



**BARRY TOWN COUNCIL
CYNGOR TREF Y BARRI**

PURSUANT TO THE REQUIREMENTS OF THE ABOVE STATUTORY PROVISIONS, NOTICE IS HEREBY GIVEN THAT A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE TO BE HELD ON A HYBRID BASIS IN THE COUNCIL CHAMBER, TOWN HALL, KING SQUARE, BARRY, CF63 4RW AND REMOTELY ON MONDAY 22 NOVEMBER 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 approve the minutes of the reconvened Finance, Policy & General Purposes Committee meeting held on 19 July 2021**
(Pages 2780-2783)

5. **To approve the minutes of the Innovation Working Party meeting held on 26 October 2021 and to give consideration to any recommendations therein**
(Pages 2784-2788)

6. **To approve the draft notes of an Informal meeting of the Community Plan Working Party held on 15 November 2021 and to give consideration to any recommendations therein**
(Pages 2789-2793)

FINANCIAL REPORTS

7. **To receive the Schedule of Payments for November 2021**
(Pages 2794-2800)
(If Councillors have any queries on the attached please contact the Deputy Chief Officer prior to the meeting)
8. **To receive a Budget Monitoring Report** **(Pages 2801-2804)**
(If Councillors have any queries on the attached please contact the Deputy Chief Officer prior to the meeting)
9. **To receive recommendations from other committees**
 - a. **Draft Budget 2021/22** **(To Follow)**
10. **To consider the Draft Budget 2022/23** **(To Follow)**
(If Councillors have any queries on the attached please contact the Deputy Chief Officer prior to the meeting)

COVID-19 RECOVERY GRANT APPLICATIONS

11. **To review Covid-19 Recovery Grant Applications received**
(Community Organisations) deferred from 12 July 2021
(To Follow)

POLICY REPORTS

12. **Internal Audit Report 2021/22 (First Interim)**
(Pages 2805-2813)
13. **GDPR Update** **(Verbal)**
14. **To Receive Recommendations from Other Committees**
 - a) **Halls Committee 8 November 2021 re Headstone Policy**
(Pages 2814-2824)
 - b) **Personnel Committee 15 November 2021 re Model Local Resolution Protocol**
(Pages 2825-2830)
 - c) **Extraordinary Meeting of the Shop Local Advisory Committee held on Tuesday, 16 November 2021** **(Pages 2831-2839)**
 - d) **Sustainable Barry Working Party held on 17 November 2021**
(To follow)
15. **Date of Next Meeting**

The date of the next meeting of the Finance, Policy & General Purposes Committee is scheduled to be held on Monday 31 January 2022 at 7pm

16. 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.

17. To Receive Recommendations from Other Committees

a) Personnel Committee 15 November 2021 (To Follow)

Distribution

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

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

BARRY TOWN COUNCIL

DRAFT MINUTES OF A RECONVENED MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON MONDAY, 19 JULY 2021 AT 6.00 PM

PRESENT: Councillors Brooks (Chairperson), together with Councillors Drake, N Hodges, S A Hodges, Lloyd-Selby (arrived at 6.02 pm) (Vice-Chairperson) and Rowlands.

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

F308. **APOLOGIES FOR ABSENCE**

None received.

F309. **DECLARATIONS OF INTEREST**

None received

F310. **TO REVIEW GRANT APPLICATIONS RECEIVED BETWEEN 26 MAY AND 15 JUNE 2021 (COMMUNITY ORGANISATIONS)**

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

Community Organisation	Amount Awarded
Archaeology Cymru	£0
Barry West End Cricket Club	£997
Cardiff & Vale Wellbeing CIC	£1,000
Metalidades	£0
NCI Nells Point	£600
Holton Road AFC	£881.89
Barrivale Bridgeclub	£960.25
Barry Male Voice Choir	£1,000
BV FC	£1,000
Cadoxton Conservation Group	£1,000
Cardiff & Vale Area Scout Council	£400.34 (See note)
Cardiff & Vale Fibrofighters	£300 (See note)
Cold Knap Lifeguards	£544.85
Friends of Barry Beaches	£0 (See note)
Soroptimist International Barry	£951.06
Sully Centurions Cricket Club	£510
Total	<u>£10,145.39</u>

Members discussed the applications above and resolved to award the amounts listed.

Members felt that the application made by Metalidads did not fit the Councils criteria for grant funding.

The Chair advised that the Council has a litter pick loan service and proposed that both Cardiff and Vale Area Scout Council and Friends of Barry Beaches could tap into the Council litter pick loan service. The Chair also suggested that the Committee could agree to fund the PPE that Cardiff and Vale Area Scout Council have applied for with the Council purchasing more litter pick equipment to enable to loan out to the groups. Members were in agreement.

Members agreed in principal the application from Cardiff and Vale Fibrofighters subject to more information be provided in relation to the costings of the entrance ramps as they felt the cost seemed a bit low for entrance ramps. Councillor Lloyd-Selby advised that the application states that they are portable ramps and suggested to agree to the funding subject to more information being received in relation to the cost of the portable ramps.

RESOLVED:

- 1. That in accordance with the provisions of Power of Wellbeing, Sections 1-5 of the Local Government Act 2000; the above amounts be awarded as agreed by the Finance, Policy & General Purposes Committee on Monday 19 July 2021, noting that once all grants have been awarded the Covid-19 Recovery Fund (Community Grants) will be overspent by £526.66 with the balance coming from the Covid-19 Recovery Fund (Business Grants) thereby reducing their balance to £10,352.50 with a further £1,000 remaining in the Green Grants element.**
- 2. That the Council purchase more little picking equipment with a view to encourage Cardiff and Vale Area Scout Council and Friends of Barry Beaches to use the Councils Litter Pick Loan System.**

F311. **INTERNAL AUDIT REPORT 2020/21 (FINAL)**

Members were provided with the internal auditors' report (final) for 2020/21.

RESOLVED:

- 1. That the internal audit report (final update report) for 2020/21 be received and noted**
- 2. That Auditing Solutions Ltd be re-appointed as the internal auditor for 2021/22**

F312. **GDPR UPDATE**

Members received an update in relation to GDPR. The Deputy Chief Officer advised that there had been a minor breach whereby an email had been sent to an officer of the Vale of Glamorgan Council instead of a Councillor (as they had the same first name and wrong email address was selected) inviting them to a site visit at the cemetery that included Councillors personal email addresses contained within the email cc. He advised that the person who received the email had been contacted and they confirmed they had deleted the email.

RESOLVED: That the GDPR update be received and noted.

F313. **DATE OF NEXT MEETING**

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

F314. **EXCLUSION OF 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 for the remainder of the meeting.

F315. **TO CONSIDER RECOMMENDATIONS FROM OTHER COMMITTEES**

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

Members were provided with a report that provided information in relation to a dispute over the boundary between Merthyr Dyfan Cemetery and residents at White Farm.

Councillor N Hodges updated members that the matter had seemed to resolve itself as the land is still in the hands of the developers at White Farm.

RESOLVED: That members receive the report and note the update provided by the Chair of the Halls, Cemeteries and Community Facilities Committee.

The meeting closed at 6.15 pm.

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

FOR INFORMATION ONLY

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

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
F310 (1)	That in accordance with the provisions of Power of Wellbeing, Sections 1-5 of the Local Government Act 2000; the above amounts be awarded as agreed by the Finance, Policy & General Purposes Committee on Monday 19 July 2021, noting that once all grants have been awarded the Covid-19 Recovery Fund (Community Grants) will be overspent by £526.66 with the balance coming from the Covid-19 Recovery Fund (Business Grants) thereby reducing their balance to £10,352.50 with a further £1,000 remaining in the Green Grants element.	DCO	21.07.21	Complete
F310 (2)	That the Council purchase more litter picking equipment with a view to encourage Cardiff and Vale Area Scout Council and Friends of Barry Beaches to use the Councils Litter Pick Loan System.	Admin	21.07.21	Complete
F311 (2)	That Auditing Solutions Ltd be re-appointed as the internal auditor for 2021/22	DCO		Complete

BARRY TOWN COUNCIL

**DRAFT MINUTES OF A MEETING OF THE INNOVATION WORKING PARTY
HELD ON TUESDAY 26 OCTOBER 2021, AT 6PM**

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

ALSO PRESENT: Beth Hillier – Sustainable Barry Project Officer
Hannah Linton – Trainee Administrator
Councillor Clarke - Observer
Councillor S Hodges – Observer
Councillor Nugent-Finn – Observer

121. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Payne and Richardson.

122. **DECLARATIONS OF INTEREST**

A declaration of interest was received from Councillor Drake for agenda item 5 due to being a member of the Vale of Glamorgan Council Welsh Church Act Estate Committee.

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

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

124. **TO APPROVE THE MINUTES OF THE INNOVATION WORKING PARTY
MEETING HELD ON TUESDAY 14 SEPTEMBER 2021**

RESOLVED that the minutes of the Innovation Working Party meeting held on Tuesday 14 September 2021 be approved and signed as correct record.

125. **NATIONAL LOTTERY HERITAGE FUND GRANT – OLD CHURCH LANE
GREEN SPACE DEVELOPMENT PROPOSAL**

The Sustainable Barry Project Officer started the discussion with briefing the members on the report provided, she noted that to develop the grounds of the Old Church Lane green space would need a consultation period or a face-to-face public engagement talk with residents to ensure community buy-in and a sense of community-ownership. The Project Officer also noted that an application for the Heritage Fund would need to be produced quickly due to the deadline being March 2022. She added that previously a County Bid had been explored but that Barry Town Council may have more success in putting together the project on its own. She continued further and explained the options of development within the report provided, that being to lease the property, joint partnership with the Vale of Glamorgan Council or purchase the land. She finished by noting that the funding ends in March 2022 and the proposal would need to be completed to start the development stage before spring.

The Chair queried the ownership of the footpath and asked whether the Vale of Glamorgan Council were happy to work together on this project.

The Sustainable Barry Project Officer stated that officers from the Vale of Glamorgan Council had voiced interest in working together on this project but were not vocal on how much they would like to contribute. She added that it has been difficult to get in contact with the Officer in charge of the Welsh Church Act Trust at the Vale of Glamorgan Council to obtain more information regarding this project.

Councillor Clarke stated that Barry Town Council were keen to keep green land and developments and noted the land has views of Cadoxton and Gibbsondown. He noted that his impression from the report would be that Barry Town Council would be better off obtaining grants alone. The Councillor noted that the trust deed would also need to be obtained, which could help going forward with the project and may contain the owner of the footpath adjacent to the Parcel. He expressed that purchasing the land would not be feasible for Barry Town Council, unless the Church would be willing to sell. Councillor Clarke also suggested looking into other green spaces across Barry, such as Cassy Hill to secure more green spaces for development and to create a bigger project.

The Sustainable Barry Project Officer noted that Cassy Hill was owned by the Vale of Glamorgan Council outright and was not part of the Welsh Church Act Trust.

Councillor Clarke expressed the Council should be optimistic to ensure Barry keeps green spaces.

The Chair claimed that Barry Town Council are continuous with the up-keep of land i.e. Cemetery Approach Gardens, with a good team in place currently working in the Council and Cemetery with a Green Flag award obtained over the past few years including 2021/22. She noted that buying the land would be expensive for the Council and would be more in favour for a long lease of 999 years. The Chair also suggested that Barry Town Council could request a grant from the Vale of Glamorgan Council instead of working in partnership on this project. She also agreed with Councillor Clarke that Barry Town Council should look into developing more green spaces across Barry, but to focus on one area at a time and have a continuous development plan going forward. The Chair concurred that the application for the funding would need to be put together quickly with the closing date being March 2022. She also queried whether the lease would need to be obtained before applying for the grant funding.

The Sustainable Barry Project Officer noted she would need to check the criteria but should be able to continue with a letter of support from the Vale of Glamorgan Council and stated she was in contact with Vale Strategy Officer, Helen Moses.

Councillor Nugent-Finn suggested that the Sustainable Barry Project Officer contact Laura Cross at the Vale of Glamorgan Council for support with this project and stated she would pass on contact information to both parties.

The Chair queried the accessibility of the land and if there were any issue that may arise going forward.

The Sustainable Barry Project Officer stated that cutting back the overgrown brambles wouldn't make an issue for accessibility for the area, she noted that the funding would be towards the field but the hard standing pathway may not be granted due to ambiguous ownership and currently the one flight of steps are accessible for access to the site (with one flight requiring repair).

Councillor N Hodges stated that if there would be no money to go towards updating the steps and pathway, that the Council could grant themselves a Green Grant which could be provided to help fund that aspect of the project. He expressed that a footpath would be beneficial to provide a safe path 12-months of the year and noted that stages of development could happen over a period of time and not all at once.

The Chair concurred with Councillor N Hodges and noted it could be an ever-developing project and asked what the National Lottery Funding could be used towards on the project.

The Sustainable Barry Project Officer stated that the National Lottery Funding could help towards the initial start-up of the project, such as Community Engagement, land clearance, biodiversity assessments and equipment. Further grants could be applied for to help with the maintenance. She noted that residents, schools, local church and community groups are interested in the development and up-keep of the green space. She stated that a costing breakdown would need to be created and looked into for the bid to get an exact idea of how much to be applied for, but advised that up to £50,000 could be applied for primarily, but that with more in-depth support from One Voice Wales and the Heritage fund grants of up to £100,000 – £250,000 were also feasible.

Councillor N Hodges suggested setting up a new budget line with £500 in to show intent and support from the committee even if it is not utilised.

The Chair agreed with Councillor N Hodges and noted that the Sustainable Barry Project Officer created a good report regarding this project. She recommended that the budget line of £500 be put forward to the Finance and Policy Committee for approval and also suggested that the report be sent to all group leaders to explore.

Councillor S Hodges agreed with the Chair that this project should be explored by all group leaders with urgent action if needed.

Councillor Clarke queried whether Councillor Drake could obtain any information regarding the trust deed of the church, as it would help going forward to be able to see who owned the land when applying for grants and potentially a lease.

Councillor Drake confirmed she would try and obtain documentation of the trust deed.

RECOMMENDATIONS to a meeting of the Finance, Policy & General Purposes Committee to be held on 22 November 2021:

- 1) That a budget of £500 is created for a special project to develop the grounds of the Old Church Lane green space.
- 2) That the Sustainable Barry Project Officer obtain and explore documentation and clarify ownership to apply for a lease of 999 years with Vale of Glamorgan Welsh Church Act Trust.
- 3) That the project report be shared with all group leaders.

126. **DATE OF NEXT MEETING**

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

Meeting closed at 18:42pm.

Signed (Chairperson) Dated

FOR INFORMATION ONLY

ACTION SHEET - INNOVATION WORKING PARTY 26 OCTOBER 2021

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
125 (1)	That a budget of £500 is created for a special project to develop the grounds of the Old Church Lane green space.	SPO	16.11.21	In progress
125 (2)	That the Sustainable Barry Project Officer obtain and explore documentation and clarify ownership to apply for a lease of 999 years with Vale of Glamorgan Welsh Church Act Trust.	SPO		In progress
125 (3)	That the project report be shared to all group leaders for authorisation to agree work going forward by urgent action.	SPO	27.10.21	Complete

BARRY TOWN COUNCIL

DRAFT NOTES OF AN INFORMAL MEETING OF THE COMMUNITY PLAN WORKING PARTY HELD ON MONDAY 15 NOVEMBER 2021 AT 6.00 PM

PRESENT: Councillors Brooks and S Hodges

ALSO PRESENT: Robyn Walsh – Community Engagement Officer
Rebecca Blackwell – Office Team Leader
Marcus Goldsworthy – Head of Regeneration and Planning – Vale of Glamorgan Council
Tom Bowring – Head of Policy and Business Transformation – Vale of Glamorgan Council
Phil Chappell – Operational Manager – Vale of Glamorgan Council
Charlotte Raine – Section 106 Officer – Vale of Glamorgan Council

11. **APOLOGIES FOR ABSENCE**

None were received.

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

None were received.

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

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

14. **TO APPROVE THE MINUTES OF THE COMMUNITY PLAN WORKING GROUP HELD ON MONDAY 13 SEPTEMBER 2021**

NOTED: That the minutes of a meeting of the Community Plan Working Group held on 13 September 2021 be approved and signed as a correct record.

15. **COMMUNITY PLAN – DISCUSSION BETWEEN BARRY TOWN COUNCILLORS AND VALE OF GLAMORGAN OFFICERS**

The Community Engagement Officer informed members that at the last meeting of the Community Plan Working Group held on Monday, 13 September 2021 members discussed Barry Town Council's commitment towards creating a Community Plan. At this meeting, members had been provided a report which had detailed the process for developing and implementing a Community Plan and the stages that were involved.

At this meeting, members had agreed that in order for the Community Plan to be accepted and utilised as a tool to support funding applications and section

106 discussions that the relevant Vale of Glamorgan Council officers would need to be involved in the process at an early stage.

As a result, the Community Engagement Officer had invited the following Vale of Glamorgan Council Officers to the meeting, whom were all in attendance;

Marcus Goldsworthy – Head of Regeneration and Planning
Tom Bowring – Head of Policy and Business Transformation
Phil Chappell – Operational Manager
Charlotte Raine – Section 106 Officer

The Chair welcomed the Officers to the meeting.

Marcus Goldsworthy (MG) provided an overview of the Vale of Glamorgan Council's current priorities and work streams, which include a review of the "Local Develop Plan (LDP)." He explained that the review would have a strong focus on Barry as the main town in the Vale, and although the terminology "review" was used that the LDP would essentially be a new document.

MG advised that the Vale of Glamorgan Council are keen to work with Barry Town Council (and other Town & Community Council's). This would also allow the Town Council to flag areas of concern.

MG continued by advising that if the Community Plan meetings continue, the Vale of Glamorgan Council will be able to provide a representative to attend in order to progress and assist in discussions.

MG provided members with an update in relation to the Master Development Plan (separate to the LDP) which will have a focus on Barry and is economic and social growth over the next 10 years. This would be the main document used when applying towards UK Government funds. He also advised that the Town Council's Community Plan should identify key issues / themes within Barry which can merge into the Local Development Plan which would add strength when bidding for funds and that he is very keen to work with the Town Council in relation to the Community Plan.

MG concluded by stating that the Town Council would need to firstly ascertain whether they would be looking to identify a small number of issues it wishes to tackle or whether the plan would be more broadly focussed.

Charlotte Raine (CR) provided members with an overview of the Section 106 procedures and suggested that the Community Plan could be submitted as Supplementary Planning Guidance which will enable it to be incorporated into the Local Development Plan. She advised about Community Mapping, referring to the Community Mapping Toolkit created by Rural Communities which would help to ascertain what the community want and identify gaps though engagement so that trends can be recognised. CR advised of successful trial projects within St.Athan, Rhoose and Wenvoe, but noted that without the backing of the community, these projects may never have materialised. She also advised that success will all depend on what type of plan the Council want to progress and advised that the draft delivery

development plan is in the consultation stages and that this may be a good opportunity for the Town Council to make comments.

CR provided a number of resources which could help the Town Council in the planning stages which included Planning Aid Wales as they have a number of useful toolkits. CR stressed that the Council will need to have funding and resources to enable them to form a strong Community Plan and advised that any non-planning matters will not be eligible for Section 106 funds and it will need to conform to a Vale of Glamorgan Policy to be adopted as Supplementary Planning Guidance.

Phil Chappell (PC) provided an overview of Community Mapping advising that it had been successful in the Rural Vale and also stressed that it is very labour intensive to carry out. He advised that from Community Mapping, St Athan had received a large cash injection. However, this had only been achievable due to the backing from Community Groups. He advised that Community Mapping will not work if the Council engage with pre meditated ideas and that it must be community led so that the buy in is there from the offset.

PC concluded by advising that in order to have a successful Community Plan it will require a lot of people power as it is a large job to cover the whole of Barry.

Tom Bowring (TB) advised that the draft Annual Delivery Plan is currently being consulted on and that Barry Town Council are key consultees. He also mentioned the draft Well-being Assessment which looks at the Vale as a whole and will show the future projections for the Vale.

PC suggested Council may wish to consider a pilot area firstly to ascertain what works well, the buy in and to test the labour involved.

Councillor S Hodges thanked the Vale of Glamorgan Council Officers for attending and advised that Place Plans had been discussed for years but it was seen to be overwhelming therefore it was condensed to a Community Plan. Councillor S Hodges suggested that there had to be strong community engagement and to begin to lay the foundations as there are elections in 2022 in which there could be a new administration to take the work forward.

Councillor S Hodges suggested to consult with Communities over separate areas, rather than wards. The Vale Officers agreed with this as many residents refer to where they live by area, rather than by wards and that engagement could be achieved through drop-in events which could be led by a community group.

PC advised that it needs to be led by the Communities and not the Council, he gave the Barry Waterfront Community Residents Association as an example.

It was agreed that Council should not go out to consultation with preconceived themes or ideas as to what the community would want and should instead

begin with a blank canvas to enable the community to inform Council what they see as priorities for where they live. It was also important to note that key priorities and themes may vary from area to area. However, Council may identify overarching themes from consultation.

MG advised that TB has access to data that has already been collated and that the Town Council are welcome to request this data in order to help with the building blocks of the Community Plan.

PC suggested to pilot the community engagement in the Town Centre as the Community Engagement Officer has made strong connections in the Town Centre.

Councillor Brooks thanked the Vale of Glamorgan Officers for attending.

Marcus Goldsworthy, Tom Bowring, Charlotte Raine and Phil Chappell left the meeting.

The Community Engagement Officer advised that the pilot will be best to take place in the Town Centre as the Council are based there.

Members were happy to progress with the pilot in the Town Centre during the Christmas period and advised that a blank canvas approach is the best way forward.

RECOMMENDED

To a meeting of Finance, Policy and General Purposes Committee to be held on Monday, 22 November;

- 1. That a pilot Community engagement scheme is held during the Christmas Period in order to establish the needs of the Community.**
- 2. That the Community Engagement Officer liaise with the Vale of Glamorgan Council to determine which questions would be best to ask the public during this time.**
- 3. That engagement is started with a “blank canvas.”**

16. DATE OF NEXT MEETING

NOTED: That the date of the next meeting of the Community Plan working Group is scheduled to be held on Monday 24 January 2022.

The meeting closed at 6.55pm

Signed Dated
(Chairperson)

FOR INFORMATION ONLY

ACTION SHEET - COMMUNITY PLAN WORKING PARTY - 15 NOVEMBER 2021

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
15 (1)	To a meeting of Finance, Policy and General Purposes Committee to be held on Monday, 22 November - 1. That a pilot Community engagement scheme is held during the Christmas Period in order to establish the needs of the Community.	CEO	Dec-21	In progress
15 (2)	To a meeting of Finance, Policy and General Purposes Committee to be held on Monday, 22 November - 2. That the Community Engagement Officer liaise with the Vale of Glamorgan Council to determine which questions would be best to ask the public during this time.	CEO	Dec-21	In progress
15 (3)	To a meeting of Finance, Policy and General Purposes Committee to be held on Monday, 22 November - 3. That engagement is started with a "blank canvas."	CEO	Dec-21	In progress

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	22 NOVEMBER 2021	AGENDA ITEM: 7
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SCHEDULE OF PAYMENTS FOR NOVEMBER 2021

Report Author

Mark Sims, Deputy Chief Officer

Attached: A. Schedule of Payments of Accounts for November 2021
(6 pages)

Purpose of Report

To provide members with the schedule of payments for November 2021 consisting of cheque number 002977, direct debits and BACS payments, in the amount of £63,210.46 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 2021 consisting of cheque number 002977, direct debits and BACS payments, in the amount of £63,210.46 is attached for approval.

Recommendation

Members are requested to approve the schedule of payments for November 2021 consisting of cheque number 002977, direct debits and BACS payments, in the amount of £63,210.46 that is attached on the following pages.

Schedule of Payments of Accounts For November 2021

<u>Chq No.</u>	<u>Supplier</u>	<u>Description</u>	<u>Net</u>	<u>Vat</u>	<u>Price (£)</u>	<u>Posted To</u>
BACS	Mrs C Kirk	Refund re bench	330.00	57.75	387.75	Cemetery/Refund
DD	Dwr Cymru	Water bill for 10.02.21 - 20.08.21	168.76	0.00	168.76	Cemetery/Water
BACS	MemSafe Ltd	Refix memorials	2,820.00	564.00	3,384.00	Cemetery/Memorial Maint.
BACS	Auditing Solutions	Provision of internal audit 2021/22 16.09.21 (Day 1)	460.00	92.00	552.00	M&S/Internal Audit
BACS	WorksafePat	One day PATS training	299.00	59.80	358.80	Corporate/Staff Training
BACS	Neal Soils	Remove rock and rubble from tip - 1 load	180.00	36.00	216.00	Cemetery/Property Maint
DD	Viking	2022 Wallplanners and diaries	30.94	6.19	37.13	M&S/Stationery
DD	Nisbets	Two packs of Jantex Centre Feed Roll Blue 2ply	15.98	3.19	19.17	Cemetery/Cleaning
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
DD	Vale of Glamorgan Council	Non domestic rates demand for Pioneer Hall - October	177.00	0.00	177.00	Pioneer/Rates
DD	Vale of Glamorgan Council	Non domestic rates demand for Pioneer Hall - October	203.00	0.00	203.00	CA Com Centre/Rates
BACS	Photographs Matter	Photography at BYC and Civic Service	210.00	0.00	210.00	Corporate/Comm Engage
BACS	Vale for Africa	Two tickets to attend the Vale for Africa Charity Dinner	40.00	0.00	40.00	Civic/Mayors Donations
BACS	Hi Communications	Shop Local social media management	400.00	0.00	400.00	Corporate/Shop Local
BACS	Microshade VSM	Citrix hosting service & Microsoft office for September 2021	675.89	135.18	811.07	M&S/Citrix
BACS	Vale Plumbing	Service Worse boiler at Cemetery Lodge	80.00	0.00	80.00	Cemetery/Property Maint
BACS	Newhall Janitorial	Twenty four packs of handwipes,bleach, toilet cleaner	327.03	65.41	392.44	Cemetery/Cleaning
BACS	Digital Systems Ltd	Photocopier copy charges 26.08.21 - 30.09.21	79.82	15.96	95.78	M&S/Photocopier
BACS	Guild of Macebearers	Annual membership subscription for 2021/22	10.00	0.00	10.00	M&S/Professional Fees
BACS	Meter & Instrument Services	Test and certify PATs machine	45.00	9.00	54.00	M&S/Equipment Maint
BACS	Tip Top Toilets Ltd	Hire of Portaloo (01.09.21 - 30.09.21)	94.29	18.86	113.15	Porthkerry/Property Maint
BACS	Barry Advertiser	Two x weekly burial books, 104 pages (2 years)	95.00	19.00	114.00	M&S/Stationery
BACS	Ran Hire and Sales Ltd	Hire of excavator at Porthkerry Cemetry 13.09.21	100.00	20.00	120.00	Porthkerry/Property Maint
BACS	Ran Hire and Sales Ltd	Hire of excavator at Porthkerry Cemetry 14.09.21	100.00	20.00	120.00	Porthkerry/Property Maint
BACS	Ran Hire and Sales Ltd	Hire of excavator at Porthkerry Cemetry 22.09.21	100.00	20.00	120.00	Porthkerry/Property Maint
BACS	Ran Hire and Sales Ltd	Hire of excavator at Porthkerry Cemetry 23.09.21	105.75	21.15	126.90	Porthkerry/Property Maint

Schedule of Payments of Accounts For November 2021

<u>Chq No.</u>	<u>Supplier</u>	<u>Description</u>	<u>Net</u>	<u>Vat</u>	<u>Price (£)</u>	<u>Posted To</u>
BACS	Ran Hire and Sales Ltd	Hire of Turf Cutter Cemetery Approach Gardens 23.09.21	52.50	10.50	63.00	Cemetery/Property Maint
BACS	O'Sillivans Opticians	Single vision distance safety specs	187.13	34.43	221.56	M&S/Health & Safety
BACS	Holt JCB	GA Bucket 460mm and pins	290.00	58.00	348.00	Cemetery/Equipment
DD	British Gas Plc	Cemetery Lodge Electricity Bill 22.08.21 - 21.09.21	77.00	3.85	80.85	Cemetery/Electricity
DD	British Gas Plc	Gas supply for 15.08.21 - 14.09.21	14.41	0.72	15.13	Pioneer/Gas
DD	Biffa Waste Services Ltd	Skip Rental 21.08.21 - 24.09.21	331.50	66.30	397.80	Cemetery/Property Maint
DD	Screwfix	One pair of Stanley Fatmax Ontario safety boots (size 9)	44.99	0.00	44.99	Cemetery/PPE
DD	Cariad Cool Water	FMAX C/C Water Cooler charges	54.09	10.82	64.91	M&S/Equipment
DD	Lloyds Credit Card	Stationery	30.00	0.00	30.00	M&S/Stationery
DD	Lloyds Credit Card	Gumtree advertising for Bouncy Castle	2.00	0.00	2.00	Corporate/Corp Advertising
DD	Lloyds Credit Card	Pizzas and desserts for Youth Council 'Pizza & a Chat'	56.21	11.24	67.45	Corporate/Youth Council
DD	Lloyds Credit Card	Condolence flowers for employees family bereavement	23.75	4.75	28.50	M&S/Miscellaneous
DD	Lloyds Credit Card	Refund of duplicate payment on training courses	-588.00	0.00	588.00	Corporate/Staff Training
DD	Lloyds Credit Card	Condolence flowers for employees family bereavement	24.99	5.00	29.99	M&S/Miscellaneous
DD	Lloyds Credit Card	Registered postage fee for Annual Return to Auditor	3.79	0.00	3.79	M&S/Postage
DD	Lloyds Credit Card	Horticulture course	600.00	120.00	720.00	Corporate/Staff Training
BACS	Girl and Boy Ltd	Final payment on website design and development	2,075.00	415.00	2,490.00	Corporate/Website
BACS	ICCM	ICCM memorial management course	135.00	27.00	162.00	Corporate/Staff Training
BACS	Gold Crest Security	Security support September (Thursday & Friday evenings)	574.20	114.84	689.04	Cemetery/External Security
BACS	J Edwards & Son	Hedge cutting and grass topping 2019 & 2020	800.00	160.00	960.00	Cemetery/Property Maint
BACS	Masons Moving Group	Storage charge for one container for October 2021	28.44	4.87	33.31	M&S/Property Maintenance
BACS	T Jones	Welsh translation costs	76.40	0.00	76.40	M&S/Welsh Translation
BACS	Microshade VSM	Citrix hosting service & Microsoft office for October 2021	683.89	136.78	820.67	M&S/Citrix
BACS	All Bits Katie	Window painting (Autumn Theme)	240.00	0.00	240.00	Corporate/Comm Engage
BACS	Newhall Janitorial	Two boxes of Symmetry Alcohol foam Hand Sanitiser	180.72	36.14	216.86	Cemetery/Cleaning
BACS	Newhall Janitorial	Two packs of Compactor Sacks	31.90	6.38	38.28	Cemetery/Cleaning
BACS	Vodafone	Monthly rental of six mobile phones & calls for October 2021	55.04	11.01	66.05	M&S/Telephone

Schedule of Payments of Accounts For November 2021

<u>Chq No.</u>	<u>Supplier</u>	<u>Description</u>	<u>Net</u>	<u>Vat</u>	<u>Price (£)</u>	<u>Posted To</u>
BACS	Vodafone	Monthly rental of mobile WI-Fi for October 2021	13.64	2.73	16.37	Cemetery/Telephone
BACS	Vodafone	Monthly rental of one mobile phone & calls for October 2021	31.26	6.25	37.51	Cemetery/Broadband
DD	Sage UK Ltd	Sage Payroll maintenance cover 01.10.21 - 31.10.21	87.20	17.44	104.64	M&S/Equipment Maint
DD	BT plc	Broadband bill 01.09.21 - 30.09.21	33.45	6.69	40.14	CACC/Broadband
DD	Viking	A4 pads, dividers, spiral pads	35.01	7.00	42.01	M&S/Stationery
DD	British Gas Plc	Pioneer Hall Electricity Bill 22.08.21 - 21.09.21	40.70	2.03	42.73	Pioneer/Electricity
DD	British Gas Plc	Cemetery Approach Electricity Bill 29.08.21 - 28.09.21	51.88	2.59	54.47	Cemetery/Electricity
DD	British Gas Plc	Gas supply for 15.07.21 - 14.08.21	13.20	0.66	13.86	Pioneer/Gas
DD	Nisbets	Cake slice	11.84	2.36	14.20	M&S/Equipment
DD	BP Direct Fuels	Fuel for cemetery mowers and vehicles	159.53	31.92	191.45	Cemetery/Fuel
DD	BP Direct Fuels	Fuel for cemetery mowers and vehicles	56.41	11.28	67.69	Cemetery/Fuel
DD	Lloyds Cardnet	Cardnet service charges September 2021	32.25	0.00	32.25	M&S/Bank Charges
DD	Lloyds Bank	Bank charges for September 2021	451.90	0.00	451.90	M&S/Bank Charges
BACS	Rim Motors	Replaced O/S brake light bulb YS17 CTZ	10.00	2.00	12.00	Cemetery/Vehicle Maint
BACS	SLCC	Membership Fee 01.10.21 - 30.09.22	538.00	0.00	538.00	M&S/Professional Fees
BACS	Employee No. 008	Mileage claim for January 2021 - September 2021	22.09	0.66	22.75	M&S/Officers Travel
BACS	Employee No. 185	Mileage claim for September 2021	22.72	0.68	23.40	M&S/Officers Travel
BACS	Hook Signs Ltd	Six cemetery section signs plus rustic wooden posts	306.00	0.00	306.00	Cemetery/Property Maint
BACS	Hook Signs Ltd	Design & supply thirty Headstone (DO NOT TOUCH) signs	60.00	0.00	60.00	Cemetery/Property Maint
DD	Nisbets	Pack of one thousand Fiesta green birch coffee stirrers	10.13	2.02	12.15	Corporate/Comm Engage
DD	Virgin Media	Broadband service for September 2021	32.00	6.40	38.40	Pioneer/Broadband
DD	Virgin Media	Alarm line rental and calls for September 2021	18.54	3.71	22.25	Pioneer Hall/Alarm Line
DD	Virgin Media	Broadband service for October 2021	32.00	6.40	38.40	Pioneer/Broadband
DD	Virgin Media	Alarm line rental and calls for October 2021	18.61	3.72	22.33	Pioneer Hall/Alarm Line
DD	Vale of Glamorgan Council	Non domestic rates demand for Cemetery Office - November	36.00	0.00	36.00	Cemetery/Rates
DD	Vale of Glamorgan Council	Non domestic rates demand for Cemetery - November	896.00	0.00	896.00	Cemetery/Rates
DD	Vale of Glamorgan Council	Non domestic rates demand for Pioneer Hall - November	177.00	0.00	177.00	Pioneer/Rates

Schedule of Payments of Accounts For November 2021

<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 - November	203.00	0.00	203.00	CA Com Centre/Rates
BACS	Gold Crest Security	Security support September (Thursday & Friday evenings)	702.90	140.58	843.48	Cemetery/External Security
BACS	Vision ICT	Hosted email account October 2021 - September 2022	16.50	3.30	19.80	Corporate/Cllr Emails
BACS	Wildlife Trust of SW Wales	School Engagement at MDC 12 October 2021	280.00	0.00	280.00	Corporate/Sustainable Barry
BACS	Welsh Hearts	Two Beneheart Mindray C1A Defibrillators & Cabinets	2,450.00	490.00	2,940.00	Corporate/Corporate Events
BACS	ICCM	Onsite training customer care course 3 November 2021	800.00	160.00	960.00	Cemetery/Property Maint
BACS	Rim Motors	Make custom made tailgate for YS17 CTZ tipper	500.00	100.00	600.00	Cemetery/Vehicle Maint
BACS	Cardiff County Council	Added years pension compensation and increase	2,246.13	0.00	2,246.13	M&S/Pension Added Years
BACS	Memo Arts Centre	Archive storage space for August - November 2021	1,752.00	350.40	2,102.40	M&S/Rent
BACS	R&M Dyke	Resurfacing road works at MD Cemetery	17,734.99	3,547.00	21,281.99	Spec Proj/Cemetery Roads
BACS	Hi Communications	Shop Local social media management	400.00	0.00	400.00	Corporate/Shop Local
BACS	Hi Communications	Printing costs for Fiver Fest Posters	16.00	0.00	16.00	Corporate/Shop Local
BACS	Shaw and Sons	Burial Register	448.00	89.60	537.60	M&S/Stationery
BACS	Glamorgan Star	Advert in Glamorgan Star 04.11.21 re Poppy Appeal	52.00	10.40	62.40	Civic/Mayors Advertising
BACS	Matthews Comm Services	Removal and shredding of nine bags confidential paper	53.75	10.75	64.50	M&S/Property Maintenance
BACS	SLCC	Wales Training Seminar 17.11.21	45.00	9.00	54.00	Corporate/Staff Training
BACS	Tip Top Toilets Ltd	Hire of Portaloo (01.10.21 - 31.10.21)	97.43	19.49	116.92	Porthkerry/Property Maint
BACS	Crosshands Ind Training	In house Skid Steer (Bobcat S130) training 11.10.21	375.20	75.04	450.24	Corporate/Staff Training
BACS	Vale Plumbing	Issue Gas Safety Certificate for Pioneer Hall	50.00	0.00	50.00	Pioneer/Property Maint
DD	Cariad Cool Water	FMAX C/C Water Cooler charges	54.09	10.82	64.91	M&S/Equipment
DD	British Gas Plc	Gas supply for 15.09.21 - 14.10.21	26.40	1.32	27.72	Pioneer/Gas
DD	BT plc	Telephone bill 01.10.21 - 31.12.21	57.51	11.50	69.01	Cemetery/Telephone
DD	BT plc	Broadband bill 01.10.21 - 31.12.21	122.40	24.48	146.88	Cemetery/Broadband
DD	BT plc	Broadband bill 01.06.21 - 31.09.21 - Credit Note	-109.95	-21.99	131.94	Cemetery/Broadband
DD	BT plc	Broadband bill 01.06.21 - 30.06.21	33.45	6.69	40.14	CACC/Broadband
DD	Biffa Waste Services Ltd	Skip Rental 25.09.21 - 22.10.21	228.90	45.78	274.68	Cemetery/Property Maint
DD	Datakom	Telephone calls for 01446 738633 for October 2021	85.36	17.08	102.44	M&S/Telephone

Schedule of Payments of Accounts For November 2021

<u>Chq No.</u>	<u>Supplier</u>	<u>Description</u>	<u>Net</u>	<u>Vat</u>	<u>Price (£)</u>	<u>Posted To</u>
DD	Datakom	Broadband costs for October 2021	248.32	49.66	297.98	M&S/Broadband Internet
DD	Datakom	Telephone maintenance contract for October 2021	35.00	7.00	42.00	M&S/Equipment Maint
DD	Screwfix	Twenty Site Pu palm gloves and twenty builders gloves	43.16	8.64	51.80	Cemetery/PPE
DD	Npower	Electricity bill 01.09.21 - 30.09.21	71.49	3.57	75.06	CACC/Electricity
DD	Lloyds Credit Card	E-training Covid prevention & Fire Warden	110.00	22.00	132.00	Corporate/Staff Training
DD	Lloyds Credit Card	Garden knife & Secateurs	32.15	6.44	38.59	Corporate/Staff Training
DD	Lloyds Credit Card	Refreshments for Civic Service	20.00	0.00	20.00	Civic/Civic Hospitality
DD	Lloyds Credit Card	Refreshments for Civic Service	110.50	0.00	110.50	Civic/Civic Hospitality
DD	Lloyds Credit Card	Mace Bearers Gloves	9.97	2.00	11.97	M&S/Equipment
DD	Lloyds Credit Card	Three x £30 Vodafone top up vouchers for caretakers	90.00	0.00	90.00	CACC&Pioneer/Telephone
DD	Lloyds Credit Card	Tea, Coffee and Sugar	109.73	0.00	109.73	Civic/Civic Hospitality
DD	Lloyds Credit Card	Pack of ten corner angle connecting brackets	11.57	2.31	13.88	Cemetery/Property Maint
DD	Lloyds Credit Card	Fairtrade 5K medals	22.13	4.43	26.56	Corporate/Comm Engage
DD	Lloyds Credit Card	Unpaid postage fee	1.50	0.00	1.50	M&S/Postage
DD	Lloyds Credit Card	Two trolley carts on wheels	31.64	6.32	37.96	Cemetery/Equipment
DD	Lloyds Credit Card	Eight tablecloths	99.92	20.00	119.92	Corporate/Comm Engage
DD	Lloyds Credit Card	Storage box	31.16	6.23	37.39	Corporate/Comm Engage
DD	Lloyds Credit Card	Four folding exhibition tabletops	383.32	76.68	460.00	Corporate/Comm Engage
DD	Lloyds Credit Card	Three steel bowls	21.21	4.26	25.47	Corporate/Comm Engage
DD	Lloyds Credit Card	Four x 100g Wildflower and grass mix	50.00	10.00	60.00	Cemetery/Horticulture
DD	Lloyds Credit Card	Archive boxes	22.62	4.53	27.15	Cemetery/Property Maint
DD	Lloyds Credit Card	Twin pack heavy duty Duct tape	12.40	2.48	14.88	Cemetery/Property Maint
DD	Lloyds Credit Card	Halloween hanging decorations	2.92	0.58	3.50	Corporate/Shop Local
DD	Lloyds Credit Card	Red self adhesive film (for Chapel external lights)	5.73	1.15	6.88	Cemetery/Property Maint
DD	Lloyds Credit Card	Two x 28L buckets	12.34	2.46	14.80	Corporate/Comm Engage
DD	Lloyds Credit Card	Two x 28L buckets	12.34	2.46	14.80	Corporate/Comm Engage
DD	Lloyds Credit Card	Mini pumpkins and Halloween decorations	11.48	2.30	13.78	Corporate/Shop Local

Schedule of Payments of Accounts For November 2021

<u>Chq No.</u>	<u>Supplier</u>	<u>Description</u>	<u>Net</u>	<u>Vat</u>	<u>Price (£)</u>	<u>Posted To</u>
DD	Lloyds Credit Card	Halloween spider decorations	5.41	1.08	6.49	Corporate/Shop Local
DD	Lloyds Credit Card	Black bags	31.21	6.24	37.45	Cemetery/Property Maint
DD	Lloyds Credit Card	Litter pick equipment	670.18	134.04	804.22	Corporate/Comm Engage
DD	Lloyds Credit Card	Coach hire for School Engagement at MDC 12.10.21	110.00	0.00	110.00	Corporate/Sustainable
DD	British Gas Plc	Electricity bill for 22.09.21 - 21.10.21	102.05	5.10	107.15	Cemetery/Electricity
DD	British Gas Plc	Electricity bill for 22.09.21 - 21.10.21	43.74	2.18	45.92	Pioneer/Electricity
BACS	Employee No. 190	Reimburse purchase of Pumpkins	106.00	0.00	106.00	Corporate/Shop Local
BACS	David Evans Agriculture Ltd	Replace dipper/bucket pins & bushes on JCB Excavator	673.72	134.74	808.46	Cemetery/Equipment Maint
BACS	David Evans Agriculture Ltd	Miscellaneous repairs to Stihl mowers & Mulch mowers	329.57	65.90	395.47	Cemetery/Equipment Maint
BACS	David Evans Agriculture Ltd	Miscellaneous repairs and service for Kubota G2160	354.16	55.31	409.47	Cemetery/Equipment Maint
BACS	David Evans Agriculture Ltd	Miscellaneous repairs and service for Kubota G2160	389.84	77.96	467.80	Cemetery/Equipment Maint
BACS	CA Parri	Welsh to English translation for Civic Service 25.09.21	50.00	0.00	50.00	Civic/Civic Hospitality
BACS	E Henry	Harp background music at Civic Service 25.09.21	160.00	0.00	160.00	Civic/Civic Hospitality
BACS	Ran Hire and Sales Ltd	Hire of excavator at Porthkerry Cemetry 27.10.21	100.00	20.00	120.00	Porthkerry/Property Maint
BACS	Ran Hire and Sales Ltd	Hire of excavator at Porthkerry Cemetry 28.10.21	105.75	21.15	126.90	Porthkerry/Property Maint
BACS	Green Circle	Remove rock and rubble from tip - 10 loads	2,500.00	500.00	3,000.00	Cemetery/Property Maint
BACS	Digital Systems Ltd	Photocopier copy charges 30.09.21 - 31.10.21	62.72	12.54	75.26	M&S/Photocopier
DD	Lloyds Cardnet	Cardnet service charges October 2021	40.50	0.00	40.50	M&S/Bank Charges
DD	British Gas Plc	Electricity Bill 29.09.21 - 28.10.21	132.26	6.61	138.87	Cemetery/Electricity
DD	BP Direct Fuels	Fuel for cemetery mowers and vehicles	84.23	16.85	101.08	Cemetery/Fuel
DD	Cariad Cool Water	Spring Water for Water Cooler (4 x 19L) less empties	36.18	7.24	43.42	Cemetery/Equipment
2977	Petty Cash	Petty Cash Account	496.16	0.00	496.16	Petty Cash Account
Total For This Period			54,279.12	8,931.34	63,210.46	
Total For Previous Periods			141,468.87	26,807.83	166,299.79	
Total to 30 November 2021			195,747.99	35,739.17	229,510.25	

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	22 NOVEMBER 2021	AGENDA ITEM: 8
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BUDGET MONITORING REPORT 31 OCTOBER 2021

Report Author

Mark Sims, Deputy Chief Officer

Attached: A. Budget Monitoring Report October 2021 (2 pages)
B. Projected Reserves at 31 March 2022 (as at 31 October 2021) (1 page)

Purpose of Report

To inform members about the Council's income and expenditure in the 2021/22 financial year as at the end of October 2021.

Background Information

On the following pages is the budget monitoring report October 2021, indicating actual income and expenditure up to the end of month seven in the 2021/22 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 **£35,766** that will result in a net amount of £30,234 being transferred from reserves rather than an amount of £66,000 in the revised budget for 2021/22.

Recommendation

Members are requested to receive the budget monitoring report for October 2021, indicating actual income and expenditure up to the end of month seven in the 2021/22 financial year, noting the projected underspend of **£35,766** for 2021/22 that will result in a net amount of £30,234 being transferred from reserves.

Budget Monitoring Report October 2021

Description	Item No.	Gross Expenditure						
		Budget	Expenditure	Committed	Balance	Budget	Year End	Projected
		12 Months	7 Months	Expenditure	£	For Year	Projections	Variance
		£	£	£	£	£	£	£
Salaries	1	772,137	418,922	353,215	0	772,137	772,137	0
Pension Added Years Costs	2	9,320	4,491	4,829	0	9,320	9,320	0
Personal Hygiene Facilities	3	2,100	825	1,200	75	2,100	2,025	75
Personal Protective Equipment / Clothing	3	3,750	1,053	2,322	375	3,750	3,375	375
Cleaning Products	3	2,200	1,176	2,274	-1,250	2,200	3,450	-1,250
Officers Travel and Subsistence	4	3,000	286	2,414	300	3,000	2,700	300
Rates	5	13,312	9,183	3,936	193	13,312	13,119	193
Water	6	4,050	1,584	2,466	0	4,050	4,050	0
Rent	7	36,256	26,754	9,502	0	36,256	36,256	0
Electricity	8	8,570	2,352	5,438	780	8,570	7,790	780
Gas	9	1,250	262	988	0	1,250	1,250	0
Telephone	10	3,550	2,215	2,242	-907	3,550	4,457	-907
Postage	11	2,000	1,158	842	0	2,000	2,000	0
Printing and Stationery	12	2,500	1,677	823	0	2,500	2,500	0
Insurance	13	5,000	5,156	0	-156	5,000	5,156	-156
Photocopier Costs	14	5,000	1,482	2,378	1,140	5,000	3,860	1,140
Property Maintenance and Improvements	15	35,490	19,731	18,469	-2,710	35,490	38,200	-2,710
Equipment	16	14,125	4,405	9,720	0	14,125	14,125	0
Equipment Maintenance	17	13,700	5,527	8,173	0	13,700	13,700	0
Bank Charges	18	800	820	460	-480	800	1,280	-480
Audit Fees - Internal	19	1,425	460	965	0	1,425	1,425	0
Legal Fees	20	6,000	0	6,000	0	6,000	6,000	0
Audit Fees - External	21	460	0	460	0	460	460	0
Professional Fees	22	6,000	2,675	3,325	0	6,000	6,000	0
General Salaries Contingency	23	30,000	14,191	15,809	0	30,000	30,000	0
Health and Safety	24	5,000	831	4,169	0	5,000	5,000	0
Internet Broadband	25	4,072	2,711	1,942	-581	4,072	4,653	-581
Election Costs	28	0	0	0	0	0	0	0
BACAS Burials System Annual Maintenance	29	2,550	0	2,550	0	2,550	2,550	0
Microshade Citrix	30	7,703	4,917	3,265	-479	7,703	8,182	-479
Welsh Translation Service	31	4,000	716	3,284	0	4,000	4,000	0
Horticulture	8	800	147	653	0	800	800	0
Vehicle Maintenance	11	1,200	1,447	353	-600	1,200	1,800	-600
Haulage and Fuel	12	4,375	2,746	2,379	-750	4,375	5,125	-750
Vehicle Tax and Insurance	13	552	555	0	-3	552	555	-3
Philadelphia Cemetery	14	500	110	390	0	500	500	0
Interest on PWLB Loan	15	2,077	1,141	936	0	2,077	2,077	0
Capital Repayment on PWLB Loan	16	16,921	8,460	8,461	0	16,921	16,921	0
Treework Maintenance	17	6,195	3,132	3,063	0	6,195	6,195	0
Cemetery Roads Maintenance	19	3,000	0	3,000	0	3,000	3,000	0
Memorial Safety Advertising	20	250	0	250	0	250	250	0
Subscriptions	21	850	405	220	225	850	625	225
External Security at Cemetery	23	0	3,693	0	-3,693	0	3,693	-3,693
Memorial Inspection Maintenance Programme	24	16,000	2,992	13,008	0	16,000	16,000	0
New Play Equipment	11	1,000	335	1,260	-595	1,000	1,595	-595
Community Groups use of CACC (FOC)	16	0	728	1,072	-1,800	0	1,800	-1,800
Civic Hospitality	1	2,200	450	1,750	0	2,200	2,200	0
Mayor's Hospitality	2	500	41	459	0	500	500	0
Mayor's Medallions and Plaques	3	2,000	0	2,000	0	2,000	2,000	0
Photographical Services	4	250	0	250	0	250	250	0
Mayor's Allowance inc. On Cost	5	1,619	1,606	0	13	1,619	1,606	13
Deputy Mayor's Allowance inc. On Cost	5	500	0	0	500	500	0	500
Mayor's Travel	6	500	0	500	0	500	500	0
Mayor's Donations	7	750	52	698	0	750	750	0
Mayor's Advertising	8	750	152	598	0	750	750	0
Civic Gifts	9	500	0	500	0	500	500	0
Restricted Grant Funding to Memorial Hall Theatre	1	150,000	0	150,000	0	150,000	150,000	0
Corporate Events	3	34,000	2,450	31,550	0	34,000	34,000	0
Corporate Advertising and Marketing	4	4,000	2,878	1,122	0	4,000	4,000	0
Corporate Engagement Strategy	5	7,000	2,347	4,653	0	7,000	7,000	0
Shop Local Campaign	6	15,000	3,404	11,596	0	15,000	15,000	0
Community Grants	7	65,000	51,247	13,753	0	65,000	65,000	0
Grant to Pioneers Club re use of hall	8	1,270	0	0	1,270	1,270	0	1,270
Website Costs	9	2,000	450	1,550	0	2,000	2,000	0
Fairtrade Campaign	10	1,000	0	1,000	0	1,000	1,000	0
Subscriptions	11	9,371	8,664	707	0	9,371	9,371	0
Councillor Training	12	2,000	0	2,000	0	2,000	2,000	0
Staff Training	13	20,000	8,079	11,921	0	20,000	20,000	0
Councillor Allowances	14	2,000	1,200	0	800	2,000	1,200	800
Councillor Tablets	15	792	720	0	72	792	720	72
Councillor Emails	16	380	380	0	0	380	380	0
Staff Wellbeing Fund	17	500	0	500	0	500	500	0
Sustainable Barry Initiative (Minute number 654(2))	18	23,500	10,465	13,035	0	23,500	23,500	0
Place Plan (Minute number 673(4) refers)	19	3,000	0	3,000	0	3,000	3,000	0
Barry Youth Action	1	3,000	351	2,649	0	3,000	3,000	0
Dementia Friendly Project	2	3,000	0	3,000	0	3,000	3,000	0
Cemetery Fencing	3	0	0	0	0	0	0	0
Cemetery Roads Improvement	4	20,000	17,735	2,265	0	20,000	20,000	0
Cemetery Benches	5	2,000	1,766	0	234	2,000	1,766	234
Cemetery Treework	6	0	0	0	0	0	0	0
COVID-19 Recovery Fund	7	0	0	0	0	0	0	0
Cemetery Approach Building (Prev Yr Reserves)	8	0	0	0	0	0	0	0
COVID-19 EXPENDITURE	1	13,000	2,129	4,121	6,750	13,000	6,250	6,750
Total Expenditure		1,450,422	678,017	773,682	-1,277	1,450,422	1,451,699	-1,277
			2802					

Budget Monitoring Report October 2021

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	500	27	0	-473	500	300	-200
Interment Fees	1	73,050	59,275	0	-13,775	73,050	90,367	17,317
Exclusive Right of Burials	2	29,774	23,768	0	-6,006	29,774	36,174	6,400
Memorial Fees	3	12,044	15,407	0	3,363	12,044	20,490	8,446
Transfer of Exclusive Right of Burials	4	1,800	1,590	0	-210	1,800	2,340	540
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	5,574	3,196	0	-2,378	5,574	5,480	-94
Other Miscellaneous Income	8	2,000	1,346	0	-654	2,000	2,000	0
Cemetery Improvement Fee	9	2,000	2,597	0	597	2,000	3,430	1,430
Grants Receivable	10	0	0	0	0	0	0	0
Portnkerry Agreement	3	13,146	13,146	0	0	13,146	13,146	0
Lettings	1	12,000	6,951	0	-5,049	12,000	15,974	3,974
Lettings - Old Pioneers Club via S137	2	0	0	0	0	0	0	0
Total Income		152,736	127,381	0	-25,355	152,736	189,779	37,043
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		1,297,686	550,636	773,682	-26,632	1,297,686	1,261,920	35,766
Transfer to / (from) reserves		(66,000)				(66,000)	(30,234)	
Amount to be met from Precept		1,231,686				1,231,686	1,231,686	
<p>Our revised net budget for the year is £1,297,686 with actual expenditure for the 7 months to 31 October 2021 of £550,636 and committed expenditure of £773,682 with an amount of budgeted income yet to be received of £25,355 noting that a revised amount of £66,000 will be drawn down from reserves.</p>								
<p>Our projected out-turn for the year produces an underspend of £35,766 (£1,277 more expenditure with £37,043 more income). This will result in a net amount of £30,234 being transferred from reserves rather than transferring £66,000 from reserves.</p>								

Projected Reserves for 31 March 2022 (as at 17 November 2021)

Description of Reserves	Balance at 01.04.21	Contribution to reserve	Contribution from reserve	Balance at 31.03.22
Cemetery Improvement Reserve	2,957	3,430	(1,766)	4,621
Acquisition Reserve	17,566	-	-	17,566
Plant and Machinery Reserve	21,850	-	-	21,850
Shop Local Reserve	6,477	-	-	6,477
Election Reserve	26,771	-	-	26,771
Place Plan Reserve	3,000	-	(3,000)	-
Cemetery Roads Reserve	5,000	-	-	5,000
Staff Training Reserve	6,000	-	-	6,000
General Reserve	409,186	-	(28,898)	380,288
Total	498,807	3,430	(33,664)	468,573

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	22 NOVEMBER 2021	AGENDA ITEM: 12
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INTERNAL AUDIT REPORT 2021/22 (FIRST INTERIM)

Report Author

Mark Sims, Deputy Chief Officer

Attached: A. Internal Audit Report 2021-22 (First Interim) (8 pages)

Purpose of Report

To provide members with the internal auditor's report (first interim) for 2021/22.

Background

Auditing Solutions Ltd undertook the first interim review for 2021/22 on 16 September 2021 at the Council offices with appropriate Covid-19 measures in place. A copy of the internal auditor's report for 2021/22 (First Interim) is attached for consideration. The report provides a summary of the work undertaken at the first visit and officers are pleased to report that the internal auditor concludes that the Council continues to maintain adequate and effective internal control arrangements.

One recommendation is included in the report that is copied below:

R1 The Council should consider reporting the overall staff establishment list to a Member Committee.

Auditing Solutions Ltd are scheduled to undertake the second visit on 17 January 2022 with a third final visit scheduled for the summer 2022 to complete the internal audit work for 2021/22 and 'sign off' the Council's Annual Return for 2021/22.

Recommendations

Members are requested to receive and note the internal audit report (first interim) for 2021/22.

Barry Town Council
Cyngor Tref y Barri

Internal Audit Report 2021-22 (First interim)

Chris Hackett

Consultant Auditor
Auditing Solutions Ltd

Background

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

This report sets out the work undertaken in relation to the first interim review for the 2021-22 financial year, which took place on the 16th September 2021 together with our preparatory work. We wish to thank the Deputy Chief Officer and Responsible Finance Officer for providing all the requested documents to facilitate our work. This Report will be updated following our second interim and final visit/review which will be arranged in the new year.

Internal Audit Approach

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

Overall Conclusion

Based on the work completed at this initial visit we have concluded that the Council continues to maintain adequate and effective internal control arrangements. Our detailed findings are set out below.

We request that this report is presented to Members.

Detailed Report

Maintenance of Accounting Records & Bank Reconciliations

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

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

- Verified that an appropriate cost centre and nominal ledger structure remains in place to provide data for preparation of the annual Statement of Accounts;
- Confirmed that the Rialtas accounting system is in balance by running a data check;
- Confirmed the arrangements for backing up the Rialtas system with the Deputy Chief Officer and Responsible Finance Officer (Deputy Chief Officer), we understand that this is done through a firm called Micro-shade;
- Checked the accuracy of the opening Trial Balance detail for 2021-22 to the closing balances at 31st March 2021 to confirm all balances had been correctly rolled forward;
- Checked and agreed one sample month's transactions (July 2021), as recorded in the current account cashbook, to the Lloyds bank statements;
- Checked and agreed the 30th June and 31st July 2021 month-end Lloyds bank reconciliations to ensure that no longstanding uncleared amounts or abnormal entries exist; and
- Confirmed reconciliations are completed regularly and signed.

Conclusion

Based on our testing the accounts are in balance and being reconciled with no anomalous adjusting entries in the reconciliations.

We shall undertake further work in this area at future visits including verifying the accurate disclosure of the year-end balances in the 2021/22 Annual Return.

Review of Corporate Governance

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

We have commenced our examination of the minutes of the Full Council and its extant Standing Committees, excluding Planning, for the financial year to date in 2021-22, to ensure that, as far as we are reasonably able to ascertain, no actions of a potentially unlawful manner have been taken or are under consideration by Members, although it is for the Council to seek legal assurance where it deems it necessary.

Conclusion

No matters have been identified in this area from the work undertaken so far this year. We will continue to review the Council's approach to governance issues at future visits, also continuing our review of minutes.

Review of Expenditure

Our aim here is to ensure that:

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- Relevant Standing Orders and Financial Regulations have been met in relation to formal tendering processes;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We discussed controls over the processing of payments with the Deputy Chief Officer. To obtain assurance in this area we have commenced testing an initial sample of 22 payments in the cash book including all those individually in excess of £3,500, together with a more random sample of every 35th cashbook transaction (irrespective of value) plus the non-domestic rates payments to Vale of Glamorgan Council. Our test sample so far totals £143,935 and equates to 56% of all non-pay related expenditure for the period to 31st July 2021.

Supporting information in the form of invoices or other documentation was provided for all the payments in our sample. Our sample is drawn from the Council's Cash Book and included three cash book payments for Covid-19 support grants totalling £36,838.34. In respect of these payments, we were provided with a summary spreadsheet showing all the individual grants. In view of the large number of individual grants we test checked a sample of these grants to approval in the Council minutes and to correspondence with the recipient organisation. In deciding our audit approach we had regard to and drew assurance from, the detailed testing done in 2020/21 to grant application forms.

We reviewed the Council's VAT records confirming the amount due for reclaim from HMRC at 31st March 2021 was duly reclaimed and recovered in May 2021

Conclusion

No matters arise from our review of payments to date requiring recommendations. We will extend sampling at future visits.

Assessment and Management of Risk

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

We reviewed the Council's current insurance policy provided by Zurich which runs to 31st March 2022, noting that cover includes:

- Property insurance;
- Business interruption insurance;
- Public liability cover of £15m;
- Hirer's liability cover of £2m;
- Employer's liability cover of £10m;
- Motor vehicle insurance; and
- Fidelity guarantee cover of £1m.

Conclusion

We are pleased to report that no issues arise in this area currently. We shall continue to monitor the Council's approach to risk management at future visits.

Review of Income

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

At this initial interim visit we have:

- Agreed the first instalment of the 2021/22 precept as recorded in the Council's minutes to the amount receipted into the Council's cash book;
- Selected a sample of five burials from the Council's electronic records and confirmed for each that a certificate of cremation/burial was held, that the fee charged agreed to the schedule of rates and that the amount due was recorded in Rialtas for recovery. We further confirmed the interments were recorded in the manual register of burials;
- Reviewed the unpaid invoices report on the Council's sales ledger noting there were no significant aged amounts due; and
- As previously noted, test checked one month's income from the bank to the accounting records.

Conclusion

No issues arise in this area based on our work to date.

Petty Cash and Charge Card Accounts

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

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

We sample checked the petty cash payments made in September 2021 to supporting vouchers and till receipts, noting VAT is separately identified. We then test checked the reimbursements recorded in the petty cash record to Rialtas. Finally, we agreed the physical cash held on the day of our visit to the petty cash records.

Conclusions

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

Salaries and Wages

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

The Council uses the SAGE system to run its payroll with the Deputy Chief Officer maintaining the records. We have sample checked the detail of payroll transactions, specifically:

- We obtained a staff establishment list from the Deputy Chief Officer noting there were six new employees during the year. We obtained their signed contracts of employment and agreed their gross pay from the contract to the SAGE payroll records;
- Agreed the June SAGE payroll reports to the Rialtas cash book payments;
- Manually reperformed the calculation of tax, national insurance and pension contributions for a sample of seven staff paid in June to obtain assurance on the SAGE system;
- Confirmed that overtime records are maintained; and
- Commenced our month on month trend analysis of payroll costs from the Council's cash book.

Conclusions and recommendation

The Council has arrangements for managing its payroll. We note the staff establishment list is not annually reported to the Personnel Committee as happens at many of our other clients. Reporting the staff establishment list to Members would usefully strengthen the control environment. We will continue to monitor monthly salary payments in total at future visits querying any anomalies that may arise.

R1 The Council should consider reporting the overall staff establishment list to a Member Committee.

Rec. No.	Recommendations made during the Interim Audit	Response
Salaries and Wages		
R1	The Council should consider reporting the overall staff establishment list to a Member Committee.	

Memorial Inspections Policy

The Council have a duty of care to its staff and the users of the cemetery, to honour this, the Council have a system in place to monitor and inspect memorial headstones to ensure they are safe and are able to take the necessary actions if they are deemed to be a danger to the public.

The Council have a Memorial Inspector who has undertaken the necessary training to enable them to carry out these inspections on a regular basis.

1.0 INTRODUCTION

1.1 General

1.1.1 Over the past 35 years, eight people in the UK have been killed when a memorial has fallen on them. Given the number of memorials and the number of visitors to burial grounds in any year, the risk of any injury is extremely low. In January 2009 guidance was developed by a sub-group of the burial and Cemeteries Advisory Group, which advises the Ministry of Justice on all aspects of burial law. The sub-group represented burial ground operators, memorial masons and cemetery managers as well as the health and safety Executive.

1.1.2 In August 2019 the Institute of Cemetery and Crematorium Management (ICCM), have updated and published management guidance in their publication the Management of Memorials. The standards referred to in this guidance are from:

- The British Standard 8415 being the primary standard (current standard as issued on the 31st of July 2018)
- The BRAMM Blue book (British Register of Accredited Memorial Masons) and NAMM Code Of Working Practice (National Association of Memorial Masons)

1.2 Responsibility and Liability

1.2.1 Responsibility for the overall safety within a burial ground lies with the burial authority, which has responsibilities under the Health and Safety at Work Act 1974 and the Occupiers Liability Act 1957 to ensure that, as far as reasonably practicable, their sites are maintained in a safe condition. This includes ensuring that anyone who enters the site to carry out work, such as a memorial mason, carry out this work in a safe manner and in such a way that others using the site will not be put at risk.

1.2.2 Whilst the responsibility for general safety lies with the burial authority there are specific responsibilities for memorials that lie with both the owner of the memorial and the memorial mason responsible for installing it. The owner of the memorial is responsible for maintaining the memorial in a good condition and should be properly informed, in writing, of their and other party's responsibilities. They should also be encouraged to insure the memorial, just as they do their household property. When it comes to ensuring the memorial

is erected safely, this is the responsibility of the memorial mason who erects the memorial.

- 1.2.3 Memorial masons are legally liable for the work they carry out and should ensure that memorials are erected safely and in accordance with current standards available within the industry (such as quality specifications like the NAMM Code of Working Practice or BRAMM The Blue Book). This responsibility is placed on masons in the Consumer Protection Act 1987, the Sale of Goods Act 1979 (amended 1994), the General Product Safety Regulations 1994 and the Directive on Liability for Defective Products (85/374/EEC). The latter was implemented in the UK in August 2003. If masons do not carry out their work with due diligence they could end up with severe financial penalties. Claims for poor workmanship can be made up to 6 years after the memorial has been installed (5 years in Scotland).
- 1.2.4 A burial authority should carry out regular inspections on their memorials, at least once every 5 years. Where they identify unsafe memorials through this inspection programme they have a responsibility to ensure such memorials are not a danger to visitors and employees in the burial ground. Where possible, they should contact the owner, advise them of the problem and ask them to make the memorial permanently safe, usually by having it re fixed. Obviously, if there is a clear defect with the way in which the memorial was installed then the owner may have some redress through the memorial mason who originally installed it, should it have been installed in the previous 6 years. If not, they will have to pay for the memorial to be installed to an approved standard.
- 1.2.5 Where owners cannot be traced the burial authority has to make a decision on how to deal with the memorial.
- 1.2.6 Burial authorities should record their approach to the inspection and making safe of memorials in a suitable memorial safety policy. Any health and safety enforcement agency (generally the HSE or local authority) would require a copy of this should an investigation ever be necessary.
- 1.2.7 Commonwealth War Grave memorials are not tested and any observable defects should be reported immediately to the Commission

2.0 DESIGN, CONSTRUCTION AND INSTALLATION

2.1 General

- 2.1.1 The design, construction and installation of new memorials is central to the ongoing safety of our burial grounds. Until recent year's memorials had not been designed to withstand a specific design force, this has now been addressed with industry standard specifications such as the NAMM Code of Working Practice and BS 8415. All memorials should be installed to such a specification. The NAMM Code of Practice was updated in September 2003. It is recommended that all memorial masons use recognised specifications such as the NAMM Code of Practice as the minimum specification for the installation of

memorials and ensure installed memorials meet specific design performance standards, as will be provided in the British Standard (BS 8415).

2.2 Memorial Construction and Installation

2.2.1 Barry Town Council insist that memorial masons use an industry recognised standard specification, such as the NAMM/BRAMM Code of Practice, every time a memorial is fixed, or re fixed into the burial ground. This ensures that all new memorials are installed to a suitable standard and any memorials that are removed for any reason, such as a further interment in the grave or for a new inscription, are also re-fixed to a suitably high standard. Wherever possible owners should be advised of the re-fixing of a memorial to improved standards and should be offered the same guarantee as a new memorial.

Along with Memorial Masons signing to state that they are registered with the appropriate body, they are also checked approximately once a year by the administration team to ensure they are still registered and hold a valid NAMM or BRAMM licence. The Cemetery Memorial Inspector or Team Leader further check that the Masons have a valid licence before work is carried out

3.0 INSPECTION AND MAKING SAFE

3.1 General Issues

3.1.1 Many memorials are still unstable and pose a danger to the public, Barry Town Council have a duty under Health and Safety legislation to control the dangers that exist in their burial grounds. Barry Town Council have organised regular inspections and make safe programmes to ensure these dangers have been removed. The legislation that applies to this area is extensive and varied depending on the location and type of burial authority, however, most burial authorities utilise the latest guidance as the best practice available and current Burial Law Consultation may result in more wide ranging changes to burial legislation.

3.1.2 The effective management of memorials considers an effective, risk-based approach which should include the following:

- Knowledge of the different types of memorials currently installed
- An overall assessment of the risks associated with these types of memorials to assist prioritisation of the more detailed inspections
- A visual check for obvious signs that a memorial is likely to be unstable
- A hand test which can help confirm stability problems
- Arrangements for more detailed inspections in particular memorials that will need to be carried out by a specialist structural engineer
- Communication and raising awareness
- Maintain records of the inspection and results
- Ensure people can report any concerns with regards to memorial safety

3.2 Management Issues

- 3.2.1 It is important to publicise the work that is to be carried out. Press releases, Social Media platforms and notices in the burial grounds, all these will ensure the public are informed about the work to be carried out and why it needs to be done. The owner of any memorial that fails the inspection should be contacted, if possible, by writing to the last known home address or more recently email addresses, Schedule 3 of the Local Authority Cemeteries Order 1977 provides some guidance on an acceptable process. The notification should be written in a sympathetic manner, however, it should be made clear that inspections have been carried out to nationally agreed standards and that as the memorial has failed the owner is responsible for reinstating it to an approved specification (such as the NAMM Code of Working Practice). Further information regarding consumer protection law and the length of time to be given to have the memorial reinstated can also be given at this time
- 3.2.2 Whilst advising the public of any forthcoming inspection and make safe programme consideration should also be given to an ongoing programme of inspection and any possible refurbishment work for the future. Making the public aware of the ongoing inspection programme and any potential improvement work will ensure public awareness of the whole process.
- 3.2.3 Warning Signs/Notices - Warning signs and other publicity alone will not protect the interests of a burial authority, they must be actively working to remove the hazards posed by unstable memorials. Warning signs are a clear acknowledgement that hazards are present and an authority found to be doing nothing to remove such hazards is likely to be found negligent. Members of the public are also encouraged to contact Barry Town Council if they have any concerns about the safety of their own or other memorials or they should speak directly to a member of the Cemetery team or contact the Office.
- 3.2.4 It is extremely important that once memorials have been found to be unsafe that warning notices are placed on each memorial, or the barrier that may surround each memorial, explaining why any action has been taken and advising owners not to attempt to remove barriers, temporary support systems or try to erect the memorial without using a registered memorial mason.
- 3.2.5 Notifying Grave Owners – burial authorities must advise grave owners when memorials are found to be unsafe, this will mean writing to the last known address or more recently via email of the owners this will be done within 3-5 days of the problem being identified- If no contact within 2 weeks then a notice will be posted on social media and/or press release for a family member to get in contact.
- 3.2.6 Where Grave owners cannot be found (orphan memorials) and the Memorial is deemed to be of aesthetic or Heritage value then a make safe approach will be adopted to try and preserve the history of the Cemetery, otherwise the memorial will be laid flat.
When a memorial has to be laid flat then the inscription will always be left faced up for visitors to read

Every attempt will be made with all headstones to prevent them from being laid flat, all other options will be sort and exercised first including Staking headstones or using a Monolith-Sink in method whereby a third of the headstone is placed underground permanently making the memorial safe.

BARRY TOWN COUNCIL PROCESS

The Inspection Process

There is a huge range of memorials in most burial grounds ranging from the very small memorials to huge elaborate mausoleums. There is no single method of inspection, however, there is a methodology that should be followed to build in a large degree of consistency into the process. The basic principles of this method are as follows and should only be used by personnel that have received suitable training in accordance with this guidance. All memorials should receive:

- a visual inspection
- a physical hand test for memorials up to 2.5 metres
- a confirmatory mechanical force measuring test using suitably calibrated force measuring equipment for all memorials up to, but not exceeding 1.5 metres.

The following methodology should be followed for each phase of the inspection:

All memorials - All memorials in the burial ground should be visually assessed as part of the overall risk assessment process. Memorials should be assessed bearing in mind the following issues:

- Are joints intact?
- Are kerbs etc breaking apart?
- Is the memorial leaning?
- Are the foundations (where evident) intact?
- What are the ground conditions like?
- Is it a hard or a soft stone?
- Intrusion of vegetation?
- Are faults or cracks present?

All of the above indicate potential dangers with the memorial and is an effective means of assessing a memorial prior to any physical inspection in order to identify the potential risks. In addition to this, memorials larger than 1.5 metres can be assessed to identify the urgency of a further inspection that would need to be undertaken by a structural engineer.

Memorials up to 625 mm - These smaller memorials should be tested visually and by hand only with the owner advised if any joints or components have become detached.

No temporary supports will be required however some books on rests might be laid flat to prevent them falling from their rests and breaking.

Cavities which develop below the cover slab of kerbed memorials can be a danger to those who step onto the grave. Any found can be filled with earth or repaired

Memorials 625mm /1.5 m-

- Full visual inspection
- Hand test – primary test
- Confirmatory test using a mechanical force measuring device but only if felt necessary
- Force must not exceed 25kg at 1.5m or the apex of the memorial, whichever is lower and use of force testing devices is discretionary
- Record all findings, actions taken and future actions required
- Advise the owner if any movement is found and/or before laying flat wherever possible and if the Risk assessment allows as advised by the Ombudsman and ICCM dated September 2020

Force testing equipment should not be carried out on Memorials of Heritage value

Memorials over 1.5m in height

- Full visual inspection
- Hand test only (on non-complex structures). Certain memorials over 1.5m can fail a hand test yet pass a mechanical test due to the hand test being carried out at a point than a mechanical test which takes place at shoulder height.
- Note any potential problems and cordon off if any present
- Seek the opinion of a structural engineer or expert in this field

3.3.2 The inspection process is carried out in two distinctive phases. The first phase of the inspection process is the initial inspection. The initial inspection is aimed at obtaining the necessary information that is critical to identifying the safety of the memorial and, therefore, whether the memorial is an immediate danger to the public.

3.3.3 To identify an immediate danger it must first be defined what is meant by an 'immediate danger'. A memorial that is an 'immediate danger' to the public is one that fails the testing procedure and will not withstand a force approximating 25kg. The memorial only fails if, as a result of the continuing application of 25kg or less, the memorial would continue to move and eventually fall to the ground.

3.3.4 The initial inspection gathers simple facts that address whether the memorials pose an 'immediate danger' to the public. Burial authorities should be aware that it would be reasonable to carry out the initial inspection over a number of years, particularly where the authority has a high number of burial grounds and

memorials to inspect. The obligation to maintain safe sites has been in place since the Health and Safety at Work Act 1974 and advice on the inspection of memorials has been available since 2000. Anyone inspecting the safety of the site would now expect to see considerable progress made on the initial inspection and any burial authorities who may be only considering starting the process should be looking to complete their initial inspection work within a 12 to 18 month from the release of this document.

- 3.3.5 Once the initial inspection is complete then burial authorities can move on to the ongoing inspection programme. All memorials should be inspected at least every five years.

Depending upon risk assessment, others may need annual or two yearly inspections. Memorials temporarily made safe will need annual inspection.

Following the initial inspection there will be a high number of re-inspections that need to be undertaken to comply with the burial authority's programme and to ensure further deterioration is not taking place.

Appendix – Safety Method Statement & risk assessment for inspection of memorials

3.4 Inspection Records

- 3.4.1 Every memorial must be inspected and a record maintained of the inspection. The initial inspection to identify the immediate dangers to the public does not exempt the authority from maintaining a record of every memorial inspected.

- 3.4.2 The results of the initial inspection will inform the following inspections so should be as complete as possible. The essential information required for the initial inspection is as follows:

- Plot Section and Number
- Name of deceased – normally this will be the name of the first interred
- Size of memorial – Full details are not required at this stage fuller details of size can be taken on the ongoing inspection. Simply identifying one of three sizes would be acceptable:
 - Below 625mm
 - Between 625mm and 1.5m
 - Over 1.5m
- Type of memorial - headstone, cross etc. This helps identify the memorial if plans are not of a high standard
- Headstone material – This will not require the inspector to be an expert on different types of stone. The element critical to a stone's potential safety or otherwise is whether it is a hard or a soft stone. This differentiation is sufficient for the initial inspection. Fuller details can be taken on the ongoing inspection.
- A number of elements need to be identified in order to assess the memorials condition:

- Are there any cracks in the memorial?
- Is the memorial leaning?
- Are the joints intact?
- Is the memorial rocking?

Comment on what action is required for the memorial inspected – This may be the immediate action required such as the cordoning or fencing off of a memorial and the action required in the future to make the memorial permanently safe, such as laying it flat, repairing it or setting it into the ground.

- Priority of action – It is recommended that there be three simple classifications of
- the priority of action. This ensures records are easily maintained and will therefore be properly utilised. The priorities suggested are:
 - Priority 1 (red) - Immediate action is required to make the memorial safe or to stop the public accessing the memorial. This could be the permanent removal of the hazard or the temporary making safe of the hazard.
 - Priority 2 (amber) – The memorial is not an immediate danger to the public but is not fully stable and will, therefore, need to be monitored every 12 months to assess any further deterioration of the memorial.
 - Priority 3 (green) – The memorial is perfectly stable and will only need to be inspected in 5 years time
- Failure force – useful as evidence should there be a complaint about the amount of force used to test memorials.
- Digital Image – this could be maintained for two reasons and only where required. Firstly, this provides the authority with evidence of any failure and secondly, if a memorial is to be dismantled in any way then an image of its original construction is beneficial from a heritage viewpoint. Once it has been dismantled then parts become portable.
- Name of inspector – This is important so that the consistency of the inspection can be monitored and the inspectors assessed on an ongoing basis. All inspection work should be subject to a percentage audit to maintain the consistency of the process. Any inspectors identified as not achieving an acceptable standard of inspection will then be identified for further training. All audits should be properly documented, a counter signature in the margin of the inspection sheet would be sufficient.
- Date of inspection – This sets the benchmark for future inspections, whether annual or five-yearly

In all cases the inspection should be recorded and inputted electronically and must include the next Action Date. The maintenance of electronic records is recommended to simplify the maintenance of re-inspection records.

4.0 MANAGEMENT AND ADMINISTRATION OF MEMORIAL SAFETY

4.1 Memorial Rights, Guarantees and Insurances

4.1.1 Where a grave deed is issued, most burial authorities within the UK issue one single deed for a grave. This deed is normally the exclusive right of burial giving the owner the exclusive right of burial in the grave and generally implying the right to erect a memorial and the burial authority would advise deed owners that Memorial Insurance is put in place. This will be done via our Rules and Regulations

OFFICE PROCESS

Once the Memorial Inspector has completed the inspection, they will then deliver their findings to the office. It is then the administrator's responsibility to try to locate either the deed holder or a next of kin of the original purchaser. This is done by first establishing which of the memorials are a priority 1 or 2, checking the system to establishing who the deed holder is and if the deed holder is deceased.

In the instance that the deed holder is living, the deed holder will be contacted by letter, informing them that an inspection has recently been undertaken and their memorial has been deemed unsafe and that the necessary precautions have been taken to minimise the immediate risk the memorial poses towards the users of the cemetery. The deed holder is then advised that they should contact a memorial mason who will advise them of the necessary works needed to be done in order to make the memorial safe. A timeframe by the Council will be provided as to when these works will need to be completed.

If the deed holder is no longer living, the administrator will check the most recent interment form to establish who signed for the most recent burial. The same letter would then be sent to the next of kin as the deed holder would receive, but also informing them that to complete any necessary works they will need to complete a deed of transfer, which is offered to them free of charge as it is the Council contacting them to fix the memorial.

If after all of the above avenues have been exhausted and no family or owner can be traced, an article should be placed in the local newspapers, on all social media accounts, the Councils website and Notice boards appealing to family members to contact the office.

4.2 Professional Conduct and Control

As memorials are a major element within the burial ground and there is evidence of poor standards of workmanship over the years, burial authorities are advised to carry

out their own inspections and controls.

Care should also be taken in not allowing masons to inspect competitors work.

Memorial Mason Process

- Masons enter Cemetery and finds the Cemetery Team Leader or the Memorial Inspector. If the Cemetery Team Leader is on leave, then the Deputy Team Leader deals with this matter.
- The permit is then checked by one of the above, against the memorial that the Mason has to fit. This is done by completing a visual check to see all is in order and once the inspector is happy with the details, signs the Permit Application.
- If a mason does not have a Memorial Permit Application, then they are unable to carry out any works until this paperwork is produced.
- Masons carry out the works as required by BS 8415 specification and completes a Permit confirmation slip which states that the works have been completed. They then post this in the letter box on the Cemetery Office door when leaving the Cemetery.
- Within reasonable time, the completion slip/confirmation slip is cross referenced against the works carried out e.g. MM 122 – new memorial and a check is made that the memorial has been fitted correctly.
- If there is a reason to question the work or lack of work being carried out, then contact with the Mason will be forthcoming in order to ascertain as to why the slip had been signed and posted without the works being completed. At this time, measurements should be taken to ensure compliance with Cemetery Regulations.
- Then the Cemetery office copy of the permit will be signed.
- Cemetery Permit is sent to Town Hall Office for filing.

Memorial Masons are reminded of, and asked, to follow the above process and if they cannot produce a valid Permit, then they are unable to carry out any works within the Cemetery.

FINANCE, POLICY AND GENERAL PURPOSES COMMITTEE	22 NOVEMBER 2021	AGENDA ITEM: 14(B)
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MODEL LOCAL RESOLUTION PROTOCOL

Report Author

Mark Sims, Deputy Chief Officer

Attached: A. Model Local Resolution Protocol Amended October 2021
(5 pages)

Purpose of Report

To provide members with an amended Model Local Resolution Protocol.

Background Information

At the Personnel Committee's meeting held on 15 November 2021 members were provided with a model Local Resolution Protocol for Community & Town Councils based on the One Voice Wales Model revised in October 2021. The Deputy Chief Officer advised members of the updates made within the protocol. Minute number R334

- 1. RESOLVED: That members receive and note the aforementioned information and attached amended Local Resolution Protocol**
- 2. RECOMMENDATION: That the amended Local Resolution Protocol to the Finance, Policy and General Purposes Committee being held on 22 November 2021 for approval.**

Recommendation

Members are requested to approve the amended Local Resolution Protocol.



Barry Town Council

Local Resolution Protocol

***Based on the One Voice Wales Model
amended October 2021***

BARRY TOWN COUNCIL

Local Resolution Protocol

1. Background

The Public Service Ombudsman has agreed to the principle of referring some complaints against Members back to Community and Town Councils for a local resolution.

This Local Resolution Protocol is based on the One Voice Wales Model protocol and has been amended to suit the needs of Barry Town Council.

As this is a new Protocol, a new framework is required in order to deliver the benefits of this process including:

- A new Complaints Panel to be formed as a Sub-Committee of the Personnel Committee comprising of any three members as appropriate to the situation (to be arranged as needed), one of whom will Chair the Panel;
- If a situation arises which necessitates further impartial members of the panel, then additional independent members may be drawn on via peer support from other local Town and Community Councils;
- New Terms of Reference to be created for this Complaints Panel;
- New training in facilitation and mediation to be made available to the Chief Officer (Town Clerk), Chair (Town Mayor), Vice-Chair (Deputy Town Mayor) and all Personnel Committee members who may be called on to serve on the Complaints Panel.

To note: Investigations of possible breaches of the Code are matters for the Ombudsman. The Local Government Act 2000 gives him the authority to carry out such investigations. The Council has no legal authority to undertake such investigations or to make findings of a breach of the Code of Conduct, which are decisions that can only be reached by a Standards Committee or the Adjudication Panel for Wales.

2. When to use this Local Resolution Process

Issues which should be considered under this process

Low level complaints about Members, including:

- Minor complaints from Members about Members
- Minor complaints from Officers about Members
- Members alleged to have not shown respect and consideration for others – either verbally or in writing
- Repetitive low level and frivolous complaints

The Public Services Ombudsman for Wales (PSOW) states in his guidance for Town and Community Councillors that the criticism of opposition ideas and opinion is considered to be part of democratic debate, and it is unlikely that such comments would ever be considered to be a breach of the Code. These may be considered as low level complaints.

“Political” comments are not confined to those made within council meetings and, for example, include comments members may generally make on their Council’s policies or about their political opponents. Therefore, unless the comments are highly offensive or outrageous, the PSOW is unlikely to investigate complaints made in this context and he has stated that councillors need a “thicker skin”.

The PSOW expects members to afford colleagues, opponents and officers the same courtesy and consideration they show to others in their everyday lives. Whilst it is recognised that political debate can, at times, become heated, the right to freedom of expression should not be used as an excuse for poor conduct generally. Such poor conduct can only discredit the role of member in the eyes of the public.

Issues which should not be considered under this process

Complaints which must be directed to the Public Services Ombudsman for Wales, including:

- Complaints instigated by a member of the public
- Serious complaints – breaches of the Code of Conduct/failure to disclose interests/bullying/abuse of position or trust/repeated breaches
- Complaints made by the Chief Officer (Town Clerk)
- Vexatious, malicious or frivolous complaints
- Members’ complaints about officers which should be dealt with using the Council’s internal complaints process (**NB: Barry Town Council’s Concerns and Complaints policy is very much based on an external / member of the public / service user complaint to the council and not necessarily written with an internal focus. This may need to be reviewed**)

3. The Process

The complaint

- a. The complaint would need to be sent to the Chief Officer (Town Clerk) to undertake a first sift to ensure that the complaint is at a low level and should not be dealt with by way of a complaint to the Ombudsman.
- b. If appropriate, therefore, the Chief Officer (Town Clerk) should firstly seek an early resolution of any such dispute by liaising informally with the individual members concerned prior to the resolution process described below.
- c. It is vitally important that the 'accused' member is given full details of the complaint against them so that in the interests of natural justice they are in a position to prepare their response to the accusation.

4. Resolution Process

If informal liaison set out in 3b) does not achieve resolution, then the following process will be followed:

The involvement of the Chair/Vice Chair of the Council in the following process is not to adjudicate on the complaint, but to attempt to get the members/officers involved to come to an agreement as to how the issue(s) could be resolved on an amicable basis.

- a. The Chief Officer (Town Clerk) will act as a facilitator for the resolution process below.
- b. If the complaint is between Members other than the Chair of the Council, the Chief Officer (Town Clerk) and the Chair will meet individually with the complainant and Member subject of the complaint to seek an agreed resolution.
- c. If the complaint is between Members, one of whom is the Chair of Council, but not the Vice Chair, the Chief Officer (Town Clerk) and the Vice Chair will meet with the complainant and Member subject of the complaint to seek an agreed resolution.
- d. If the complaint has been made by an officer/employee, but not the Chief Officer (Town Clerk), against a Member other than the Chair of Council, the Chief Officer (Town Clerk) and the Chair of Council will meet with the officer and the Member subject of the complaint to seek an agreed resolution.
- e. If the complaint has been made by an officer/employee, but not the Chief Officer (Town Clerk), against the Chair of Council, the Chief Officer (Town Clerk) and the Vice Chair of Council will meet with the officer and the Chair to seek an agreed resolution.
- f. If the complaint has been made by the Chief Officer (Town Clerk), then it is likely to be best practice that this complaint is forwarded by way of a complaint to the Ombudsman.

Any meetings held through the resolution process set out in 4(b) to (f) above will be recorded through minutes. This is to ensure that issues and any agreements are captured. This will also be useful in the event that matters break down or escalate and need to be referred to the Public Services Ombudsman for Wales. It may also be useful as evidence in the event of further similar breaches of the conduct and future conduct.

Possible outcomes of the process

1. No further action

If an agreement is reached by Members and/or officers during this stage then no further action is required.

(Examples of agreements might include issue of a letter of apology, a written undertaking or commitment not to breach the Code of Conduct in the future, a commitment to undertake training or an agreement that on the basis of the evidence that no further action should be taken and the matter be closed).

2. Further action required

If agreement cannot be reached the next step would be to convene a Complaints Panel meeting. The minutes of any meetings held throughout the resolution process will be issued to the Complaints panel.

The Complaints panel would review the record of the meeting and invite the complainant to meet with them to identify the issues and seek resolution. Separately, the Complaints Panel would invite the 'accused' member to respond to the accusation.

After receiving the relevant information and hearing from those involved in the complaint, the Complaints Panel may then suggest further options to seek an amicable resolution which will be communicated with all parties with the aim of reaching final agreement.

If this process is exhausted without resolution, then the aggrieved Member/officer would always have the opportunity of referring the matter to the Ombudsman.

Time for the process

It is the intention that all of the processes can be completed as quickly as possible to resolve the issue. However exact timing will depend on the availability of individuals to attend the meetings.

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	22 NOVEMBER 2021	AGENDA ITEM: 14c
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RECOMMENDATIONS FROM AN EXTRAORDINARY MEETING OF THE SHOP LOCAL ADVISORY COMMITTEE HELD ON TUESDAY, 16 NOVEMBER 2021

Report Author

Robyn Walsh, Community Engagement Officer

- Attached:**
1. Draft Minutes of an Extraordinary Meeting of the Shop Local Barry Advisory Committee held on Tuesday, 16 November
 2. Grant Application received from The Tracks (Good Sheds)
 3. Supporting Information received from Holton Road Traders

Purpose of Report

To inform members with recommendations from an extraordinary meeting of the Shop Local Advisory Committee held on Tuesday, 16 November 2021.

Background Information

Grant Application – The Tracks

Members of the Shop Local Advisory Committee discussed and agreed that as this application had been received from a shopping district as a whole (rather than individual traders) that they would be mindful to support the application to the value of £174.93 in principle.

However, members felt that it was not within the Committee’s remit to approve and so recommended that the grant request be forwarded to a meeting of the Finance, Policy & General Purposes Committee to be held on Monday, 22 November 2021 for their consideration.

Attached is the grant application for members to review.

Grant Application – Holton Road Traders Association

Attached is the supporting information received.

Members of the Shop Local Advisory Committee discussed the application for a grant of £2,000 received from Holton Road Traders in order for them to host a Christmas Market and determined that there was not sufficient information available to make an informed decision. They also expressed concerns that the proposed use of the grant did not align with the ethos of Shop Local (potential that the grant would be used for the cost of security for example).

Members requested that the Community Engagement Officer request the following information and that an update is provided to a meeting of the Finance, Policy & General Purposes Committee, as well as the Chair of Shop Local and Group Leaders.

The responses to queries received from Holton road Traders Association are highlighted in bold;

- Which company are you engaging to fulfil the security contract? **Overt Security based in Barry.**
- What specifically do HRTA intend to use the grant from Shop Local for? **Street entertainment and marketing costs. Since the meeting, costs had now been provided for 2 x “elf” stilt walkers, 3 sets of 30 minutes for both days at £800. Magician costs of £300. This is a total of £1,100 and they would also like to use the grant to print 6 large banners at a cost of £388.80 and social media marketing at a cost of £100, bringing the total grant request to £1,888.80.**
- Do you have quotes from JPL and the generator now? **Not as yet, but there are sufficient funds available to pay these costs.**
- What do HRTA intend to use the Transforming Towns grant for? **Marquees, Weights, First Aid and overnight security.**
- Who is providing the marquee and weights? **Marquee and furniture Company based in Wenvoe.**
- What will the income from the stalls be? **£1,420**
- Please can you explain why your budget report indicates that there is an overall budget (that you already have without a Shop Local grant) of £9,462.24 (this figure derives from the income from the stall holders (£1,420), the current funds within the HRTA bank account (£4042.24) and a grant received from Vale of Glamorgan Transforming Towns (£4,000)) and that costs so far only amount to £7,901.20 (quotes yet to be received from JPL to include sound and generator) – leaving £1,561.04 remaining for the purpose of JPL, the generator and entertainment – again, members would request clarification regarding what the grant would be used for? **As we want to continue offering events and support to the community and traders alike, we do not wish to completely saturate our bank funds. I do foresee the generator costs being high if I base these on the St. David’s Day quotes of approximately £1,000. We are really wanting to offer street entertainment for the event and as you can see, without any further financial help – this would prove almost impossible.**

Financial Implications

Shop Local Expenditure Breakdown 2021/22 as at 30 September 2021

Description	Amount	Meeting Date	Minute No.
Social Media July-September 2021	£1,200	SL 16.07.2020	SL 147
Festival of Flowers Grants (August 2021)	£1,682	SL 21.07.2021	SL 183
Total Spend to Date £2,882			
Committed to Date			
Social Media October 2021 – March 2022	£2,400	SL 02.08.2021 Approved by Group Leaders Urgent Action	SL 193
Pumpkins in the Park event	£260	SL 07.10.2021	SL 194
Totally Local Fiver Fest	£100	SL 07.10.2021	SL 196 (2)
Santa's Post Office	£5,586	SL 07.10.2021 Approved by Group Leaders Urgent Action	SL 198
Shop Local Christmas Campaign	£250	SL 07.10.2021	SL 199 (1)
High Street Christmas Switch-On	£3,660	Via Urgent Action – 11.11.2021	
Budget for Year		£15,000	
Total Spend and Committed to Date		£15,138	
Balance Available (including Shop Local Reserve of £6,477)		£ 6,339	

Recommendation

That members receive and note the above information, including the further details received from Holton Road Traders Association and determine whether to award grants to The Tracks and Holton Road Traders Association for the Shop Local budget.

BARRY TOWN COUNCIL

DRAFT MINUTES OF AN EXTRAORDINARY MEETING OF THE SHOP LOCAL BARRY ADVISORY COMMITTEE HELD ON TUESDAY, 16 NOVEMBER 2021 AT 6PM

PRESENT: Councillor Perkes (Chairperson) together with, Councillors Collins, S Hodges and Payne.

ALSO PRESENT: Robyn Walsh – Community Engagement Officer

SL205. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Wiliam (Town Mayor).

SL206. DECLARATIONS OF INTEREST

None were received.

SL207. WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015

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

SL208. TO APPROVE THE MINUTES OF THE LAST MEETING HELD ON 7 OCTOBER 2021

RESOLVED that the minutes of the last meeting of the Shop Local Barry Advisory Committee held on 7 October 2021 be approved and signed as correct record.

SL209. BUDGET MONITORING REPORT

Members were provided with the Committee's expenditure in the 2021/22 financial year as at the end of September 2021.

Councillor S Hodges queried the balance available as it was lower than the Shop Local reserve of £6,477. The Community Engagement Officer confirmed that the Committee were now in the Shop Local reserve.

RESOLVED that the report be received and noted.

SL210. TO CONSIDER REQUESTS FOR FINANCIAL ASSISTANCE RECEIVED FROM VARIOUS TRADERS

i. The Tracks - amount requested £174.93

Members discussed and agreed that as this application had been received from a shopping district as a whole (rather than individual traders) that they would be mindful to support in principle. However, members felt that it was not within the Committee's remit to approve and so recommended that the grant request be forwarded to a meeting of the Finance, Policy and General Purposes Committee to be held on Monday, 22 November 2021 for their consideration.

- ii. Various Traders (The Bees Knees, Cocoa Therapy, Allen and Harris, Beauty Basics, Beautiful Lilly, Knights) – amount requested £100 per trader

Members discussed the various applications received in depth and determined that to award grants of £100 each when a formal grant round had not been approved would be unfair to other Traders within Barry. Members also noted that High Street Traders had recently been awarded £3,660 as a collective to host a Christmas Light Switch-On event which was a considerable amount from the Shop Local budget.

- iii. Holton Road Traders Association – amount requested £2,000

Members discussed this application and determined that there was not sufficient information available to make an informed decision. They also expressed concerns that the proposed use of the grant did not align with the ethos of Shop Local.

Members requested that the Community Engagement Officer request the following information and that an update is provided to a meeting of the Finance, Policy & General Purposes Committee, as well as the Chair of Shop Local and Group Leaders.

- Which company is being used to provide security?
- What do HRTA intend to use the grant from Shop Local for specifically?
- What do HRTA intend to use the Transforming Towns grant received from the Vale of Glamorgan Council specifically?
- Who is providing the Marquee and weights?
- What income are HRTA expecting from the event?
- Members also requested that the Community Engagement Officer explain to HRTA what Shop Local can and can't fund.

RECOMMENDED:

To a meeting of the Finance, Policy & General Purposes Committee to be held on Monday, 22 November;

1. That a grant of £174.93 is awarded to The Tracks (traders at the Goodshed development) for the purpose of purchasing Christmas trees.

2. That providing the Community Engagement Officer is able to provide Committee (and the Chair of Shop Local and Group Leaders) with the requested information, that members determine whether to award the Holton Road Traders Association a grant of £2,000 for the purpose of hosting a Christmas Market at King Square, Barry.

RESOLVED:

3. that the grant applications received from; **The Bees Knees (£100), Cocoa Therapy (£200), Allen and Harris (£100), Beauty Basics (£100), Beautiful Lilly (£100) and Knights (£100)** are not approved due to the reasons outlined above.

SL211. DATE OF NEXT MEETING

RESOLVED that the date of the next Shop Local Barry Advisory meeting will be held on Thursday 3 February 2022, at 6pm.

Meeting closed at 18:40 pm.

Signed (Chairperson) Dated

FOR INFORMATION ONLY

ACTION SHEET - SHOP LOCAL BARRY ADVISORY COMMITTEE - 16 NOVEMBER 2021

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
SL 210 (1) (Rec)	Committee to be held on Monday, 22 November that a grant of £174.93 is awarded to The Tracks (traders at the Goodshed development) for the purpose of purchasing Christmas trees.	CEO	17.11.2021	On Finance agenda
SL 210 (2) (Rec)	RECOMMENDED to a meeting of the Finance, Policy & General Purposes Committee to be held on Monday, 22 November 2 that providing the Community Engagement Officer is able to provide Committee (and the Chair of Shop Local and Group Leaders) with the requested information, that members determine whether to award the Holton Road Traders Association a grant of £2,000 for the purpose of hosting a Christmas Market at King Square, Barry.	CEO	17.11.2021	On Finance agenda
SL 210 (3)	That the grant applications received from; The Bees Knees (£100), Cocoa Therapy (£200), Allen and Harris (£100), Beauty Basics (£100), Beautiful Lilly (£100) and Knights (£100) are not approved due to the reasons outlined above.	CEO	18.11.2021	<i>In progress</i>

Shop Local Barry – Barry Town Council

APPLICATION FORM

SECTION 1. YOUR BUSINESS DETAILS

Name of business / or trading area if applying as a group	The Tracks at The Goodsheds
Project title	Christmas trees for The Tracks
Contact Name	Gemma Robertson
Address for correspondence	The Goodsheds, Hood Road, Unit 7 on The Tracks, Barry CF62 5QU.
Phone Number	
Mobile Number	07789794248
Email	info@craftedarts.co.uk

SECTION 2. PROJECT SUMMARY

Please provide details of what you intend to utilise the grant for and how it will benefit your business, the area and the Shop Local ethos;

7 Taders at The Tracks at the Goodsheds have come together to see how we can brighten the place up for Christmas, we would love to put a bright sparkly Christmas tree on the entrance of each shop along The Tracks.

We hope that this will encourage customers to our shops and get everybody in the Christmas spirit.

We have recently created a new social media pages for the Tracks and have done an advertising campaign so are relay trying to get us out there to our local community and we feel that this would help.

The trees are £24.99 each and we require 7 in total

SECTION 4. GRANT PROJECT COSTS

Item or Activity <i>List all individual project costs below</i>	Amount required from BTC	Total Cost
	£174.93	£174.93
Total amount applied for from Shop Local Barry	174.93	174.93
Total Project Cost		

SECTION 5. PROJECT OUTCOMES

Are all consents and permissions in place to allow the project to proceed?
You should be able to provide details and evidence of ownership/land agreement for the project any other relevant consents, where applicable. NA

SECTION 6. YOUR SIGNATURE

I confirm that the answers given on this application form are true and accurate to the best of my knowledge and belief. I understand that Barry Town Council may collect corroborating information at any time during the application process.

I further confirm that this information is made on the basis that I shall agree to the following conditions, should the application be successful:

- To use the grant for the purpose agreed in the Grant Contract
- To prepare any reports as required relating to the work for which funding is received.
- To agree to any additional monitoring as required.
- In the event of the organisation/business terminating before completion of the work for which the grant is received, any part of the grant which is unspent/unused shall be returned to, including the return or transfer to Barry Town Council of any assets purchased with the grant
- In the event that the organisation/business terminate, the applicant is expected to return or transfer to Barry Town Council any assets purchased with the grant.
- You may be asked to partake in promotional interviews, press releases, and social media posts to promote the fund.

Please be aware that images and information on your organisation/business or group may be used to publicise the scheme in the press, and in marketing materials.

As an administrator of Public Funds, and to meet its due diligence practices, Barry Town Council may require sight of your Governing Document / latest accounts / specific policies. We will be in touch with you if we require this information.

The information that you provide to Barry Town Council will be held for the purpose of monitoring and evaluation.

We would also like to add you to our database of community organisations / businesses in order to receive information on other sources of funding and support that may be of benefit to you.

Please circle "YES" if you would like to be added to Barry Town Council's database;

YES

Please sign below to confirm that you consent to all of the above and that the information that you have provided is accurate and true

Signature:	G ROBERTSON
Name in BLOCK CAPITALS:	GEMMA ROBERTSON
Date:	4/11/21

Your completed application along with supporting evidence and checklist should be sent electronically to info@barrytowncouncil.gov.uk .

Pre application enquiries should be made to Robyn Walsh (Community Engagement Officer) robynwalsh@barrytowncouncil.gov.uk / (01446) 738663.

If unavoidable, an application may be sent in hard copy to Barry Town Council, Town Hall, King Square, Holton Road, Barry, CF63 4RW.

Barry, King Square Winter Festival

Saturday 11th & Sunday 12th December 2021
10am - 3pm

Craft Stalls, Food Stalls, Music
Funfair Rides & More!



Budgets

Christmas 2021
11.12.21 & 12.12.21

FINANCIAL BREAKDOWN

	<u>chg no.</u>	<u>OUT</u>
<u>Stall Holder - Emma Goddard</u>		
<u>Stall Holder - Nic Ogallahan</u>		
<u>Stall Holder - Bethan Britton</u>		
<u>Stall Holder - Cally Westmore</u>		
<u>Stall Holder - Laser Llama</u>		
<u>Stall Holder - Vanilla & Crumb</u>		
<u>Stall Holder - Penty's Cakes</u>		
<u>Stall Holder - Colourful Stag</u>		
<u>Stall Holder - S&V Construction</u>		
<u>Stall Holder - Bubble Waffles (own)</u>		
<u>Stall Holder - Nina</u>		
<u>Stall Holder - Vale Cider</u>		
<u>Stall Holder - Coffi Fach</u>		
<u>Stall Holder - Barry Island Spirits Co</u>		
<u>Stall Holder - Those Vegan Pizza Guys</u>		
<u>Stall Holder - Fiona's Crafts</u>		
<u>Stall Holder - Sweetie Emporium</u>		
<u>Stall Holder - Andrea Hurn Saturday Only</u>		
<u>Stall Holder - Majestic Essentials</u>		
<u>Stall Holder - Metalidades (own) SUNDAY</u>		
<u>Stall Holder - Bit of a pickle</u>		
<u>Stall Holder - Murphy's Art</u>		
<u>Stall Holder - IDCcustomz Sunday Only</u>		
<u>Stall Holder - Cystal Crafts Sunday Only</u>		
<u>Stall Holder - MHMCMADE Saturday Only</u>		
<u>Stall Holder - Cat's Protection</u>		
<u>Stall Holder - The Food Fam</u>		
<u>Stall Holder</u>		
<u>Stall Holder</u>		
Marquee Hire		1734
Table Hire (x11)	£4 each	44
Marquee Weights		3060
JPL Sound Electricity		AWAITING
First Aid (Pro Active)		654
Generator		AWAITING
Insurance PL		435
Overnight Security (4 days)		995.4
Banners		388.8
Balloons – DR BOBS BALLOONS		190
Marketing Facebook		100
Entertainment		1100

Budgets

- Magician

300

BTC Grant
VOG Council Grant
Bank Before Event
Income from stalls

TOTALS

9001.20

Budgets

IN

Notes

<u>70</u>	Stall 3	requires table x1	PAID
<u>60</u>	Stall 2 (no elec)		
<u>60</u>	Stall 2 (no elec)		
<u>70</u>	Stall 3		
<u>70</u>	Stall 1		
<u>50</u>	Stall 5 (no elec)		
<u>70</u>	Stall 1		
<u>70</u>	Stall 3	requires table x1	
<u>60</u>	Stall 4 (no elec)	requires table x1	
<u>70</u>	Park Food		
<u>0</u>	Stall 5 (no elec)	requires table x1	
<u>70</u>	Stall 1		
<u>70</u>	Stall 3		
<u>60</u>	Stall 5	requires table x1	
<u>70</u>	Stall 1		
<u>60</u>	Stall 4 (no elec)		
<u>50</u>	Stall 5 (no elec)	requires table x2	PAID
<u>30</u>	Stall 1		
<u>70</u>	Stall 1		PAID
<u>0</u>	King Square	CHARITY	
<u>60</u>	Stall 4 (no elec)		
<u>50</u>	Stall 5	requires table x2	
<u>25</u>	Stall 4 (no elec)		
<u>30</u>	Stall 1	requires table x1	
<u>25</u>	Stall 4 (no elec)		
<u>50</u>	Stall 4 (no elec)	requires table x1	
<u>50</u>	Park Food		PAID

QUOTE

QUOTE

Budgets

4000
4042.24
1420

9462.24