



**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 AND GENERAL PURPOSES COMMITTEE IS TO BE HELD AT 7.00 PM ON MONDAY, 16 NOVEMBER FOR THE PURPOSE OF TRANSACTING THE BUSINESS SHOWN IN THE AGENDA SET OUT BELOW.

THE MEETING WILL BE HELD ON A REMOTE BASIS IN ACCORDANCE WITH THE PROVISIONS OF THE LOCAL AUTHORITIES (CORONAVIRUS) (MEETINGS) (WALES) REGULATIONS 2020.

Yours faithfully

A handwritten signature in black ink that reads 'Emily Forbes'.

Emily Forbes
Chief Officer

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 27 January 2020
(Pages 2516 - 2520)**
- 5. To receive and note the minutes of the Sustainable Barry Working Party held on 19 October 2020
(Pages 2521 - 2529)**

FINANCIAL REPORTS

- 6. To receive the Schedule of Payments for November 2020
(Pages 2530 - 2535)**
(If Councillors have any queries on the attached please contact the Deputy Chief Officer prior to the meeting)

7. **To receive a Budget Monitoring Report (Pages 2536 - 2539)**
(If Councillors have any queries on the attached please contact the Deputy Chief Officer prior to the meeting)
8. **To discuss the Council's Covid-19 Recovery Fund allocation (Pages 2540 - 2542)**
9. **To receive recommendations from other committees (Pages 2543 - 2552)**
 - a. **Draft Budget 2021/22**
10. **To consider the Draft Budget 2021/22 (To Follow)**

POLICY REPORTS

11. **To review and approve new policy recommendations from other Committees (Pages 2553 - 2563)**
 - i) **Personnel Committee 12 October 2020 – Petitions Policy**
 - ii) **Personnel Committee 12 October 2020 - Pensions and Retirement Policy**
12. **GDPR Update (Verbal)**
13. **Date of Next Meeting**

The date of the next meeting of the Finance, Policy & General Purposes Committee is scheduled for **Monday, 8 February 2021**
14. **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
15. **To discuss the MHT Funding Agreement following a discussion with MHT Trustees on 11 November 2020 (Pages 2564 - 2582)**

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

**MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES
COMMITTEE HELD ON MONDAY, 27 JANUARY 2020 AT 7.00 PM**

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

ALSO PRESENT: Mark Sims – Deputy Chief Officer
Rhian Burns – Administrator

F233. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Wilkinson.

F234. DECLARATIONS OF INTEREST

None were received.

**F235. TO APPROVE THE MINUTES OF THE FINANCE, POLICY &
GENERAL PURPOSES COMMITTEE'S MEETING HELD ON 25
NOVEMBER 2019**

RESOLVED: That the minutes of the Finance, Policy & General Purposes Committee's meeting held on 25 November 2019 be approved and signed as a correct record.

F236. SCHEDULE OF PAYMENTS FOR JANUARY 2020

Members received the schedule of payments for January 2020 consisting of cheque number 2971, direct debits and BACS payments, in the amount of £57,457.93.

Members queried what the uptake of grants for Christmas meals for older people had been in comparison to Christmas 2018. The Deputy Chief Officer advised that whilst there had been a good number of grants awarded the application numbers were down on Christmas 2018.

RESOLVED: That the schedule of payments for January 2020 consisting of cheque number 2971, direct debits and BACS payments, in the amount of £57,457.93 be approved.

F237. BUDGET MONITORING REPORT DECEMBER 2019

Members received a report containing details of the Council's income and expenditure in the 2019/20 financial year as at the end of December 2019.

The Deputy Chief Officer noted that the anticipated fencing replacement at Merthyr Dyfan Cemetery would now take place in the

2020/21 financial year due to the necessity for tree removals to take place before this work could take place.

The Deputy Chief Officer noted that there was an underspend in the salaries budget and advised members of the various reasons for this.

RESOLVED: That the budget monitoring report for December 2019, indicating actual income and expenditure up to the end of month nine in the 2019/20 financial year be received, noting the projected underspend of £38,258 for 2019/20.

F238. GDPR UPDATE

The Deputy Chief Officer noted that a data audit was to be undertaken and that the retention protocols would be updated. He advised that members would be updated once this exercise had been completed.

RESOLVED: That the update be received and noted.

F239. ANNUAL GRANTS REVIEW

Members were requested to review the annual grants process prior to obtaining approval for the launching of the Council's annual grants giving exercise for 2020/21.

Members received the following recommendation from a meeting of the Council's Innovation Working Party held on 17 September 2019;

That the suggestion of 'green' grants be considered by the Finance, Policy and General Purposes Committee during the annual grant review.

Members felt that a sum of £4,300 should be earmarked from the community grants budget for 'green' grants. It was agreed that a working party should be formed to agree the application process for these grants. Members felt that the requirements should not be as rigid as applications may be made from groups which may not necessarily be constituted for example a group of residents applying for plants for a communal garden.

It was noted that the grants procedure should be advertised on the new website.

Councillor Lloyd-Selby queried whether it would be possible to remove that stipulation of meals being provided to older people for the Christmas meals grant. She noted that there were organisations providing Christmas meals to younger people living in poverty who were not able to apply for the grant in its current format. Members agreed that this should be recommended to a meeting of Full Council.

RECOMMENDED: To a meeting of Full Council to be held on Monday 10 February that the Christmas Meals grant is open to all organisations providing Christmas meals to residents of Barry.

RESOLVED:.

1. That £4,300 be set aside from the Community Grants Budget for 'Green Grants'.
2. That a Working Group be formed to take the 'Green Grants' forward.
3. That Councillors Lloyd-Selby, N Hodges and Rowlands be appointed as members of the Working Group.
4. That approval be given to the grants timetable and that officers be given authorisation to proceed with the advertising of the annual grants giving exercise for 2020/21.

F240. RECOMMENDATIONS FROM OTHER COMMITTEES

Personnel Committee 20 January 2020

1. New Maternity, Paternity, Adoption and Shared Leave Policy

Members received a copy of the new Maternity, Paternity, Adoption and Shared Leave Policy which had been recommended by the Personnel Committee at a meeting held on 20 January 2020.

2. New Flexible Working Policy

Members received a copy of the new Flexible Working Policy which had been recommended by the Personnel Committee at a meeting held on 20 January 2020.

RESOLVED:

1. That the new Maternity, Paternity, Adoption and Shared Leave Policy be approved and adopted.
2. That the new Flexible Working Policy be approved and adopted.

F241. DATE OF NEXT MEETING

RESOLVED that the next meeting of the Finance, Policy and General Purposes Committee will be held on Monday, 23 March 2020.

F242. EXCLUSION OF THE 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 are excluded from the remainder of the meeting.

F243. PIONEER HALL

Members received a request for costs to cover the repair to the flat roof and storage room at the Pioneer Hall. The Deputy Chief Officer advised that there were not sufficient funds in the Pioneer Hall budget to cover the entire cost of the quoted repairs. He noted that approximately £1,000 could potentially be found from the existing Pioneer Hall budget and that the remaining balance could be vired from other areas.

Members agreed that the repairs were unavoidable in order that further damage was not incurred due to water ingress.

RESOLVED:

- 1. That the repairs to the Pioneer Hall roof and interior are agreed.**
- 2. That the quote from the first company is agreed in the amount of £3,828.**
- 3. That the Facilities and Cemeteries Manger be given delegated authority to make arrangements for the repairs.**
- 4. That as much of the quoted fee as possible is found within the Pioneer Hall budget.**
- 5. That the remaining cost is vired from other areas.**

The meeting closed at 7.36pm.

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

FOR INFORMATION ONLY

ACTION SHEET - FINANCE, POLICY & GENERAL PURPOSES COMMITTEE - 27 JANUARY 2020

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
F 239	RECOMMENDED: To a meeting of Full Council to be held on Monday 10 February that the Christmas Meals grant is open to all organisations providing Christmas meals to residents of Barry.	DCO	10.02.20	Recommendation for members to consider
F 239 (1)	That £4,300 be set aside from the Community Grants Budget for 'Green Grants'.	DCO	01.04.20	Completed
F 239 (2)	That a Working Group be formed to take the 'Green Grants' forward.	DCO	March / April 2020	Completed
F 239 (3)	That Councillors Lloyd-Selby, N Hodges and Rowlands be appointed as members of the Working Group.	DCO	March / April 2020	Completed
F 239 (4)	That approval be given to the grants timetable and that officers be given authorisation to proceed with the advertising of the annual grants giving exercise for 2020/21.	DCO	11.02.20	Completed
F 240 (1)	That the new Maternity, Paternity, Adoption and Shared Leave Policy be approved and adopted.	CO	30.01.20	Completed
F 240 (2)	That the new Flexible Working Policy be approved and adopted.	CO	30.01.20	Completed
F 243 (2)	That the quote from the first company is agreed.	DCO & FCM	30.01.20	Completed
F 243 (3)	That the Facilities and Cemeteries Manger be given delegated authority to make arrangements for the repairs.	FCM	30.01.20	Completed
F 243 (4)	That as much of the quoted fee as possible is found within the Pioneer Hall budget.	DCO & FCM	30.01.20	Completed
F 243 (5)	That the remaining cost is vired from other areas.	DCO & FCM	30.01.20	Completed

BARRY TOWN COUNCIL

DRAFT MINUTES OF A MEETING OF THE SUSTAINABLE BARRY WORKING GROUP HELD ON MONDAY 19 OCTOBER 2020 AT 6PM

PRESENT: Councillor Clarke (Chairperson) together with Councillors S Hodges, Lloyd-Selby and Drake.

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

35. **APOLOGIES FOR ASBSENCE**

Apologies were received from Councillors Rowlands and Payne.

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

None were received.

37. **COVID-19 Recovery Fund Update**

The Chief Officer provided members with an update in relation to the COVID-19 Recovery Fund and advised that £112,000 had currently been allocated for Community Organisations and Local Traders. It was noted that the COVID-19 Recovery Fund is to be reviewed at a meeting of Full Council on 8 December 2020 to request additional funding due to its success.

The Chief Officer confirmed that a budget of £5,000 had been allocated for the purchase of Shop Local, Love Barry and Barry Making Waves bunting to be displayed in the shopping areas which will replace the Christmas lights after they are taken down. Members were happy with this recommendation and requested to include the new Vale Town Centres PR campaign of Shop Safe to be included in the bunting logos.

Councillor S Hodges noted that it was disappointing that this recommendation had taken so long to be approved, but it made sense to put this up after the Christmas lights and was happy that the project it is now moving forward. She also noted her concern that the bunting would need to be of sufficient quality to last throughout the year and queried what the turnaround for this bunting to be produced and installed would be.

The Chief Officer advised that she had spoken to the Vale of Glamorgan Council and that the bunting would need to be A3 size. She also advised that there would be no need for a graphic designer as the logos would be taken from

the designs of Shop Local, Love Barry and the Vale's Shop Safe. This means the turn-around for producing the bunting would be quicker once a local supplier had been sourced. The Chief Officer will seek a local provider that can produce the bunting at the required size and that it be produced with a weather durable material.

The Chair requested an update on the suggestion raised at the last Sustainable Barry Working Party committee meeting in regards to a marquee being purchased for the Holton Road shopping area.

The Chief Officer advised members that markets and events during the Christmas period have all been cancelled around Barry and the Vale, and purchasing a marquee for a similar reason would be very unlikely due to its use being designated as an outdoor event.

Further to recent suggestions made, the Chief Officer suggested that Christmas music could be played throughout both Holton Road and High Street shopping areas to provide shoppers a Christmas feel whilst shopping during the Christmas Period with the Covid-19 restrictions in place. Members were advised that this could be delivered by local supplier JPL Sound who are providing a quote for High Street. Responses from the committee were encouraged.

Councillor Lloyd-Selby agreed that the Christmas music would be good for an atmosphere, but was also concerned for the residents around both Holton Road and High Street in terms of noise disturbance.

Councillor S Hodges was in agreement with Councillor Lloyd-Selby in regards to the local residents in these areas, as there are residents above and close to the shops. Councillor S Hodges requested that other ways are explored to provide Christmas music to the shops in both Holton Road and High Street.

The Chief Officer noted that local radio station Bro Radio have suggested that they could broadcast their Christmas show, which would be more content, interviews and music and suggested this topic could be discussed at the next Shop Local Advisory Group meeting scheduled to be held on 22 October 2020.

Councillor Perkes requested confirmation in relation to a music licence and if it would be included in the quote given to the Town Council or would the quote be for equipment only. Councillor Perkes also suggested providing the music on a Saturday throughout these areas, instead of a continuous loop for the whole week as the music everyday would be too much noise for the residents in the area.

Councillor Lloyd-Selby agreed with the suggestion made by Councillor Perkes and requested that playing the Christmas music at certain times and on certain days be explored so that the impact on local residents are kept to a minimum

The Chief Officer advised members that Holton Road traders seemed happy with the suggestion of Christmas music being played within the shopping area

and that the quotation requested from JPL would include the installation and removal of the equipment provided.

Councillor Johnson commented that whilst playing Christmas music would provide a great shopping environment having it played continuously for 8 weeks would be too long. He also advised that providing a marquee would help local shoppers whilst they wait to gain access to shops during the colder months and people would be less likely to wait in winter conditions.

Councillor Perkes was in agreement with Councillor Johnson advising that the marquee would be for people queuing and not used for shopping/market stalls.

Councillor Lloyd-Selby asked members to consider the effect on elderly people who would be unable to stand out in the cold and rely on local shops during the Christmas period. She also suggested contacting Age Concern to explore options for the elderly.

Councillor Lloyd-Selby suggested a ticketing system for traders to provide shoppers and suggested that this would help with queuing. She also suggested exploring coverings along Holton Road and High Street instead of a marquee and the provision of portable heating to help encourage local residents to shop in Holton Road and High Street areas instead of shopping online.

The Chair asked if all members were in agreement with putting these suggestions forward to the Shop Local Advisory Group and also the Vale of Glamorgan Council for consideration.

RECOMMENDATION:

- 1. That a recommendation is made to the Shop Local Advisory Committee in relation to playing Christmas music on Holton Road and High Street during the Christmas period for consideration**
- 2. That a recommendation is made to the Shop Local Advisory Group to review the suggestion of a marquee / covering for local shoppers whilst queuing in both Holton Road and High Street shopping areas due to the restrictions imposed due to the effects of Covid-19.**
- 3. That the Chief Officer explores the option of using a local supplier to produce the Shop Local bunting using a durable, weatherproof material.**

38. VALE TOWN CENTRE PR CAMPAIGN UPDATE

The Chief Officer suggested to members that both agenda items 6 and 7 be discussed at the same time as they were linked. The Chief Officer noted that as well as the Town Council's Shop Local and Love Barry campaign at a local level, there had been the launch of a Vale PR Campaign to increase awareness

of shopping locally and that the Vale of Glamorgan have released tool kits for promotion and also kits to local traders with the 'Shop Safe' logo.

The Chief Officer also advised members that the Welsh Government's Transforming Towns Campaign is also trying to raise awareness of local amenities and local shopping in certain towns across Wales including Barry. The Welsh Government is delivering this through the TRI Funding of £400,000 (allocated to the VOG Council) to help local towns across Wales.

With all these campaigns happening the Council needs to be careful on how to promote them to the town and people, clarity is required in local, regional and national projects as the marketing and messaging can be confusing to the public. B

It was noted by members that Barry Town Council has provided a lot for the town and councillors did not want it to swamp the local community with all the campaigns going forward, as Barry has been further ahead with promoting local delivery and traders and councillors felt that we need to reduce any duplications from other campaigns.

Councillor S Hodges noted that the Shop Local scheme seemed to be duplicated without even engaging with Barry Town Council prior to roll out, which seemed to result in them having a generic outcome. Councillor S Hodges put forward that the money would be better spent if it was provided to local Councils also noting that a Shop Local campaign was better delivered at a hyper local level.

Councillor Lloyd-Selby suggested going back to the Vale of Glamorgan Council to make a proposal on how Barry Town Council would use the money from the £400,000 Welsh Government TRI Funding, which they could then use as a template for other local Councils going forward.

Councillor Perkes also requested to report back to the Vale of Glamorgan Council suggesting that the money be allocated to Shop Local, suggesting that all Councils be kept updated to enable them to know exactly what and how the others are doing.

The Chair concluded that there seems to be too many people doing similar projects and wanted to know the likelihood of the Vale of Glamorgan Council providing Shop Local with the money.

The Chief Officer advised that it would be very unlikely that the money would be put towards Shop Local, with the Urban design ideas and Parklets already being suggested for the money to be used for. The Chief Officer confirmed she would compose an email to send with the ideas suggested in the meeting and also re-make the suggestion of using market huts /beach huts on the Square to help the local traders with restrictions in place.

Councillor Johnson commented that the Jam Jar survey seemed to duplicate work already being undertaken by Shop Local. He stated that the funding and

campaigns would work better being hyperlocal, focusing on each Town Council's needs. Councillor Johnson agreed with emailing both the Vale of Glamorgan Council and Welsh Government to suggest that the funding is given to local Councils. Councillor Johnson also requested information regarding the closed shops asking why are they closed and what could be done to help reopen them.

Councillor S Hodges stated that the ideas suggested at the Barry Sense of Place meeting of Parklets, benches and potted plants would not be well received by the local community and that the provision of a marquee for customers to use during the colder Christmas shopping months would be better received by Barry residents.

Councillor Drake agreed with Councillor S Hodges that the Parklet suggestion in the Barry Sense of Place meeting would not be a good idea for the local community

The Chief Officer noted that the Vale are not ruling any ideas out but already have an Urban designer for the project and are currently consulting on ideas. The Chief Officer advised that she would send an email with all the points raised in this meeting

Councillor Lloyd-Selby asked if the Town Council knew who owned the shops that are currently closed on Holton Road or if the Vale of Glamorgan Council knew who the landlords were. Councillor Lloyd-Selby also added the question as to whether the landlords would be willing to have conversations regarding opening to help start-ups or be sympathetic with leases to help fill the empty shops.

The Chair noted that this suggestion could help regenerate Holton Road and was grateful to the Chief Officer for trying to retrieve additional funding from the Vale.

RESOLVED:

- 1. That the Chief Officer write to the Vale of Glamorgan Council setting out the group's feedback re: Transforming Towns funding and Vale PR campaign and Town Council priorities; inclusive of seeking enquires as to if the landlords of the current shops closed on Holton Road are willing to discuss helping start-ups in the area, or the potential of a more sympathetic approach to the leases which could help with regenerating Holton Road.**
- 2. That the Chief Officer forward suggestions from the group to the Vale of Glamorgan Council for marquee/coverings for shoppers, market huts or beach huts on the Square, or canopies/ chairs and portable heaters for customers waiting to access the shops during the winter period.**

39. TRANSFORMING TOWNS UPDATE (WELSH GOVERNMENT)

This item was discussed at agenda item 6

40. CORPORATE PLAN PRIORITIES

At the Annual Meeting of Council it was agreed that the Corporate Plan priorities needed to be reviewed and that the Sustainable Barry Working Group would take forward this task. Members were provided with an update from the Chief Officer outlining how the workforce has managed during these difficult times and noting it will continue to be a pressured environment going forward. The Chief Officer stated that the workforce has been working well over the past 6 months and that there had been increased anxiety amongst some members of staff on returning to the office after working from home and absences. The Chief Officer proposed a short list of priorities that the Council needs to now focus on, these included Prosperous Barry with the Shop Local Funding; Digital Inclusion and maintaining access to harder to reach residents; MHT meeting with trustees to explore maximising the usage and space; the Heritage Project which was put on hold and funding needed to be explored for the next financial year; Arts Central Space which needs to be looked at in regards to consultation or progress; Cemetery Approach Community Hall has some outstanding items to be addressed and the potential of a new staff network meeting with shared learning to help with all staff and their mental health and wellbeing.

Councillor S Hodges agreed that this had been an unusual time with nothing to compare it to, and also noted that the Heritage Project would be a huge investment for the town and suggested a loan or look into other avenues to help this project along.

The Chief Officer stated that all mental health and wellbeing training would be virtual and welcomed any ideas that members may have. The Chief Officer suggested that the Council apply for a Public Works Board Loan to help with the Heritage Project and stated the importance of finishing the projects that have already started.

Councillor Johnson agreed with Councillor S Hodges and was enthused by the suggestion made regarding the Heritage Project. Councillor Johnson also advised that the Council needed to let the town know that the Council is working on projects and advertise the progress.

Councillor Perkes advised that the Heritage Project would show that Barry Town Council has confidence in the Town Centre and that it supports its future. The Chief Officer also clarified if a workshops / away day was still required; Councillor Johnson suggested the possibility of a virtual away day in order to look at the wider Corporate plan and priorities and engage all councillors.

RESOLVED:

- 1. That the list of priorities set out in the report are agreed and form the basis of a Workshop with Councillors.**
- 2. That the Chief Officer explores other possible options for funding the Heritage Project such as Public Works Board Loan.**
- 3. That the Chief Officer explores virtual away days and mental health and wellbeing training for staff and Councillors.**

Meeting closed at 7 pm.

Signed.....(Chairperson) Dated

FOR INFORMATION ONLY

ACTION SHEET - SUSTAINABLE BARRY WORKING PARTY - 19 OCTOBER 2020

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
37 (1)	That a recommendation is made to the Shop Local Advisory Committee in relation to playing Christmas music on Holton Road and High Street during the Christmas period for consideration.	CO	22.10.20	Completed
37 (2)	That a recommendation is made to the Shop Local Advisory Group to review the suggestion of a marquee / covering for local shoppers whilst queuing in both Holton Road and High Street shopping areas due to the restrictions imposed due to the effects of Covid-19.	CO	22.10.20	Completed
37 (3)	That the Chief Officer explores the option of using a local supplier to produce the Shop Local bunting using durable, weatherproof material.	CO	9.11.20	Completed
38 (1)	That the Chief Officer write to the Vale of Glamorgan Council setting out the groups feedback re: Transforming Towns funding and Vale PR campaign and Town Council priorities; inclusive of seeking enquires as to if the landlords of the current shops closed on Holton Road are willing to discuss helping start-ups in the area, or the potential of a more sympathetic approach to the leases which could help with regenerating Holton Road.	CO	20.10.20	Completed
38 (2)	That the Chief Officer forward suggestions from the group to the Vale of Glamorgan Council for marquee/coverings for shoppers, market huts or beach huts on the Square, or canopies/chairs and portable heaters for customers waiting to access the shops during the winter period.	CO	20.10.20	Completed
40 (1)	That the list of priorities set out in the report are agreed and form the basis of a Workshop with Councillors.	CO	19.10.20	Completed
40 (2)	That the Chief Officer explores other possible options for funding the Heritage Project such as Public Works Board Loan.	CO	New Year	not started

40 (3)	That the Chief Officer explores virtual away days and mental health and weelbeing training for staff and Councillors.	CO	New Year	In progress
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FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	16 NOVEMBER 2020	AGENDA ITEM: 6
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SCHEDULE OF PAYMENTS FOR NOVEMBER 2020

Report Author

Mark Sims, Deputy Chief Officer

Attached: A. Schedule of Payments of Accounts for November 2020
(5 pages)

Purpose of Report

To provide members with the schedule of payments for November 2020 consisting of direct debits and BACS payments, in the amount of £40,374.69 that is attached on the following pages.

Background Information

Financial Regulation 5.2 states “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.”

The schedule of payments for November 2020 consisting of direct debits and BACS payments, in the amount of £40,374.69 is attached for approval.

Recommendation

Members are requested to approve the schedule of payments for November 2020 consisting of direct debits and BACS payments, in the amount of £40,374.69 that is attached on the following pages.

Schedule of Payments of Accounts For November 2020

<u>Chq No.</u>	<u>Supplier</u>	<u>Description</u>	<u>Net</u>	<u>Vat</u>	<u>Price (£)</u>	<u>Posted To</u>
BACS	Vale Plumbing	Supply and fit new oversink electric handwash	105.00	0.00	105.00	Cemetery/Property Maintenance
BACS	Digital Systems Ltd	Photocopier copy charges 31.08.20 - 30.09.20	16.95	3.39	20.34	M&S/Photocopier
BACS	Happy Emboidery	Two sweatshirts and three t-shirts	60.00	12.00	72.00	Cemetery/PPE
BACS	Employee No. 008	Mileage claim for August and September 2020	20.20	0.60	20.80	M&S/Officers Travel
BACS	Employee No. 013	Mileage claim for September 2020	61.86	1.84	63.70	Cemetery/Covid-19 Expenditure
BACS	Employee No. 052	Mileage claim for September 2020	53.02	1.58	54.60	Cemetery/Covid-19 Expenditure
BACS	Employee No. 014	Mileage claim for September 2020	17.04	0.51	17.55	Cemetery/Covid-19 Expenditure
BACS	Tom Collins Design	A5 booklet	350.00	0.00	350.00	Corporate/Comm Engagement
BACS	West Quay Medical Cen	Medical report fee	89.50	0.00	89.50	M&S/Professional Fees
BACS	Newhall Janitorial	Three boxes of black sacks	29.10	5.82	34.92	Cemetery/Cleaning
BACS	Newhall Janitorial	Fifteen packs of Clinell antibacterial wipes	81.30	16.26	97.56	Cemetery/Covid-19 Expenditure
BACS	Hi Communication	Shop Local social media management September 2020	400.00	0.00	400.00	Corporate/Shop Local
BACS	Vale of Glamorgan Council	Removal of wasps nest 09.09.20	41.67	8.33	50.00	Cemetery/Property Maintenance
BACS	Teleshore UK Ltd	On site PUWER inspection of shoring equipment	289.80	57.96	347.76	Cemetery/Equipment Maint
BACS	GCSSC Ltd	Mobile Lock Up Patrols at Cemetery 1st - 31st August 2020	435.60	87.12	522.72	Cemetery/Covid-19 Expenditure
BACS	JPL Sound	Sound system hire for Council meeting 28 September 2020	500.00	100.00	600.00	M&S/Property Maintenance
DD	Screwfix	Pair of safety boots	29.16	0.83	29.99	Cemetery/PPE
DD	British Gas Plc	Electricity supply for Pioneer 01.08.20 - 31.08.20	70.08	3.50	73.58	Pioneer/Electricity
DD	British Gas Plc	Electricity supply for Cemetery 28.07.20 - 31.08.20	83.53	4.17	87.70	Cemetery/Electricity
DD	Pitney Bowes Ltd	Lease payment for franking machine	111.19	22.24	133.43	M&S/Equipment
DD	Lloyds Bank	Lloyds Commerical Banking Charges August 2020	24.80	0.00	24.80	M&S/Bank Charges
DD	Lloyds Bank Cardnet	Cardnet service charges August 2020	4.79	0.00	4.79	M&S/Bank Charges
DD	Virgin Media	Broadband service for September 2020	32.00	6.40	38.40	Pioneer/Broadband
DD	Virgin Media	Alarm line rental and calls for September 2020	19.29	3.86	23.15	Pioneer Hall/Alarm Line
DD	BP Direct Fuels	Fuel for cemetery mowers and vehicles	96.83	19.36	116.19	Cemetery/Fuel
DD	Viking Direct Plc	A5 pads, Laminating pouches, 2021 Diary	38.25	7.65	45.90	M&S/Stationery
DD	Nisbets	Jantex Centre Feed Roll	46.94	9.38	56.32	Cemetery/Covid-19 Expenditure
DD	Vale of Glamorgan Council	Non domestic rates demand for Cemetery Office - October	36.00	0.00	36.00	Cemetery/Rates
DD	Vale of Glamorgan Council	Non domestic rates demand for Cemetery - October	896.00	0.00	896.00	Cemetery/Rates

Schedule of Payments of Accounts For November 2020

<u>Chq No.</u>	<u>Supplier</u>	<u>Description</u>	<u>Net</u>	<u>Vat</u>	<u>Price (£)</u>	<u>Posted To</u>
DD	Vale of Glamorgan Council	Non domestic rates demand for Pioneer Hall - October	177.00	0.00	177.00	Pioneer/Rates
BACS	Mallows Beauty	Two hundred x Mallows antibacterial hand rub 100ml	320.00	64.00	384.00	Cemetery/Covid-19 Expenditure
BACS	Employee No. 001	WFH allowance for August 2020	26.00	0.00	26.00	M&S/Covid-19 Expenditure
BACS	Employee No. 008	WFH allowance for August 2020	26.00	0.00	26.00	M&S/Covid-19 Expenditure
BACS	Employee No. 185	WFH allowance for August 2020	26.00	0.00	26.00	M&S/Covid-19 Expenditure
BACS	Employee No. 158	WFH allowance for August 2020	26.00	0.00	26.00	M&S/Covid-19 Expenditure
BACS	Employee No. 162	WFH allowance for August 2020	26.00	0.00	26.00	M&S/Covid-19 Expenditure
BACS	Employee No. 156	WFH allowance for August 2020	26.00	0.00	26.00	M&S/Covid-19 Expenditure
BACS	Employee No. 190	WFH allowance for August 2020	26.00	0.00	26.00	M&S/Covid-19 Expenditure
BACS	Employee No. 188	WFH allowance for August 2020	15.60	0.00	15.60	M&S/Covid-19 Expenditure
BACS	Employee No. 001	WFH allowance for September 2020	26.00	0.00	26.00	M&S/Covid-19 Expenditure
BACS	Employee No. 008	WFH allowance for September 2020	26.00	0.00	26.00	M&S/Covid-19 Expenditure
BACS	Employee No. 185	WFH allowance for September 2020	26.00	0.00	26.00	M&S/Covid-19 Expenditure
BACS	Employee No. 158	WFH allowance for September 2020	26.00	0.00	26.00	M&S/Covid-19 Expenditure
BACS	Employee No. 162	WFH allowance for September 2020	26.00	0.00	26.00	M&S/Covid-19 Expenditure
BACS	Employee No. 156	WFH allowance for September 2020	26.00	0.00	26.00	M&S/Covid-19 Expenditure
BACS	Employee No. 190	WFH allowance for September 2020	26.00	0.00	26.00	M&S/Covid-19 Expenditure
BACS	Employee No. 188	WFH allowance for September 2020	15.60	0.00	15.60	M&S/Covid-19 Expenditure
BACS	Tip Top Toilets Ltd	Hire of Portaloo (01.09.20 - 31.09.20)	94.29	18.86	113.15	Porthkerry/Property Maint
BACS	Ran Hire and Sales Ltd	Strimmer line	38.32	7.66	45.98	Cemetery/Equipment Maint
BACS	Ran Hire and Sales Ltd	Hire of excavator at Porthkerry Cemetery 08/09/20	100.00	20.00	120.00	Porthkerry/Property Maint
BACS	Ran Hire and Sales Ltd	Hire of excavator at Porthkerry Cemetery 10/09/20	100.00	20.00	120.00	Porthkerry/Property Maint
BACS	Ran Hire and Sales Ltd	Hire of excavator at Porthkerry Cemetery 21/09/20	100.00	20.00	120.00	Porthkerry/Property Maint
BACS	Ran Hire and Sales Ltd	Hire of excavator at Porthkerry Cemetery 22/09/20	100.00	20.00	120.00	Porthkerry/Property Maint
BACS	David Evans Agriculture	Replace blades and PTO belts on Kubota G2160	417.02	83.41	500.43	Cemetery/Equipment Maint
BACS	David Evans Agriculture	Fit new axle beam to Kubota G2160	579.09	115.81	694.90	Cemetery/Equipment Maint
BACS	David Evans Agriculture	Remove old hitch and fit new hitch to JCB excavator	1,070.00	214.00	1,284.00	Cemetery/Equipment Maint
BACS	Green Circle	Twenty tonne screened soil grade 1	600.00	120.00	720.00	Cemetery/Property Maintenance
BACS	Green Circle	Granular sub base	300.97	60.19	361.16	Cemetery/Property Maintenance

Schedule of Payments of Accounts For November 2020

<u>Chq No.</u>	<u>Supplier</u>	<u>Description</u>	<u>Net</u>	<u>Vat</u>	<u>Price (£)</u>	<u>Posted To</u>
BACS	T Jones	Welsh translation service	316.10	0.00	316.10	M&S/Welsh Translation Service
BACS	Consortium	Forty eight folding chairs and fourteen tables	3,496.56	699.32	4,195.88	CA Building/Equipment
DD	Sage UK Ltd	Sage Payroll maintenance cover 01.06.20 - 30.06.20	85.50	17.10	102.60	M&S/Equipment Maint
DD	British Gas Plc	Electricity supply for Cemetery 22.08.20 - 21.09.20	70.98	3.54	74.52	Cemetery/Electricity
DD	Screwfix	Pair of Site Slate Chukka boot	21.16	0.83	21.99	Cemetery/PPE
DD	BP Direct Fuels	Fuel for cemetery mowers and vehicles	96.04	19.21	115.25	Cemetery/Fuel
DD	BT plc	BT Business Broadband internet 01.07.20 - 30.09.20	73.20	14.64	87.84	Cemetery/Broadband
DD	BT plc	Telephone line and calls for cemetery 01.07.20 - 30.09.20	68.61	13.72	82.33	Cemetery/Telephone
BACS	High Speed Training	Six E-Learning courses for new cemetery trainee	155.00	31.00	186.00	Corporate/Staff Training
BACS	SLCC Enterprises Ltd	SLCC Virtual National Conferene 12-16 October 2020	25.00	5.00	30.00	Corporate/Staff Training
BACS	Employee No. 001	WFH allowance for October 2020	26.00	0.00	26.00	M&S/Covid-19 Expenditure
BACS	Employee No. 008	WFH allowance for October 2020	26.00	0.00	26.00	M&S/Covid-19 Expenditure
BACS	Employee No. 185	WFH allowance for October 2020	26.00	0.00	26.00	M&S/Covid-19 Expenditure
BACS	Employee No. 158	WFH allowance for October 2020	26.00	0.00	26.00	M&S/Covid-19 Expenditure
BACS	Employee No. 162	WFH allowance for October 2020	26.00	0.00	26.00	M&S/Covid-19 Expenditure
BACS	Employee No. 156	WFH allowance for October 2020	26.00	0.00	26.00	M&S/Covid-19 Expenditure
BACS	Employee No. 190	WFH allowance for October 2020	26.00	0.00	26.00	M&S/Covid-19 Expenditure
BACS	Employee No. 188	WFH allowance for October 2020	15.60	0.00	15.60	M&S/Covid-19 Expenditure
BACS	Memo Arts Centre	Archive storage space August - October 2020	1,314.00	262.80	1,576.80	M&S/Rent
BACS	ICCM	Attendance at ICCM training course - Sexton Duties	80.00	16.00	96.00	Corporate/Staff Training
BACS	GCSSC Ltd	Mobile Lock Up Patrols at Cemetery 01.09.20 - 30.09.20	435.60	87.12	522.72	Cemetery/Covid-19 Expenditure
BACS	JV Tree	Consultation costs for attending Council meeting	175.00	35.00	210.00	Cemetery/Treework
BACS	JV Tree	Arboricultural report for Council meeting	180.00	36.00	216.00	Cemetery/Treework
BACS	Microshade Business Con	Citrix hosting service & Microsoft office for October 2020	587.15	117.43	704.58	M&S/Microshade Citrix
BACS	Masons Moving Group	Storage charge for one container for October 2020	28.44	4.87	33.31	M&S/Property Maintenance
BACS	SLCC Enterprises Ltd	Annual Membership Fee for EF	525.00	0.00	525.00	M&S/Professional Fees
BACS	One Voice Wales	Professional fees for undertaking grievance investigation	1,958.10	0.00	1,958.10	M&S/Professional Fees
DD	Datakom	Telephone line & calls for 01446 738663 October 2020	72.49	14.50	86.99	M&S/Telephone
DD	Datakom	Broadband internet for October 2020	239.00	47.80	286.80	M&S/Broadband Internet

Schedule of Payments of Accounts For November 2020

<u>Chg No.</u>	<u>Supplier</u>	<u>Description</u>	<u>Net</u>	<u>Vat</u>	<u>Price (£)</u>	<u>Posted To</u>
DD	Sage UK Ltd	Sage Payroll maintenance cover 01.10.20 - 31.10.20	85.50	17.10	102.60	M&S/Equipment Maint
BACS	O Jones	Electrical installation upgrade to cemetery lodge	1,180.00	0.00	1,180.00	Cemetery/Property Maintenance
BACS	Digital Systems Ltd	Photocopier copy charges 30.09.20 - 31.10.20	22.58	4.52	27.10	M&S/Photocopier
BACS	Dragon Fire and Security	Rectify fault on cemetery workshop intruder alarm	90.00	18.00	108.00	Cemetery/Property Maintenance
BACS	Hi Communication	Shop Local social media management October 2020	400.00	0.00	400.00	Corporate/Shop Local
BACS	Hi Speed Training	Covid-19 Eentials & Manual Handling E-Learning x 11	562.50	112.50	675.00	Corporate/Staff Training
BACS	Employee No. 185	Mileage claim for Septgember and October 2020	46.08	1.37	47.45	M&S/Officers Travel
BACS	Tip Top Toilets Ltd	Hire of Portaloo (01.10.20 - 31.10.20)	97.43	19.49	116.92	Porthkerry/Property Maint
BACS	Newhall Janitorial	Box of One hundred wheelie bin liners	8.65	1.73	10.38	Cemetery/Cleaning
BACS	Newhall Janitorial	Fifteen packs of Clinell antibacterial wipes	81.30	16.26	97.56	Cemetery/Covid-19 Expenditure
BACS	S&G Air Conditioning	Maintenance contract for air conditioner units	380.00	76.00	456.00	Cemetery/Property Maintenance
BACS	S&G Air Conditioning	Supply and install 5kW Mitsubishi Split A/C system	1,730.00	346.00	2,076.00	Cemetery/Property Maintenance
BACS	Celtic Flag	Two Town Council flags	306.00	61.20	367.20	Cemetery/Equipment
DD	Biffa Waste Services Ltd	Skip Rental 22.08.20 to 25.09.20	343.03	68.61	411.64	Cemetery/Property Maintenance
DD	Screwfix	Three pairs safety trousers and one pair of Wellingtons	52.47	7.49	59.96	Cemetery/PPE
DD	Screwfix	Thirty pairs Site Palm dip gloves	31.25	6.25	37.50	Cemetery/PPE
DD	Screwfix	Thirty pairs builders gloves	33.50	6.70	40.20	Cemetery/PPE
DD	Screwfix	Two padlocks	54.98	11.00	65.98	Cemetery/Property Maintenance
DD	Screwfix	Credit note for three pairs safety trousers	-37.48	-7.49	44.97	Cemetery/PPE
DD	Screwfix	Three pairs safety trousers, Hi-vis jacket & safety boots	93.30	11.65	104.95	Cemetery/PPE
DD	Screwfix	Safety helmet	15.99	0.00	15.99	Cemetery/PPE
DD	British Gas Plc	Credit for Electricity supply for Cemetery 28.07.20 - 31.08.20	-83.53	-4.17	87.70	Cemetery/Electricity
DD	British Gas Plc	Electricity supply for Cemetery 28.07.20 - 31.08.20	46.51	2.32	48.83	Cemetery/Electricity
DD	British Gas Plc	Electricity supply for Cemetery 01.09.20 - 28.09.20	38.87	1.94	40.81	Cemetery/Electricity
DD	BP Direct Fuels	Fuel for cemetery mowers and vehicles	44.35	8.87	53.22	Cemetery/Fuel
DD	BP Direct Fuels	Fuel for cemetery mowers and vehicles	68.62	13.73	82.35	Cemetery/Fuel
BACS	Certas Energy Ltd	Six hundred and one litres red diesel	420.40	21.02	441.42	Cemetery/Fuel
DD	BT plc	Telephone line and calls for cemetery 01.10.20 - 31.12.20	78.79	15.76	94.55	Cemetery/Telephone
DD	Cariad Cool Water	FMAX C/C Water Cooler rental and sanitisation fee	54.09	10.82	64.91	M&S/Equipment

Schedule of Payments of Accounts For November 2020

<u>Chq No.</u>	<u>Supplier</u>	<u>Description</u>	<u>Net</u>	<u>Vat</u>	<u>Price (£)</u>	<u>Posted To</u>
DD	Vodafone	Monthly rental of four mobile phones & calls for October 2	63.43	12.71	76.14	M&S/Telephone
DD	Vodafone	Monthly rental of mobile WI-Fi for October 2020	37.00	7.42	44.42	CA Building/Broadband Internet
BACS	Masons Moving Group	Storage charge for one container for November 2020	27.52	4.71	32.23	M&S/Property Maintenance
BACS	D Garner	New fence at cemetery lodge	1,600.00	0.00	1,600.00	Cemetery/Property Maintenance
DD	Sage UK Ltd	Sage Payroll maintenance cover 01.10.20 - 30.11.20	85.50	17.10	102.60	M&S/Equipment Maint
BACS	Vision ICT	Annual hosting fee for photocopier email account	16.50	3.30	19.80	M&S/Photocopier
BACS	Microshade Business Con	Citrix hosting service & Microsoft office for November 202	587.15	117.43	704.58	M&S/Microshade Citrix
BACS	Memo Arts Centre	Archive storage space November and December 2020	876.00	175.20	1,051.20	M&S/Rent
BACS	Memo Arts Centre	Archive storage space April - July 2020	1,752.00	350.40	2,102.40	M&S/Rent
BACS	David Evans Agriculture	Fit beacon to JCB excavator	254.66	50.90	305.56	Cemetery/Equipment Maint
BACS	David Evans Agriculture	Four x FS360 strimmers	2,008.00	401.60	2,409.60	Cemetery/Equipment
BACS	David Evans Agriculture	Three x RM4 RT Lawnmowers	1,338.00	267.60	1,605.60	Cemetery/Equipment
BACS	Hi Speed Training	Minute Taking E-Learning Course	40.00	8.00	48.00	Corporate/Staff Training
BACS	MemSafe	Memorial Inspection training	450.00	90.00	540.00	Corporate/Staff Training
DD	Datakom	Telephone line & calls for 01446 738663 November 2020	39.99	8.00	47.99	M&S/Telephone
DD	Datakom	Broadband internet for November 2020	239.00	47.80	286.80	M&S/Broadband Internet
DD	Vale of Glamorgan Counc	Non domestic rates demand for Cemetery Office - Novem	36.00	0.00	36.00	Cemetery/Rates
DD	Vale of Glamorgan Counc	Non domestic rates demand for Cemetery - November	896.00	0.00	896.00	Cemetery/Rates
DD	Vale of Glamorgan Counc	Non domestic rates demand for Pioneer Hall - November	177.00	0.00	177.00	Pioneer/Rates
Total For This Period			35,401.25	4,973.44	40,374.69	
Total For Previous Periods			252,162.93	15,088.21	267,251.14	
Total to 16 November 2020			287,564.18	20,061.65	307,625.84	

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	16 NOVEMBER 2020	AGENDA ITEM: 7
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BUDGET MONITORING REPORT 31 OCTOBER 2020

Report Author

Mark Sims, Deputy Chief Officer

Attached: A. Budget Monitoring Report October 2020 (2 pages)
B. Projected Reserves at 31 March 2020 (as at 31 October 2020) (1 page)

Purpose of Report

To inform members about the Council's income and expenditure in the 2020/21 financial year as at the end of October 2020.

Background Information

On the following pages is the budget monitoring report October 2020, indicating actual income and expenditure up to the end of month seven in the 2020/21 financial year. In addition, the projected out turn for the current financial year is provided highlighting anticipated overspends and under-spends on various budget headings currently projecting a net overspend of **£108,277** that will result in a net amount of £212,392 being transferred from reserves rather than an amount of £23,615 in the original budget for 2020/21.

Members are requested to note the following items that form a major part of the variance in funds being transferred from reserves.

New money from General Reserve re Covid-19 Recovery Fund	£80,500
Cemetery Approach Building (Previous Year in Acquisition Reserve)	£35,749
Cemetery Approach Building F&F (Previous Year in Acq Reserve)	£15,000
Additional expenditure re Covid-19	£23,590
Loss of income from Pioneer Hall	£21,738
Loss of income from Memorial Fees	<u>£11,808</u>
Total	<u>£188,385</u>

Also included is a current projection of the Council's reserves at 31 March 2020 based on the Budget Monitoring Report October 2020

Recommendation

Members are requested to receive the budget monitoring report for October 2020, indicating actual income and expenditure up to the end of month seven in the 2020/21 financial year, noting the projected overspend of **£108,277** for 2020/21 that will result in a net amount of £212,392 being transferred from reserves.

Budget Monitoring Report to 31st October 2020.

Gross Income								
Description	Item No.	Budget	Income	Income	Balance	Budget	Year End	Projected
		12 Months	7 Months	Expenditure		For Year	Projections	Variance
		£	£	£	£	£	£	£
Bank Interest	1	2,000	249	0	-1,751	2,000	381	-1,619
Interment Fees	1	75,141	39,872	0	-35,269	75,141	71,617	-3,524
Exclusive Right of Burials	2	27,557	17,708	0	-9,849	27,557	29,190	1,633
Memorial Fees	3	23,616	9,823	0	-13,793	23,616	11,808	-11,808
Transfer of Exclusive Right of Burials	4	1,800	870	0	-930	1,800	1,620	-180
Hire of Chapel	5	770	0	0	-770	770	0	-770
War Graves	6	78	78	0	0	78	78	0
Cemetery Lodge Rent	7	5,465	2,628	0	-2,837	5,465	5,465	0
Other Miscellaneous Income	8	2,000	774	0	-1,226	2,000	1,000	-1,000
Grants Receivable	10	0	1,625	0	1,625	0	1,625	1,625
Porthkerry Agreement	3	10,781	12,888	0	2,107	10,781	12,888	2,107
Lettings	1	26,826	0	0	-26,826	26,826	5,088	-21,738
Lettings - Old Pioneers Club via S137	2	1,270	0	0	-1,270	1,270	0	-1,270
Total Income		177,304	86,515	0	-90,789	177,304	140,761	-36,544
Net Expenditure								
Description	Item No.	Budget	Expenditure	Expenditure	Balance	Budget	Year End	Projected
		12 Months	7 Months	Expenditure		For Year	Projections	Variance
		£	£	£	£	£	£	£
Total Net Expenditure		1,298,979	756,178	705,323	-162,522	1,298,979	1,407,256	-108,277
Transfer to / (from) reserves		(104,115)				(104,115)	(212,392)	
Amount to be met from Precept		1,194,864				1,194,864	1,194,864	
Our revised net budget for the year is £1,298,979 with actual expenditure for the 7 months to 31 October 2020 of £757,803 and committed expenditure of £676,865 with an amount of budgeted income yet to be received of £92,414 noting that an amount of £104,115 will be drawn down from reserves.								
Our projected out-turn for the year produces an overspend of £108,277 (£71,733 more expenditure with £36,544 less income). This will result in a net amount of £212,392 being transferred from reserves rather than transferring £104,115 from reserves noting that an additional amount of £80,500 was approved from the General Reserve during the year to add with £69,500 of repurposed existing budgets to create the COVID-19 Recovery Fund.								

Projected Reserves for 31 March 2021 (as at 31 October 2020)

Description of Reserves	Balance at 01.04.20	Contribution to reserve	Contribution from reserve	Balance at 31.03.21
Cemetery Improvement Reserve	34,341	-	(28,916)	5,425
Acquisition Reserve	154,923	47,000	(50,749)	151,174
Plant and Machinery Reserve	11,850	10,000	-	21,850
Shop Local Reserve	-	-	-	-
Election Reserve	16,771	10,000	-	26,771
Place Plan Reserve	3,000	-	(3,000)	-
Cemetery Roads Reserve	2,000	3,000	-	5,000
General Reserve	473,803		(199,727)	274,076
Total	696,688	70,000	(282,392)	484,296

Net Position

-£ 212,392.00

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	16 NOVEMBER 2020	AGENDA ITEM: 8
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COVID-19 RECOVERY FUND

Report Author

Emily Forbes, Chief Officer (Town Clerk)

Purpose of Report

To update the Committee on Covid-19 Recovery Fund expenditure and determine the future of the Fund and its financial allocation.

Detailed Information

Following the Annual Meeting of Council on 28 September 2020 the detail of the Covid-19 Recovery Fund was discussed; the latest budget allocations are set out below:

Total Covid-19 Recovery Fund - £150,000		
Committed Expenditure	Total Committed	Progress
Community Organisations / Trader Grants	£123,000	** Current Projected overspend of £28,458.48
Social Media (external provider)	£4,000	On track – monthly invoice
Dementia Friendly Projects (Ringfenced)	£3,000	Not started
Education [books for schools] (Ring-fenced) to be explored	£10,000	Not started – suggested repurpose to wider grants
Bunting	£5,000	In progress – developing with VOG partners
Marquee	£5,000	Partially repurposed (£2,600+VAT) to provide Christmas Music throughout the town – in progress

Group Leaders were given authority to agree grants to organisations / traders and have done so on a regular basis. The Fund has been extremely popular and Group Leaders would like Finance Committee members to consider increasing the overall Grant Funding pot.

Given the current overspend (*of applications up to 4 November 2020 only*), officers identified where the £28,458.48 could be found and it was suggested that Council could:

- Utilise the £10,000 Books for schools allocation (and repurpose this to the Covid- 19 Community Organisations and Traders Grant budget within the Recovery Fund)
- Find the £18,458.48 from identifying some small underspends / savings within a number of M&S budget lines – such as cleaning / photocopying / equipment / property maintenance / fuel / electricity / water / civic hospitality / translation which officers feel is possible
- Look at other budget headings or reserves

Considering all applications to date, (if all approved) a total of **£151,458.48** will have been gifted in grants and **£11,600** allocated to bunting, social media and Christmas music for shopping areas; totalling **£163,058.48**.

It is worth Members noting that the Power of Wellbeing which we are using to fund this work has limitations.

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 Section 137 limits also determine the limits for Section 126.

For the financial year 2020-21, 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 for 2020-21 is £8.32. 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 2020-21 will be £8.32 per elector.

Therefore, the current rate of £8.32 per elector 36,043 gives a total maximum allocation in the financial year of £ £299,878

Current Covid-19 Recovery Fund expenditure of £163,058.48 alongside other areas of budget expenditure which may be deemed as S 137 or S 126 (for example the current Shop Local annual budget of £10,000) means that we have currently committed £173, 058.48 of our annual limit of £299,878.

Recommendations:

Officers ask that Members receive the Covid-19 Recovery Fund information in this paper and consider:

- **How should the overspend in current applications be balanced? (see officer suggestions within the paper)?**
- **Should the Covid-19 Recovery Fund be extended both in timescale and monetary terms? If so, how?**
- **Can other budget headings be reduced to support the Covid-19 Recovery Priority?**
- **How does this impact on s 137 and s 126 expenditure?**
- **How does this impact on all Grant schemes moving forward?**
- **What will happen to this fund in the next financial year?**

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	16 NOVEMBER 2020	AGENDA ITEM: 9
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RECOMMENDATIONS FROM OTHER COMMITTEES – DRAFT BUDGET 2021/22

Report Author

Mark Sims, Deputy Chief Officer

- Attached:**
- A. Halls, Cemeteries & Community Facilities Committee 19 October 2020 Agenda Item 5 Cemetery Fees including Current and Proposed fees for Merthyr Dyfan and Porthkerry Cemeteries (6 pages)
 - B. Halls, Cemeteries & Community Facilities Committee 19 October 2020 Agenda Item 6 Pioneer Hall Charges 2021/22 (2 pages)

Purpose of Report

To provide members with recommendations from the Halls, Cemeteries and Community Facilities Committee and the Shop Local Barry Advisory Committee relating to the draft budget for 2021/22.

Background Information

At the Halls, Cemeteries and Community Facilities Committee meeting held on 19 October 2020 members considered the cemetery fees and charges for the financial year April 2021 to March 2022 and it was **RECOMMENDED** to the meeting of the Finance, Policy and General Purposes Committee to be held on 16 November 2020 requesting a 2% increase for Merthyr Dyfan Cemetery be agreed. **(Minutes A242 refers)**

Members also considered and reviewed the hire charges for the Pioneer Hall and it was **RECOMMENDED** to the meeting of the Finance, Policy and General Purposes Committee to be held on 16 November 2020 that no increase be made to the prices at the Pioneer Hall thereby retaining the hourly charges as £10 per hour and £20 per hour respectively and the Children’s Party package to £60. **(Minutes A243(1) refers)**

Members also **RECOMMENDED** to the Meeting of the Finance, Policy and General Purposes Committee to be held on 16 November 2020 that the same charges are applied for the Cemetery Approach Community Centre being £10 per hour for 8.00am – 5.00pm and £20 per hour for 5.00pm – 12 midnight (depending on times allowed as per agreement) **(Minute A243(2) refers)**

These items HAVE been included in the draft budget papers attached as agenda item 10.

Copies of the relevant reports submitted to the Halls, Cemeteries and Community Facilities Committee are included for information on the following pages.

At the Personnel committee meeting held on 12 October 2020 members received the draft Personnel budget estimates for 2021/22. Members agreed that an additional £4,000 is included for 2021/22 in staff training budget allocation for Cemetery staff. In addition, an amount of £3,500 was considered to be included in the staff training relating to a request from the Chief Officer. At the Chief Officer's Appraisal Panel last year, Appraisers agreed that the Chief Officer could explore a new Masters Programme being designed by the team who run ILCA, CiLCA and the Community Governance Degree at Level 6. The Masters Level qualification (at Level 7) is being developed to be delivered from April 2021 through the SLCC's partnership with De Montfort University who accredit the other Clerk's Qualifications. The Costs are yet to be confirmed, but estimated to be £3,500 per annum for 2 years for 2021/22 and 2022/23

Members discussed the information and felt they would need to receive a business case showing the benefit to the Council for the suggested training budget allocation before inclusion within the Training Budget for 2021/22 and 2022/23. This would need to be submitted before the Draft Budget is finalised at the December 2020 meeting. It was **RESOLVED**: That the Chief Officer circulate a business case to Personnel Committee members showing the benefit to the Council for the suggested training allocation before inclusion in the Training budget for 2021/22. It was also **RECOMMENDED** that an additional £4,000 is included in the budget for 2021/22 for the purpose of training for Cemetery staff. (**Minute R252 refers**).

The above items ARE included in the draft budget papers attached as agenda item 10.

At the Shop Local Barry Advisory Committee meeting held on 22 October 2020 members were provided with the Committee's expenditure in the 2020/21 financial year as at the end of September 2020 and were requested to determine the Committee's requirements for inclusion in the draft budget for 2021/22. Members suggested to increase the budget by £15,000 and it was **RECOMMENDED** that a recommendation is made to the Finance Policy and General Purposes committee scheduled to be held on 16 November 2020, requesting an increase to the 2021/22 budget by £15,000 (**Minute SL155 refers**).

The above item IS NOT included in the draft budget papers attached as agenda item 10.

Recommendation

Members are requested to consider the aforementioned information for inclusion in the draft budget for 2021/22.

HALLS, CEMETERIES & COMMUNITY FACILITIES COMMITTEE	18 OCTOBER 2020	AGENDA ITEM: 6
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CEMETERY FEES AND CHARGES 2021/22

Report Author

Mark Sims, Deputy Chief Officer

Attached: A. Current and Proposed fees for Merthyr Dyfan Cemetery (3 pages)
B. Current and Proposed fees for Porthkerry Cemetery (1 page)

Purpose of Report

The purpose of this report is to request that Members give consideration to, and review the cemetery fees and charges for the financial year 1 April 2021 to March 2022.

The Council's decision with regards to Porthkerry Cemetery will be forwarded to the Vale of Glamorgan Council advising them of the proposed increase for their Cabinet's consideration.

Background

On 16 September 2020 the Office for National Statistics advised that the Consumer Prices Index (CPI) 12-month rate was 0.2% in August 2020, down from 1.0% in July. Falling prices in restaurants and cafes, arising from the Eat Out to Help Out Scheme, resulted in the largest downward contribution (0.44 percentage points) to the change in the 12-month inflation rate between July and August 2020. In May 2020 the Consumer Price Index (CPI) rate of the United Kingdom for 2020 was expected to be between 1.4 percent and 1.9 percent, according to forecasts from three different institutions, the Office for Budget Responsibility, the International Monetary Fund, and the National Institute of Economic and Social Research.

Members are requested to consider an increase of either 1.0% or 2.0% to the cemetery interment fees, exclusive rights of burial fees and memorial fees with NO increase to the other burial fees e.g. Babies Memorial Garden plaques, Garden of Remembrance plaques and Octagonal Planter plaques, Sanctum Panorama Columbaria, searches, duplicate deeds, transfer deeds, use of chapel etc.

Based on the projected out-turn as per the Budget Monitoring Reports to September 2020 an increase of 1.0% should generate an additional £1,080 of income with an increase of 2.0% generating a further £2,160. Please note that due to Covid-19 and other factors income from Memorial Fees and Other Cemetery Income are projected for year at 50% of budget with Hire of Chapel projected for year at nil as the Chapel is being used as second staff room due to splitting into two teams re Covid-19. Officers have factored in a scenario for 2021/22 being the same as 2020/21 so not to overestimate income if Covid-19 restrictions still apply that will affect the Council's operations next year.

Please find attached a schedule of the current and proposed price list for Merthyr Dyfan and Porthkerry Cemeteries.

Recommendation

1. Members are requested to consider and agree the proposed fees and charges for the 2021/2022 financial year.
2. That a recommendation be referred to the Meeting of the Finance, Policy and General Purposes Committee to be held on 16 November 2020.
3. That the Vale of Glamorgan Council is advised of the proposed increase in the Porthkerry Cemetery fees and in particular the increase in the excavation charges (the excavation charge is a non-negotiable charge).

Proposed Prices for Merthyr Dyfan Cemetery 2021 / 2022

BARRY TOWN COUNCIL - CYNGOR TREF Y BARRI.

Exclusive Right of Burial (Includes Cemetery Improvement Fee of £53 for 2020/21 (keep at £53 for 2021/22))

Residents of Barry		2020 / 2021			2021 / 2022 Increase of 1.0%			2021 / 2022 Increase of 2.0%		
1	In any earthen grave 7' x 4' (70 years)			£565			£571			£577
2	In any earthen cremated remains grave 4' x 3' (70 years)			£322			£325			£328
3	In a walled grave or vault 7' x 4' (70 years)			£1,248			£1,260			£1,273
4	In a walled grave or vault 7' x 8' (70 years)			£1,770			£1,788			£1,805
5	Reclaimed earthen grave 7' x 4' (25 years)			£235			£237			£240
Non - Residents of Barry										
1	In any earthen grave 7' x 4' (70 years)			£1,589			£1,607			£1,625
2	In any earthen cremated remains grave 4' x 3' (70 years)			£860			£869			£878
3	In a walled grave or vault 7' x 4' (70 years)			£3,631			£3,667			£3,704
4	In a walled grave or vault 7' x 8' (70 years)			£5,195			£5,247			£5,299
5	Reclaimed earthen grave 7' x 4' (25 years)			£598			£604			£610
Interment Fees										
Residents of Barry										
1	In Graves for which an Exclusive Right of Burial has been granted.									
a	For an interment in an earthen grave.	1 Depth	2 Depth	3 Depth	1 Depth	2 Depth	3 Depth	1 Depth	2 Depth	3 Depth
	I Below Eighteen Years (Charged to WG MOU)	£267	£448	£622	£270	£452	£628	£272	£457	£634
	II Eighteen years and over	£391	£565	£741	£395	£571	£748	£399	£576	£756
b	For an interment in a bricked grave or vault.									
	I Any interment in a bricked grave 7' x 4' or vault			£395			£399			£403
	II Any interment in a bricked grave 7' x 8' or vault			£637			£643			£650
c	For any interment of cremated remains in any earthen grave.									
				£222			£224			£226
d	For any interment of cremated remains in the Garden of Remembrance.									
				£140			£141			£143
e	To scatter ashes in the newly created Scatter Garden.									
				£47			£47			£48
f	For an interment of a body part in an earthen grave (up to £50 at officers discretion).									
g	For every 1 inch or part thereof in width excavated for a grave which is to admit a coffin or casket having a greater width than 2' 6".									
				£72			£73			£73
h	Cancellation Fee - 50% of original fee (For re-opened graves only).									
i	To provide a test dig for one depth									
				£201			£203			£205
	To provide a test dig for two depth									
				£291			£294			£297
2	In Graves for which an Exclusive Right of Burial has NOT been granted									
a	For an interment in an earthen grave									
	I Below Eighteen Years (Charged to WG MOU)			£267			£270			£272
	II Eighteen years and over			£391			£395			£399
b	For every 1 inch or part thereof in width excavated for a grave which is to admit a coffin or casket having a greater width than 2' 6".									
				£72			£73			£73
c	Cancellation Fee - 50% of original fee (For re-opened graves only).									
Non - Residents of Barry										
1	In Graves for which an Exclusive Right of Burial has been granted.									
a	For an interment in an earthen grave.	1 Depth	2 Depth	3 Depth	1 Depth	2 Depth	3 Depth	1 Depth	2 Depth	3 Depth
	I Below Eighteen Years (Charged to WG MOU)	£801	£1,344	£1,866	£809	£1,357	£1,885	£817	£1,371	£1,903
	II Eighteen years and over	£1,173	£1,695	£2,223	£1,185	£1,712	£2,245	£1,196	£1,729	£2,267
b	For an interment in a bricked grave or vault.									
	I Any interment in a bricked grave 7' x 4' or vault			£1,185			£1,197			£1,209
	II Any interment in a bricked grave 7' x 8' or vault			£1,911			£1,930			£1,949
c	For any interment of cremated remains in any earthen grave.									
				£666			£673			£679
d	For any interment of cremated remains in the Garden of Remembrance.									
				£420			£424			£428
e	To scatter ashes in the newly created Scatter Garden.									
				£142			£142			£144
f	For every 1 inch or part thereof in width excavated for a grave which is to admit a coffin or casket having a greater width than 2' 6".									
				2547	£216		£218			£220
g	Cancellation Fee - 50% of original fee (For re-opened graves only).									

		2020 / 2021	2021 / 2022 Increase of 1.0%	2021 / 2022 Increase of 2.0%
h	To provide a test dig for one depth	£603	£609	£615
	To provide a test dig for two depth	£873	£882	£890
2	In Graves for which an Exclusive Right of Burial has NOT been granted			
a	For an interment in an earthen grave			
I	Below Eighteen Years (Charged to WG MOU)	£803	£809	£817
II	Eighteen years and over	£1,173	£1,185	£1,196
b	For every 1 inch or part thereof in width excavated for a grave which is to admit a coffin or casket having a greater width than 2' 6".	£216	£218	£220
c	Cancellation Fee - 50% of original fee (For re-opened graves only).			
Memorial Fees				
	For the right to erect any memorial, not exceeding 4' 7" high x 3' wide, on a full grave where an Exclusive Right of Burial has been granted:	£219	£221	£223
	For the right to erect any memorial, not exceeding 2' 3" high x 2' wide, on a cremated remains grave where an Exclusive Right of Burial has been granted:	£185	£187	£189
	For the right to erect a tablet, in front of a main memorial, not exceeding 24" x 18", on any grave where an Exclusive Right of Burial has been granted:	£139	£140	£142
	To carry out any additional inscription in relation to any form of memorial.	£94	£95	£96
	Permit to place a small wedge memorial in a location within the cemetery in consultation with the Cemetery Supervisor	£43	£43	£44
	The right to erect a small kerb-set on cremated remains plot (36"x18")	No charge	No charge	No charge
The overall height of 4' 7" or 2' 3" includes the base and is the size of the monument above the concrete headstrips on new sections or above a foundation slab on older sections.				
Babies Memorial Garden / New Cremated Remains Octagon Planter (Section EE)				
	Purchase of a plaque, including inscription 7.5" x 5", (12" x 3") and an aluminium flower container (70 years) including VAT.	£432	£432	£432
Old Garden of Remembrance Cremated Remains Octagon Planter (Section H.O.P)				
	Purchase of a plaque, including inscription 6" x 3" and an aluminium flower container (70 years) including VAT.	£240	£240	£240
Sanctum Panorama Columbaria (Summer 2017)				
	Cost of 20 year lease	£228.00	£228.00	£228.00
	Cost of placement of each set of ashes within niche	£114.00	£114.00	£114.00
	Cost of inscribed plaque (to include up to 80 letters) including VAT.	£129.60	£129.60	£129.60
	Cost of first ashes interment	£471.60	£471.60	£471.60
	Cost of placement of each set of ashes within niche	£114.00	£114.00	£114.00
	Cost of additional inscription to existing plaque including VAT.	£64.80	£64.80	£64.80
	Cost of second ashes interment	£178.80	£178.80	£178.80
Any plaques requiring more than 80 letters will incur an additional fee of £1.80 (including VAT) per letter. Artwork can be provided at an additional fee dependent on design.				
Other				
	A search for an entry of burial in the register books. (Each application)	£10	£10	£10
	A certified copy of an entry of burial in the register books.	£10	£10	£10
	Providing a duplicate burial deed (typed).	£10	£10	£10
	For the assignment (transfer) of the Exclusive Right of Burial	£30	£30	£30
	For the exhumation of human remains from an earthen grave.	£1,169	£1,169	£1,169
	For the exhumation of human remains from a bricked grave or vault.	£2,080	£2,080	£2,080
	For the exhumation of an urn containing cremated remains from any grave.	£289	£289	£289
	For the exhumation of cremated remains from the garden of remembrance	£320	£320	£320
	For the use of Chapel	£77	£77	£77
	Capping fee for any earthen grave.	£188	£188	£188
	For Purchase of Ornamental Tree and Plaque	£155	£155	£155
		2548		

	<u>2020 / 2021</u>	<u>2021 / 2022 Increase of 1.0%</u>	<u>2021 / 2022 Increase of 2.0%</u>
For Purchase of Bios Urn (options available for different seeds) including VA	£75	£75	£75
For Purchase of Print-a-Plate UK Plaque (for Bios Urn etc.) including VAT.	£36	£36	£36
Entries into Book of Remembrance	Please refer to separate literature	Please refer to separate literature	Please refer to separate literature
<u>THE GROUNDS ON WHICH CONSIDERATION CAN BE GIVEN FOR THE WAIVING OF NON RESIDENTS FEES WILL BE AS FOLLOWS AND THAT THIS DECISION BE MADE BY THE RELEVANT OFFICER</u>			
<u>1. FORMER INHABITANTS OF BARRY WHO HAVE MOVED AWAY TO SEEK CARE OR TREATMENT FOR A CONDITION THAT IS NOT AVAILABLE IN BARRY.</u>			
<u>2. SOMEONE WHO HAS MOVED OUT OF BARRY TO LIVE WITH OR NEAR RELATIVES FOR CARE NO LONGER THAN FOUR YEARS PRIOR TO DEATH, WITH THE EXCEPTION OF EXCEPTIONAL CIRCUMSTANCES WHICH WILL BE DETERMINED BY OFFICERS.</u>			

Proposed Prices for Porthkerry Cemetery 2021 / 2022

BARRY TOWN COUNCIL - CYNGOR TREF Y BARRI.

Exclusive Right of Burial	2020 / 2021			Proposed 2021 / 2022			Proposed 2021 / 2022		
In any earthen grave 7' x 4' (70 years)			£512			£517			£522
In any earthen cremated remains grave 4' x 3' (70 years)			£269			£272			£274
Interment Fees									
In Graves for which an Exclusive Right of Burial has been granted.									
For an interment in an earthen grave.	1 Depth	2 Depth	3 Depth	1 Depth	2 Depth	3 Depth	1 Depth	2 Depth	3 Depth
Below Eighteen Years (Charged to WG MOU)	£379	£560	£765	£383	£566	£773	£387	£571	£780
Eighteen years and over	£505	£710	N/A	£510	£717	N/A	£515	£724	N/A
For any interment of cremated remains in any earthen grave.			£268			£271			£273
For every 1 inch or part thereof in width excavated for a grave which is to admit a coffin or casket having a greater width than 2' 6".			£72			£73			£73
Cancellation Fee - 50% of original fee (For re-opened graves only).									
To provide a test dig for one depth			£260			£263			£265
To provide a test dig for two depth			£366			£370			£373
Memorial Fees									
For the right to erect any monument, not exceeding 4' high x 3' wide, on a full grave where an Exclusive Right of Burial has been granted:			£215			£221			£223
For the right to erect any monument, not exceeding 2' 3" high x 2' wide, on a cremated remains grave where an Exclusive Right of Burial has been granted:			£182			£187			£189
For the right to erect a tablet, not exceeding 18" x 12", on any grave where an Exclusive Right of Burial has been granted:			£137			£140			£142
To carry out any additional inscription in relation to any form of memorial.			£92			£95			£96
Other									
Search for, and a certified copy of an entry of burial in the register books.			£11			£11			£11
Providing a duplicate burial deed.			£11			£11			£11
For the assignment (transfer) of the Exclusive Right of Burial (Production of 'sealed' copy of Probate and no further assent).			£21			£21			£21
For the assignment (transfer) of the Exclusive Right of Burial via a Statutory Declaration or further assent.			£32			£32			£32
For the exhumation of human remains from an earthen grave.			£1,227			£1,227			£1,227
For the exhumation of an urn containing cremated remains from any grave.			£303			£303			£303
Capping fee for any earthen grave.			£192			£192			£192

NON RESIDENTS OF THE VALE OF GLAMORGAN ARE SUBJECT TO TRIPLE FEES ON ALL OF THE ABOVE. THIS MAY BE WAIVED AT THE DISCRETION OF THE CHIEF OFFICER / DEPUTY CHIEF OFFICER IN RELATION TO FORMER RESIDENTS OF THE VALE OF GLAMORGAN

HALLS, CEMETERIES & COMMUNITY FACILITIES COMMITTEE	18 OCTOBER 2020	AGENDA ITEM: 7
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PIONEER HALL & CEMETERY APPROACH COMMUNITY CENTRE CHARGES 2021/22

Report Author

Mark Sims, Deputy Chief Officer

Purpose of Report

The purpose of this report is to request that Members give consideration to, and review the hire charges at, the Pioneer Hall for the financial year 1 April 2021 to March 2022 and agree the implementation of charges for the newly finished Cemetery Approach Community Centre.

Background

The Pioneer Hall is available for hire from 8am until 12.00 midnight, seven days a week, excluding bank holidays.

Current Price List for 2020/2021 (from 1 April 2020)

8.00am – 5.00pm	£10.00 per hour
5.00pm – 12 midnight	£20.00 per hour
Children’s Party package	£60.00
(For 3 hours including the use of the bouncy castle and play equipment)	
Regular bookings receive 10% discount	
Staff discount 10%	

On 16 September 2020 the Office for National Statistics advised that the Consumer Prices Index (CPI) 12-month rate was 0.2% in August 2020, down from 1.0% in July. Falling prices in restaurants and cafes, arising from the Eat Out to Help Out Scheme, resulted in the largest downward contribution (0.44 percentage points) to the change in the 12-month inflation rate between July and August 2020. In May 2020 the Consumer Price Index (CPI) rate of the United Kingdom for 2020 was expected to be between 1.4 percent and 1.9 percent, according to forecasts from three different institutions, the Office for Budget Responsibility, the International Monetary Fund, and the National Institute of Economic and Social Research.

Officers would suggest that Members consider **NO INCREASE** to the prices at the Pioneer Hall thereby retaining the hourly charges as £10 per hour and £20 per hour respectively and the Children’s Party package to £60, as detailed below.

Proposed Price List for 2021/2022 (from 1 April 2021)

8.00am – 5.00pm	£10.00 per hour
5.00pm – 12 midnight	£20.00 per hour
Children’s Party package	£60.00
(For 3 hours including the use of the bouncy castle and play equipment)	
Regular bookings receive 10% discount	
Staff discount 10%	

Officers would suggest that Members agree that the same charges are applied for the Cemetery Approach Community Centre being £10 per hour for 8.00am – 5.00pm and £20 per hour for 5.00pm – 12 midnight (depending on times allowed as per agreement). A price will need to be considered at a later date relating to provision of children’s party package as the cost of a bouncy castle and / or suitable play equipment will need to be researched.

Recommendations

1. Members are requested to consider the proposed hire charges and to amend or confirm as appropriate.
2. That a recommendation be referred to the Meeting of the Finance, Policy and General Purposes Committee to be held on 16 November 2020.

Draft Petitions Policy

Barry Town Council

Petitions

We particularly welcome petitions as one way in which you can let us know your concerns. We set out below how the Town Council will respond to petitions that you send to us.

What is a petition?

We treat any communication that is signed by or sent to us on behalf of a number of people as a petition. How we treat this communication will depend on the number of petitioners / signatures.

- 1 – 20 will be dealt with as correspondence.
- 21 – 100 will receive a written response by a Senior Officer.
- 101 – 500 will be raised at the most appropriate Committee meeting.
- 501 plus will be raised at a meeting of Full Council.

Whilst we like to hear from people who live, work or study in Barry, this is not a requirement and we would take equally seriously a communication / petition from a group of visitors to the area on the subject of our services or facilities.

Dealing with your petition

Within 5 working days of receipt, the Petitions Officer will acknowledge receipt to the petition organiser.

In some cases, the Petitions Officer may be able to resolve the petitioners' request directly, by getting the relevant Officer to take appropriate action if it relates to a specific task within the Council's remit. Where this is done, the Petitions Officer will ask the petition organiser whether s/he considers that the matter is resolved.

Unless the matter has been resolved to the satisfaction of the petition organiser, the Petitions Officer will aim, within 10 working days of receipt of the petition, to provide a substantive response to the petition organiser setting out to whom petition will be reported to for consideration, when and where that will take place and inviting the petition organiser to attend that meeting, or be represented, and to address the meeting for up to 3 minutes on the issue covered by the petition.

Whilst we are committed to dealing with petitions promptly, a petition will normally need to be received at least 10 working days before a relevant meeting if it is to be reported to that meeting. Where it is necessary to undertake a significant amount of work to collect information and advice to enable the matter to be properly considered,

it may be necessary for the Petitions Officer to decide that the petition will be held over until the following meeting of the relevant Committee.

At the same time as responding to the petition organiser, the Petitions Officer will notify Group Leaders, the Town Mayor and the relevant Committee Chair of receipt of the petition

Petitions not accepted

Petitions that will not be reported are:

- *Duplicate petitions*

Where more than one petition is received in time for a particular meeting, each supporting the same outcome on one matter, each petition organiser will be treated as an independent petition organiser, but only the petition organiser of the first petition to be received will be invited to address the relevant meeting. This does not prevent any other member of the public addressing the meeting during the specific public time allotted at each meeting. Where possible the Council will inform each petition organiser of the duplication and provide details if we are able.

- *Repeat Petitions*

Were a petition will not normally be considered where they are received within 6 months of another petition being considered by the Town Council on the same matter.

- *Rejected Petitions*

Petitions will not be reported if in the opinion of the Petitions Officer, they are rude, offensive, defamatory, scurrilous or time-wasting, or do not relate to something which is the responsibility of the Town Council, or over which the Town Council has some influence.

- *Petitions relating to Planning and Licensing*

Planning and Licensing matters are dealt with by the Planning Authority (Vale of Glamorgan Council) and there are proper statutory routes for appealing such decisions and these are laid out in the appropriate legislation

Types of petitions

1. Ordinary

Subject matter:

Anything within the remit or sphere of influence of the Town Council that doesn't fit any of the other petition categories.

Who will consider it:

The Officer and/or Committee that is responsible for the issue raised if it falls within the numbers set out at the beginning of the policy

What happens next:

Petitioner can address the meeting if it considers the petition. Will be advised of outcome within 7 days.

2. Consultation

Subject matter:

Response to consultation by the Town Council on any issue.

Who will consider it:

It will be considered by the appropriate Officer or Committee as part of the report on the outcome of the consultation exercise at the meeting when they take the decision.

What happens next:

The decision of the Committee will be recorded in the minutes. There will not, usually, be any avenue for appeal.

3. For debate

No of signatures required:

501 +

Subject matter:

Anything within the remit or sphere of influence of the Town Council that doesn't fit any of the other petition categories.

Who will consider it:

It will be reported to the next available meeting of Full Council. The Petitioner will have an opportunity to speak for 3 minutes.

What happens next:

The Council will make a decision or refer the matter to an Officer for decision. You will be informed of the outcome within 7 working days.

Barry Town Council

Retirement and Pensions Policy

Policy Statement

The Council's policy is that employees may continue working until they give notice that they wish to retire. From 1 October 2011, the Council will not have a contractual retirement age. Employees who wish to retire from their employment are required to resign and give notice of their intended date of retirement to their manager in writing. The length of notice must be not less than their contractual notice period. Employees are encouraged to give an early indication of their planned retirement date as this will assist the Council in ensuring appropriate succession plans are in place prior to the employee's retirement.

Introduction and Background

All employees of the Town Council are eligible to participate in the Local Government Pension Scheme, which is a defined benefit pension scheme.

A defined benefit pension scheme is one where the scheme rules define the benefits payable to members independently of the contributions payable, and the scheme may be funded or unfunded.

The Administering Authority for the Local Government Pension Scheme is Cardiff County Council.

Cardiff County Council operates the scheme in accordance with the various pensions regulations.

Employers and employees participating in the Pension Scheme will pay contributions and receive benefits in accordance with the requirements of these regulations and the rules and requirements of the Local Government Pension Scheme.

Employers' and employees' contributions are determined by the Pension Fund actuary on a triennial basis and are set to meet 100% of the liabilities of the Fund, in accordance with the relevant Government regulations.

The Council's contribution towards participating employee's pensions is currently set at 19.4% of pensionable pay for the period 2020/21 to 2022/23. Employees' contributions currently range from 5.5% to 8.5% of pensionable pay depending upon the level of salary.

Further information about the Cardiff and Vale of Glamorgan Pension Scheme including the various rules and regulations, membership details, contribution rates and benefits payable are available from the Pensions Department at Cardiff County Council, County Hall, Atlantic Wharf, Cardiff, CF10 4UW.

The Council needs to have in place a Retirement and Pensions Policy, because the Local Government Pension Scheme Regulations require each Employing Authority to formulate, publish and keep under review a policy statement in relation to the exercise of a number of discretions which employers can use under the Scheme.

There are many discretions which local government employers may exercise, but the regulations require that all LGPS employers must have a policy on the following five discretions:

- Whether to grant additional annual pension of up to £6,500 per annum (figure as at 1st April 2014) to an active scheme member, or within six months to a member whose employment was terminated on the grounds of redundancy or business efficiency;
- Where a scheme member wishes to purchase additional annual pension of up to £6,500 (figure at 1st April 2014) by making Additional Pension Contributions (APC's), to voluntarily contribute towards the cost by making either a regular or lump sum additional pension contribution to a member's account (part or whole funding this), via a Shared Cost Additional Pension Contribution;
- Whether to allow the rule of 85 to be 'switched on' and grant application for early payment of benefits, to members who would normally meet the rule but who will not if they voluntarily draw their benefits from age 55 to 59 (for both active and deferred members);
- Whether to permit flexible retirement for staff aged 55 or over, allowing all or some pension benefits to be paid if a member wishes to reduce their working hours and/or grade and continue to work, and whether to waive some or all of any actuarial reduction that would apply on the flexible retirement; and,
- Whether to waive, in whole or in part, actuarial reduction on benefits when a scheme member voluntarily draws their pension benefits before their Normal Pension Age, for both active and deferred members and those on suspended tier 3 ill health retirements.

Purpose of the Policy

The purpose of this policy is to set out the Council's position in respect of the above areas of employer discretion in relation to the Local Government Pension Scheme, and, most importantly for Council staff, in relation to the consideration of flexible and early retirement requests.

The aims of the policy are to:

- Provide a summary of the Local Government Pension Scheme regulations regarding employer discretions;
- Put in place a standard procedure for employees wishing to make an application for employer discretion in relation to the Local Government Pension Scheme or for early or flexible retirement;

- Make clear the Council's policy on managing requests for early or flexible retirement and other employer discretions; and,
- Set out the principles and criteria by which the Council will assess requests for early or flexible retirement and other employer discretions.

Equalities Statement

Barry Town Council is committed to the removal of all barriers preventing access to our services arising from age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion & belief, sex or sexual orientation.

Council Pensions Policy

The policy applies to all Council employees that are currently active or deferred members of the Local Government Pension Scheme.

The policy has been largely based on and is consistent with the Cardiff County Council policy on employer discretions.

It can, therefore, be assumed that the Council's policy in relation to any non-statutory discretion not already covered by this policy will be in line with the County Council policy.

It is also important to note that this Policy is not a substitute for the statutory requirements of the LGPS.

This policy will be reviewed at least every five years or as required by law.

The key considerations in preparing this policy were as follows:-

- i. Cost and value for money – all requests for employer discretion will be considered against the key issue of affordability;
- ii. Operational requirements - all requests for employer discretion will be considered taking into account the operational requirements of the service in question; and,
- iii. Anti-discrimination laws – all requests for employer discretion will be considered taking into account all applicable anti-discrimination laws and will be applied fairly and consistently.

The Council's Policy on each of the required employer discretions is set out in the following sections of the Retirement Policy.

Granting Additional Pension to a Member

This discretion applies to whether the Council wishes to grant additional annual pension of up to £6,500 per annum (figure as at 1st April 2014) to an active scheme member, or within six months to a member whose employment was terminated on the grounds of redundancy or business efficiency.

The Council's policy on the above is that it will not normally exercise this discretion but may consider it under exceptional circumstances.

Shared Cost Additional Pension Contributions

This discretion applies where a scheme member wishes to purchase additional annual pension of up to £6,500 (figure at 1st April 2014) by making Additional Pension Contributions (APCs), the Council wishes to voluntarily contribute towards the cost by making either a regular or lump sum additional pension contribution to a member's account (part or whole funding this), via a Shared Cost Additional Pension Contribution.

The Council's policy on the above is that it will not normally exercise this discretion but may consider it under exceptional circumstances, taking into account the business case and foreseeable costs to the employer.

Rule of 85

The Rule of 85 is a feature of the Local Government Pension Scheme under which an employee who is aged over 55 can retire if the employee's age and length of service, together total 85. This feature can benefit the employee and the employer.

This discretion applies to whether the Council wishes to allow the rule of 85 to be 'switched on' and grant application for early payment of benefits, for members who would normally meet the rule but who will not if they voluntarily draw their benefits from age 55 to 59 and applies for both active and deferred members.

The Council's policy on the above is that it will not normally exercise this discretion but may consider it under exceptional circumstances.

Waiving Actuarial Reductions on Early Retirement, Flexible Retirement and Ill Health Retirement

This discretion applies to whether the Council wishes to waive, in whole or in part, actuarial reduction on benefits paid when a scheme member voluntarily draws their pension benefits before their Normal Pension Age, and applies for both active and deferred members and those on suspended tier 3 ill health retirements.

The Council's policy on the above is that it will not normally exercise this discretion but may consider it under exceptional circumstances.

Flexible Retirement Policy

The Local Government Pension Scheme allows scheme members who are aged 55 or over to request 'flexible retirement' whereby the scheme member can, with their employer's consent, reduce their hours or grade, and elect to have their pension benefits be paid to them whilst they remain in employment.

It also has the advantages that it can:

- Enable the Council to retain or attain a balanced age profile within the workforce
- Enable the transfer of skills/knowledge
- Offer the opportunity of better succession planning
- Facilitate the retention of skills, knowledge and contacts
- Offer an acceptable solution to staff who are currently a blockage to promotion or reorganisation
- Help alleviate burn-out and stress
- Improve morale
- Offer the flexibility and productivity associated with part-time working

Assist staff to:

- Ease down into retirement
- Make a gradual adjustment to life without paid employment
- Gradually break free of the routine and habits of work
- Keep mentally/physically active

There are therefore two options available to employees wishing to apply for flexible retirement:

- Appropriate and manageable reduction in working hours of at least 40% in employment costs; or,
- Reduction in salary or grade (i.e. reduced responsibilities) of at least 40% in employment costs; or,
- A combination of hours / salary / grade resulting in a reduction of at least 40% in employment costs. Reductions to grade as a result of job evaluation would not be eligible. Partial flexible retirement will be allowed

Under the second option, an employee could also apply for a lower graded post if a suitable post was available and vacant.

The Council will consider applications for flexible retirement on a case by case individual basis.

Decisions will be made on the merits of each case and will be considered primarily in the following context:

- The proposed reduction in hours or grade required to facilitate flexible retirement must be compatible with the operational requirements of the service in question; and,
- Where a flexible retirement request which causes a cost to the Council (including any request whether to waive, in whole or in part, actuarial reduction on benefits paid on flexible retirement) the Council will not normally exercise this discretion but may consider it under exceptional circumstances.

Exceptional circumstances for the purposes of the consideration of flexible retirement requests are defined as follows:

- circumstances where it is considered in the best interests of the Council to pay the cost and where there are sound financial reasons for doing so
- or on the grounds of compassion, where in the opinion of the Council the special factors surrounding the application, along with the appropriate supporting evidence provided, justify granting the request, subject to the Council's ability to meet the cost.

In considering the operational requirements of the Council, the following will be considered in coming to a decision on flexible retirement requests:

- Additional costs to the service area and Council;
- Effect on ability to meet service and customer needs;
- Ability to reorganise work amongst existing employees;
- Ability to recruit additional or replacement staff;
- Impact of service quality and performance; and,
- Sufficiency of work during periods the employee wishes to work.

Where an application for flexible retirement is approved based upon a reduction in grade, the associated variation in duties and responsibilities will be incorporated in a revised job description. The change will constitute a permanent change to the contract of employment and a new written statement of particulars will be issued to the employee.

Requests from the employee for further changes to terms and conditions will only be considered as part of an additional application for a variation to the terms of the approved flexible retirement. This will be considered in the context of the operational requirements of the Council and the provisions of the pension regulations.

All decisions on flexible retirement will be properly communicated to employees, including specific details of the reasons for the decision made.

Early Retirement Policy

The Local Government Pension Scheme also allows employers discretion regarding early retirement requests.

However, this section of the policy is intended to provide some further guidance for staff as to how the Council will consider early retirement requests made by employees.

Please note that early retirement on the grounds of redundancy would be considered under the provisions of the Council's Redundancy Policy.

The Council will consider applications for early retirement on an individual basis.

Consideration will be initially by the Council's senior management team, and if supported, will be reported to and considered by the Council's Personnel Committee.

Decisions will be made on the merits of each case and will be considered in the following context:

- The request for early retirement must be compatible with the operational requirements of the service in question;
- A request for early retirement which causes a cost to the Council (including any request to waive some or all of the actuarial reductions that apply) would normally be refused except in exceptional circumstances.

Exceptional circumstances for the purposes of the consideration of early retirement requests are defined as follows:

- circumstances where it is considered in the best interests of the Council to pay the cost and where there are sound financial reasons for doing so; or,
- on the grounds of compassion, where in the opinion of the Council the special factors surrounding the application, along with the appropriate supporting evidence provided, justify granting the request, subject to the Council's ability to meet the cost

In considering the operational requirements of the Council, the following will be considered in coming to a decision on early retirement requests:

- Additional costs to the Council;
- Effect on ability to meet service and customer needs;
- Ability to reorganise work amongst existing employees;
- Ability to recruit additional or replacement staff; and,
- Impact on service quality and performance.

All decisions on early retirement will be properly communicated to employees, including specific details of the reasons for the decision made.

Application Procedure

To apply for a Local Government Pension Scheme discretion including a request for flexible or early retirement, an employee must submit a formal request in writing to their line manager in the first instance.

Making an application does not give an employee automatic right to the discretion or to early or flexible retirement.

However the Council will give proper consideration to all requests in line with the criteria set out in this Policy.

The line manager will arrange to meet with the employee to discuss any requests in more detail and consider whether it can be accommodated. This meeting should take place within 2 weeks of the request being made.

The line manager will then consider the request and make a recommendation to the senior management team as to whether the request can be accommodated whilst safeguarding the operational requirements of the service in question.

The corporate management team will then consider the line manager's recommendation and make a final decision based on the criteria set out in the Policy and make a recommendation to the Council's Personnel Committee for consideration and approval.

Employees can only make an application for early or flexible retirement once in any twelve month period.

If an employee wishes to withdraw an application for early or flexible retirement, they must do so in writing to their line manager.

As outlined above, employees should be aware that in relation to flexible retirement applications, any approved changes to working hours or grade will be treated as a permanent change to contract and there will be no right to revert to the former working arrangements.

Appeals

An employee has fourteen calendar days from receiving notification of any rejection to set out their grounds for an appeal in writing.

Appeals will be considered by the Council's Appeals Committee.

Financial Implications for Staff

The Town Council does not provide financial advice regarding applications for flexible or early retirement.

In considering flexible and early retirement requests, employees are strongly advised to seek independent financial advice and obtain estimates of future benefits from the Pensions Department at Cardiff County Council.