



**BARRY TOWN COUNCIL
CYNGOR TREF Y BARRI**

PURSUANT TO THE REQUIREMENTS OF THE ABOVE STATUTORY PROVISIONS, NOTICE IS HEREBY GIVEN THAT A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE TO BE HELD ON A HYBRID BASIS IN THE COUNCIL CHAMBER, TOWN HALL, KING SQUARE, BARRY, CF63 4RW AND REMOTELY ON WEDNESDAY 2 JUNE 2021 COMMENCING AT 7.00 PM FOR THE PURPOSE OF TRANSACTING THE BUSINESS SHOWN IN THE AGENDA SET OUT BELOW.

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

Yours faithfully

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

Emily Forbes
Chief Officer

AGENDA

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

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

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

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

- (a) the importance of balancing short term needs with the need to safeguard the ability to meet long term needs, especially where things done to meet short term needs may have detrimental long term effect;*
- (b) the need to take an integrated approach, by considering how—*
 - i. the body's well-being objectives may impact upon each of the well-being goals;*
 - ii. the body's well-being objectives impact upon each other or upon other public bodies' objectives, in particular where steps taken by the body may contribute to meeting one objective but may be detrimental to meeting another;*
- (c) the importance of involving other persons with an interest in achieving the well-being goals and of ensuring those persons reflect the diversity of the population of the part of Wales in relation to which the body exercises functions;*
- (d) how acting in collaboration with any other person (or how different parts of the body acting together) could assist the body to meet its well-being objectives, or assist another body to meet its objectives;*
- (e) how deploying resources to prevent problems occurring or getting worse may contribute to meeting the body's well-being objectives, or another body's objectives.*

4. **To note the Terms of reference** (Pages 2729-2730)

5. **To approve the minutes of the Finance, Policy & General Purposes Committee meeting held on 19 April 2021**
(Pages 2731-2736)

COVID-19 RECOVERY GRANT APPLICATIONS

6. **To review Covid-19 Recovery Grant Applications received between 4 May and 25 May 2021(Traders)**
(Pages 2737-2738)

7. **To review Covid-19 Recovery Grant Applications received between 4 May and 25 May 2021 (Community Organisations)**
(Page 2739)

POLICY REPORTS

8. **GDPR Update** **(Verbal)**
9. **Date of Next Meeting**

The date of the next meeting of the Finance, Policy & General Purposes Committee is scheduled to be held on Monday 21 June 2021

Distribution

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

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

A). FINANCE, POLICY & GENERAL PURPOSES COMMITTEE

UNDER DELEGATED POWERS

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

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

BY WAY OF RECOMMENDATION TO FULL COUNCIL

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

BARRY TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON MONDAY, 19 APRIL 2021 AT 7.00 PM

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

ALSO PRESENT: Emily Forbes – Chief Officer
Mark Sims – Deputy Chief Officer
Rhian Burns – Administrator
Councillor Clarke - Observer
Councillor Johnson – Observer

F269. APOLOGIES FOR ABSENCE

None were received.

F270. DECLARATIONS OF INTEREST

None were received.

F271. WELLBEING OF FUTURE GENERATIONS (WALES) ACT 2015

It was noted that this Act sets out the requirement for a public body to act in a manner which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.

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

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.

F272. TO APPROVE THE MINUTES OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE'S MEETING HELD ON 8 FEBRUARY 2021

RESOLVED: That the minutes of the Finance, Policy & General Purposes Committee's meeting held on 8 February 2021 be approved and signed as a correct record.

F273. TO RECEIVE AND NOTE THE MINUTES OF THE SUSTAINABLE BARRY WORKING GROUP'S MEETINGS HELD ON 23 FEBRUARY, 15 MARCH AND 12 APRIL 2021 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

RESOLVED: That the minutes of the Sustainable Barry Working Group's meetings held on 23 February, 15 March and 12 April 2021 be received and noted.

F274. TO RECEIVE AND NOTE THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON 22 MARCH 2021 AND TO GIVE CONSIDERATION TO RECOMMENDATIONS THEREIN AT R276 AND R282, NOTING THAT POLICY RECOMMENDATIONS APPEAR LATER ON THIS AGENDA AT ITEM 11

RESOLVED:

1. That the minutes of the meeting of the Personnel Committee held on 22 March 2021 be received and noted.
2. That £6,000 of committed expenditure for Cemetery Training be earmarked by transferring to a Staff Training Reserve at the year end.
3. That the Staff Suggestion Scheme is replaced with a Staff Wellbeing Fund where staff can make suggestions to utilise the funding each year for promoting their mental and physical health and wellbeing in the Workplace.

F275. TO RECEIVE AND NOTE THE MINUTES OF THE INNOVATION WORKING PARTY HELD ON 25 MARCH 2021 AND TO GIVE CONSIDERATION TO RECOMMENDATIONS THEREIN

RESOLVED:

1. That the minutes of the meeting of the Innovation Working Party held on 25 March 2021 be received and noted.
2. That the Council formally adopts a hybrid workplace model (where office staff are able to choose to share working time between the office and remotely balancing the needs of the individual with the needs of the business.
3. That an appointment system for public appointments is put in place when Welsh Government allows face to face appointments to resume at the office.

F276. BUDGET MONITORING REPORT / PROVISIONAL OUT-TURN

Members received a report containing details of the Council's income and expenditure in the 2020/21 financial year as at the end of March 2021.

Councillor S Hodges requested that the budget heading named 'Core Funding to Memorial Theatre' be renamed 'Grant Agreement Funding to Memorial Theatre' for clarity.

Councillor Johnson queried how the grant funding that had not been awarded to the Memorial Hall Theatre would be presented in the accounts. The Deputy Chief Officer advised that from an accounting perspective this money would be classed as a provision and would be included as such.

RESOLVED: That the budget monitoring report for March 2021 / provisional out-turn to 31 March 2021, be received noting the projected overspend of £67,965 that will result in a net amount of £212,081 being transferred from reserves.

F277. INTERNAL AUDIT REPORT 2020/21 (SECOND INTERIM)

Members received the internal auditor's report (second interim) for 2020/21. The Deputy Chief Officer noted that the audit had been carried out on a remote basis and that the process had gone smoothly.

Members thanked the Deputy Chief Officer for his work in ensuring there were no issues to be addressed.

RESOLVED: That the Internal Auditors Report 2020/21 (Second Interim) be received and noted.

F278. GDPR UPDATE

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

RESOLVED: That the update be received and noted.

F279. TO REVIEW AND APPROVE NEW POLICY RECOMMENDATIONS FROM OTHER COMMITTEES

- i. Sickness Absence Policy Review and Redraft**
- ii. NEW Draft Bereavement Policy**
- iii. NEW Draft Covid-19 Vaccinations Policy**
- iv. NEW Draft Workplace Mental Wellbeing Strategy**

Members noted that the Covid-19 Vaccinations Policy would need to be regularly reviewed and updated as necessary as government guidance was updated. They also felt that the approach of encouraging and supporting vaccination for staff members could be expanded to also include the flu vaccine.

Members highlighted that lateral flow testing kits were now available for free from the testing centre at Colcot Sports Centre and suggested staff should be encouraged to utilise this facility. The Chief Officer advised that some staff had already accessed the test kits and that she would raise this at team meeting and ask line managers to cascade this information to their teams.

The Chief Officer advised that Mental Health First Aider training was being planned as well as an informal 'buddying system' being set up to help promote wellbeing among staff.

Members welcomed the proposals in the policy. Councillor Johnson noted that he had contacts at both MIND and Time to Change Wales who may be able to assist.

RESOLVED:

- 1. That this Council approves the following policies subject to approval being sought from the relevant Trade Unions and staff being consulted for a 2 week period where necessary:**

**Reviewed and redrafted Sickness Absence Policy
Bereavement Policy
Covid-19 Vaccinations Policy
Workplace Mental Wellbeing Strategy**

2. To the next meeting of the Personnel Committee Meeting (date to be agreed at the Annual Meeting on 17&18 May) that a strategy for flu vaccinations be discussed.

F280. DATE OF NEXT MEETING

RESOLVED that the next meeting of the Finance, Policy and General Purposes Committee will be agreed at the Annual Meeting scheduled to be held on 17/18 May 2021.

F281. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: 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.

F282. TO CONSIDER RECOMMENDATIONS FROM OTHER COMMITTEES

- a) **Enhanced Services at Merthyr Dyfan Cemetery– Recommendation from Halls, Cemeteries and Community Facilities Committee - 8 March 2021**

RESOLVED: That the Facilities and Cemeteries Manager be authorised to implement the enhanced services based on the costings provided.

- b) **Fence and Gates - Recommendation from Halls, Cemeteries and Community Facilities Committee – 12 April 2021**

RESOLVED: That an additional £5,535 be spent from the Cemetery Improvement Reserve to complete the Cemetery Fencing project.

The meeting closed at 7.45pm.

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

FOR INFORMATION ONLY

ACTION SHEET - FINANCE, POLICY & GENERAL PURPOSES COMMITTEE - 19 APRIL 2021

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
F 274 (2)	That £6,000 of committed expenditure for Cemetery Training be earmarked by transferring to a Staff Training Reserve at the year end.	DCO	Apr-21	Complete
F 274 (3)	That the Staff Suggestion Scheme is replaced with a Staff Wellbeing Fund where staff can make suggestions to utilise the funding each year for promoting their mental and physical health and wellbeing in the Workplace.	CO	2021/2022	Complete
F 275 (2)	That the Council formally adopts a hybrid workplace model (where office staff are able to choose to share working time between the office and remotely balancing the needs of the individual with the needs of the business.	CO	2021/2022	Complete
F 275 (3)	That an appointment system for public appointments is put in place when Welsh Government allows face to face appointments to resume at the office.	CO	2021/2022	In Progress
F 279 (1)	That this Council approves the following policies subject to approval being sought from the relevant Trade Unions and staff being consulted for a 2 week period where necessary: Reviewed and redrafted Sickness Absence Policy Bereavement Policy Covid-19 Vaccinations Policy Workplace Mental Wellbeing Strategy	CO	04-May-21	Complete

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	2 JUNE 2021	AGENDA ITEM: 6
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COVID-19 RECOVERY GRANT APPLICATIONS RECEIVED BETWEEN 4 MAY AND 25 MAY 2021(TRADERS)

Report Author

Robyn Walsh, Community Engagement Officer

Purpose of Report

To provide members with an overview of applications received between 4 May and 25 May 2021 in respect of the Covid-19 Recovery Grant.

Background Information

Business Name	Project	Amount Requested	Total Project Cost
Annie & Lolo	Replacing existing POS systems and website update	£1,000	£2,000
Barry Beach Huts	Overhaul of plastic stock, to reduce plastic products	£1,000	£1,000
Barry Island Coffee Company	Business expansion	£1,000	£4331.39
Beauty at No. 9	Training to learn new skills to offer new services	£850	£850
Beauty in the Bottle	Website & online booking system – also training for new member of staff to be able to widen services	£1,000	£1,000
Beccie's Brows	Window Advertising, training and PPE	£1,000	£3,350
Crafted Arts	Expand range to include men's jewellery	£1,000	£1,100
Dimensional Art	Expansion of range to offer more local inspired products	£915	£915
Fussy Home	New stock	£1,000	£1,090
Layla Dyke – Child Minder	Expansion of service to	£998.94	£998.94

	incorporate outdoor play		
Lekker Food Co	New counter top	£1,000	£1,200
Matthew Jones Ceramics	New display unit – custom made	£1,000	£1,000
Rendall's Garden and Landscape	Purchase of new equipment to expand services	£825.88	£825.88
Siempre Aromas	Purchase of new equipment to enable product production on a larger scale	£985	£985
The Box Edit Boutique	Photography – social media & website	£1,000	£1,350
Tokyo Nights	New unit to enhance service, increase capacity and create employment opportunities	£1,000	£11,500
Wild Meadow Floral	Laptop and website Update	£1,000	£1,000
Zac and Bella	Purchase of new equipment to improve turnaround time	£1,000	£1,008
Total Amount requested form Traders Fund - £17,574.82			

- Members to note that the Covid-19 Recovery Fund (2021/22) for community organisations is £44,000.
- Members to note that projects can also be funded through the Green Grants scheme providing they can demonstrate need and align with the Council's own goals in terms of sustainability / Climate Change (Highlighted in Green is a project that members may wish to consider).

Recommendation

That members consider the applications received between 4 and 26 May 2021 and award any grants accordingly, subject to them meeting the set criteria.

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	2 JUNE 2021	AGENDA ITEM: 7
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COVID-19 RECOVERY GRANT APPLICATIONS RECEIVED BETWEEN 4 MAY AND 25 MAY 2021(COMMUNITY ORGANISATIONS)

Report Author

Robyn Walsh, Community Engagement Officer

Purpose of Report

To provide members with an overview of applications received between 4 May and 25 May 2021 in respect of the Covid-19 Recovery Grant.

Background Information

Business Name	Project	Amount Requested	Total Project Cost
Archeology Cymru	Production of portable information boards, leaflets etc to be used across the community and to be loaned for events	£970	£970
Coastlands	Replacement van	£1,000	£15,000
Tir a Mor	New equipment to support virtual meeting	£991	£1189.98
Vale Plus	New chairs	£984	£1,476
Total Amount requested form Traders Fund - £3,945			

- Members to note that the Covid-19 Recovery Fund (2021/22) for community organisations is £19,000.
- Members to note that projects can also be funded through the Green Grants scheme providing they can demonstrate need and align with the Council's own goals in terms of sustainability / Climate Change.

Recommendation

That members consider the applications received between 4 and 26 May 2021 and award any grants accordingly, subject to them meeting the set criteria.