development</li> <li>• Engagement</li> <li>• Transport</li> <li>• Intergenerational projects</li> <li>• Social interaction and networks</li> </ul>
6. A Barry of Vibrant Culture and Thriving Welsh Language	<ul style="list-style-type: none"> <li>• Promotes and protects culture, heritage and the Welsh Language</li> <li>• Participation in Arts</li> <li>• Participation in Sports</li> <li>• Participation in Recreation</li> </ul>	<ul style="list-style-type: none"> <li>• Culture</li> <li>• History</li> <li>• Arts</li> <li>• Sports</li> <li>• Recreation</li> </ul>
7. A Globally Responsible Barry	<ul style="list-style-type: none"> <li>• Anything to improve the economic, social, environmental or cultural wellbeing of Barry</li> </ul>	<ul style="list-style-type: none"> <li>• Anything that makes a positive contribution to wellbeing in Barry and / or globally</li> </ul>

<b>ANNUAL MEETING</b>	<b>16 &amp; 17 MAY 2022</b>	<b>AGENDA ITEM: 42</b>
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## **ANNUAL STAFF AND COUNCILLOR TRAINING REPORT**

### **Report Author**

Rebecca Blackwell, Office Team Leader

### **Purpose of Report**

A new Training and Development Policy was introduced in March 2018 which stated that the Chief Officer (Town Clerk) will report annually on progress detailing employee and councillor training attended throughout the year. This report details the training taken between May 2021 and May 2022.

### **Legislative Implications**

Written Terms and Conditions of Employment of all staff  
Local Government and Elections (Wales) Act 2021 (from May 2022)

### **Policy Implications**

Council Training and Development Policy and Staff Handbook

### **Financial / Resource Implications**

Budget allocated

### **Equalities Implications**

Suggestions herein do not disadvantage any person with protected characteristics including Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex, Sexual Orientation.

### **Recommendation**

That members note the report and provide any feedback to the Chief Officer

## Detailed information

### Councillor Training

None in this period.

It should be noted that a key provision of the Local Government and Elections (Wales) Act 2021 is a new requirement that Town and Community Councils will have **a new legislative duty** to consider training from 5 May 2022 for councillors and staff, and publish the first training plans by November 2022.

The Chief Officer has compiled a new Councillor Induction Plan in readiness for the New Council Administration in May 2022 and developed a new skills audit (at Appendix B) to understand the training the needs of new councillors. Following collection of information from all councillors, a training plan will be put together in line with legislation by November 2022.

The Advice note regarding the new Act states that it is not the intention to ensure that each and every councillor necessarily receives training on the same subjects but to seek to bring about a situation where the councillors as a group, and the staff collectively, possess the knowledge and awareness they need to operate effectively. This takes into account that some councils have only one member of staff, the clerk, and some smaller councils actually share their clerk with one or more other community councils.

### Staff Training

The focus on training employees has been maintained and much of the training has been focused on refresher courses, safe working practices, management and mental health and wellbeing.

Two new Trainee Cemetery Operatives have completed the majority of their training with one employee due to complete their traineeship in October 2022. The other Trainee will complete their traineeship in March 2023.

Throughout the year a number of refresher courses took place to ensure safe working practices, such as COSHH, HAVS and use of different machinery. All staff undertook Health and Safety level 2 training to bolster the Health and Safety knowledge within the teams. Senior Management undertook Health and Safety Level 3 training.

Staff have undertaken more virtual / online training via webinars or virtual delivery during the continued Covid-19 Pandemic.

Specific training undertaken by different team members is set out below:

#### Senior Management Team

- Conflict Management
- Health & Safety Level 3
- ICDL – Computer Skills

- Lone Working
- Online Exhumation Course
- Safeguarding Level 3

### Engagement & Events

- Conflict Management
- Equality & Diversity
- Health & Safety Level 2
- ICDL – Computer Skills
- ILCA
- Introduction to First Aid
- Manual Handling
- Mental Health First Aider Training
- OVW – The Council Meeting
- People Management Webinar
- Safeguarding Level 3
- Social Media Training

### Corporate Support

- Customer Care in Bereavement Services
- Equality and Diversity
- Granting & Transferring Exclusive Rights of Burial
- Health and Safety Level 2
- How to use graphic design software – Canva
- ICDL – Computer Skills
- Introduction to First Aid
- Manual Handling
- Mental Health First Aider Training
- People Management Webinar

### Facilities and Cemetery Management

- 360 excavator
- Automated External Defibrillator
- COSHH
- COVID-19 Essentials: Infection Prevention and PPE
- Customer Care in Bereavement Services
- Equality and Diversity
- Fire Warden
- First Aid Appointed Person
- Forward Tipping Dumper
- Hand-Arm Vibration
- Health & Safety Level 2
- How to make a Wildflower Meadow – Webinar
- ICDL – Computer Skills
- Introduction to First Aid

- Lone Working
- Manual Handling Awareness
- Meadow Monitoring - Webinar
- Meadow Surveying Methods – Webinar
- PAT Level 2 Inspection & Testing
- People Management Webinar
- Safe use of Chainsaw
- Safe use of Manual Feed Wood chipper
- Safeguarding Level 1
- Shoring Training
- Skid Steer
- Working from Height

### Future Staff Training and Development

At the Annual Appraisals staff review their learning and development throughout the year and assess future training needs. Courses such as First Aid / vehicle licences / Health and Safety will continue to be refreshed as necessary to ensure that certification does not expire and that legislative requirements are fully met.

A Staff Training Matrix is attached at **Appendix A** which sets out the training requirements across each role in the organisation which is regularly reviewed by the Chief Officer and the Personnel Committee where necessary.



Training Needs Assessment:

Councillor:

Competencies Linked to Roles and Responsibilities of a Ward Councillor

<b>Community Leadership</b>	Feel <u>Confident</u> in this area	Require <u>Some</u> training in this area	Require <u>Full</u> training in this area
Ability to lead and champion the interests of the local community			
Ability to manage casework (including the use of IT to support the process)			
Ability to influence and persuade, managing conflict, and mediation skills			
Negotiation skills			
Managing conflict and mediation skills			
Ability to develop relationships with key officers and partner agencies			

	Feel <u>Confident</u> in this area	Require <u>Some</u> training in this area	Require <u>Full</u> training in this area
Ability to build effective relationships with all sections of the community so as to be able to represent their needs of the Council. (Community engagement)			
Ability to Chair meetings and facilitate discussions			
<b>Knowledge</b>			
Understanding of how the Council works			
Knowledge of the Council structure, key contact officers and services procedures			
Knowledge of the political decision making structures			
Understanding of the Code of Conduct for Councillors			

	Feel <u>Confident</u> in this area	Require <u>Some</u> training in this area	Require <u>Full</u> training in this area
Understanding of emerging national policies and their impact on the Council		Please identify Policy Area:	Please identify Policy Area:
Knowledge of the strategic priorities and key policies of the Council			
Understanding of legislation and Council policies to which Members must adhere (e.g. Freedom of Information, Data protection, Equality Legislation)			
Basic understanding of local government finances and audit processes			
Understanding the Corporate Parenting responsibilities			
Knowledge of the Councils complaints procedure			

<b>Communication Skills</b>	Feel <u>Confident</u> in this area	Require <u>Some</u> training in this area	Require <u>Full</u> training in this area
Ability to deal with the media whilst being able to identify when additional support from public relations specialists is required, to ensure the Council is positively represented.			
Active listening and questioning skills			

<b>Scrutiny and Challenge</b>	Feel <u>Confident</u> in this area	Require <u>Some</u> training in this area	Require <u>Full</u> training in this area
Presentation and public speaking skills			
Carry out thorough analysis of policy issues and contribute to production of reports for Cabinet, making specific recommendations			
Ability to undertake research and use consultations with the community			
Consider and adopt mechanisms to encourage and enhance community participation in the development of policy options			
Confidence to question appropriate witnesses about their views on issues and proposals affecting policy areas			

<b>FULL COUNCIL</b>	<b>16 &amp; 17 MAY 2022</b>	<b>AGENDA ITEM: 43</b>
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## **ANNUAL UPDATE REPORT ON CEMETERIES AND FACILITIES**

### **Report Author**

Amanda Evans, Facilities and Cemeteries Manager.

### **Purpose of Report**

The purpose of this report is to provide Members of Full Council with an update on our Cemeteries and Facilities services and work programmes during 2021/2022.

### **Background Information**

Since the last Annual meeting we have slowly been learning to live with Covid-19 with the lifting of restrictions and Welsh Legislation, when March saw the removal of legal Coronavirus measures with only face coverings legally required in Health and Care settings to date.

Wales is currently at alert level zero, the lowest tier of Covid rules, with few restrictions to daily life remaining in place.

Despite what everyone has had to go through we have continued to deliver on promises and services and listed below are the projects and tasks completed since May 2021 to date

Within our Cemeteries we have continued to complete the following:

#### **Merthyr Dyfan Cemetery**

- **Bench Replacement Programme** – As previously agreed we ordered 5 benches for 2021/2022 and another 10 benches are on production for 2022/2023 as per our ongoing replacement bench programme in order to improve the Cemetery.  
These benches are made using recycled materials which shows our continued commitment to the environment.
- **Tree Planting** - We received 135 saplings from the tree charter which were planted at the beginning of this year (Due to delays with transport and delivery of the saplings) these were to replace the Leylandii Trees which were removed along the boundary of the Cemetery and St. Andrews Road. Some have been used to expand a wildlife section and include native species such as Hawthorn, Hazel, Rowan, Blackthorn, Silver Birch, Common Oak, Dog rose, Crab Apple and Goat Willow.  
A Mountain Ash Tree was also planted in an area agreed, along with a plaque for the celebration of the Soroptimist Local group and in honour of their 100 years as a group

- **Replacement Fencing** - The new fence along the boundary of the Cemetery and St Andrews road has been erected and has been positioned just in front of the current fencing and tree stumps with two sections of the old fencing behind one resident having been straightened.
- **Roadworks** – As per our continued programme to ensure that all our roads meet with health and safety standards, quotes had been obtained for the section agreed for this 2021/2022 and the works have been carried out while quotes were also obtained and agreed for this year's section 2022/2023 to be completed. We have completed the last of the blocking off of the smaller roads (pathways) with a barrier in order to prevent unauthorised vehicle access. This is to prevent further damage/deterioration to the trees and help preserve the road surface in these areas
- **Famous Notice boards and Heritage Notice board** – It was agreed that in support of informing our community of the history of some of our Cemetery Residents and in support of obtaining a heritage status, that we would create information boards in order to celebrate the lives and accomplishments of those who have passed away and erect a Timeline board displaying some of the History of the Cemetery  
This year saw the Plaque for Jimmy Wilde (Ex Flyweight Champion of the World) join those of Elizabeth Phillips Hughes, Gareth Jones, Margaret Lindsey Williams and Beatrice Lewis along with the installation of the Timeline Notice board which is located towards the entrance of the Cemetery.
- **Awards** - This year was the year that Merthyr Dyfan Cemetery secured “The Green Flag Heritage Award” for the first year which is the first in the Vale of Glamorgan and one of only 11 Heritage sites in Wales. They have once again obtained “The Green flag status” which has been in place since 2018
- **Ministry of Justice** - We received an application from the Ministry of Justice for an exhumation of 2 sets of Ashes which was successfully carried out by the Cemetery team and we await another for two burials at Merthyr Dyfan Cemetery and another Burial Exhumation at PorthKerry Cemetery
- **Tree Leaflets for residents** – In 2021 a tree leaflet was produced for residents who live along the boundaries of the Cemetery which outlines the Councils responsibilities and what the residents can and cannot do in order to safe-guard the cutting down and maintenance of the Cemeteries trees
- **Improving Communication** - A leaflet holder board was placed outside the Cemetery office for Members of the public to have access to information and the times the office is closed, such as Weekends and after 5pm in the summer months
- **Replacement Equipment** – This year see's the start of the replacement programme for the “Ride on” mowers at the Cemetery. This has been welcomed by the team as the machines are in excess of 10-16 years old
- **Philadelphia Cemetery** - A plaque has been installed just outside the Cemetery for awareness of its location and for the Community of Barry to read about its History along, with contact details if they wish to look inside.

- **Porthkerry Cemetery** – We continue to liaise and work with the Vale Of Glamorgan Council in order to ensure that burial services can remain at Porthkerry Cemetery and be offered to the residents of Rhoose. A small amount of “Breathing space” has been given by the removal of shrubs and roots at the site which will allow for a further 5 plots on offer for residents. The Vale can confirm that their Design and Construction team are presently looking at options for expanding the site. This work consists of undertaking a Risk Screening – this is a desk based assessment detailing the (water) environmental setting of the site, proposed development, identification and assessment of potentially sensitive (water) receptors and a qualitative assessment of vulnerability and risk and once this is complete it will be refined through an intrusive site investigation.

## Recruitment

- The Temporary Caretakers post has now been made permanent and we are currently recruiting for a Grave-digger post to replace a vacancy from a retirement at the end of March

## Health and safety

- Tree Survey Completed along with all required actions recommending by the report
- Garden sets are still proving to be an issue as owners are not adhering to rules and regulations. This will be continued to be monitored.  
To help support grieving families and to ensure health and safety compliance within the Cemetery, we have now updated the Interment forms to include “What good looks like photos” so grave owners have a visual aid to help them, rules and regulations leaflets have been placed in the leaflet holder at the Cemetery and letters are also being sent out to owners, as a reminder of the rules and Regulations.
- Our Memorial Inspection programme remains high on our agenda as we work towards ensuring all headstones are checked within the required timeframe. We are looking at improving the efficiency of the process and have updated the Memorial Inspection Policy to ensure this reflects the right ways of working based on the latest update from the Institute of Cemetery and Crematorium Management or ICCM for short. All Memorials over 1.5m are safe and the making safe orphaned headstones in the older sections of the Cemetery are continuing. We continue to update our systems to reflex and understand our position with 29 out of the 40 sections now completed
- All building Annual Inspections will take place and next steps either actioned or report to the Halls, Cemeteries & Community Facilities committee in July, along with quotes for repairs needed at the Chapel and Philadelphia Cemetery
- Chapel lightening, Security alarms, Smoke detectors and fire alarms are all in place, inspected and updated were needed
- Due to Health and safety concerns the Bouncy castle has now been removed from the party package and all other equipment inspected and replaced as and when needed

## **Facilities**

- Cemetery Approach Community Centre was opening on the 17 May 2021 by the, then Barry Town Mayor, and nearly all slots being filled, as are some afternoon slots. As with the Pioneer Hall, the Community Centre is proving to have a high demand which has been helped by the freezing of hire costs for 2022/2023
- Smart meters have now been installed at the Pioneer Hall
- Two new defibrillators were installed to the outside of Cemetery Approach Community Centre and Pioneer Hall (Beryl Road), which are now available for members of the public to use, along with the Councils trained staff.

## **Others**

- We continue to improve biodiversity and have planted wild flowers at the Cemetery Approach Gardens and along the pathway outside the Cemetery approach centre. We will also be introducing shrubs at the front boundary along the public pathway. Standards in the Garden have been bought up to a high level as we continue to look at developing and improving this area and we have introduced a willow arch along one of the pathways. Wild flowers have been planted along and in front of the new fencing in the Cemetery with Sunflowers, Bluebells and Fuchsias having been planted at the once bare section at the front of the Cemetery. Dogwood has been planted around the pond to encourage wildlife and in particular, Ducks who will hopefully start nesting on the island now there is more cover around it. Daffodils have started to be planted along the avenues of the roads and paths, starting with the older sections first.
- We were awarded the ICCM silver award for Bereavement services. Previously We have secured the bronze award for the charter of the Bereaved, however in 2021, and much to our delight, we were award the silver standard for the first time.
- All Council owned / maintained buildings have all now had a completed and up to date EPC with recommendations

## **Future Work Programme**

Further to the implementation of projects outlined above, the rest of the year will also focus on:

- Annual review of all equipment in line with Health and Safety Hand Arm Vibration Syndrome (HAVS) controls
- ICCM Award, Greenflag Award and Greenflag Heritage Award Applications
- Review and update Cemetery plan and work schedules
- Review and update Risk Assessments, Manual Handling, PAT testing and COSHH Assessments
- New Starter training and communication

- Annual Tree Survey renew
- Renew the Porthkerry Contract with the Vale of Glamorgan
- Install a Flagpole for Barry Town Council flag on King Square
- Development of the small Air raid section on Cemetery Approach Gardens
- Work with the events team to agree School visits and Covid picture competition for the Timeline board
- Grow through stronger Advertising the Enhance services on offer
- Repairs to the Chapel
- Review of the Columbarium fees and lease term
- Philadelphia stone wall repairs
- In new sections include Signs, benches and bins

**Recommendation:** That members of Full Council receive and note the annual report pertaining to cemeteries and facilities.

<b>ANNUAL MEETING</b>	<b>16 &amp; 17 MAY 2022</b>	<b>AGENDA ITEM: 44</b>
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## **ANNUAL UPDATE FROM THE ENGAGEMENT AND EVENTS TEAM**

### **Report Author**

Robyn Walsh, Community Engagement Officer

### **Purpose of Report**

The purpose of this report is to provide members with an annual update of the Engagement and Events Team activities and key achievements for 2021/22.

### **Detailed Information**

The following report details the Engagement and Events Team key achievements from May 2021 – May 2022. The Team's direction is set by the Council and is underpinned by the Town Council's Corporate Plan. The Coronavirus Pandemic has staggered the usual events and engagement programme. However, despite this, the team have had an extremely productive year and are pleased to share the following achievements for Council's noting.

### **Team Profiles**

**Community Engagement Officer** – Robyn Walsh - The Community Engagement Officer is the Manager of the team and is also responsible for the organisation and delivery of the Council's Corporate Events, external engagement and oversees the office of the Mayor. This role has a strong focus on the Well-being of Future Generations (Wales) Act 2015 and the well-being goals for Wales and assisting the Chief Officer in the delivery of the Council's Corporate Plan.

**Well-being Projects Officer** – Beth Hillier – The Well-being Projects Officer reports to the Community Engagement Officer and is responsible for assisting the Community Engagement Officer in the delivery of the Council's Corporate Plan and Sustainability agenda (which includes the Sustainable Barry Working Group and Fairtrade). This role has a strong focus on the Well-being of Future Generations (Wales) Act 2015 and the well-being goals for Wales.

**Civic Engagement and Events Administrator** – Amanda Webb - The primary role of the post holder is to support the office of the Town Mayor, responsible for managing the Mayor's diary, organising Mayoral events and promoting civic engagement. The post holder also provides wider corporate engagement and events support.

### **Projects**

#### **Barry Youth Council**

The first meeting of Barry Youth Council took place in April 2021 and began with two young people sharing how we could engage better with their peers. Since then, the Youth Council has grown to 13 active members who regularly meet to discuss issues

affecting young people. They are joined by Link Councillors; Councillor Charles and Payne. Key achievements: - Chair and Vice-Chairperson have been elected; All members provided with Induction Booklet; Young people have been on a Team Building Day and undertaken a litter pick; Worked with Graphic Designer to create a Youth Council logo; Youth Council member recently been elected as a Councillor; Group have identified key themes.



### **Installation of Defibrillators at Pioneer Hall / Cemetery Approach Community Centre**

Barry Town Council installed two new defibrillators to the outside of Cemetery Approach Community Centre and Pioneer Hall (Beryl Road), which are now available for members of the public in need of help.

The installation was completed having sourced a grant scheme for Welsh Councils operated by Cymru Hearts (who have received National Lottery funding). This means both venues operated for hire by Barry Town Council have defibrillators available for use in emergencies by the public. The defibrillator fitted has a “Dual Functionality” and is available for Children and Adults and uses a simple switch to change between functions.



### **Bryan Foley Award**

Following on from the sad passing of Community Champion, Bryan Foley – Barry Town Council committed to working with Bryan’s family to present an award to an outstanding individual who has dedicated their time to volunteering (much like Bryan did). The first recipient of the ward was decided in November, and will be presented with the award officially on Wednesday, 25 May 2022.

## **Marketing & Communications Strategy**

Barry Town Council's Marketing & Communications Strategy is in its first draft format and will provide staff with clear guidelines for communication and social media use, as well as clear corporate messages.

## **Shop Local**

The Shop Local campaign has gone from strength to strength and now has 35 members. The group have been involved in supporting the Vale Town Centre initiatives (Festival of Flowers, Santa's Post Office, Spooktacular Vale). The group also provided grant support for the High Street Christmas Light Switch-On and the Holton Road Christmas Market.

## **Sustainable Barry**

The Climate Change Strategy was consulted upon this year and due to Covid was entirely digital. The Project Officer provided members with an extremely informative report relating to Merthyr Dyfan Cemetery and its Environmental Impact.

The Officer (in conjunction with the Gardener and Cemetery Team Leader) has developed and explored a number of biodiversity improving programmes at the direction of the Sustainable Barry Working Group; these have included a Click & Collect Project).

The Group has also organised an educational day for a local school to attend Merthyr Dyfan Cemetery with a representative from the Wildlife Trust to learn more about the biodiversity at the cemetery.

The reduction of plastic waste has also been a high priority with initiatives such as the installation of watering cans at Merthyr Dyfan Cemetery and Barry Town Council becoming a Re-fill partner and introducing £50 Start-Up grants for local businesses wishing to become a Refill Partner themselves.

All Council owned / maintained buildings have all had a completed and up to date EPC.

## **Community Plan**

### **What is a Community Plan?**

A Community Plan is a document prepared by the community to identify what they want to improve or achieve in their area. A Town Council can lead on the development of a Community Plan. However, it is important that the community is engaged in the process from an early stage.

It is very important to set expectations at the beginning of the process, outlining what a Community Plan can influence and the timescales. The process usually takes between 12 months and 3 year's dependent on the actions which come out of the Community Plan.

The action plan will identify actions for the community to do; actions that will need support from other groups and organisations; and those that are aimed to influence decisions or policies of other organisations. It should be seen as a “living” document, which can be regularly reviewed and updated to reflect when actions have been completed.

The Community Plan should have a full review on a regular basis, as it should be understood that the priorities of the community may change.

The Community Plan process is made up of three stages, which are; Stage 1 – Pre Mapping; Stage 2 – Mapping; Stage 3 – Analyse.

### **Where is Barry Town Council in this process?**

Barry Town Council's Community Plan is led by the Group Leaders of each political party. They meet monthly to progress the plan and have built a strong working relationship with Officers of the Vale of Glamorgan Council in order to deliver the plan and ensure that the plan will be useful to the Unitary Authority upon its completion. However, it is vital that in order for the plan to be successful that all members are aware of its importance and help to achieve its aims.

The aims of Barry Town Council's Community Plan are;

1. To understand the needs of the community and to ascertain what projects / developments would work and where.
2. To create a document which will be used by the Vale of Glamorgan Council to aid in their planning / section 106 distribution plans.
3. To involve, actively engage and encourage participation from the public in the delivery of the Community Plan and the Town Council's long-term, strategic approach to corporate planning.
4. To create a document which will be accessible to community groups and utilised as a tool to aid in grant applications to demonstrate need, based on community engagement.

The Engagement and Events Team will be planning a number of community events throughout this year to enable the Council to engage with the community and obtain views. The Community Plan Working Group have already determined that this engagement will not have any preconceived ideas and will be an opportunity for residents to give their views on all things that matter to them. The group are particularly interested in hearing what services residents access, services there are a lack of and what people like and don't like about their area.

Due to the size of Barry, the group have chosen to focus on the Town Centre initially. The feedback received will also help towards the Vale's Levelling Up Bids and their plans for the Town Centre.

## Bunting



In order to bring back a welcoming atmosphere to our local high streets during the Coronavirus Pandemic, Council resolved to erect bunting across the two main shopping streets (High Street and Holton Road).

## Events

The last year has seen the Team build a great working relationship with the Vale of Glamorgan Council Tourism Team. As a result, the Town Council has been able to support the following events (either through financial contribution / promotion / adding value by attending);

**Festival of Flowers** – The Town Council offered grants to traders wishing to get involved by decorating their shops or purchasing floral themed goods for example. The grant was hugely popular and ensured the festival had an even bigger impact.



**Pumpkins in the Park** – This was an event organised to add value to the Vale of Glamorgan Council's Autumns Spooktacular Trail. The event was hosted in the Library Gardens and was a free event. Children attended and were able to carve their own pumpkin and have their faces painted. The event also helped attract more shoppers to the Town Centre.



**Santa's Post Office** – this free event was organised primarily by the Town Council with financial contribution from the Vale of Glamorgan Council. The event was hugely popular amongst families who attended to write letters to Santa and post them in the magical post box.



**Festival of Light** – The Barry Festival of Light was organised by the Vale of Glamorgan Council in Partnership with Barry Town Council and funded mostly through the Welsh Government Transforming Towns initiative. The aim of this fund was to support Town Centres across Wales. The festival took place between Friday, 3 December and Sunday, 5 December and welcomed nearly 12,000 visitors. Attendees were treated to a magical display, accompanied by dancers, selfie opportunities and illuminated trails. The Festival of Light was the first of its kind in Barry with tickets being free to ensure all families could attend. The feedback was overwhelmingly positive.



**Santa Fun Run** – The Santa Fun Run returned for 2021 and once again, was a hugely popular event which brings much needed custom to businesses at Barry Island throughout December. The event will be slightly tweaked for 2022 with more sustainable ideas being explored.



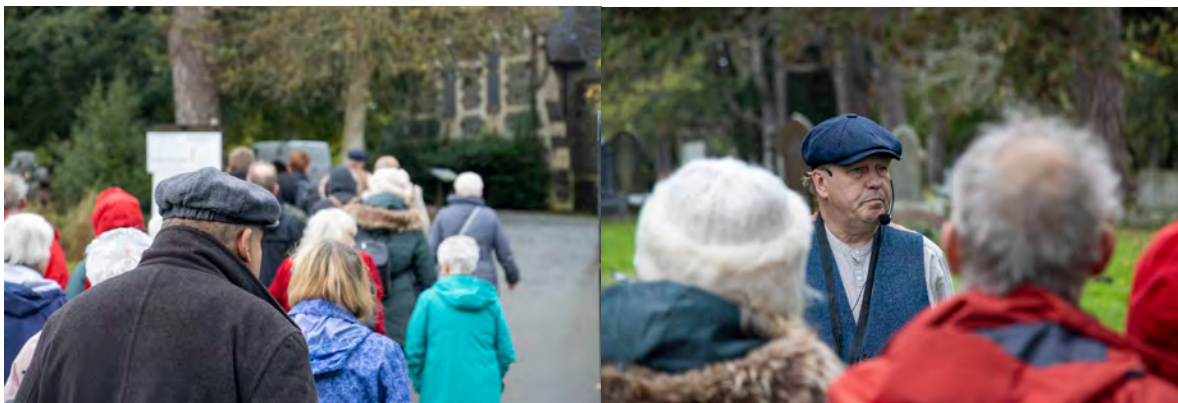
**Remembrance Day Sunday Parade and Service** – The Annual Remembrance Day Sunday Parade and Service took place in November 2021 and was less restrictive than in 2020. The event was organised in partnership with the Royal British Legion.

**Mayor's Civic Service** – Due to the Coronavirus Pandemic and the restrictions that were in place, the mayor's Civic Service was restricted in terms of numbers and had to take place predominantly outside. However, the service was very well received.



**Plaque Unveiling at Merthyr Dyfan Cemetery** – This year, the team helped to organise four plaque unveilings at Merthyr Dyfan Cemetery to commemorate the important people laid to rest there. Those plaques unveiled included; Beatrice Alice Lewis, Elizabeth Phillips Hughes, Gareth Jones and Margaret Lindsay Williams.

**1919 Race Riots** – The event to commemorate the 1919 Race Riots in Barry was held at Merthyr Dyfan Cemetery with Councillor N Hodges taking attendees on a guided tour of the Cemetery. At Cemetery Approach Community Centre there was tea and coffee available as well as a “Human Library.”



**CADW Open Doors** – Barry Town Council once again partook in CADW Open Doors which is an annual celebration of the architecture and heritage of Wales. The Town Council opened its doors to Merthyr Dyfan Cemetery Chapel.

**International Women’s Day Coffee Morning** – Barry Town Council celebrated International Women’s Day this year with a Coffee Morning at Cemetery Approach Community Centre. The morning was well attended with speeches from Councillors Charles, S Hodges and Payne and the High Sheriff Mrs Morfudd Meredith.



**Mayor on the Square** – The team have also hosted a number of engagement events called “Mayor on the Square” which have proved to be very useful tools to promote the work of the Mayor and to promote the Town Council.

**Fairtrade Fortnight Quiz & Coffee Morning** – As part of Fairtrade Fortnight, the Team organised both a Quiz and Coffee Morning to promote Fairtrade. The Coffee Morning was also attended by Jeniphers Coffee who provided some Fairtrade coffee samples.

**Litter Picks (various)** – a number of litter picks have been organised by the team which have been extremely well attended. Over the last year, Barry Town Council has been responsible for 151 bags of rubbish being collected across Barry. Barry Town Council is now also a Keep Wales Tidy Litter Picking Hub which means members of the public can loan litter picking equipment free of charge.



**Funding Bids**

- Successful in securing a grant from the Vale of Glamorgan Council for the Air Raid Shelter development Project at Cemetery Approach Gardens.
- Secured funding for two defibrillators to be installed at Cemetery Approach Community Centre and Pioneer Hall.

- Working with the Vale of Glamorgan Council to ensure Barry's access to the Levelling Up fund is meaningful and ensuring the Vale have the date they require to support this bid.
- Successful in a £200 grant to support the work of Barry Youth Council from Youth Cymru.

### **Recommendations**

That members receive and note the report.