



**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 REMOTELY ON MONDAY 20 JUNE 2022 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 black ink that reads 'Emily Forbes'.

Emily Forbes  
Chief Officer (Town Clerk)

**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 Finance, Policy and General Purposes Committee's Terms of Reference**  
**(Pages 1-2)**
- 5. **To approve the minutes of the Finance, Policy & General Purposes Committee meeting held on 31 January 2022**  
**(Pages 3-10)**

### **FINANCIAL REPORTS**

- 6. **To receive the Schedule of Payments for June 2022**  
**(Pages 11-13)**  
(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 to 31 May 2022**  
(Pages 14-17)  
(If Councillors have any queries on the attached please contact the Deputy Chief Officer prior to the meeting)
8. **Grants and Donations 2022/23** (Pages 18-22)
9. **Mindfulness Garden at Cemetery Approach Gardens (Former site of Air Raid Shelter)** (Pages 23-24)

### **POLICY REPORTS**

10. **GDPR Update** (Verbal)
11. **To Receive Recommendations from Other Committees**
  - a) **Personnel Committee 13 June 2022** (Pages 25-31)
12. **Date of Next Meeting**

The date of the next meeting of the Finance, Policy & General Purposes Committee is scheduled to be held on 19 July 2022

### **Distribution**

Electronic notification of summons and front page Agenda to all Committee members. 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 on the Town Council Website – [www.barrytowncouncil.gov.uk](http://www.barrytowncouncil.gov.uk)

**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 31 JANUARY 2022 AT 7PM**

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

**ALSO PRESENT:** Mark Sims – Deputy Chief Officer  
Rebecca Blackwell – Office Team Leader  
Councillor Clarke - Observer  
Councillor Johnson - Observer

F335. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Lloyd-Selby

F336. **DECLARATIONS OF INTEREST**

None received

F337. **WELLBEING OF FUTURE GENERATIONS (WALES) ACT 2015**

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

F338. **TO APPROVE THE MINUTES OF THE FINANCE, POLICY AND GENERAL PURPOSES COMMITTEE MEETING HELD ON 22 NOVEMBER 2021**

**RESOLVED:** That the minutes of the Finance, Policy & General Purposes Committee's meeting held on 22 November 2021 be approved and signed as a correct record.

F339. **TO APPROVE THE DRAFT NOTES OF AN INFORMAL MEETING OF THE COMMUNITY PLAN WORKING PARTY HELD ON 24 JANUARY 2022 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN**

Member received the minutes of the Community Plan Working Group held on 24 January 2022 and considered the recommendations contained therein.

**RESOLVED:**

- 1. That the notes of the Informal Meeting of the Community Plan Working Party held on 24 January 2022 be received and noted.**
- 2. That members agree for the Community Engagement Officer to work on creating a vision and branding with a strapline.**

3. That the Community Plan Vision, Objectives and Branding as set out within the report provided to the Community Plan Working Party are agreed.
4. That the list of potential stakeholders outlined in the Developing a Community Network provided to the Community Plan Working Party be agreed to include the suggestion of Church groups.
5. That the Community Engagement Officer create an Engagement Plan and report this back to the Community Plan Working Party at a later date.
6. That the Community Engagement Officer forward the notes of the previous two meetings of the Community Plan Working Party to the Vale of Glamorgan Council and request a permanent representative for future meetings.
7. That an Extraordinary Meeting of the Community Plan Working Party be held on Thursday 24 March 2022 at 5pm and that a representative from the Vale of Glamorgan Council is invited to attend.
8. That the proposed timeline delivery be agreed, noting that this is a live document.

F340.

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

Members received the minutes of the Sustainable Barry Working Party meeting held on 17 January 2022 and considered the recommendations therein.

The Chair requested clarification on who the letter to the Vale of Glamorgan Council in relation to TAN 15 will come from. The Deputy Chief Officer advised that it would come from the Council as a whole, signed by himself but then reported back to the Sustainable Barry Working Party. The Chair asked if the letter can be copied to all Councillors for information.

**RESOLVED:**

1. That the minutes of the Sustainable Barry Working Party be received and noted
2. That a letter be sent to the Vale of Glamorgan Council Planning Department on behalf of the Sustainable Barry Working Party to enquire how the Vale of Glamorgan Council intend to respond to the TAN 15 advice note, how they intend to review the Strategic Flood Consequences Assessments (SCFAs) for

**Barry in the next 12 months and request that any relevant information is shared with Barry Town Council.**

F341. **TO RECEIVE THE SCHEDULE OF PAYMENTS FOR JANUARY 2022**

Members were provided with the schedule of payments for January 2022 consisting of direct debits and BACS payments, in the amount of £41,685.88 that is attached on the following pages.

The Deputy Chief Officer advised that no queries had been raised prior to the meeting.

**RESOLVED: That the schedule of payments for January 2022 consisting of direct debits and BACS payments, in the amount of £41,685.88 be approved**

F342. **TO RECEIVE A BUDGET MONITORING REPORT**

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

The Deputy Chief Officer advised that no queries had been raised prior to the meeting.

**RESOLVED: That the budget monitoring report for January 2022 be received, indicating actual income and expenditure up to the end of month ten in the 2021/22 financial year, noting the projected underspend of £76,846 for 2021/22 that will result in a net amount of £10,846 being transferred from reserves.**

The Chair requested to move item 9 to the end of the meeting.

F343. **INTERNAL AUDIT REPORT 2021/22 (SECOND INTERIM)**

**RESOLVED: That the Internal Audit Report (Second Interim) for 2021/22 be received and noted.**

F344. **GDPR UPDATE**

The Deputy Chief Officer advised that there will be a report going to the meeting of Full Council being held on Monday 7 February in relation to the Local Government Pension Scheme – Memorandum of Understanding regarding the Compliance with Data Protection Law.

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

F345. **DATE OF NEXT MEETING**

**RESOLVED:** that The date of the next meeting of the Finance, Policy & General Purposes Committee will be agreed at the Annual Meeting scheduled to be held on Tuesday 17 May 2022.

F346.

**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.

F347.

**EVENTS 2022/23**

Members were provided with a report containing a clear overview of proposed events between April 2022 and December 2022 and were asked to consider any potential financial implications prior to the budget setting meeting scheduled to be held on Monday 7 February 2022.

The Chair noted that the report was detailed and that events have grown year on year with Barry Town Council being recognised as the lead, they are being received positively and give the Council an opportunity to engage with the public.

Members discussed the budget headings for the corporate events budget 2022/223 and decided to increase the Christmas Light heading by £5,000 to cover any works that may be required, to re-purpose the heading for Fireworks to Festival of Light as both the Vale of Glamorgan Council and the Rotary Club have indicated that they will not be involved with the Barry Island Firework Fiesta for 2022. Members also suggested adding £1,000 into the Miscellaneous heading for the purpose of organising a Family Fun Day. The other headings were to remain the same.

Members had a lengthy and detailed discussion about the events that Barry Town Council could hold for 2022/23.

**RESOLVED:**

- 1. That members receive and note the report with £5,000 being added to the Christmas Lights element of the Corporate Events budget heading for 2022/23.**
- 2. That members defer the proposal of a Barry Festival (External Organiser) to a meeting of the Innovation Working Party.**
- 3. That members agree that Barry Town Council's Street Party Grants will be advertised alongside the Vale of Glamorgan Council's 'Free Street Closures' and that the grants be**

advertised early April at £4.50 per head, noting that the budgetary provision had already been agreed at Full Council)

4. That the Engagement and Events Team organise a Family Fun Day at Central park and that the event is used to engage with the public regarding the Town Council's Community Plan and that £1,000 be added to the Miscellaneous element of the Corporate Events budget heading for 2022/23 for this event.
5. That the Engagement and Events Team organise a CADW Open Doors and Merthyr Dyfan Cemetery Open Day in September 2022 that will run alongside other CADW events and that £500 be agreed to deliver it from the Miscellaneous element of the Corporate Events budget heading for 2022/23.
6. That members agree with the Community Engagement Officers comments in relation to the sustainability in terms of waste production and provide a commemorative t-shirt and a re-useable hat for taking part which will replace the Santa suits and medals.
7. That members agree to working in partnership with the Vale of Glamorgan Council to deliver the Festival of Light in 2022 and agree to no charge for entry and for the event to last 3 nights.
8. That members agree that the potential of holding a Barry Food and Film Festival be discussed at a meeting of the Innovation Working Party.

F348.

**TO REVIEW COVID-19 RECOVERY GRANT APPLICATIONS RECEIVED BETWEEN NOVEMBER 2021 AND JANUARY 2022**

Members were provided with a list of applications who have applied for the Covid-19 recovery grants between November 2021 and January 2022.

Members were requested to consider the applications under the Power of Wellbeing, Sections 1-5 of the Local Government Act 2000, Power to do anything to promote the economic, social and environmental wellbeing of the council's area or anyone in the area. An amount of £53,097 had been allocated leaving an amount of £9,903 in the Community Grants Budget.

Members agreed to the following grants being awarded.

**Covid-19 recovery Fund**

**Business Name**

**Amount Awarded**

Awesome Wales	£0
Barrybados	£500
Brevedon	£0
Coca Therapy	£0
Forbesfield	£500
Fountain Tea Room	£150
Gaming Squad	£0
Karrys Deli	£1,000
Little Daffodil Clothing	£0
Lloydstone Ltd (T/A BRAWD)	£1,000
Mint & Feather	£0
Pizzeria Paletta	£1,000
Sea Cadets	£915
The Small Space	£1,000
Top Design Spaces	£0
TYOGA with Chantelle	£1,000
Vale Coast Apparel	£500
Vale Venetian	£1,000
Woodrow & Co	£600
<b>Total</b>	<b><u>£9,165</u></b>

**RESOLVED:**

- 1. That in accordance with the provisions of Power of Wellbeing, Sections 1-5 of the Local Government Act 2000; the above amounts totalling £9,165.00 be awarded as agreed by the Finance, Policy & General Purposes Committee on Monday 31 January 2022.**
- 2. That both Awesome Wales and Little Daffodil Clothing be encouraged to apply via the Green Grants Programme for 2022/23.**

The meeting closed at 8.25 pm.

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

**FOR INFORMATION ONLY**

**ACTION SHEET - FINANCE, POLICY & GENERAL PURPOSES COMMITTEE - 31 JANUARY 2022**

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
F339 (2)	That members agree for the Community Engagement Officer to work on creating a vision and branding with a strapline.	CEO		Complete
F339 (3)	That the Community Plan Vision, Objectives and Branding as set out within the report provided to the Community Plan Working Party are agreed.	CEO		Complete
F339 (4)	That the list of potential stakeholders outlined in the Developing a Community Network provided to the Community Plan Working Party be agreed to include the suggestion of Church groups.	CEO		Complete
F339 (5)	That the Community Engagement Officer create an Engagement Plan and report this back to the Community Plan Working Party at a later date.	CEO	TBC	In progress
F339 (6)	That the Community Engagement Officer forward the notes of the previous two meetings of the Community Plan Working Party to the Vale of Glamorgan Council and request a permanent representative for future meetings.	CEO		Complete
F339 (7)	That an Extraordinary Meeting of the Community Plan Working Party be held on Thursday 24 March 2022 at 5pm and that a representative from the Vale of Glamorgan Council is invited to attend.	CEO		Complete - Phil Chappel to attend
F340 (2)	That a letter be sent to the Vale of Glamorgan Council Planning Department on behalf of the Sustainable Barry Working Party to enquire how the Vale of Glamorgan Council intend to respond to the TAN 15 advice note, how they intend to review the Strategic Flood Consequences Assessments (SCFAs) for Barry in the next 12 months and request that any relevant information is shared with Barry Town Council.	DCO	03-Feb	Complete
F347 (1)	That members receive and note the report with £5,000 being added to the Christmas Lights element of the Corporate Events budget heading for 2022/23.	DCO	01-Feb	Complete
F347 (2)	That members defer the proposal of a Barry Festival (External Organiser) to a meeting of the Innovation Working Party.	CEO		Complete - event postponed

F347 (3)	That members agree that Barry Town Council's Street Party Grants will be advertised alongside the Vale of Glamorgan Council's 'Free Street Closures' and that the grants be advertised early April at £2.50 per head, noting that the budgetary provision had already been agreed at Full Council)	CEO		Complete
F347 (4)	That the Engagement and Events Team organise a Family Fun Day at Central park and that the event is used to engage with the public regarding the Town Council's Community Plan and that £1,000 be added to the Miscellaneous element of the Corporate Events budget heading for 2022/23 for this event.	CEO and DCO	TBC	Budget provision complete. Event planning in progress.
F347 (5)	That the Engagement and Events Team organise a CADW Open Doors and Merthyr Dyfan Cemetery Open Day in September 2022 that will run alongside other CADW events and that £500 be agreed to deliver it from the Miscellaneous element of the Corporate Events budget heading for 2022/23.	CEO and DCO	TBC	Event planning in progress. Budget noted.
F347 (6)	That members agree with the Community Engagement Officers comments in relation to the sustainability in terms of waste production and provide a commemorate t-shirt and a re-useable hat for taking part which will replace the Santa suits and medals.	CEO	TBC	In progress
F347 (7)	That members agree to working in partnership with the Vale of Glamorgan Council to deliver the Festival of Light in 2022 and agree to no charge for entry and for the event to last 3 nights.	CEO	TBC	In progress
F347 (8)	That members agree that the potential of holding a Barry Food and Film Festival be discussed at a meeting of the Innovation Working Party.	CEO	TBC	In progress
F348 (1)	That in accordance with the provisions of Power of Wellbeing, Sections 1-5 of the Local Government Act 2000; the above amounts totalling £9,165.00 be awarded as agreed by the Finance, Policy & General Purposes Committee on Monday 31 January 2022.	DCO	21-Feb	Complete
F347 (2)	That both Awesome Wales and Little Daffodil Clothing be encouraged to apply via the Green Grants Programme for 2022/23.	DCO	21-Feb	Complete

<b>FINANCE, POLICY &amp; GENERAL PURPOSES COMMITTEE</b>	<b>20 JUNE 2022</b>	<b>AGENDA ITEM: 6</b>
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## **SCHEDULE OF PAYMENTS FOR JUNE 2022**

### **Report Author**

Mark Sims, Deputy Chief Officer

**Attached:** A. Schedule of Payments of Accounts for June 2022 (2 pages)

### **Purpose of Report**

To provide members with the schedule of payments for June 2022 consisting of cheque number 002978, direct debits and BACS payments, in the amount of £10,882.68 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 June 2022 consisting of cheque number 002978, direct debits and BACS payments, in the amount of £10,882.68 is attached for approval.

### **Recommendation**

Members are requested to approve the schedule of payments for June 2022 consisting of cheque number 002978, direct debits and BACS payments, in the amount of £10,882.68 that is attached on the following pages.

### Schedule of Payments of Accounts For June 2022

<u>Chq No.</u>	<u>Supplier</u>	<u>Description</u>	<u>Net</u>	<u>Vat</u>	<u>Price (£)</u>	<u>Posted To</u>
BACS	Dops Paint Merchants	Paint for Town Hall	<b>48.16</b>	9.63	57.79	M&S/Property Maintenance
BACS	Newhall	Black Waste Sacks x 4 packs	<b>40.72</b>	8.14	48.86	Cemetery/Cleaning Products
BACS	Memsafe	Memorial testing April 2022	<b>147.00</b>	29.40	176.40	Cemetery/Memorial Inspection
BACS	Vale of Glamorgan Council	Cemetery Security April 2021-March 2022	<b>100.00</b>	20.00	120.00	Cemetery/Property Maint
BACS	Vale of Glamorgan Council	Pioneer Hall Security April 2021-March 2022	<b>100.00</b>	20.00	120.00	Pioneer Hall - Property Maint
BACS	Crosshands Training	In house chainsaw training	<b>375.20</b>	75.04	450.24	Corporate/Staff Training
BACS	Tip Top Toilets	Portaloo Hire at Porthkerry Cemetery for April	<b>94.29</b>	18.86	113.15	Porthkerry Cem/Property Maint
BACS	ABC Designs	Updating of existing board in gold leaf	<b>220.00</b>	44.00	264.00	M&S/Property Maintenance
BACS	Masons	Storage charge for 1 container for the month of April	<b>32.53</b>	5.57	38.10	M&S/Property Maintenance
DD	Screwfix	Henry Hoover Dry Vacume, Filter bags (10 pack)	<b>114.99</b>	22.99	137.98	CACC/Equipment
DD	Screwfix	Site Browguard with Ear Defenders	<b>109.91</b>	21.98	131.89	Cemetery/PPE
DD	Viking	Brother Black Toner Cartridge, A4 lever arch files x 10	<b>57.46</b>	11.49	68.95	M&S/Stationary
DD	Screwfix	Foam ear plugs, Goggles, Latex builder gloves	<b>52.80</b>	10.55	63.35	Cemetery/PPE
DD	Lloyds Bank	Cardnet charges for April 2022	<b>34.72</b>	0.00	34.72	M&S/Bank Charges
DD	British Gas	Electricity bill 21.03.22 - 20.04.22 at Pioneer Hall	<b>67.51</b>	3.37	70.88	Pioneer Hall/Electric
DD	British Gas	Electricity bill 21.03.22 - 20.04.22 at Cemetery	<b>161.82</b>	8.09	169.91	Cemetery/Electric
DD	British Gas	Electricity bill 29.03.22 - 28.04.22 for Cemetery	<b>290.08</b>	58.01	348.09	Cemetery/Electric
BACS	Holt JCB Ltd	Repair of coolant leak on JCB at Cemetery	<b>284.00</b>	56.80	340.80	Cemetery/Equipment Maint
BACS	Lapider	Survey & measured drawings of Merthyr Dyfan Cemetery	<b>900.00</b>	180.00	1,080.00	M&S/Other Prof fees
BACS	Ran Tool Hire	Hire of Rotovator for use at Merthyr Dyfan 31.03.22	<b>50.50</b>	10.10	60.60	Cemetery/Property Maintenance
BACS	Ran Tool Hire	Hire of Excavator for use at Porthkerry Cemetery 01.04.22	<b>106.00</b>	21.20	127.20	Porthkerry Cem/Property Maint
BACS	Ran Tool Hire	Hire of Chipper for the purpose of staff training 12.04.22	<b>290.00</b>	58.00	348.00	Corporate/Staff Training
BACS	Ran Tool Hire	Hire of Generator 22.04.22	<b>648.40</b>	129.68	778.08	Cemetery/Equipment
BACS	Ran Tool Hire	Hire of Generator 25.03.22 - 25.04.22	<b>327.14</b>	65.43	392.57	Cemetery/Property Maintenance
BACS	Ran Tool Hire	Hire of Rotovator for use at Merthyr Dyfan 26.04.22	<b>81.30</b>	16.26	97.56	Cemetery/Property Maintenance
BACS	Best Value Memorials	Dismantling & removal of memorial & relevant foundations	<b>495.00</b>	0.00	495.00	Cemetery/Property Maint
BACS	Newhall	White Hand Towels	<b>45.34</b>	9.07	54.41	M&S/Personal Hygiene
BACS	Jonathan Edwards & Son	Hedge Cutting Barry Cemetery October 2021	<b>250.00</b>	50.00	300.00	Cemetery/Property Maint
BACS	Hays	Temp administration staff week ending 15.04.2022	<b>412.19</b>	82.44	494.63	M&S/Other Prof fees

### Schedule of Payments of Accounts For June 2022

<u>Chq No.</u>	<u>Supplier</u>	<u>Description</u>	<u>Net</u>	<u>Vat</u>	<u>Price (£)</u>	<u>Posted To</u>
BACS	Microshade VSM	Citrix hosting service & Microsoft office for May 2022	<b>689.89</b>	137.98	827.87	M&S/Citrix
BACS	Tudur Jones	Welsh Translation service	<b>49.25</b>	0.00	49.25	M&S/Welsh translation
BACS	Vision ICT Ltd	22 hosted email accounts for councillors July 22 - June 23	<b>396.00</b>	79.20	475.20	Corporate/Councillor emails
BACS	Masons	Storage charge for 1 container for the month of May	<b>33.61</b>	5.76	39.37	M&S/Property Maintenance
DD	Nisbets	Champagne Flute (Box of 12)	<b>45.59</b>	9.11	54.70	Corporate/Corporate Events
DD	UK Fuels	Diesel for Cemetery Vehicle	<b>98.96</b>	19.79	118.75	Cemetery/Fuel
DD	UK Fuels	Unleaded for Cemetery Vehicle	<b>122.09</b>	24.42	146.51	Cemetery/Fuel
DD	Pitney Bowes	Royal Mail underpayment for postage	<b>0.57</b>	0.00	0.57	M&S/Postage
DD	Lloyds Bank	Charges incurred from 1 April 2022 to 30 April 2022	<b>27.70</b>	0.00	27.70	M&S/Bank Charges
DD	Virgin Media	Broadband charges 09 May - 08 Jun	<b>32.00</b>	6.40	38.40	Pioneer Hall/Broadband
DD	Virgin Media	Alarm line charges 09 May - 08 Jun	<b>18.58</b>	3.72	22.30	Pioneer Hall/Telephone
DD	Datakom	Broadband charges 01.05.22 - 31.05.22	<b>267.69</b>	53.53	321.22	M&S/Broadband
DD	Datakom	Call charges 01.05.22 - 31.05.22	<b>3.79</b>	0.76	4.55	M&S/Telephone
DD	Datakom	Telephone maintenance contract for May 2022	<b>37.73</b>	7.55	45.28	M&S/Equipment Maintenance
DD	Vale of Glamorgan Council	Non domestic rates demand for Cemetery Office - June	<b>36.00</b>	0.00	36.00	Cemetery/Rates
DD	Vale of Glamorgan Council	Non domestic rates demand for Cemetery - June	<b>896.00</b>	0.00	896.00	Cemetery/Rates
DD	Vale of Glamorgan Council	Non domestic rates demand for Pioneer Hall - June	<b>177.00</b>	0.00	177.00	Pioneer Hall/Rates
DD	Vale of Glamorgan Council	Non domestic rates demand for Community Centre - June	<b>203.00</b>	0.00	203.00	CACC/Rates
2978	Petty Cash	Reimburse petty cash account	<b>415.85</b>	0.00	415.85	Petty Cash A/C
<b>Total to 30 June 2022</b>			<b>9,488.36</b>	<b>1,394.32</b>	<b>10,882.68</b>	

<b>FINANCE, POLICY &amp; GENERAL PURPOSES COMMITTEE</b>	<b>20 JUNE 2022</b>	<b>AGENDA ITEM: 7</b>
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## **BUDGET MONITORING REPORT 31 MAY 2022**

### **Report Author**

Mark Sims, Deputy Chief Officer

**Attached:** A. Budget Monitoring Report May 2022 (2 pages)  
B. Projected Reserves at 31 March 2023 (as at 31 May 2022) (1 page)

### **Purpose of Report**

To inform members about the Council's income and expenditure in the 2022/23 financial year as at the end of May 2022.

### **Background Information**

On the following pages is the budget monitoring report May 2022, indicating actual income and expenditure up to the end of month two in the 2022/23 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 underspend of **£1,590** that will result in a net amount of £36,380 being transferred from reserves rather than an amount of £37,970 in the budget for 2022/23.

### **Recommendation**

Members are requested to receive the budget monitoring report for May 2022, indicating actual income and expenditure up to the end of month two in the 2022/23 financial year, noting the projected underspend of **£1,590** for 2022/23 that will result in a net amount of £36,380 being transferred from reserves.



**Budget Monitoring Report May 2022**

<b>Gross Income</b>								
Description	Item No.	Budget	Income	Income	Balance	Budget	Year End	Projected
		12 Months	2 Months	Expenditure		For Year	Projections	Variance
		£	£	£	£	£	£	£
Bank Interest	1	500	0	0	-500	500	500	0
Interment Fees	1	90,986	12,383	0	-78,603	90,986	90,986	0
Exclusive Right of Burials	2	35,983	5,700	0	-30,283	35,983	35,983	0
Memorial Fees	3	19,986	3,843	0	-16,143	19,986	19,986	0
Transfer of Exclusive Right of Burials	4	1,800	300	0	-1,500	1,800	1,800	0
Hire of Chapel	5	0	0	0	0	0	0	0
War Graves	6	78	0	0	-78	78	78	0
Cemetery Lodge Rent	7	5,650	457	0	-5,193	5,650	5,650	0
Other Miscellaneous Income	8	2,000	522	0	-1,478	2,000	2,000	0
Cemetery Improvement Fee	9	2,060	550	0	-1,510	2,060	2,060	0
Grants Receivable	10	0	0	0	0	0	0	0
Porthkerry Agreement	3	13,409	13,409	0	0	13,409	13,409	0
Lettings	1	20,000	2,951	0	-17,049	20,000	20,000	0
<b>Total Income</b>		<b>192,452</b>	<b>40,115</b>	<b>0</b>	<b>-152,337</b>	<b>192,452</b>	<b>192,452</b>	<b>0</b>
<b>Net Expenditure</b>								
Description	Item No.	Budget	Expenditure	Expenditure	Balance	Budget	Year End	Projected
		12 Months	2 Months	Expenditure		For Year	Projections	Variance
		£	£	£	£	£	£	£
<b>Total Net Expenditure</b>		<b>1,303,887</b>	<b>136,355</b>	<b>1,318,278</b>	<b>-150,746</b>	<b>1,303,886</b>	<b>1,302,296</b>	<b>1,590</b>
<b>Transfer to / (from) reserves</b>		<b>(37,971)</b>				<b>(37,970)</b>	<b>(36,380)</b>	
<b>Amount to be met from Precept</b>		<b>1,265,916</b>				<b>1,265,916</b>	<b>1,265,916</b>	
Our net budget for the year is £1,303,887 with actual expenditure for the 2 months to 31 May 2022 of £136,355 and committed expenditure of £1,319,548 with an amount of budgeted income yet to be received of £152,337 noting that an amount of £37,971 will be drawn down from reserves.								
Our projected out-turn for the year produces an underspend of £1,590 (£1,590 less expenditure). This will result in a net amount of £36,380 being transferred from reserves rather than transferring £37,970 from reserves.								

**Budget Monitoring Report May 2022**

Description of Reserves	Balance at 01.04.22	Contribution to reserve	Contribution from reserve	Balance at 31.03.23
Cemetery Improvement Reserve	5,538	2,060	(4,000)	3,598
Acquisition Reserve	17,566	-	-	17,566
Plant and Machinery Reserve	21,850	-	-	21,850
Shop Local Reserve	4,763	-	-	4,763
Election Reserve	26,771	-	(26,771)	-
Place Plan Reserve	3,000	-	(3,000)	-
Cemetery Roads Reserve	5,000	-	(2,500)	2,500
Staff Training Reserve	6,000	-	-	6,000
General Reserve	718,595	-	(2,169)	716,426
<b>Total</b>	<b>809,083</b>	<b>2,060</b>	<b>(38,440)</b>	<b>772,703</b>

<b>FINANCE, POLICY &amp; GENERAL PURPOSES COMMITTEE</b>	<b>20 JUNE 2022</b>	<b>AGENDA ITEM: 8</b>
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## **GRANTS AND DONATIONS 2022/23**

### **Report Author**

Mark Sims, Deputy Chief Officer

**Attached:**

- A. Grants Criteria 2022 (1 page)
- B. Grants Timescales 2022 (1 page)
- C. Wellbeing Goals Guidance 2022 (1 page)

### **Purpose of Report**

The purpose of this report is to review the Council's Annual Grants Giving exercise prior to launching the Council's 2022/23 Grants.

### **Legislative Implications**

Councils have a number of powers which enable them to financially support local organisations including:

- Section 137 of the Local Government Act 1972, to hold an annual grants giving exercise to assist local organisations who bring a direct benefit to the area of part of its area or to some or all of its inhabitants.
- General Power of Competence, Section 24 of the Local Government and Elections (Wales) Act 2001, gives “qualifying local authorities” a general power of competence (the “general power”) to do anything that an individual can do, provided they act rationally and within the law.

### **Policy Implications**

Wellbeing Goals within the Corporate Plan:

- A prosperous Barry (Objective 2)
- A more equal Barry (Objective 1)
- A Barry of cohesive communities (Objective 2)
- A Barry of vibrant culture and thriving Welsh language (Objective 2)
- A globally responsible Barry (Objective 3)

### **Financial / Resource Implications**

For the past two years the Community Grants budget allocation had been re-allocated into the Covid-19 Recovery Grants.

With the pandemic receding and life returning to a new normal Council agreed to revert back to the pre-pandemic level for Community Grants of £45,000 for 2022/23. The previous breakdown agreed was as follows:

Grants to Voluntary / Community Organisations	£25,000
Books for Schools	£10,000
Grants for Local Businesses	£ 3,000
Christmas Meals Grants for Older People	£ 2,700
Green Grants	£ 4,300
<b>Total</b>	<b><u>£45,000</u></b>

At the meeting of Full Council held on 13 December 2021 it was resolved that an additional budget of £5,000 be included for the provision of street party grants for the Queen's Platinum Jubilee and this is to be added to the Community Grants budget for 2022/23 (minute number 1013 refers).

This increased the Grant allocation for this year to **£50,000**.

Further to the report presented to the Council's Annual Meeting held on 17 May 2022 fifty-one applications were received requesting grant funding for street parties to celebrate the Queen's Platinum Jubilee. It was RESOLVED that grant applications received relating to the Queen's Platinum Jubilee be considered by Group Leaders (via Standing Order 31 Urgent Business) and a budget of £12,000 was allocated from within the £50,000 Grant allocation. Five applications were withdrawn leaving forty-six applications with a total amount of £8,882.50 being awarded for 3,553 people attending, below the £12,000 allocated by Council.

This means that instead of there being a £38,000 remaining Grant Budget to discuss, there is now £41,117.50 remaining which needs to be allocated

In addition, an amount of £150,000 is included in the Council's budget for 2022/23 relating to a provision for arts, culture and entertainment (included under Special Projects area). Members are requested to confirm how they envisage this portion of the Council's budget being used to deliver elements of the Council's Wellbeing Goals.

### **Recommendations**

1. That members determine the Grants categories for this year within the set budget of £41,117.50 and whether this budget is sufficient.
2. That approval is given to the documentation provided as Appendices to this paper and officers be given authorisation to proceed with launching the 2022/23 Community Grants Scheme on Friday 1 July 2022 to Friday 12 August 2022.
3. That members determine how the budget provision ring fenced for arts, culture and entertainment (£150,000) is to be utilised to deliver elements of the Council's Wellbeing Goals.

## BARRY TOWN COUNCIL

### APPLICATIONS FOR GRANTS FOR LOCAL ORGANISATIONS

#### ELIGIBILITY CRITERIA

1. All sections of the application form must be completed and **returned to the Town Clerk**, Town Hall, Kings Square, Barry, CF63 4RW not later than Friday, 12 August 2022. Applications received after this date will **not** be considered.
2. **Applications must be supported with a copy of the organisations most recent audited statement of accounts plus a copy of its constitution. Newly established organisations who have yet to complete their first year in existence and thus unable to provide a full years audited accounts, should submit a business plan, together with a copy of the organisations formal constitution.**
3. All projects / services / activities must meet at least one of the seven Wellbeing Goals set out below:
  - A prosperous Barry
  - A resilient Barry
  - A healthier Barry
  - A more equal Barry
  - A Barry of cohesive communities
  - A Barry of vibrant culture and thriving Welsh Language
  - A globally responsible Barry
4. The organisation must either be based within Barry, or be able to demonstrate that it benefits a significant number of people living in Barry. As Section 137 of the Local Government Act 1972 states that any financial assistance given to a local organisation must bring direct benefit to a local authority's area or any part of it or all or some of its inhabitants, by virtue of the very definition used in the 1972 Act applications from or on behalf of individuals cannot be considered.
5. Where the grant is for a long term, capital project it may be necessary to stagger payments.
6. Where a grant is awarded for a capital project Barry Town Council are not responsible for any future maintenance costs related to that project.
7. All applications complying with the above criteria will be considered on their merits with no guarantee of an award.
8. Organisations should submit the following documentation with their application:-
  - **Current constitution**
  - **Most recent balance sheet or audit statement**
9. The Council reserves the right to require the successful organisation to allow the Chair of Finance, Policy & General Purposes Committee or his/her representative to inspect the finished project or purchased equipment in the case of a grant required for capital purposes.
10. Exclusions – The Council are not permitted, under Section 137 of the Local Government Act 1972, to award grants to assist individuals.

## **BARRY TOWN COUNCIL**

### **TIMESCALE FOR THE AWARDING OF GRANTS 2022 / 23**

Decision concerning the total sum set aside in the Town Council's budget for Financial Assistance in 2022/23	Full Council meeting Monday 7 <sup>th</sup> February 2022
Consideration of issues relating to the Town Council's grants giving exercise for 2022/23	Meeting of Finance, Policy and General Purposes Committee meeting Monday 20 <sup>th</sup> June 2022
Launch of availability of grants from the Town Council	Friday 1 <sup>st</sup> July 2022
Availability of application packs to local voluntary and not for profit organisations	Friday 1 <sup>st</sup> July 2022
Closing date for the submission of completed applications including all supporting documentation	Friday 12 <sup>th</sup> August 2022
Consideration of all completed applications submitted together with supporting information	Meeting of Finance, Policy & General Purposes Committee Monday 12 <sup>th</sup> September 2022
Dispatch of letters (via email) informing both successful and unsuccessful local organisations about the outcome of their applications	Following meeting of Finance, Policy & General Purposes Committee held on 12 <sup>th</sup> September 2022
Awards ceremony where the Town Mayor will present successful organisations with grant, or in the case of capital projects etc. applicants will be informed of the scale of the award made, subject to the condition that copies of competitive quotations and/or invoices are made available to the Town Council's satisfaction in advance of carrying out the works.	To be confirmed / arranged

<b>WELLBEING GOAL</b>	<b>DESCRIPTION</b>	<b>EXAMPLES</b>
1. A Prosperous Barry	<ul style="list-style-type: none"> <li>• Low carbon society / acting on climate change</li> <li>• Skilled and well educated people</li> <li>• Generates wealth for local economy</li> <li>• Provides employment opportunities</li> <li>• Secures decent jobs</li> </ul>	<ul style="list-style-type: none"> <li>• Climate change</li> <li>• Skills</li> <li>• Learning</li> <li>• Income</li> <li>• Jobs</li> <li>• Local economy</li> <li>• Tackling Poverty</li> </ul>
2. A Resilient Barry	<ul style="list-style-type: none"> <li>• Maintains and enhances biodiversity (a wide range of plant and animal species)</li> <li>• Healthy functioning local environment</li> <li>• Adapts to change (e.g. climate change)</li> </ul>	<ul style="list-style-type: none"> <li>• Protect environment</li> <li>• Enhance environment</li> <li>• Climate change</li> <li>• Nature</li> <li>• Encouraging different species</li> </ul>
3. A Healthier Barry	<ul style="list-style-type: none"> <li>• Enhance physical wellbeing</li> <li>• Enhance mental wellbeing</li> <li>• Understanding choices about health</li> <li>• Understanding behaviours that benefit future health</li> </ul>	<ul style="list-style-type: none"> <li>• Physical activity</li> <li>• Health and wellbeing</li> <li>• Mental health</li> <li>• Reduce isolation and loneliness</li> <li>• Making choices</li> <li>• Public health</li> <li>• Understanding behaviours</li> </ul>
4. A More Equal Barry	<ul style="list-style-type: none"> <li>• People can fulfil their potential no matter what their background or circumstances</li> <li>• This includes their social and economic background</li> </ul>	<ul style="list-style-type: none"> <li>• Ensuring equality of opportunities for all</li> <li>• Helping people to reach their potential</li> </ul>
5. A Barry of Cohesive Communities	<ul style="list-style-type: none"> <li>• Attractive communities</li> <li>• Viable communities</li> <li>• Safe communities</li> <li>• Well-connected communities</li> </ul>	<ul style="list-style-type: none"> <li>• Community development</li> <li>• Engagement</li> <li>• Transport</li> <li>• Intergenerational projects</li> <li>• Social interaction and networks</li> </ul>
6. A Barry of Vibrant Culture and Thriving Welsh Language	<ul style="list-style-type: none"> <li>• Promotes and protects culture, heritage and the Welsh Language</li> <li>• Participation in Arts</li> <li>• Participation in Sports</li> <li>• Participation in Recreation</li> </ul>	<ul style="list-style-type: none"> <li>• Culture</li> <li>• History</li> <li>• Arts</li> <li>• Sports</li> <li>• Recreation</li> </ul>
7. A Globally Responsible Barry	<ul style="list-style-type: none"> <li>• Anything to improve the economic, social, environmental or cultural wellbeing of Barry</li> </ul>	<ul style="list-style-type: none"> <li>• Anything that makes a positive contribution to wellbeing in Barry and / or globally</li> </ul>

<b>FINANCE, POLICY &amp; GENERAL PURPOSES COMMITTEE</b>	<b>20 JUNE 2022</b>	<b>AGENDA ITEM: 9</b>
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**MINDFULNESS GARDEN @ CEMETERY APPROACH GARDENS (FORMER SITE OF AIR RAID SHELTER)**

**Report Author**

Mark Sims, Deputy Chief Officer

**Purpose of Report**

The purpose of this report is to request ‘Match Funding’ for the Mindfulness Garden Project at the Cemetery Approach Gardens (on the former site of the Air Raid Shelter).

**Background Information**

Barry Town Council, in partnership with the Vale of Glamorgan Council recently developed the land at Cemetery Approach to beautiful peaceful gardens which also includes a new Community Centre for residents to enjoy.

At the far end of the site is a recently concreted area which has been undeveloped and was once the site of an Air Raid Shelter. Due to health and safety reasons, the Vale of Glamorgan Council determined that the shelter should be demolished.

The Town Council has consulted with residents and the Vale of Glamorgan Council (as owners of the site) regarding potential uses for the land and has determined the following proposal based on this engagement;

- That the space is transformed into a Mindfulness Garden and used as a space to remember all those affected by the Coronavirus pandemic, a space for those who have lost loved ones and have not been able to grieve properly or attend funerals. Based on the area, this was the most fitting idea we received through consultation.
- We received offers of help from Asda Barry and Wild Seeds as a contribution towards the planting of the area and intend to accept these offers.
- There was a strong consensus from the community that the site should pay tribute to its original use of an Air Raid Shelter, so it is also proposed that information boards will be placed on site to provide visitors with historical information.

The proposed work at the site will also keep in mind a stipulation within the rental agreement between Barry Town Council and the Vale of Glamorgan Council that; “Site area to be fenced and landscaped in keeping with adjacent areas on Cemetery Approach.”

As a result of this stipulation, any design proposals would need to meet this and be agreed by the Vale of Glamorgan Council. However, it should be noted that the concept of a “Mindfulness Garden” has been initially tested with the Chief Executive of the Vale of Glamorgan Council, who is supportive of the proposed plans in principle, but has requested to have sight of any plans / drawings prior to any work commencing, which the Town Council has agreed to.

The project will be managed overall by the Cemetery and Facilities Manager who has experience in overseeing such projects, as well as the Chief Officer who played a key role in the initial development of the land at Cemetery Approach.

In terms of future maintenance, Barry Town Council has employed a gardener who is responsible for the maintenance of Cemetery Approach Gardens. The Town Council also has a team of Cemetery Operatives with a vast amount of experience in terms of gardening and garden maintenance.

Officers submitted an application to the Vale of Glamorgan Council Strong Communities Fund and have been successful in being awarded an amount of £10,000 against a total project cost of £18,910.17.

The Town Council will need to provide the ‘Match Funding’ amount of £8,910.17.

Officers anticipate that the project will begin during July or August, with the expectation that the project will be complete by the end of the year. (NB. Not all planting may be able to take place at this time due to planting schedules etc.)

### **Recommendations**

That members authorise a new budget expenditure heading ‘Special Projects / Mindfulness Garden’ in the amount of £8,910.17 from the general reserve.

## **BARRY TOWN COUNCIL**

### **DRAFT MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD ON MONDAY 13 JUNE 2022 AT 7PM**

**PRESENT:** Councillors Perkes (Chairperson) together with Councillors Marshall, Payne and Wilkinson.

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

R1. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Charles, Johnson and William.

R2. **DECLARATIONS OF INTEREST**

None received

R3. **WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015**

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

R4. **TO NOTE THE TERMS OF REFERENCE FOR THE PERSONNEL COMMITTEE**

**RESOLVED:** That the Terms of Reference for the Personnel Committee be received and noted.

R5. **TO APPROVE AND SIGN THE MINUTES OF AN EXTRAORDINARY MEETING OF THE PERSONNEL COMMITTEE HELD ON 14 MARCH 2022**

**RESOLVED:** That the minutes of the Extraordinary meeting of the Personnel Committee held on 14 March 2022 be approved and signed as a correct record.

R6. **REVIEW OF COUNCIL POLICIES**

a. **Special Leave Policy – To review time off for Elections and Fertility Treatment**

Members were provided with a report that made a request for two new policies to be considered and potentially added to the Council's Special Leave Policy.

## 1. Time off for Elections

The Chief Officer advised members that historically one-day paid special leave had been allocated for those assisting with manning polling stations or taking part in the election count, in line with other Council's policies but it has never been formally written into the Town Council's Special Leave Policy.

Members agreed that the addition should be made to the Council's Special Leave Policy.

**RESOLVED: That up to one-day special leave may be allocated to those assisting with running polling stations or taking part in the election count.**

## 2. Time off for Fertility Treatment

The Chief Officer advised members that there is no provision in the Council's Policies for Fertility Treatment and as the Council is part of the Working Forward Pledge, asked members if they would like to have a dedicated policy and asked how much paid leave should be allocated for appointments etc.

Councillor Wilkinson agreed that it should be a subject that the Council consider, but wasn't sure how many days should be allocated.

Councillor Payne asked what allocation would be given to a partner of someone having fertility treatment.

The Chief Officer advised that there is currently a shared parental leave policy in place and Council would have to approve any additions.

The Chair asked if the Chief Officer had explored policies from other councils for best practice. The Chief Officer advised that she had not as yet, but can explore other Council's policies and noted that the Council is very forward thinking in terms of Staff Wellbeing so was unsure if other local councils would have a Time off for Fertility treatment policy in place..

Councillor Payne asked if it was a current member of staff, wouldn't they be covered by the current special leave policy?.

The Chief Officer advised that there is allowances for appointments and pregnancy related sickness but not for the treatment itself, hence why the Special Leave policy needed to be looked at to accommodate.

Members requested that the Chief Officer explore other policies and bring back findings to the next Personnel Committee for discussion.

**RESOLVED: That the Chief Officer explores best practice for time off for Special Leave in relation to Fertility Treatment and drafts a policy to a future meeting of the Personnel Committee.**

b. Living with Covid-19 Plan – To review the Council’s position

Members were provided with a report reviewing the Council’s Policy in relation to Living with Covid-19.

The Chief Officer talked members through her report advising that Welsh Government has provided a paper outlining their ambitions with Step 3 being a transition to a long-term steady state with a suggested date for this to be reached at the end of June 2022.

The Chief Officer also advised members of the situation should another ‘Covid Urgent’ scenario presents itself.

**RESOLVED: That the Personnel Committee receive the latest Welsh Government Report and agree the measures for ‘Covid Stable’ and ‘Covid Urgent’ scenarios set out in the report.**

R7.

**NEW STAFF FORUM – TO REVIEW AND APPROVE SUGGESTED TERMS OF REFERENCE**

Members were provided with a report advising them of a proposal for a Staff Forum and their Terms of Reference. The Chief Officer advised members that the aspect of the Staff Forum would be to build rapport between team members and management.

Councillor S Hodges asked the Chief Officer if she felt there would be a good up take for volunteers. The Chief Officer advised that she felt positive and that there is already a health and safety representative in place.

Councillor Payne asked about the cross over from Team Meetings. The Chief Officer advised that Team Meetings are generally about the week ahead and objectives where the forum will be a place where staff can voice any concerns and get a better view of the Council as a whole.

The Chair raised concern around the eligibility criteria in relation to concerns around conduct. The Chief Officer advised that it had been put in the Terms of reference as a safety net and to cover all situations. The Chair requested that the sentence be simplified. Councillor Payne agreed and suggested that it reads ‘There is an expectation that you will abide by the Code of Conduct’. The Chief Officer asked members if they would be happy to receive the amendment electronically which was agreed.

**RESOLVED: That a Staff Forum is established and the New Staff Forum Terms of Reference be received and noted, subject to the amendment referenced above.**

R8. **HEALTH AND SAFETY**

Members were provided with two risk assessments in relation to Tackling Work Related Stress and Managing Conflict. The Chief Officer advised that the two new risk assessments are organisational wide.

**RESOLVED: That the risk assessments be received and noted.**

R9. **DATE OF NEXT MEETING**

**RESOLVED: The date of the next meeting of the Personnel Committee has been scheduled to be held on Monday 5<sup>th</sup> September 2022 at 7pm**

R10. **EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED: That in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be excluded from the remainder of the meeting.**

R11. **TO REVIEW THE COUNCILS PLANNING FUNCTION**

Members were provided with a report to enable a discussion on the Council's Planning Function.

Members had a detailed discussion, the Chief Officer advised that currently the Planning Function is being covered by an external provider whilst Council decided on how to proceed with the Council's Planning Function. The Chief Officer also included in the discussions that there could be potential for the Planning Officer to become involved in creating a Community Plan, which is an ambition for the Council which would require more hours – possibly three quarter time to full time.

Members discussed the potential for the hours of the role to increase and the different functions requiring more capacity, such as the Community Plan, the LDP consultation and development and project management and a senior level for future ambitions for a Heritage Centre. The Chief Officer felt this would be a great resource to support delivery.

Possible costs were discussed as the current budget for the post is £17,500 per annum, therefore a 30 hour post would likely cost £35,000 per annum and a full time post, probably in the region of £45,000 per annum with on costs (pension, NI etc...). The Chief Officer agreed to

obtain accurate costings to put in these minutes in order for a recommendation to be presented to the next meeting of the Finance Committee.

**RECOMMENDED: To a meeting of the Finance, Policy and General Purposes Committee being held on Monday 20 June 2022 that a full time Planning Officer is recruited at a cost of £43,610 (accurate figure)**

**RESOLVED: that the Chief Officer circulate the new JD/PS electronically for Committee approval once the budget recommendation has been reviewed by the Finance, Policy and General Purposes Committee.**

R12.

### **ENGAGEMENT AND EVENTS TEAM REVIEW**

Members were provided a to enable a discussion on a review of the Council's Engagement and events Team as requested at a previous meeting of the Personnel Committee.

#### 1. Community Engagement Officer

Members were asked to consider an external job evaluation for the Community Engagement Officer as the role has increased over the years.

**RESOLVED that the Community Engagement Officer job description amendments and title be agreed.**

**RECOMMENDED to a meeting of the Finance, Policy and General Purposes Committee being held on Monday 20 June 2022 that the role is externally job evaluated by One Voice Wales at a cost of £100 and results reported back to the Personnel Committee for implementation.**

#### 2. Wellbeing Projects Officer

Members were requested to consider an introduction of a three point salary scale points to enable progression within the role which is currently sat a single SCP point of 18

**RECOMMENDED: To a meeting of the Finance, Policy and General Purposes Committee being held on Monday 20 June 2022 that the Wellbeing projects officer salary scale is set at SCP 18-20 in line with other incremental scales.**

### 3. Capacity within the Engagement and Events Team

Members were requested to consider additional support within the Engagement and Events Team, in particular administration and Youth Council support.

Members were happy to support additional support for the Engagement and Events team, suggesting a Youth Worker to cover Barry Youth Council, suggesting that it be a trainee or apprentice or young person studying.

The Chair noted that a full time role for administration support would be preferable as currently there is only part-time support and it is clear that additional capacity is required as well as more work in terms of social media and communications, but this would need to be costed and presented to Council. .

**RESOLVED: That the Personnel Committee agree in principle for an increase in administration support for the Engagement and Events Team in the form of a full time role; that a paper setting out costings and options for support o include possible provision for a Trainee Youth Worker role to support Barry Youth Council be prepared for the next meeting of Personnel Committee in September 2022.**

R13.

### **TO RECEIVE AND RESOLVE VOCATIONAL TRAINING REQUEST**

Members were provided with a Vocational Training Request received by a member of the team to undertake a British Sign Language Course as part of personal development.

Members were enthused to receive the request noting that more diversity is welcomed. Councillor Payne suggested that as a team potentially all should receive basic BSL training.

Concerns were raised in the event the member of staff may leave the Council but the Chief Officer reassured members that there is a clause in the training policy to cover this.

**RECOMMENDED: To a meeting of the Finance, Policy and General Purposes Committee on Monday 20 June 2022, to authorise the BSL Training at a cost of £700 which can be allocated from the Staff Training Budget.**

**RESOLVED: that BSL basic awareness training be sourced universally for councillors and staff who are interested**

The meeting closed at 7.55 pm

Signed .....

Dated .....