



**BARRY TOWN COUNCIL  
CYNGOR TREF Y BARRI**

**PURSUANT TO THE REQUIREMENTS OF THE ABOVE STATUTORY PROVISIONS, NOTICE IS HEREBY GIVEN THAT A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE TO BE HELD ON A HYBRID BASIS IN THE COUNCIL CHAMBER, TOWN HALL, KING SQUARE, BARRY, CF63 4RW AND REMOTELY ON MONDAY 12 JULY 2021 COMMENCING AT 6.00 PM FOR THE PURPOSE OF TRANSACTING THE BUSINESS SHOWN IN THE AGENDA SET OUT BELOW.**

**From 1 May 2021 The Local Government and Elections (Wales) Act 2021** makes provision for meetings to take place through a variety of arrangements, including multi-location meetings where all individuals are attending virtually and hybrid meetings where a number of individuals are attending in person at a designated location and others are attending virtually from a range of other locations. The Act makes permanent provision for remote meetings (multi-location) and electronic publication of documents

Yours faithfully

A handwritten signature in cursive script that reads 'Emily Forbes'.

Emily Forbes  
Chief Officer

**AGENDA**

1. **Apologies for absence**
2. **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 hrs before the meeting).
3. **Well-being of Future Generations (Wales) Act 2015**  
(To note)

*Finance, Policy and General Purposes committee 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.*

- 4. To approve the minutes of the Finance, Policy & General Purposes Committee meeting held on 21 June 2021  
(Pages 2748-2752)**
- 5. To receive and note the minutes of the Innovation Working Party held on 6 July 2021 and to give consideration to any recommendations therein.  
(Pages 2753-2761)**

#### **GRANT APPLICATIONS**

- 6. To review Covid-19 Recovery Grant Applications received between 15 June 2021 and 2 July 2021 (Traders)  
(Pages 2762-2764)**

7. **To review Grant Applications received between 15 June 2021 and 2 July 2021 (Community Organisations)** (Page 2765-2766)

**FINANCIAL REPORTS**

8. **Internal Audit Report 2020/21 (Final)** (Pages 2767-2788)

**POLICY REPORTS**

9. **GDPR Update** (Verbal)

10. **Date of Next Meeting**

The date of the next meeting of the Finance, Policy & General Purposes Committee is scheduled to be held on Monday 22 November 2021 at 7pm

11. **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.

12. **To Consider Recommendations from other Committees** (Page 2779)

- a) Boundary Issues at Merthyr Dyfan Cemetery– Recommendation from Halls, Cemeteries and Community Facilities Committee – 5 July 2021

**Distribution**

Email notification of electronic papers to all Barry Town Councillors (22). A full copy of the agenda and papers for this meeting (with the exception of confidential items) will be available at the Town Council Offices and at Barry Library for inspection; electronic copy to Barry & District News

**This document is available in large print and other formats upon request/Cewch y ddogfen hon mewn print bras a ffor matiau eraill drwy holi.**

**BARRY TOWN COUNCIL**

**DRAFT MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON MONDAY, 21 JUNE 2021 AT 7.00 PM**

**PRESENT:** Councillors Drake, N Hodges, S A Hodges, Lloyd-Selby (Vice Chairperson) and Rowlands.

**ALSO PRESENT:** Mark Sims – Deputy Chief Officer  
Rebecca Blackwell – Office Team Leader

**In the absence of the Chair (Councillor Brooks), Councillor Lloyd-Selby chaired the meeting as the nominated Vice-Chairperson.**

F292. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Brooks (Chair) and Wiliam.

F293. **DECLARATIONS OF INTEREST**

None received

F294. **WELLBEING OF FUTURE GENERATIONS (WALES) ACT 2015**

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

F295. **TO APPROVE THE MINUTES OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE'S MEETING HELD ON 2 JUNE 2021**

**RESOLVED:** That the minutes of the Finance, Policy & General Purposes Committee's meeting held on 2 June 2021 be approved and signed as a correct record.

F296. **TO REVIEW COVID-19 RECOVERY GRANT APPLICATIONS RECEIVED BETWEEN 26 MAY AND 15 JUNE 2021 (TRADERS)**

Members were requested to consider the applications under the Power of Wellbeing, Sections 1-5 of the Local Government Act 2000, Power to do anything to promote the economic, social and environmental wellbeing of the council's area or anyone in the area. An amount of £44,000 had been allocated within the Council's Budget for Grants relating to Covid-19 Recovery Fund (Business Grants) with a further £4,000 relating to Green Grants.

Members agreed to the following grants being awarded.

## **Covid-19 recovery Fund**

<b>Business Name</b>	<b>Amount Awarded</b>
Caesars	£0 - More information
Coco Cuban	£350
Dummies n Diapers	£944.99
Hayley Tombs Childminder	£0 subject to more information
Homemade Wales	£765
Katherine & Christina Beauty	£1,000
Linda Camilleri Child Minding	£502
Little House Child Minding	£645.24
Oh Doggo	£0 – More information
Shahi Noor	£1,000
Unit 17 Menswear	£1,000
Vintage Hair Salon	£0 – Incomplete application
<b>Total</b>	<b><u>£6,207.23</u></b>

Members had concerns in relation to the application made by Caesars and requested more information as the project had already started. Members request clarity on how it was funded originally prior to the application being made for grant funding.

Members raised concerns in relation to the proposed improvements to the smoking area at Coco Cuban and felt that in line with the Wellbeing and Future Generations Act (2015) they were unable to award the grant for the paint and replacement canopy but would award the £350 for a new door.

Members had reservations in relation to awarding a grant for a new greenhouse for Hayley Tombs Childminder and requested more information around the length of time they are present, the age range of the children who would benefit and how many. Subject to the information, members would be happy to award the grant at a future meeting of the Finance Policy and General Purposes Committee.

Members had concerns in relation to the application made by Oh Doggo for the proposed purchase for stock and asked for clarity on how it would help the business.

Members had reservation in relation to the application made by Vintage Hair Salons request for a grant to rebrand and produce a marketing strategy.

## **Green Grants**

<b>Business Name</b>	<b>Amount Awarded</b>
Hannah Williams	<u>£1,000</u>
<b>Total</b>	<b><u>£1,000</u></b>

**RESOLVED:**

1. That in accordance with the provisions of Power of Wellbeing, Sections 1-5 of the Local Government Act 2000; the above amounts be awarded as agreed by the Finance, Policy & General Purposes Committee on Monday, 21 June 2021, noting that once all grants have been awarded the Covid-19 Recovery Fund (Business Grants) will stand at £22,217.95 available and the Green Grants Fund will stand at £1,000 available.
2. That the grants what were not awarded are requested to supply more information in order to make an informed decision and once this is receive it is presented to a future meeting of the Finance, Policy and General Purposes Committee.
3. That the grant application form be amended to ask the question “Incomplete applications will not be considered” as stated within the Community Grant application form.

F297.

**TO REVIEW GRANT APPLICATIONS RECEIVED BETWEEN 26 MAY AND 15 JUNE 2021 (COMMUNITY ORGANISATIONS)**

Members were requested to consider the applications under the Power of Wellbeing, Sections 1-5 of the Local Government Act 2000, Power to do anything to promote the economic, social and environmental wellbeing of the council’s area or anyone in the area. An amount of £15,000 had been allocated within the Council’s Budget for Grants for Community and Voluntary Organisations.

<b>Community Organisation</b>	<b>Amount Awarded</b>
Barry Arts Festival	£1,000
Cadoxton FC	£976.27
Vale Voices	<u>£430</u>
Total	<b><u>£2,406.27</u></b>

Members requested that if the events planned by Barry Arts Festival and Vale Voices do not go ahead due to Covid-19 then they are to contact the Council to advise and open and discussion in relation to the grant.

**RESOLVED:**

1. That in accordance with the provisions of Power of Wellbeing, Sections 1-5 of the Local Government Act 2000; the above amounts be awarded as agreed by the Finance, Policy & General Purposes Committee on Wednesday, 2 June 2021, noting that once all grants have been awarded the Grants for Community and Voluntary Organisations will stand at £9,618.73 available.

2. That if the events planned by Barry Arts Festival and Vale Voices are cancelled due to Covid-19, they be encouraged to open dialogue with the Council in order to discuss the grant funding monies.

F298. **GDPR UPDATE**

The Deputy Chief Officer advised that there had been no issues or data breaches to report and that staff continued to be mindful of and adhere to GDPR.

**RESOLVED: That the update be received and noted.**

F299. **DATE OF NEXT MEETING**

**RESOLVED That the date of the next meeting is scheduled to be held on Monday 12 July 2021 at 6pm, prior to Personnel at 7pm**

The meeting closed at 7.40pm.

Signed..... (Chairperson)      Date.....

**FOR INFORMATION ONLY**

**ACTION SHEET - FINANCE, POLICY & GENERAL PURPOSES COMMITTEE - 21 JUNE 2021**

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
F296 (1)	That in accordance with the provisions of Power of Wellbeing, Sections 1-5 of the Local Government Act 2000; the above amounts be awarded as agreed by the Finance, Policy & General Purposes Committee on Monday, 21 June 2021, noting that once all grants have been awarded the Covid-19 Recovery Fund (Business Grants) will stand at £22,217.95 available and the Green Grants Fund will stand at £1,000 available.	RFO	30.06.21	In progress
F296 (2)	That the grants what were not awarded are requested to supply more information in order to make an informed decision and once this is receive it is presented to a future meeting of the Finance, Policy and General Purposes Committee.	RFO	24.06.21	In progress
F296 (3)	That the grant application form be amended to ask the question "Incomplete applications will not be considered" as stated within the Community Grant application form.	CEO	23.06.21	Complete
F297 (1)	That in accordance with the provisions of Power of Wellbeing, Sections 1-5 of the Local Government Act 2000; the above amounts be awarded as agreed by the Finance, Policy & General Purposes Committee on Wednesday, 2 June 2021, noting that once all grants have been awarded the Grants for Community and Voluntary Organisations will stand at £9,618.73 available.	RFO	30.06.21	In progress
F297 (1)	That if the events planned by Barry Arts Festival and Vale Voices are cancelled due to Covid-19, they be encouraged to open dialogue with the Council in order to discuss the grant funding monies	RFO		Ongoing

**BARRY TOWN COUNCIL**

**DRAFT MINUTES OF A MEETING OF THE INNOVATION WORKING PARTY  
HELD ON TUESDAY 6 JULY 2021 AT 6PM**

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

**ALSO PRESENT:** Emily Forbes – Chief Officer  
Hannah Linton – Trainee Administrator  
Councillor Clarke – Observer  
Councillor Johnson – Observer  
Councillor Perkes – Observer

103. **APOLOGIES FOR ABSENCE**

None were received.

104. **DECLARATIONS OF INTEREST**

None were received.

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

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

106. **TO NOTE THE WORKING GROUP'S TERMS OF REFERENCE**

**RESOLVED** that the Working Group's Terms of Reference be received and noted.

107. **TO APPROVE THE MINUTES OF THE INNOVATION WORKING PARTY MEETING HELD ON MONDAY 25 MARCH 2021**

**RESOLVED** that the minutes of the Innovation Working Party meeting held on Monday 25 March 2021 be approved and signed as a correct record.

108. **TO RECEIVE AND DISCUSS AN UPDATE ON THE COUNCIL EVENTS AND CONSIDER PROPOSALS**

Members were provided a report as forwarded for their review from a meeting of Full Council held on 28 June 2021 regarding the Mayoral / Corporate Events and a number of proposed events for Council to consider. The Chief Officer was asked to give an overview of the paper and then the Chair invited questions on the different sections.

Councillor Perkes queried if the Council had capacity to complete all the planned events on the report. She also noted that the Shop Local Committee would want to also put events on throughout the year, and not just participate in the three main events the Vale of Glamorgan Council have planned and wanted to know if the list was exhaustive.

The Chief Officer assured the Councillor that other Committees were able to put on their own events if there was capacity and this list was the current programme; some of these events were only being supported by and not organised by the team.

The Chief Officer updated the members on the conversations between Barry Town Council and The Vale of Glamorgan Council's Events team, noting that in the past the Councils weren't joined up in discussion resulting in duplication of events. She stated in the discussions that the ideas from both Councils can run side-by-side such as; Pumpkin Carving from Barry Town Council and the Pumpkin Trail from the Vale of Glamorgan Council. It was stated in these conversations that it wasn't about who was putting on the event but providing the events for the community in Barry, ambitions from the talks is to join and not duplicate and to maximise the outcome for the people of Barry by working in partnership

Members agreed that Barry Town Council would want recognition and to be visible at these events to show the Councils involvement with the community and the events throughout the Town; members were keen that the VOG events programme was not seen to be taking over or absorbing the Town Council's events which have always sat with the Town Council.

Window Art proposals were further discussed and Cllr N Hodges felt that this would be a positive way of attracting people to the town centre and to increase the visibility of the Council's new location at Town Hall.

Cllr Hodges gave an overview of the previous Race Riots events and the group agreed they were successful in terms of numbers and would be delivered again. The small costs associated with it for refreshments would come out of the Civic budget as this was a mayoral event.

CADW Open Doors was discussed and it was felt that this should be supported as open days at the Cemetery were previously well received and it would work towards the Heritage Outcomes for the Heritage Award. Cllr Johnson noted that the Chapel is currently being used as a mess room for one team at the Cemetery which could interfere with the CADW Open Doors event, so this would need to be managed with the team.

The Halloween and Christmas Jam Jar events were discussed and it was felt that these would better sit with the Shop Local Committee to review as the traders would be having input and likely to be delivering them so could align their events with the programme too. It was noted that Jam Jar are being invited to the next meeting of Shop Local to give a presentation and questions could be answered then.

The proposal from Mack Events for a renewed Barry Carnival was discussed. Interestingly, the Chief Officer stated that the idea of a 'Barry Carnival' had already been suggested through public engagement and noted this proposal was currently in the discussions stage only. The Chief Officer explained that this event would require help with funding, but currently does not have any

figures or firm plans. The Chief Officer had met with Mack Events to hear the initial suggestion and had noted the cost of the event would be recuperated through ticketing Central Park at the main event and the Council would be asked for support for funding for road closure. Cllr Brooks felt that this funding and resource would best sit with the Vale of Glamorgan Council.

Councillor Hodges and Johnson both suggested moving away from the 'Carnival' phrase as it automatically resonates with the old traditional event in the town; this would be something completely different and Councillor Hodges suggested the name 'Festival of Barry'.

Councillor Johnson agreed with using a different name for the event and also queried that proposed dates for the event as they fall in 4 days prior to the local elections.

Members were happy with the loose idea in principle of a large Barry festival / parade, but agreed to inviting Mack events to a meeting of the Innovation Working Party in the future to discuss the detail of the proposal, the costings and the planning.

Members discussed the Fireworks Fiesta budget and the Festival of Light proposal put forward. It was agreed that due to the Fireworks being very unlikely to take place this year, that the concept of a festival of light should be explored. Cllr Perkes suggested lantern making (not naked flames) and Cllr Hodges advised of the large public art light sculptures seen in Bristol as an example. Members would want to know how much the VOG Council would contribute, what the event plans would be and the detail before approving.

It was suggested that the Fireworks Fiesta steering group are asked to further explore this at their next meeting, with the £10,000 being ring fenced for the time being, to explore if the possible event proposal is satisfactory. Members noted that they were not inclined to support the VOG event of burning of the guy as they felt it was inappropriate.

**RECOMMENDED to a meeting of Finance, Policy and General Purposes Committee on 12 July 2021:**

- 1. That Barry Town Council works in partnership with the Vale of Glamorgan Council Events Team to enhance and support the three events as outlined within the main report providing they include Barry Town Council branding and recognition of support.**
- 2. That Barry Town Council will support these events through promotion across its social media networks and encouraging the community and traders to get involved.**
- 3. That a budget of £1200 is ring-fenced from the Community Engagement budget to decorate the Town Hall including various thematic window art to support and complement the Vale's Event Programme and increase the identity of Barry Town Council, (themes to include Halloween,**

Remembrance, Christmas, Valentine's Day or Spring, Easter theme), subject to the trial period being received well by the public.

4. That the Council supports the Mayoral Race Riot Event as detailed within the report, using Eventbrite to monitor the events numbers, with associated costs of up to £1,000 coming from the Civic/Civic Expenditure budget expenditure heading.
  5. That the Council supports the CADW Open Doors Event as outlined within the report, providing the Cemetery Team access to the Chapel as a mess room is resolved.
  6. That members agree to the Mack Events proposal in principle, requesting a further meeting with Mack Events to present a more detailed report and financial implications to the group.
  7. That the consideration to make a budgetary provision for the concept of Pumpkin Carving in Central Park to complement the Vale of Glamorgan Council's Halloween Trail be taken to the Shop Local Committee for discussion.
  8. That the consideration to make a budgetary provision for the potential Santa's Post Office, noting that if the Vale of Glamorgan Council does not have the budget this may not go ahead as part of the proposal be taken to the Shop Local Committee for discussion.
  9. That the committee ring-fence the budget for the Fireworks Festival for the possible Festival of Light with the provision of further discussions to explore options and note that Barry Town Council will not be involved with the Burning of Guy Fawkes display.
109. **TO RECEIVE AND NOTE A COMMUNITY ENGAGEMENT UPDATE**

The members were provided with a report regarding planned engagement activities.

Members discussed the report and ideas within for increasing engagement and furthering reach. It was felt that the diversity of the Council's engagement needed to improve and its access to all parts of the community, not just the 'key' voices, or those that were most willing to be heard. The Chief Officer noted that the Marketing and Communications Strategy would help to address this.

In terms of consultation, it was felt that Councillors need to have more control and direction over what consultation are going out to the public and the purposes of that consultation and who has asked for it to take place (i.e. which Committee or route has the process stemmed from). Councillors felt the need to be able to generate a better purpose and focus for the consultations and have a better ownership over them, to not be taken by surprise once they go

live and to ensure that public expectations were not raised and then not delivered on.

Councillor Clarke left the meeting at 18:50pm.

**RESOLVED:**

- 1) That members received and noted the Engagement and Events Team's future plans for engagement, noting that these will be embedded within the future Community Engagement Strategy and also be used as a tool to inform the Council's future work programme, provided that the Councillors have more ownership over what consultations are going public.
- 2) That members received and noted the update in relation to the Barry Youth Council, noting that a full report will be provided to the next meeting of Full Council to be held on Monday 19 July 2021.

**RECOMMENDED to a meeting of Finance, Policy and General Purposes Committee on 12 July 2021**

- 3) That it be noted that the Community Engagement Strategy will be reviewed alongside the Corporate Plan (scheduled to be reviewed in 2022) to provide a more holistic approach to delivery of both documents.

110. **TO RECEIVE AND REVIEW THE DRAFT MARKETING & COMMUNICATIONS STRATEGY**

Members were provided with a draft of the Town Council's Marketing & Communications Strategy, noting that it is a basic draft that requires guidance from members to progress.

Members were asked to confirm whether they agreed with the strategic aims, or if they had other suggestions.

Members agreed with the strategic aims provided on the report.

Members were asked in terms of social media if it was too much and if so, how would members suggest it be reduced.

Members considered whether the capacity for all social media platforms and pages were viable for the team to look after and if they should focus more on what works well. It was also suggested to compile a review of the Town Councils social media with data, metrics and more information being made available for members to review.

The Chief Officer noted that currently the Shop Local Facebook page was outsourced to HI Communications, the Civic Engagement Administrator operates the Mayor's Facebook page, the Administrator was updating the Barry Town Council's Facebook and Twitter and Merthyr Dyfan Cemetery Facebook page.

Councillor Johnson noted a quote “Social media is meant to be Social” which was felt to be useful for inclusion in the strategy.

Members were provided the Communications Vision and all in agreement with the quote for the Communications Vision and Strategic Aims as though long and wordy, these were internally facing messages.

Members were asked what key messages the Council want people to gain from our communication and if they felt the wellbeing goals for Council’s messages should be simplified.

A discussion was had over re-framing the wellbeing goals to better engage with the Community such as; Prosperous Barry becomes ‘Barry is a great place to live, work and visit’ which members all agreed. It was agreed to develop a list of key messages, simplifying the Wellbeing Goals for the new draft of the document.

Members were asked how they felt on the approach that the Community Engagement Officer worked with relevant department heads to formulate proper responses to social media enquiries, if received through social media for the certain Officer.

All members were in agreement with formulating a proper response for enquiries through social media.

Members were asked their thoughts on using the Town Council crest on Corporate / Mayoral Material and the Love Barry and Barry Making Waves branding on Council Engagement and Events.

Members were all in agreement that the crest should be used on all Barry Town Council material and events with the suggestion of incorporating ‘Barry Town Council’ around the current crest image used to provide a more recognisable branding.

Members were asked their thoughts on the Town Council’s personality and how we conduct the social media pages.

Members were all in agreement that the Council needs personality, that it can be funny and quirky to draw the public in. It was felt that more interest could be generated on social media by posting random or more interesting historical snippets or stories or pictures and that this should increase traffic and interest.

The Chief Officer updated the members on the timeframe of the Website, with a soft launch to be in place by the next Full Council meeting on 19 July 2021

Members were asked to consider a timeframe to consult with the public on the Strategy.

A discussion was had over whether the Strategy would be relevant for consultation with the public as it was an internal strategy document and it was felt that in the first instance, it should be agreed by Council, with possible consultation on key messages.

**RESOLVED:**

1. That the members agreed with the Strategic Aims; To improve the Town Council's communication's with all who live, work and visit Barry. To improve the marketing & branding of the Town Council and to ensure the Town Council is proactive in its communications and reaches the right audiences at the right time.
2. That the members agreed to the Communications Vision of "Developing an identifiable brand to deliver excellent communications with the community of Barry in a timely, inclusive and cost effective way'.
3. That the Community Engagement Officer compile statistics and metrics on the social media pages to see what pages and posts are doing well, bringing information back to a future meeting and considering using 'social Media is meant to be social' within the Communications Strategy.
4. That the members agreed the Barry Town Council focus on three messages each year derived from the Wellbeing of Future Generations and that these Wellbeing Goals are simplified into easy to understand strap lines.
5. That the members agreed to the approach of formulating a proper response for social media enquiries related to specific departments and Officers.
6. That the Barry Town Council crest be updated to include 'Barry Town Council around the image and use the crest on both Corporate / Mayoral and Engagement & Events material.
7. That the members agreed Barry Town Council's social media needs to provide more personality, quirky posts, use of emoji's and are allowed to be funny / personable.
8. That the document is developed further, incorporating the members' views at the meeting and that a more detailed draft with further information is brought back to the Innovation Working Party before **RECOMMENDING** to a meeting of Finance, Policy and General Purposes Committee in the autumn.

111. **DATE OF NEXT MEETING**

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

Meeting closed at 19:28pm.

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

**FOR INFORMATION ONLY**

**ACTION SHEET - INNOVATION WORKING PARTY 6 JULY 2021**

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
108 (1)	That Barry Town Council works in partnership with the Vale of Glamorgan Council Events Team to enhance and support the three events as outlined within the main report providing they include Barry Town Council branding and recognition of support.	CO / CEO		In progress
108(2)	That Barry Town Council will support these events through promotion across its social media networks and encouraging the community and traders to get involved.	CO / CEO		In progress
108 (3)	That a budget of £1200 is ring-fenced from the Community Engagement budget to decorate the Town Hall including various thematic window art to support and complement the Vale's Event Programme and increase the identity of Barry Town Council, (themes to include Halloween, Remembrance, Christmas, Valentine's Day or Spring, Easter theme), subject to the trial period being received well by the public.	CO / DCO / CEO		In progress
108 (4)	That the Council supports the Mayoral Race Riot Event as detailed within the report, using Eventbrite to monitor the events numbers, with associated costs of up to £1,000 coming from the Civic/Civic Expenditure budget expenditure heading.	CO / DCO / CEO		In progress
108 (5)	That the Council supports the CADW Open Doors Event as outlined within the report, providing the Cemetery Team access to the Chapel as a mess room is resolved.	CO / CEO		In progress
108 (6)	That members agree to the Mack Events proposal in principle, requesting a further meeting with Mack Events to present a more detailed report and financial implications to the group.	CO / CEO		In progress
108 (7)	That the consideration to make a budgetary provision for the concept of Pumpkin Carving in Central Park to complement the Vale of Glamorgan Council's Halloween Trail be taken to the Shop Local Committee for discussion.	CO / CEO		In progress
108 (8)	That the consideration to make a budgetary provision for the potential Santa's Post Office, noting that if the Vale of Glamorgan Council does not have the budget this may not go ahead as part of the proposal be taken to the Shop Local Committee for discussion.	CO / CEO		In progress
108 (9)	That the committee ring-fence the budget for the Fireworks Festival for the possible Festival of Light with the provision of further discussions to explore options and note that Barry Town Council will not be involved with the Burning of Guy Fawkes display.	CO / CEO		In progress

109(1)	That members received and noted the Engagement and Events Team's future plans for engagement, noting that these will be embedded within the future Community Engagement Strategy and also be used as a tool to inform the Council's future work programme, provided that the Councillors have more ownership over what consultations are going public.	CO / CEO		In progress
109(2)	That members received and noted the update in relation to the Barry Youth Council, noting that a full report will be provided to the next meeting of Full Council to be held on Monday 19 July 2021.	CO / CEO		In progress
109(3)	That it be noted that the Community Engagement Strategy will be reviewed alongside the Corporate Plan (scheduled to be reviewed in 2022) to provide a more holistic approach to delivery of both documents	CO / CEO		In progress
110(1)	That the members agreed with the Strategic Aims; To improve the Town Council's communication's with all who live, work and visit Barry. To improve the marketing & branding of the Town Council and to ensure the Town Council is proactive in its communications and reaches the right audiences at the right time.	CO / CEO		In progress
110(2)	That the members agreed to the Communications Vision of "Developing an identifiable brand to deliver excellent communications with the community of Barry in a timely, inclusive and cost effective way".	CO / CEO		In progress
110(3)	That the Community Engagement Officer compile statistics and metrics on the social media pages to see what pages and posts are doing well, bringing information back to a future meeting and considering using 'social Media is meant to be social' within the Communications Strategy.	CO / CEO		In progress
110(4)	That the members agreed the Barry Town Council focus on three messages each year derived from the Wellbeing of Future Generations and that these Wellbeing Goals are simplified into easy to understand strap lines.	CO / CEO		In progress
110(5)	That the members agreed to the approach of formulating a proper response for social media enquiries related to specific departments and Officers.	CO / CEO		In progress
110(6)	That the Barry Town Council crest be updated to include 'Barry Town Council around the image and use the crest on both Corporate / Mayoral and Engagement & Events material.	CO / CEO		In progress
110(7)	That the members agreed Barry Town Council's social media needs to provide more personality, quirky posts, use of emoji's and are allowed to be funny / personable.	CO / CEO		In progress
110(8)	That the document is developed further, incorporating the members' views at the meeting and that a more detailed draft with further information is brought back to the Innovation Working Party before RECOMMENDING to a meeting of Finance, Policy and General Purposes Committee in the autumn.	CO / CEO		In progress

<b>FINANCE, POLICY &amp; GENERAL PURPOSES COMMITTEE</b>	<b>12 JULY 2021</b>	<b>AGENDA ITEM: 6</b>
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**COVID-19 RECOVERY FUND GRANT APPLICATIONS RECEIVED  
BETWEEN 15 JUNE AND 2 JULY 2021 (TRADERS)**

**Report Author**

Mark Sims, Deputy Chief Officer

**Purpose of Report**

To provide members with grant applications received between 15 June 2021 and 2 July 2021 in respect of the Covid-19 Recovery Grant for determination.

**Background Information**

At the Full Council meeting held on 22 February 2021 an additional £20,000 expenditure was allocated for Grants, thereby creating a new total of £65,000 to be broken down as:

Green grants budget to increase to £4,000  
 Christmas meals budget to reduce to £2,000  
 Community grants for voluntary groups to reduce to £15,000  
 Addition of a Covid-19 Recovery Fund grant budget of £44,000

As the Covid-19 Recovery Fund (2021/22) for Business Grants was set at £44,000 (minute 843 refers) and following the Committee's previous meetings held on 2 June 2021 and 21 June 2021 where grants in the amount of £15,574.82 and £6,207.23 were awarded the Covid-19 Recovery Fund (Business Grants) element now stands at £22,217.95

Members are to note that projects can also be funded through the Green Grants element scheme providing they can demonstrate need and align with the Council's own goals in terms of sustainability / Climate Change (Highlighted in Green is a project that members may wish to consider). Following the Committee's previous meetings held where grants in the amount of £3,000.00 were awarded the Green Grants element now stands at £1,000.00

Please see list of applications received for determination.

<b>Business Name</b>	<b>Project</b>	<b>Amount Requested</b>	<b>Total Project Cost</b>
Aura Beauty	Eyebrow-semi permanent makeup	£1,000	£1,168
Barry Island Spirits Company	New Office Set Up	£944.99	£944.99
Bella Mia Beauty	Purchase new equipment	£1,000	£1,000
Caesars	Wall Mural	£1,000	£3,700
Craft Republic	Outdoor Heaters	£999.98	£1,079.78
Hayley Tombs Childminder	Greenhouse	£959	£959
Karen Spence Childminder	Purchase new equipment	£821.94	£821.94
Kelly Crowther	Outdoor dining set	£789.88	£789.88
Moon Enterprise Solutions	Marketing and website development	£1,000	£2,570
Oh Doggo	Purchase new equipment to expand services	£1,000	£1,683
The Geek Company	New laptops	£1,000	£2,155.55
Theresa's Childminding Service	Purchase new equipment	£649.99	£649.99
Vintage Hair Salon	Rebrand and new marketing strategy	£1,000	£2,000
Wild Botanics	Renovating upstairs	£1,000	£1,676
Bliss Hair	Kitchen Refit	£1,000	£1,300
Fountains Tea Room	Canopy and signage	£1,000	£1,000
Goodwash Company	Develop GW craft hub at Barry site	£1,000	£21,198
Kerridwen	New equipment	£1,000	£2,000
The Lighthouse	Purchase new equipment	£1,000	£1,000

Vicki Fernandes Childminding	Purchase outdoor play equipment	£883.01	£883.01
Vicki Walters Childminding	Purchase outdoor playhouse	£659	£659
<b>Total Amount requested from Covid-19 Recovery Fund</b>			<b>£19,707.79</b>

**Recommendation**

That members consider the applications received between 15 June 2021 and 2 July 2021 and award any grants accordingly, subject to them meeting the set criteria.

<b>FINANCE, POLICY &amp; GENERAL PURPOSES COMMITTEE</b>	<b>12 JULY 2021</b>	<b>AGENDA ITEM: 7</b>
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**GRANT APPLICATIONS RECEIVED BETWEEN 15 JUNE 2021 AND 2 JULY 2021 FROM COMMUNITY AND VOLUNTARY ORGANISATIONS**

**Report Author**

Mark Sims, Deputy Chief Officer

**Purpose of Report**

To provide members with applications received between 15 June 2021 and 2 July 2021 from Community and Voluntary Organisations for determination.

**Background Information**

At the Full Council meeting held on 22 February 2021 an additional £20,000 expenditure was allocated for Grants, thereby creating a new total of £65,000 to be broken down as:

- Green grants budget to increase to £4,000
- Christmas meals budget to reduce to £2,000
- Community grants for voluntary groups to reduce to £15,000
- Addition of a Covid-19 Recovery Fund grant budget of £44,000

As the Community grants for voluntary groups was set at £15,000 (minute 843 refers) and following the Committee's previous meetings held on 2 June 2021 and 21 June 2021 where grants totalling 5,381.27 were awarded the Community grants for voluntary groups element now stands at £9,618.73

Please see list of applications received for determination.

<b>Organisation</b>	<b>Project</b>	<b>Amount Requested</b>	<b>Total Project Cost</b>
Archaeology Cymru	Heritage of 'Barry and District informative display boards	£1,000	1,979
Barry West End Cricket Club	New equipment (scarifier) and produce leaflets	£997	£997
Cardiff & Vale Wellbeing CIC	The well-bean Café	£1,000	£1,600.00
Metalidades	Purchase equipment	£1,000	£1,000
NCI Nells Point	Purchase Gazebo and promotional material	£600	£1,400

Holton Road AFC	New equipment for mini section	£881.89	£1,091.87
Barrivale Bridge Club	Safe return post lockdown	£960.25	£960.25
Barry Male Voice Choir	Website, new equipment, new sheet music	£1,000	£3,600
BV FC	Winter training and new equipment	£1,000	£1,000
Cadoxton Conservation Group	Purchase flag pole	£1,000	£1,184.40
Cardiff & Vale Area Scout Council	PPE re Keep Wales Tidy Litterpick Project	£989.95	£989.95
Cardiff & Vale Fibrofighters	Entrance ramps	£300	£300
Cold Knap Lifeguards	Safe swim 2021	£544.85	£544.85
Friends of Barry Beaches	Litter pick equipment	£210	£244.14 plus P&P
Soroptimist International Barry	Covid-19 Recovery Project	£951.06	£951.06
Sully Centurions Cricket Club	Coaching courses and practice balls	£510	£1,020
<b>Total Amount requested form Traders Fund - £12,945.00</b>			

### **Recommendation**

That members consider the applications received between 15 June 2021 and 2 July 2021 and award any grants accordingly, subject to them meeting the set criteria.

<b>FINANCE, POLICY &amp; GENERAL PURPOSES COMMITTEE</b>	<b>12 JULY 2021</b>	<b>AGENDA ITEM: 8</b>
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## **INTERNAL AUDIT REPORT 2020/21 (FINAL)**

### **Report Author**

Mark Sims, Deputy Chief Officer

**Attached:** A. Internal Audit Report 2020-21 (Final) (11 pages)

### **Purpose of Report**

To provide members with the internal auditor's report (Final) for 2020/21.

### **Background**

At the Committee's previous meeting on 19 April 2021 members received the internal auditor's report (second interim) for 2020/21. The Deputy Chief Officer noted that the audit had been carried out on a remote basis and that the process had gone smoothly. Members thanked the Deputy Chief Officer for his work in ensuring there were no issues to be addressed. Minute number F277 **RESOLVED: That the Internal Auditors Report 2020/21 (Second Interim) be received and noted.**

Auditing Solutions Ltd undertook the third and final review for the internal audit programme for 2020/21 on 18 June 2021. Due to the continued impact of the Covid-19 pandemic the interim review was again undertaken remotely. A copy of the internal auditor's report for 2020/21 (Final) is attached for the Committee's consideration. The report provides a summary of the work undertaken at the first visit and officers are pleased to report that the internal auditor concludes that the Council continues to maintain adequate and effective internal control arrangements.

### **Recommendations**

1. Members are requested to receive and note the internal audit report (Final update report) for 2020/21.
2. Re-appoint Auditing Solutions Ltd as internal auditor for 2021/22.

**Barry Town Council**  
**Cyngor Tref y Barri**

*Internal Audit Report 2020-21 (Final up-date report)*

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*Chris Hackett*

*Consultant Auditor*  
*Auditing Solutions Ltd*

## **Background**

All town and community councils are required by statute to make arrangements for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Return (AR).

This report sets out the work undertaken in relation to our review for the 2020-21 financial year, which took place on the 7<sup>th</sup> December 2020, 22<sup>nd</sup> March and 18<sup>th</sup> June 2021 together with our preparatory work. It incorporates the matters set out in our interim reports. Due to the impact of the Covid-19 pandemic our review has been undertaken remotely. We wish to thank the Deputy Chief Officer and Responsible Finance Officer for providing all the requested documents in electronic format to facilitate the completion of our work.

## **Internal Audit Approach**

In completing our review for the year, we have again had regard to the materiality of transactions and their susceptibility to potential misrecording or misrepresentation in the year-end Statement of Accounts/Annual Return. Our programme of cover has been designed to afford appropriate assurance that the Council's financial systems remain robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Internal Audit Report' in the Council's Annual Return, which requires independent assurance over ten internal control objectives.

## **Overall Conclusion**

Based on the work completed this year we have concluded that the Council continues to maintain adequate and effective internal control arrangements. We have completed the Internal Audit Report within the Annual Return providing positive assurance against the control objectives. Our detailed findings are set out below.

We request that this report is presented to Members.

# Detailed Report

## Maintenance of Accounting Records & Bank Reconciliations

The Council uses the Rialtas accounting package to record its financial transactions with a single cashbook in place to reflect transactions through the Lloyds current account.

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in the cashbook or financial ledgers. We have:

- Reviewed the Report of the External Auditor on the 2019/20 accounts to confirm there were no matters for us to follow up;
- Checked the accuracy of the opening Trial Balance detail for 2020-21 to the closing balances at 31<sup>st</sup> March 2020 to confirm all balances had been correctly rolled forward;
- Verified that an appropriate cost centre and nominal ledger structure remains in place to provide data for preparation of the annual Statement of Accounts/AR;
- Confirmed that the accounting system was in balance by running a data check at each review stage;
- Confirmed the arrangements for backing up the system with the Deputy Chief Officer and Responsible Finance Officer (Deputy Chief Officer), we understand that this is done through a firm called Micro-shade;
- Confirmed the arrangements for processing journals, manual adjustments on the Rialtas accounting package. These are done by the Deputy Chief Officer and reviewed by the Chief Officer;
- Checked and agreed three sample month's transactions (September and December 2020 and March 2021), as recorded in the current account cashbook, to a Lloyds bank transaction listing report/or bank statement;
- Checked and agreed the bank reconciliations at the end of August and September, December and January and February and March 2021 to ensure that no longstanding uncleared amounts or abnormal entries exist and confirming the unrepresented cheque list; and
- Discussed arrangements for Member oversight of the bank reconciliation.

### *Conclusions and recommendation*

*Based on our testing the accounts were maintained in balance during the year and reconciled regularly with no anomalous adjusting entries in the reconciliations.*

*We note the Deputy Chief Officer during the early part of the year used Lloyds transaction reports to complete reconciliations with the original bank statements being posted to the former offices. We understand the Bank mislaid the change of address mandate. Bank statements were provided later in the year.*

*We note that the Council ensures Member oversight of the bank reconciliation through the Chair of Finance Policy and General Purposes Committee signing the monthly bank statements and related Omega reports. This procedure was suspended temporarily during*

*the early part of this financial year due to the lockdown but was reinstated when conditions made it practical to do so.*

*We have verified the accurate disclosure of the year-end balances in the 2020/21 Annual Return and Accounts.*

*R1. Officers should consider emailing monthly bank reconciliations and supporting paperwork to the Chair of Finance and for the Chair to confirm their review by email.  
Response: Bank reconciliations are being reviewed regularly and signed off by the Chair of the Finance, Policy and General Purposes Committee.*

## **Review of Corporate Governance**

Our objective is to ensure that the Council has a robust series of corporate governance documentation in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that, as far as we are able to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation.

We note that the Council's Standing Orders and Financial Regulations were included on the agenda of the Town Council's Annual Meeting held on 28th September 2020 and that Members discussed and resolved to approve them.

We have completed our examination of the minutes of the Full Council and its extant Standing Committees, excluding Planning, for the financial year 2020-21, to ensure that, as far as we are reasonably able to ascertain, no actions of a potentially unlawful manner have been taken or are under consideration by Members, although it is for the Council to ensure the legality of its actions and to seek legal advice where it deems it necessary.

### **Conclusions**

*No matters have been identified in this area from the work undertaken this year.*

## **Review of Expenditure**

Our aim here is to ensure that:

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;

- Relevant Standing Orders and Financial Regulations have been met in relation to formal tendering processes;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We discussed with Officers the controls over the payment of invoices. The practice at the Council is that invoices are attached to a coding slip which is signed by two Members. In addition, schedules of payments are provided to Member meetings for approval. Due to the lock-down it was not possible for officers to obtain the signatures of two Members on invoices during the early part of the year, but we understand this control was reinstated later in the year as restrictions and the advice of the Welsh Government allowed.

To gain assurance in this area we examined a sample of 53 payments in the cash book including all those individually in excess of £3,500, together with a more random sample of every 35<sup>th</sup> cashbook transaction (irrespective of value) plus the regular non-domestic rate payments to Vale of Glamorgan Council. Our test sample totalled £591,721 and equated to 74% of all non-pay related expenditure for the period to 31<sup>st</sup> March 2021.

Supporting information in the form of invoices or other documentation was provided for all the payments in our sample as requested.

Our sample included payments made during the year in respect of Covid-19 support grants. In total £194,096 of such Community Support Grants were paid, as reported in the year-end accounts, made under the Power of Wellbeing, the Local Government Act 1972 and the Local Government Miscellaneous Provisions Act. Out of the total grant payments of £194,096, our audit sampling selected payments totalling £185,046. We understand the grants were authorised under delegated authority by the Chief Officer in agreement with the Group Leaders through the urgent action process, further that a listing of grants awarded was taken to the Sustainable Barry Working Party on 1<sup>st</sup> December 2020 for noting. Further that a report was provided detailing the grants made after round nine of payments and a summary report was taken to the Council's Annual Meeting in May 2021.

For the Community Grants we were provided with a summary spreadsheet listing the grants which balanced to the payments in the cash book. Given the number of grants paid during the year and our necessary remote working arrangement (the Council made some 161 grants during the year) we selected, at our first review, the payment made on 23<sup>rd</sup> October 2020 of £10,095.80 comprising 9 grants and requested supporting evidence in terms of approvals and applications. We were provided with scanned copies of the application forms and copies of emails providing authorisation of the grants. At our second interim review we sample checked a further 35 individual grants totalling £36,851 with officers scanning the application forms to us. For the other grant payments in our overall sample, we relied on the summary spreadsheet record provided by the Deputy Chief Officer analysing the individual grants and balancing to the payments in the cash book.

Our payments review included the Council contribution to the new Community Building. We agreed the amount paid to an invoice from Vale of Glamorgan Council confirming also this was supported by a contractor's invoice and a Surveyor's certificate.

We reviewed the Council's VAT records confirming the amount due for reclaim from HMRC at 31<sup>st</sup> March 2020 was duly reclaimed and recovered. We reviewed also the quarterly VAT reclaims for 2020/21 ensuring the funds were recovered into the Council's accounts and agreed the quarter four amount to the year-end debtors.

### ***Conclusion***

*No matters arise from our review of payments requiring recommendations.*

## **Assessment and Management of Risk**

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks in order to minimise the opportunity for their coming to fruition.

- The Council's overall risk assessment was presented to the Council meeting on the 29<sup>th</sup> September 2020 where it was duly approved. The risk assessment covers a broad range of risks including environmental and service-related risks as well as those pertaining to financial management; and
- We reviewed the Council's insurance policy covering the year, provided by Zurich, which ran until 31<sup>st</sup> March 2021, noting that cover includes:
  - Property insurance
  - Business interruption insurance
  - Public liability cover of £15m
  - Hirer's liability cover of £2m
  - Employer's liability cover of £10m
  - Motor vehicle insurance and
  - Fidelity guarantee cover of £1m

### ***Conclusion***

*No issues arise in this area based on our work. The Council has arrangements for managing risk.*

## **Precept Determination and Budgetary Control**

Our objective here is to ensure that the Council has a robust procedure in place for identifying and approving its future budgetary requirements and the level of precept for the coming financial year: also, that an effective reporting and monitoring process is in place. We also aim to ensure that the Council retains appropriate funds in general and earmarked reserves to finance its ongoing spending plans, whilst retaining appropriate sums to cover any unplanned expenditure that might arise. We note:

- The Council approved its 2021/22 budget and precept at its meeting on 22<sup>nd</sup> February 2021, following preliminary considerations and public consultation. Members

considered key issues, for example the impact of the pandemic and how long community halls might be closed and the impact of changes to the council tax base etc. Members were provided with a detailed budget report analysing income and expenditure by service area and special projects and a summary report highlighting reserve movements;

- Members have been provided with budget monitor reports during the year providing information at a detailed and summary level enabling the Council to monitor the projected outturn position;
- Officers produced an outturn report noting the impact of the Covid-19 pandemic on Council activities and spending. We reviewed variances in spending year on year confirming the reasons; and
- At 31st March 2021 total reserves were £498,807 including earmarked reserves of £89,621 and a general reserve of £409,186. Spending in the year 2020/21 per the income and expenditure account was £1,541,103 including covid-19 related community support grants of £194,096. Total spending was some £128,425 a month. The general reserve therefore represents some 3 months spending which is within the normal range for town councils of 3 to 8 months spending.

### ***Conclusions***

***No issues have been identified in this area of our work this year requiring formal comment or recommendation.***

## **Review of Income**

In considering the Council's income streams, we aim to ensure that robust systems are in place to ensure the identification of all income due to the Council from its various sources; to ensure that income is invoiced in a timely manner and that effective procedures are in place to pursue recovery of any outstanding monies due to the Council.

At the first interim visit we:

- Agreed the first and second instalments of the 2020/21 precept as recorded in the Council's minutes to the amount receipted into the Council's cash book;
- Selected a sample of five burials from the Council's electronic records and confirmed for each that a certificate of cremation/burial was held, that the fee charged agreed to the schedule of rates and that the amount due was recorded in Rialtas for recovery;
- Reviewed the unpaid invoices report on the Council's sales ledger noting there were no significant aged amounts due; and
- Test checked one month's income from the bank to the accounting records.

At the second interim visit we:

- Agreed the third instalment of the 2020/21 precept as recorded in the Council's minutes to the amount receipted into the Council's cash book;
- Confirmed the Council keeps its fees and charges under review;

- Reviewed grant income agreeing the Covid-19 support grant for the Pioneer Hall to supporting documentation;
- Reviewed the unpaid invoices report on the Council's sales ledger noting there were no significant aged amounts due; and
- Test checked one month's income from the bank to the accounting records.

At our final review we:

- Reviewed year end debtors as recorded in the statement of accounts and agreed a further month's income from the bank to the accounting records.

### ***Conclusion***

***No issues arise in this area from our work this year.***

## **Petty Cash and Charge Card Accounts**

Whilst the amounts expended in this area are limited, we are required, as part of the Annual Return certification, to confirm the Council's petty cash accounting controls.

Financial Regulations allow a petty cash float of up to £500 with the requirement to retain vouchers to support payments and for reimbursements from the bank account to maintain the float being separately identified in the schedule approved by Members.

At our first review we sample checked the petty cash payments made in July to supporting vouchers and till receipts. We confirmed the one petty cash reimbursement to maintain the balance made during the financial year at that stage was recorded in the main cash book as a payment. We were unable to verify the physical cash held as the work was done remotely, but we were provided with a copy of the petty cash book showing the current balance confirming records were being maintained.

At our second review we confirmed the petty cash book was reconciled at the end of January 2021 to Rialtas.

### ***Conclusion***

***No issues have been identified in this area of our work requiring formal comment or recommendation.***

## **Salaries and Wages**

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme in relation to employee percentage bandings.

The Council uses the SAGE system to run its payroll with the Deputy Chief Officer maintaining the records. We sample checked the detail of payroll transactions by reference to the August 2020 and January 2021 pay run as recorded on SAGE, specifically:

- The Deputy chief Officer provided a schedule of the establishment including pay points and hours worked. We sample checked for six people the gross pay as recorded in the August 2020 payslips report to the establishment list and the national pay scales;
- We manually reperformed the calculation of PAYE, NI and pension contributions for a sample of staff paid in August and January to provide assurance on the SAGE system;
- We confirmed the payment of net wages and payment of tax and NI to HMRC per the cash book to the Sage reports for August and January; and
- Completed a month on month trend analysis of payroll costs during the year to ensure no unexpected variations occurred.

### ***Conclusions***

*No matters have arisen from our work this year.*

## **Fixed Asset Registers**

The Governance and Accountability Manual requires all Councils to maintain a record of all assets owned.

We have checked the Council's asset register noting that it shows assets at cost for reporting in the Annual Return and that it shows also depreciation and Net Book Value for management purposes, further that it analyses land and buildings, vehicles and equipment and infrastructure and community assets.

We have agreed fixed asset additions for the year as reported in the fixed asset register to the capital expenditure reported in the Council's accounts. Finally, we agreed the fixed asset register to the amount reported in box 12 of the Annual Return. We note the main addition in the year related to the new Community Building, officers confirming it was added to the accounts at cost net of VAT.

### ***Conclusion***

*There are no issues arising in this area to warrant formal comment or recommendation.*

## **Investments and Loans**

Our objectives here are to ensure that the Council is "investing" surplus funds, be they held temporarily or on a longer term basis, in appropriate banking and investment institutions; that an appropriate investment policy is in place; that the Council is obtaining the best rate of return on any such investments made; that interest earned is brought to account correctly and appropriately in the accounting records and that any loan repayments due to or payable by the Council are transacted in accordance with appropriate loan agreements.

At the interim review stage we:

- Agreed the balance on the Council's CCLA account to the third-party statement dated 28<sup>th</sup> February 2021 confirming this was correctly recorded in Rialtas; and
- Agreed the balance of the loan to Purple Shoots to the Loan agreement and confirmed the Council received interest in accordance with the Agreement.

At the final review we:

- Agreed the investment balance on the CCLA account to the third-party statement at 31<sup>st</sup> March 2021;
- Reviewed interest income; and
- Agreed the loans reported in the year-end accounts and AR to the Debt Management Office list of balances.

### ***Conclusion***

***There are no issues arising in this area based on our work.***

## **Statements of Account and Annual Return**

The Annual Return provides the Council's statutory Statements of Account subject to external audit certification. We note also that more detailed Accounts and Supplementary Notes have been prepared by the Council's Deputy Chief Officer (Responsible Finance Officer) for presentation to Members in order to further inform them of the underlying financial performance of the Council and provide comparative information with the previous year.

We have checked and agreed the detail therein from the underlying Rialtas software and other documentation provided and are pleased to note there were no issues identified and we have verified the data provided for transposition into the Annual Return at Page 2.

### ***Conclusions***

***There are no issues arising in this area to warrant formal comment or recommendation and as noted in the preamble to this report, we have signed off the Internal Audit Report within the Annual Return, assigning positive assurances in all relevant areas.***

Rec. No.	Recommendations made during the Interim Audit	Response
<b>Maintenance of Accounting Records &amp; Bank Reconciliations</b>		
R1	Officers should consider emailing monthly bank reconciliations and supporting paperwork to the Chair of Finance and for the Chair to confirm their review by email.	<i>Bank reconciliations are being reviewed regularly and signed off by the Chair of the Finance, Policy and General Purposes Committee.</i>