



**BARRY TOWN COUNCIL  
CYNGOR TREF Y BARRI**

**PURSUANT TO THE REQUIREMENTS OF THE ABOVE STATUTORY PROVISIONS, NOTICE IS HEREBY GIVEN THAT A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE TO BE HELD REMOTELY ON MONDAY 31 JANUARY 2022 COMMENCING AT 7.00 PM FOR THE PURPOSE OF TRANSACTING THE BUSINESS SHOWN IN THE AGENDA SET OUT BELOW.**

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

Yours faithfully

A handwritten signature in black ink, appearing to read 'M Sims', written over a horizontal line.

Mark Sims  
Deputy Chief Officer

**AGENDA**

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

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

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

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

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

4. **To approve the minutes of the Finance, Policy & General Purposes Committee meeting held on 22 November 2021**  
(Pages 2897-2910)

5. **To approve the draft notes of an Informal meeting of the Community Plan Working Party held on 24 January 2022 and to give consideration to any recommendations therein**  
(Pages 2911-2915)

6. **To approve the minutes of the Sustainable Barry Working Group held on 17 January 2022 and to give consideration to any recommendations therein**  
(Pages 2916-2921)

## **FINANCIAL REPORTS**

7. **To receive the Schedule of Payments for January 2022**  
**(Pages 2922-2928)**  
(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 January 2022**  
**(Pages 2929-2931)**  
(If Councillors have any queries on the attached please contact the Deputy Chief Officer prior to the meeting)

## **COVID-19 RECOVERY GRANT APPLICATIONS**

9. **To review Covid-19 Recovery Grant Applications received between November 2021 and January 2022**  
**(Pages 2932-2933)**

## **POLICY REPORTS**

10. **Internal Audit Report 2021/22 (Second Interim)**  
**(Pages 2934-2941)**
  
11. **GDPR Update** **(Verbal)**
  
12. **Date of Next Meeting**

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

13. **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.
  
14. **Events 2022/23** **(Pages 2942-2954)**

## **Distribution**

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

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

## **BARRY TOWN COUNCIL**

### **DRAFT MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON MONDAY, 22 NOVEMBER 2021 AT 7.00 PM**

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

**ALSO PRESENT:** Mark Sims – Deputy Chief Officer  
Robyn Walsh – Community Engagement Officer  
Rebecca Blackwell – Office Team Leader  
Councillor Johnson - Observer

F316. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Rowlands

F317. **DECLARATIONS OF INTEREST**

None received

F318. **WELLBEING OF FUTURE GENERATIONS (WALES) ACT 2015**

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

F319. **TO APPROVE THE MINUTES OF THE RECONVENED FINANCE, POLICY & GENERAL PURPOSES COMMITTEE'S MEETING HELD ON 19 JULY 2021**

**RESOLVED:** That the minutes of the Reconvened Finance, Policy & General Purposes Committee's meeting held on 19 July 2021 be approved and signed as a correct record.

F320. **TO RECEIVE AND NOTE THE MINUTES OF THE INNOVATION WORKING PARTY HELD ON 26 OCTOBER 2021 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATION THEREIN**

Member received the minutes of the Innovation Working Party held on 26 October 2021 and considered the recommendations contained therein.

**RESOLVED:**

1. That the minutes of the Innovation Working Party held on 26 October 2021 be received and noted.
2. That a budget of £500 is created under the Sustainable Barry heading, for a special project to develop the grounds of the Old Church Lane green space.

3. 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.
4. That the project report be shared with all group leaders

F321.

**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**

Members received the draft notes of an informal meeting of the Community Plan Working Party held on 15 November 2021 and considered the recommendations therein.

The Chair gave an update from the meeting advising that it gave members a lot to think about in terms of engagement with the public, as the Community Plan should be based on the needs of the community. The Chair also advised that the Deputy Chief Officer had highlighted a concern about capacity in terms of leading on the Community Plan, however the Chair was concerned about delaying the process and sought members' thoughts about deferring or going ahead and consulting during the Christmas period.

Councillor S Hodges also stated that the meeting was very thought provoking and asked that if the Community Plan was deferred, when would it start. Councillor S Hodges asked that in terms of capacity, can support be pushed from Councillors in order to help as it would be the best time to engage in the run up to Christmas.

The Chair asked the Deputy Chief Officer if support from the Councillors would help with capacity. The Deputy Chief Officer advised that as long as Councillors can attend it would help reduce the requirement on staff as there are a number of events coming up.

The Community Engagement Officer asked if members would consider the engagement also being promoted and answers being collected from Social Media as it would reach a wider audience. Members agreed with the suggestions.

**RESOLVED:**

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'

**4. That Councillors are requested to help at consultation events**

F322. **TO RECEIVE THE SCHEDULE OF PAYMENTS FOR NOVEMBER 2021**

Members were provided 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.

**RESOLVED: That the schedule of payments for November 2021 consisting of cheque number 002977, direct debits and BACS payments, in the amount of £63,210.46 be approved.**

F323. **TO RECEIVE A BUDGET MONITORING REPORT**

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

**RESOLVED: That 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.**

F324. **TO RECEIVE RECOMMENDATIONS FROM OTHER COMMITTEES**

a) Draft Budget 2022/23

Members were provided with the recommendations from the Halls, Cemeteries and Community Facilities Committee, the Personnel Committee, the Fairtrade Advisory Committee, the Shop Local Barry Advisory Committee and the Sustainable Barry Working Party relating to the draft budget for 2022/23.

i) **Fairtrade Advisory Committee – 1 November 2021 2022/23 Budget**

Members were requested to consider that the requirements for the Fairtrade Advisory Committee for 2022/23 remain the same which is £1,000

ii) **Halls, Cemeteries and Community Facilities Committee – 8 November 2021 – Cemetery Fees for Merthyr Dyfan Cemetery and Porthkerry Cemetery**

Members were requested to consider the recommendation of a 3% increase for Merthyr Dyfan Cemetery fees and charges for the financial year April 2022 to March 2023.

- iii) Halls, Cemeteries and Community Facilities Committee – 8 November 2021 – Pioneer Hall and Cemetery Approach Community Centre Charges 2022/23

Members were requested to consider the recommendation in relation to the charges for the Pioneer Hall and Cemetery Approach Community Centre that there is no increase for the financial year April 2022 to March 2023, retaining the hourly rate as £10 per hour and £20 per hour respectively and the Childrens Party package to £60.

- iv) Personnel Committee – 15 November 2021 – Committees draft estimates 2022/23

Members were requested to consider the recommendation in relation to the Personnel Committee's draft estimates for 2022/23.

- v) Personnel Committee – 15 November 2021 – Review of Sustainable Barry Projects Officer Role

Members were requested to consider the increase to the M&S/Salaries expenditure budget for 2022/23 be increased to include the salary costs for the Part-Time Well-Being Projects Officer role (18 ½ hours)

- vi) Sustainable Barry Working Party – 15 November 2021 – Amendment and Rename of Sustainable Barry Projects Officer Role

Members were requested to consider the recommendation that the Sustainable Barry Working Party requirements for 2022/23 be £10,000. They were also updated in relation to the Sustainable Barry Project Officer role as it was to be amended and renamed as a Well-Being Project Officer responsible for a number of areas of the Council's Well-Being objectives not solely Sustainable Barry, being made permanent from 1 April 2022 and that the associated salary costs would therefore be under M&S/Salaries not Sustainable Barry's budget.

- vii) Shop Local Advisory Committee – 7 October 2021 – Budget Requirement

Members were asked to consider the Committee's requirements for inclusion in the draft budget for 2022/23. Members discussed the requirements and decided that £10,000 would be a suitable budget and agreed to the remaining £6,477 be placed into the Shop Local reserves.

- viii) Halls, cemeteries and Community Facilities Committee – 8 November 2021 – Future Projects 2022/23

Members were requested to consider the recommendation for a replacement Kubota ride on mower and that an amount of £9,200 be released from the Plant and Machinery Reserve to purchase a G2160 Kubota ride on mower to replace the oldest ride on mower which will be part-exchanged.

ix) Halls, cemeteries and Community Facilities Committee – 8 November 2021 – Cemetery Roads Improvements

Members were requested to consider the small increase in funding to complete the next section of roads/paths, the increase to the special projects/cemetery road improvements expenditure for 2022/23 would increase from £20,000 to £22,500.

x) Halls, cemeteries and Community Facilities Committee – 8 November 2021 – Cemetery Benches

Members were requested to consider an increase of £4,000 to enable an extra ten benches to be purchased to accelerate the replacement of the benches as thirty need replacing.

**RESOLVED:**

- 1. That the Fairtrade Advisory Committee requirements for 2022/23 remain the same at £1,000.**
- 2. That a 3% increase for Merthyr Dyfan and Porthkerry Cemetery fees and charges for the financial year April 2022 to March 2023 be agreed.**
- 3. That there be no increase be made to the prices at the Pioneer Hall and Cemetery Approach Community Centre thereby retaining the hourly charges as £10 per hour and £20 per hour respectively and the Children's Party package to £60**
- 4. That the Personnel Committee's draft budgets for the 2022/23 financial year be approved**
- 5. That the M&S / Salaries expenditure budget for 2022/23 be increased to include the salary costs for the Part-Time Well-Being Projects Officer role (18½ hours) being made permanent from 1 April 2022.**
- 6. That the Sustainable Barry Working Group's budget requirements for 2022/23 be £10,000.**
- 7. That £10,000 be included in the draft budget for 2022/23 for the Shop Local Advisory Committee and that any balance remaining in the Shop Local Reserve continues**

to be 'ring-fenced' for the Shop Local Advisory Committee to use in future years.

8. That an amount of £9,200 be released from the Plant and Machinery Reserve this financial year to purchase a Kubota G2160 Ride on Mower to replace the oldest Kubota ride on mower being part exchanged
9. That the Special Projects / Cemetery Roads Improvements expenditure budget for 2022/23 be increased from £20,000 to £22,500 with the additional £2,500 being financed from the Cemetery Roads Reserve.
10. That the Special Projects/Cemetery Benches expenditure budget for 2022/23 be increased from £2,000 to £4,000 with the £4,000 being financed from the Cemetery Improvement Reserve.

F325. **TO CONSIDER THE DRAFT BUDGET 2022/23**

The Deputy Chief Officer advised members of a few minor amendments relating to Community Grants, PWLB Loan Interest Payable and the Election Reserve in the draft budget papers.

Members wished to discuss a confidential item and requested that

F326. **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.

Members requested that the budget heading Restricted Grant to Memorial Hall and Theatre be renamed Section 145 Grant and moved to Special Projects.

F327. **INCLUSION OF THE PRESS & PUBLIC**

Members discussed the amount of Community Grants included in the draft budget. The Deputy Chief Officer advised that in February 2021 due to the ongoing Covid-19 pandemic members added an amount of £20,000 in the budget for 2021/22 to help those recover from the effects of the pandemic. In the draft budget 2022/23 it is suggested that the amount for Community Grants is reduced back to the pre-pandemic level of £45,000. The Deputy Chief Officer confirmed that adding the additional items as detailed in the earlier agenda item will result in a provisional precept requirement of £1,258,676 being a cash increase of 2.2% however noting that the Town Council was waiting on notification from the Vale of Glamorgan Council of the Tax Base for 2022/23.

**RECOMMENDATION:** To a meeting of Full Council being held on 13 December 2021, that the draft budget for 2022/23 is presented to the public for consultation which provisionally sets the precept requirement of £1,258,676 being an increase to a Band D tax payer of 2.2% (subject to any adjustment on change in tax base)

F328.

**TO REVIEW COVID-19 RECOVERY GRANT APPLICATIONS RECEIVED (COMMUNITY ORGANISATIONS) DEFERRED FROM 12 JULY 2021**

The Chair asked if the Council were able to signpost the applicant to allow them to apply for the funding for the replacement to the flooring. The Deputy Chief Officer advised that the guidance within the grant funding application is that grants can be used to enhance a business and suggested that any balance up to £1,000 could be used to allow for the flooring.

Councillor Lloyd-Selby said that the application was vague and it states that the applicant had failed Environmental Health due to the flooring and that she would be happy to support the application but would like clarification on the Environmental Health position.

Councillor S Hodges advised that the flooring would be vital to the business and should be prioritised.

The Chair suggested that the additional £150 be agreed on the proviso that clarification be sought in relation to the position the applicant is currently in with Environmental Health.

The Deputy Chief Officer informed members of the funds remaining in the Community Grants budget and requested whether members wanted a further round of grant applications to be opened or the balance drop back to the General Reserve.

**RESOLVED:**

- 1. That the grant of £850 be awarded to Fountain Tea Rooms**
- 2. That more information is requested from Fountain Tea Rooms in order to establish the position of Environmental Health and if satisfied, an additional £150 be awarded for the replacement of the flooring within the kitchen area.**
- 3. That a further round of the Covid-19 Recovery Fund (traders) grant applications be opened until the grant funding has been fully committed.**
- 4. Delegated authority be provided for Group Leaders to consider and approve Grant Applications for Christmas Meals for Voluntary Organisations 2021 using Urgent Action (Standing Order 31)**

F329. **INTERNAL AUDIT REPORT 2021/22 (FIRST INTERIM)**

The Deputy Chief Officer advised members that the only recommendation within the report had been completed at a meeting of the Personnel Committee held on 15 November 2021.

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

F330. **GDPR UPDATE**

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

F331. **TO RECEIVE RECOMMENDATIONS FROM OTHER COMMITTEES**

a) Halls Committee 8 November 2021 re Headstone Policy

Members were provided with the Memorials Inspections Policy which was presented to a meeting of the Halls, Cemeteries and Community Facilities Committee on 8 November 2021 within the Merthyr Dyfan Cemetery update report.

**RESOLVED: That the Memorials Inspections Policy be approved and adopted.**

b) Personnel Committee 15 November 2021 re Model Local Resolution Protocol

Members were provided with an amended Model Local Resolution Protocol which was presented to the Personnel Committee held on 15 November 2021

**RESOLVED: That the Model Local Resolution Protocol be approved and adopted.**

c) Extraordinary Meeting of the Shop Local Advisory Committee held on Tuesday 16 November 2021

Members were provided the recommendations from an Extraordinary Meeting of the Shop Local Advisory Committee which included two grant funding applications from the Tracks and the Holton Road Traders Association.

Councillor S Hodges advised that at the Shop Local meeting it was discussed that currently the Goodsheds are not recognised as a shopping area and asked if Finance, Policy and General Purposes Committee would accept the Tracks as a trading association and the Goodsheds as a Shopping area.

Members agreed to list the Goodsheds as a shopping area.

Councillor Lloyd-Selby wished to clarify if the grant funding would come from the Shop Local budget. Councillor S Hodges confirmed that it would.

**RESOLVED:**

- 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 the Holton Road Traders Association is awarded a grant of £1888.80 for the purpose of hosting a Christmas Market at King Square, Barry**

d) Sustainable Barry Working Group held on 17 November 2021

Members were presented with the minutes of the Sustainable Barry Working Group held on 17 November 2021. The Deputy Chief Officer advised that the Terms of reference for the Sustainable Barry Working Group state that all recommendations should go to a meeting of Full Council or any relevant Committee to be agreed.

Members discussed the minutes and agreed all recommendation contained within.

**RESOLVED:**

- 1. That the Biodiversity Survey Project at a cost of between £840 - £1,200 be approved, and that an amphibian/reptile survey is conducted during Winter.**
- 2. That the Sustainable Project Officer confirm that the surveys completed for the Carbon Footprint also include the road map and that once this information is received a recommendation is made to the Finance, Policy and General Purposes Committee for approval.**
- 3. That the Environmental Science Day with local schools continue.**
- 4. That the Watering Can Scheme Budget be increased by £20 on top of the available £82 (bringing the available total to £102) for replacement watering cans to include 'Please Return' labels.**
- 5. That Barry Town Council becomes a Refill Partner.**
- 6. That Barry Town Council promotes the scheme in Barry Town through a social media campaign and ensure that refill businesses have the proper signage so that even**

residents without the Refill App are able to utilise the scheme

7. Actively encourage more businesses in the wider Barry Area to offer the refill initiative, not just in Holton Rd and High Street,
8. That Barry Town Council offer a start-up grant (£55 per grant) to local business to cover the cost of setting up a refill station and that this is incorporated into the Green Grants criteria.
9. Identify if there are businesses and organisations that currently offer a refill scheme without being an actual Refill Station.
10. That the Sustainable Projects Officer look into replacing the batteries for the Penguin Talking Bins and seek permission from the Vale of Glamorgan Council to include Barry Town Council Branding on them
11. That Waste Management Data is compiled and reported on annually
12. That the report be submitted to a meeting of Full Council held on 13 December 2021.
13. That a report regarding waste disposal at the Council Community Centres is presented to a meeting of the Halls, Cemeteries & Community Facilities Committee for their consideration.
14. That the Sustainable Barry Working Party request £10,000 for the budget going forward into 2022/23 financial year.

F332. **DATE OF NEXT MEETING**

**RESOLVED:** That 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

F333. **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.

F334. **TO RECEIVE RECOMMENDATIONS FROM OTHER COMMITTEES**

- a) Personnel Committee 15 November 2021

Members were provided with a recommendation made at a Personnel Committee Meeting held on 15 November 2021

**RESOLVED: That the M&S/Salaries expenditure budget for 2022/23 be increased to include the salary costs for the Part-Time Well-Being Projects Officer role (18½ hours) being made permanent from 1 April 2022.**

The meeting closed at 8.30 pm.

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

**FOR INFORMATION ONLY**

**ACTION SHEET - FINANCE, POLICY & GENERAL PURPOSES COMMITTEE - 22 NOVEMBER 2021**

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
F320(2)	That a budget of £500 is created under the Sustainable Barry heading, for a special project to develop the grounds of the Old Church Lane green space.	DCO	23-Nov	Complete
F320(3)	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.	SBPO	On-going	In Progress
F320(4)	That the project report be shared with all group leaders	SBPO	23-Nov	Complete
F321 (1)	That a pilot Community Engagement Scheme is held during the Christmas Period in order to establish the needs of the Community.	CEO	On-going	In Progress
F321(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	On-going	In Progress
F324(1)	That the Fairtrade Advisory Committee requirements for 2022/23 remain the same at £1,000.	DCO	23-Nov	Complete
F324(2)	That a 3% increase for Merthyr Dyfan and Porthkerry Cemetery fees and charges for the financial year April 2022 to March 2023 be agreed.	DCO	23-Nov	Complete
F324(3)	That there be no increase be made to the prices at the Pioneer Hall and Cemetery Approach Community Centre thereby retaining the hourly charges as £10 per hour and £20 per hour respectively and the Children's Party package to £60	DCO	23-Nov	Complete
F324(5)	That the M&S / Salaries expenditure budget for 2022/23 be increased to include the salary costs for the Part-Time Well-Being Projects Officer role (18½ hours) being made permanent from 1 April 2022.	DCO	23-Nov	Complete
F324(6)	That the Sustainable Barry Working Group's budget requirements for 2022/23 be £10,000.	DCO	23-Nov	Complete

F324(7)	That £10,000 be included in the draft budget for 2022/23 for the Shop Local Advisory Committee and that any balance remaining in the Shop Local Reserve continues to be 'ring-fenced' for the Shop Local Advisory Committee to use in future years.	DCO	23-Nov	Complete
F324(8)	That an amount of £9,200 be released from the Plant and Machinery Reserve this financial year to purchase a Kubota G2160 Ride on Mower to replace the oldest Kubota ride on mower being part exchanged	DCO	23-Nov	Complete
F324(9)	That the Special Projects / Cemetery Roads Improvements expenditure budget for 2022/23 be increased from £20,000 to £22,500 with the additional £2,500 being financed from the Cemetery Roads Reserve.	DCO	23-Nov	Complete
F324(10)	That the Special Projects/Cemetery Benches expenditure budget for 2022/23 be increased from £2,000 to £4,000 with the £4,000 being financed from the Cemetery Improvement Reserve.	DCO	23-Nov	Complete
F327	To a meeting of Full Council being held on 13 December 2021, that the draft budget for 2022/23 is presented to the public for consultation which provisionally sets the precept requirement of £1,258,676 being an increase to a Band D tax payer of 2.2% (subject to any adjustment on change in tax base)	DCO	23-Nov	Complete
F328(1)	That the grant of £850 be awarded to Fountain Tea Rooms	DCO	06-Dec	Complete
F328(2)	That more information is requested from Fountain Tea Rooms in order to establish the position of Environmental Health and if satisfied, an additional £150 be awarded for the replacement of the flooring within the kitchen area.	DCO	On-going	In Progress
F328(3)	That a further round of the Covid-19 Recovery Fund (traders) grant applications be opened until the grant funding has been fully committed.	DCO	On-going	In Progress
F328(4)	Delegated authority be provided for Group Leaders to consider and approve Grant Applications for Christmas Meals for Voluntary Organisations 2021 using Urgent Action (Standing Order 31)	DCO	On-going	In Progress
F331(c)(1)	That a grant of £174.93 is awarded to The Tracks (traders at the Goodshed Development) for the purpose of purchasing Christmas Trees	DCO	06-Dec	Complete
F331(c)(2)	That the Holton Road Traders Association is awarded a grant of £1888.80 for the purpose of hosting a Christmas Market at King Square, Barry	DCO	25-Nov	Complete

F331(d)(1)	That the Biodiversity Survey Project at a cost of between £840 - £1,200 be approved, and that an amphibian/reptile survey is conducted during Winter.	SBPO	On-going	In Progress
F331(d)(2)	That the Sustainable Project Officer confirm that the surveys completed for the Carbon Footprint also include the road map and that once this information is received a recommendation is made to the Finance, Policy and General Purposes Committee for approval.	SBPO	On-going	In Progress
F331(d)(4)	That the Watering Can Scheme Budget be increased by £20 on top of the available £82 (bringing the available total to £102) for replacement watering cans to include 'Please Return' labels.	SBPO	On-going	In Progress
F331(d)(5)	That Barry Town Council becomes a Refill Partner.	SBPO	On-going	In Progress
F331(d)(6)	That Barry Town Council promotes the scheme in Barry Town through a social media campaign and ensure that refill businesses have the proper signage so that even residents without the Refill App are able to utilise the scheme	SBPO	On-going	In Progress
F331(d)(7)	Actively encourage more businesses in the wider Barry Area to offer the refill initiative, not just in Holton Rd and High Street,	SBPO	On-going	In Progress
F331(d)(8)	That Barry Town Council offer a start-up grant (£55 per grant) to local business to cover the cost of setting up a refill station and that this is incorporated into the Green Grants criteria.	SBPO	On-going	In Progress
F331(d)(9)	Identify if there are businesses and organisations that currently offer a refill scheme without being an actual Refill Station.	SBPO	On-going	In Progress
F331(d)(10)	That the Sustainable Projects Officer look into replacing the batteries for the Penguin Talking Bins and seek permission from the Vale of Glamorgan Council to include Barry Town Council Branding on them	SBPO	On-going	In Progress
F331(d)(11)	That Waste Management Data is compiled and reported on annually	SBPO	On-going	In Progress
F331(d)(12)	That the report be submitted to a meeting of Full Council held on 13 December 2021.	SBPO	03-Dec	Complete
F331(d)(13)	That a report regarding waste disposal at the Council Community Centres is presented to a meeting of the Halls, Cemeteries & Community Facilities Committee for their consideration.	SBPO	On-going	In Progress
F331(d)(14)	That the Sustainable Barry Working Party request £10,000 for the budget going forward into 2022/23 financial year.	DCO	23-Nov	Complete
F334	That the M&S/Salaries expenditure budget for 2022/23 be increased to include the salary costs for the Part-Time Well-Being Projects Officer role (18½ hours) being made permanent from 1 April 2022.	DCO	23-Nov	Complete

## **BARRY TOWN COUNCIL**

### **NOTES OF AN INFORMAL MEETING OF THE COMMUNITY PLAN WORKING PARTY HELD ON MONDAY 24 JANUARY 2022 AT 6.00 PM**

**PRESENT:** Councillors Brooks (Chair) and S Hodges

**ALSO PRESENT:** Robyn Walsh – Community Engagement Officer  
Rebecca Blackwell – Office Team Leader

17. **APOLOGIES FOR ABSENCE**

None were received.

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

None were received.

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

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

20. **TO APPROVE THE MINUTES OF THE COMMUNITY PLAN WORKING GROUP HELD ON MONDAY 15 NOVEMBER 2021**

**NOTED:** That the minutes of a meeting of the Community Plan Working Group held on 15 November 2021 be approved and signed as a correct record.

21. **COMMUNITY MAPPING TOOLKIT**

Members were provided with a report providing information regarding the Creative Rural Vale; Community Mapping Toolkit.

The Community Engagement Officer advised that at the last meeting the Vale of Glamorgan Council representatives suggested that the Town Council utilise the toolkit to aid in the delivery of the Community Plan, advising that it would lay a good foundation.

The Community Engagement Officer noted that the Community Mapping Toolkit provided within the agenda had useful information but was created for rural communities, advising that the Town Council's Community Mapping could be used as a case study (as it would be conducted on a larger scale).

**NOTED:** That members receive the report, noting that the Community Mapping Toolkit will be utilised by the Community Engagement Officer to inform the Community Plan process.

22. **STAGE 1 – PRE MAPPING OVERVIEW**

Members were provided with an overview of the first stage of the Community Plan.

**NOTED: That members receive and note the report.**

23. **COMMUNITY PLAN VISION, OBJECTIVES AND BRANDING**

Members were provided with a report requesting members to confirm the vision, objectives and branding for the Community Plan. The Community Engagement Officer asked if members had ideas in order to create a vision, utilising the Love Barry logo, adding that she would be happy to create the vision to present to members.

The Chair advised that the Community Plan needs to reflect the Corporate Plan and be based on the Town Centre as the 'Heart of the Community' with a need to reflect all areas of Barry.

Councillor Hodges advised the potential to create a new brand for the Community Plan as she has concerns over negative comments being linked to the Love Barry branding.

The Community Engagement Officer made members aware that a local organisation had advised her that they had created a charity which would be called 'Love Barry' suggesting that the Councils engagement branding may have to be revisited.

Members suggested the Community Engagement Officer look at new branding for the Community Plan and agree to the Community Engagement Officer to create a vision and branding. Members were also in agreement with the objectives set out in the report.

**NOTED:**

- 1. That members agree for the Community Engagement Officer to work on creating a vision and branding with a strapline.**
- 2. That the objectives set out within the report are agreed.**

24. **DEVELOPING A COMMUNITY NETWORK**

Members were provided with a report outlining suggested stakeholders, community groups and individuals need to be part of the mapping process.

Councillor S Hodges asked if Church groups could be included on the list as they work well within communities.

The Community Engagement Officer advised that it would be wise to create an engagement plan, then meet with the suggested parties to describe the

Community Plan to them, map out who will get involved and find out what level of involvement they wish to have.

The Community Engagement Officer also suggested to send the minutes from the last two meetings to the Vale of Glamorgan Council asking if they would provide a permanent representative for future meetings.

**NOTED:**

- 1. That members agree the list of potential stakeholders and made a suggestion to include Church groups within the list.**
- 2. That the Community Engagement Officer create an Engagement Plan and report this back to members at a later date.**
- 3. That the Community Engagement Officer forward the notes of the previous two meetings of the Community Plan Working Group to the Vale of Glamorgan Council and request a permanent representative for future meetings.**

25. **TIMELINE FOR DELIVERY**

Members were provided with a report with a clear outline for the delivery of the Community Plan for the Barry Town Centre.

Members noted that the delivery and timescales provided for stage 1 of the process had taken the elections into consideration and that this was sensible.

The Community Engagement Officer made members aware that there was not another meeting scheduled until after the Annual Meeting in May 2022, and suggested a date of Thursday, 24 March 2022 if members wished to meet before this time.

**NOTE:**

- 1. That members agree to an Extraordinary Meeting of the Community Plan Working Group to be held on Thursday, 24 March 2022 at 5pm and that a representative from the Vale of Glamorgan Council is invited to attend.**
- 2. That members agree to the proposed timeline for delivery, noting that this is a live document.**

26. **MEETING SUMMARY**

Members were provided with a report advising members of a summary of recommendations and decisions to be made at the meeting, as well as an overview of the actions the Community Engagement Officer will focus on between now and the next meeting.

**NOTE: That members receive and note the summary report.**

27. **DATE OF NEXT MEETING**

**NOTED: That the date of the next meeting of the Community Plan working Group is scheduled to be held on Thursday, 24 March 2022.**

The meeting closed at 5.23pm

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

**FOR INFORMATION ONLY**

**ACTION SHEET - COMMUNITY PLAN WORKING PARTY -24 JANUARY 2022**

<b>MINUTE NO.</b>	<b>ACTION TO BE TAKEN</b>	<b>ACTION TO BE TAKEN BY</b>	<b>DATE ACTION TO BE CARRIED OUT</b>	<b>PROGRESS</b>
23 (1)	That members agree for the Community Engagement Officer to work on creating a vision and branding with a strapline.	CEO	24.03.22	In progress
24(2)	That the Community Engagement Officer create an Engagement Plan and report this back to members at a later date.	CEO	24.03.22	In progress
24(3)	That the Community Engagement Officer forward the notes of the previous two meetings of the Community Plan Working Group to the Vale of Glamorgan Council and request a permanent representative for future meetings.	CEO	24.03.22	In progress
25(1)	That members agree to an Extraordinary Meeting of the Community Plan Working Group to be held on Thursday, 24 March 2022 at 5pm and that a representative from the Vale of Glamorgan Council is invited to attend.	CEO	24.03.22	In progress

**BARRY TOWN COUNCIL**  
**DRAFT MINUTES OF A MEETING OF THE SUSTAINABLE BARRY WORKING**  
**PARTY HELD ON MONDAY 17 JANUARY 2022, AT 6PM**

**PRESENT:** Councillor Clarke (Chairperson) together with, Councillors Drake, S Hodges, Lloyd-Selby, Payne (Arrived 18:22pm) and Rowlands (Arrived 18:07pm).

**ALSO PRESENT:** Beth Hillier – Sustainable Barry Project Officer  
Hannah Linton – Trainee Administrator  
Councillor N Hodges – Observer  
Councillor Johnson – Observer

**126. APOLOGIES FOR ABSENCE**

None were received.

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

None were received.

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

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

**129. TO APPROVE THE MINUTES OF THE LAST MEETING HELD ON 17 NOVEMBER 2021**

**RESOLVED** that the minutes of the last meeting held on 17 November 2021 be received and noted as a correct record.

**130. TERMS OF REFERENCE**

**RESOLVED** that the Terms of Reference be received and noted.

**131. CLIMATE CHANGE ACTION PLAN UPDATE**

Members were provided with an update regarding the Climate Change Action Plan (live document).

**RESOLVED** that the Climate Change Action Plan Update be received and noted.

**132. EPC BUILDING SURVEYS – UPDATE**

Members were provided with an update regarding the EPC Building surveys that had recently been undertaken at Pioneer Hall, Merthyr Dyfan Cemetery Chapel and the Cemetery Lodge.

It was noted within the report that the recommendations for improvements contained within the report would be presented to a meeting of the Halls, Cemeteries and Community Facilities committee scheduled to be held on 17 January 2022.

**RESOLVED** that the report be received and noted.

**133. LETTER FROM MINISTER OF CLIMATE CHANGE, RELATING TO COASTAL EROSION, FLOODING AND TAN15**

Members were provided a copy of a letter received from the Minister for Climate Change, regarding the TAN15 Planning System implementation relating to Flooding and Coastal Erosion.

Councillor Johnson queried the suspension of TAN15 coming in to force, noting that the flooding in 2007 took a considerable amount of time to rectify. He suggested sending a letter to the Vale of Glamorgan Council Planning Department to request an update and information on TAN15.

Councillor Rowlands joined the meeting at 18:07pm.

Councillor S Hodges noted flooding within Barry, specifically Cadoxton had been a recurrent issue and concurred with Councillor Johnson's comments and recommendation.

Councillor Drake noted that she had submitted a request (previously) to the Vale of Glamorgan Council to view the Coastal Erosion – Annual Report and to date, this had not been fulfilled.

The Chair suggested that the letter (sent on behalf of the group) should enquire how the Vale of Glamorgan Council intend to review the Strategic Flood Consequences Assessments (SFCAs) in the next 12 months and any impacts this could have on the Barry area. He also suggested requesting that the information be shared with Barry Town Council so that provisions can be made to help safeguard the area going forward.

**RESOLVED** that the letter from the Minister of Climate Change, relating to TAN 15 - Development, flooding and coastal Erosion be received and noted.

**RECOMMENDED**

**To a meeting of the Finance, Policy & General Purposes Committee scheduled to be held on Monday, 31 January 2022;**

1. That the Sustainable Barry Project Officer sends a letter to the Vale of Glamorgan Council Planning Department on behalf of the Sustainable Barry Working Group to enquire how the Vale of Glamorgan Council intend to respond to the TAN15 advice note, how they intend to review the Strategic Flood Consequences Assessments (SCFAs) for Barry in

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

**134. VALE OF GLAMORGAN COUNCIL NATURE EMERGENCY ACTION PLAN UPDATE**

Members were provided with an update regarding the Vale of Glamorgan Council's Nature Emergency Action Plan.

The Project Officer summarised that the report outlined the proposed governance arrangements for dealing with the declared Nature Emergency.

The chair noted the report and queried whether the Town Council had a direct role within the Action Plan.

The Sustainable Barry Project Officer stated that she was unsure as to where the Town Council and the Vale of Glamorgan Council overlap with the overall project of decarbonising operations within the Vale and Barry Town, and noted that the project was ongoing.

The Chair suggested the Sustainable Barry Project Officer keep the committee updated on this project and notify the committee when further input was required from the Town Council or where there was scope for collaborative working.

**RESOLVED:**

1. That the Vale of Glamorgan Council's Nature Emergency Action Plan Update be received and noted.
2. That the Project Officer provide the Sustainable Barry Working Group with an update relating to the Vale of Glamorgan Council's Nature Emergency Action Plan, as and when available.

**135. LOCAL NATURE PARTNERSHIP BID – CHURCH LANE PROJECT UPDATE**

The Sustainable Barry Project Officer provided members with a verbal update regarding the Local Nature Partnership Bid – Church Lane Project.

She noted that a letter had been sent to the Welsh Church Estate Trust Committee which would be discussed at their next meeting, where a decision would hopefully be made.

The Officer also noted that a Project Enquiry Form had been sent to the National Lottery Heritage Fund requesting £28,000 for the project. The National Lottery Heritage Fund had viewed the Project Enquiry form favourably as long as either a lease, sale or partnership contract could be signed with the Vale of Glamorgan Council (as Trustee of the site).

Councillor Payne entered the meeting at 18:22pm.

The Sustainable Barry Project Officer continued to note that if the Vale of Glamorgan Council were to lease the land to Barry Town Council, that a Specialist Surveyor would be required due to Charity Law Legislation and noted the process for this could take a long time.

The Officer stated that One Voice Wales have been very helpful and that this project had been mentioned at a meeting with Welsh Government who are also favourable to the project. One Voice Wales also mentioned to the Sustainable Barry Project Officer that funding is likely to be extended into the next financial year, but would perhaps take a different form.

Councillor S Hodges questioned who would be liable to pay for the specialist surveyor.

The Sustainable Barry Project Officer responded that the liable payee was not mentioned at the time. However, this would be clarified with an update provided to the committee at a later date.

Councillor Drake noted that the next Welsh Church Estate Trust Committee meeting is to be held on Monday 31 January 2022 and that she would be in attendance.

The Chair thanked the Sustainable Barry Project Officer for the update. He noted that there was not a Sustainable Barry Working Party scheduled now, as the next schedule of meetings were not due to be agreed until the Annual Meeting in May. He stated that in order to progress work that an additional meeting would be required, suggesting a date in March so that the Project Officer would be in a position to provide members with an update regarding the outcome of the Welsh Church Estate Trust Committee meeting (scheduled to be held on Monday, 31 January 2022) and have an update from Councillor Drake with the outcome.

**RESOLVED:**

1. That the Sustainable Barry Project Officer organise an extraordinary meeting to be held in March, after the Welsh Church Estate Trust Committee meeting on Monday 31 January 2022.
2. That the Sustainable Barry Project Officer ascertain the liable payee should a Specialist Surveyor be required and provide committee with this information at a later date.

That the verbal update was received and noted.

**135. DATE OF NEXT MEETING**

**RESOLVED** that an Extraordinary Meeting of the Sustainable Barry Working Party be scheduled for a date in March, as the next scheduled meeting was to be agreed at the Annual Meeting being held on Tuesday 17 May 2022.

Meeting Closed at 18:28pm.

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

**FOR INFORMATION ONLY**

**ACTION SHEET - SUSTAINABLE BARRY WORKING GROUP - 17 JANUARY 2022**

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
133(1)	<b>RECOMMENDED;</b> To a meeting of the Finance, Policy & General Purposes Committee scheduled to be held on Monday, 31 January 2022; 1. That the Sustainable Barry Project Officer sends a letter to the Vale of Glamorgan Council Planning Department on behalf of the Sustainable Barry Working Group to enquire how the Vale of Glamorgan Council intend to respond to the TAN15 advice note, how they intend to review the Strategic Flood Consequences Assessments (SCFAs) for Barry in the next 12 months and request that any relevant information is shared with Barry Town Council.	SBPO	31.01.2022	Mins on Finance Agenda for approval
134(2)	That the Project Officer provide the Sustainable Barry Working Group with an update relating to the Vale of Glamorgan Council's Nature Emergency Action Plan, as and when available.	SBPO	As and when	
135(1)	That the Sustainable Barry Project Officer organise an extraordinary meeting to be held in March, after the Welsh Church Estate Trust Committee meeting on Monday 31 January 2022.	SBPO	After 31.01.22	
135(2)	That the Sustainable Barry Project Officer ascertain the liable payee should a Specialist Surveyor be required and provide committee with this information at a later date.	SBPO	When required	

<b>FINANCE, POLICY &amp; GENERAL PURPOSES COMMITTEE</b>	<b>31 JANUARY 2022</b>	<b>AGENDA ITEM: 7</b>
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## **SCHEDULE OF PAYMENTS FOR JANUARY 2022**

### **Report Author**

Mark Sims, Deputy Chief Officer

**Attached:** A. Schedule of Payments of Accounts for January 2022  
(6 pages)

### **Purpose of Report**

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

### **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 January 2022 consisting of direct debits and BACS payments, in the amount of £41,685.88 is attached for approval.

### **Recommendation**

Members are requested to approve the schedule of payments for January 2022 consisting of direct debits and BACS payments, in the amount of £41,685.88 that is attached on the following pages.

## Schedule of Payments of Accounts For January 2022

<u>Chq No.</u>	<u>Supplier</u>	<u>Description</u>	<u>Net</u>	<u>Vat</u>	<u>Price (£)</u>	<u>Posted To</u>
BACS	Ran Hire and Sales	Hire of excavator at Porthkerry Cemeterry 03.11.21	<b>116.10</b>	23.22	139.32	Porthkerry/Property Maint
BACS	Ran Hire and Sales	Hire of excavator at Porthkerry Cemeterry 04.11.21	<b>100.00</b>	20.00	120.00	Porthkerry/Property Maint
BACS	Ran Hire and Sales	Hire of excavator at Porthkerry Cemeterry 23.11.21	<b>100.00</b>	20.00	120.00	Porthkerry/Property Maint
BACS	Ran Hire and Sales	Hire of excavator at Porthkerry Cemeterry 24.11.21	<b>100.00</b>	20.00	120.00	Porthkerry/Property Maint
BACS	Ran Hire and Sales	Five litres of chainsaw chain oil	<b>39.00</b>	7.80	46.80	Cemetery/Equip Maint
BACS	Ran Hire and Sales	Hire of petrol rotavator 16.11.21	<b>67.75</b>	13.55	81.30	Cemetery/Property Maint
BACS	Ran Hire and Sales	Stihl chain loop and 1/8" chainsaw file	<b>41.80</b>	8.36	50.16	Cemetery/Equip Maint
BACS	Jewsons	Two bags of Hanson Postfix	<b>11.90</b>	2.38	14.28	Cemetery/Property Maint
BACS	Green Circle Concrete	C30 mix concrete	<b>548.25</b>	109.65	657.90	Cemetery/Property Maint
BACS	Digital Systems Ltd	Photocopier copy charges 31.10.21 - 30.11.21	<b>43.19</b>	8.64	51.83	M&S/Photocopier
BACS	Jam Jar PR Ltd	Santa's Post Office	<b>5,586.00</b>	1,117.20	6,703.20	Corporate/Shop Local
BACS	Happy Embroidery	31 Hoodies, 28 long sleve tops, 1 sweat shirt	<b>915.00</b>	183.00	1,098.00	All/PPE
DD	British Gas Plc	Pioneer Hall Electricity Bill 22.10.21 - 21.11.21	<b>143.59</b>	7.17	150.76	Pioneer/Electricity
DD	British Gas Plc	Electricity Bill for 22.10.21 - 20.11.21	<b>153.72</b>	7.68	161.40	Cemetery/Electricity
DD	Screwfix	Twenty kilograms of De-icing salt	<b>16.65</b>	3.33	19.98	Cemetery/Property Maint
DD	Screwfix	One pair of Site Onyz boots (size 9)	<b>33.16</b>	0.83	33.99	Cemetery/PPE
DD	Lloyds Cardnet	Cardnet service charges November 2021	<b>46.41</b>	0.00	46.41	M&S/Bank Charges
BACS	JV Trees	Sectioning down and removing one storm damaged tree	<b>1,275.00</b>	255.00	1,530.00	Cemetery/Treework
BACS	CJ Travel	Hire of transport for BYC team building event	<b>100.00</b>	0.00	100.00	Corporate/B Youth Council
BACS	Churches Fire Security	Intruder alarm panel and keypad for MDC staff room	<b>288.10</b>	57.62	345.72	Cemetery/Property Maint
BACS	Churches Fire Security	Fire Control panel for CACC	<b>491.25</b>	98.25	589.50	CACC/Property Maint
BACS	Boofys Chip Shop	Thirty eight meals for volunteers at Santa Fun Run	<b>95.00</b>	0.00	95.00	Corporate/Corporate Events
BACS	Amberol	Two keys for Talking Bins	<b>5.85</b>	1.17	7.02	M&S/Equipment Maint
BACS	Teleshore UK Ltd	On site PUWER inspection of Shoring equipment	<b>513.61</b>	102.72	616.33	Cemetery/Equip Maint
BACS	C & C Contractors	Tree inspection at MDC	<b>1,200.00</b>	0.00	1,200.00	Cemetery/Treework
BACS	FJ Tyres	Van tyre puncture repair & two new tyres for wheelbarrow	<b>93.26</b>	18.65	111.91	Cemetery/Equip Maint
BACS	Employee No. 008	Mileage claim for October - December 2021	<b>27.14</b>	0.81	27.95	M&S/Officers Travel
BACS	Employee No. 053	Mileage claim for September - December 2021	<b>246.80</b>	7.35	254.15	Corporate/Staff Training
BACS	Microshade VSM	Citrix hosting service & Microsoft office for December 2021	<b>683.89</b>	136.78	820.67	M&S/Citrix

## Schedule of Payments of Accounts For January 2022

<u>Chq No.</u>	<u>Supplier</u>	<u>Description</u>	<u>Net</u>	<u>Vat</u>	<u>Price (£)</u>	<u>Posted To</u>
BACS	JPL Sound	Sound system hire for Santa Fun Run	<b>450.00</b>	90.00	540.00	Corporate/Corporate Events
BACS	Hook Signs Ltd	Design and supply six watering cans graphics	<b>60.00</b>	0.00	60.00	Corporate/Sustainable Barry
BACS	Newhall Janitorial	Antibac surface wipes, hand towels, hand soap & bleach	<b>369.45</b>	73.89	443.34	Cemetery/Cleaning
BACS	Churches Fire Security	Takeover intruder alarm system at CACC	<b>120.00</b>	24.00	144.00	CACC/Property Maint
DD	Nisbets	Credit note for ten oval serving trays	<b>-41.90</b>	-8.38	50.28	Corporate/Comm Engage
DD	Datakom	Credit for Telephone charges January - November 2021	<b>-417.66</b>	-83.53	501.19	M&S/Telephone
DD	Datakom	Broadband costs for December 2021	<b>248.32</b>	49.66	297.98	M&S/Broadband Internet
DD	Datakom	Telephone maintenance contract for December 2021	<b>35.00</b>	7.00	42.00	M&S/Equipment Maint
BACS	Vodafone	Monthly rental of six mobile phones & calls for December 2021	<b>55.96</b>	11.19	67.15	M&S/Telephone
BACS	Vodafone	Monthly rental of one mobile phone & calls for December 2021	<b>13.64</b>	2.73	16.37	Cemetery/Telephone
BACS	Vodafone	Monthly rental of mobile WI-Fi for December 2021	<b>31.26</b>	6.25	37.51	Cemetery/Broadband
DD	Sage UK Ltd	Sage Payroll maintenance cover 01.12.21 - 31.12.21	<b>87.20</b>	17.44	104.64	M&S/Equipment Maint
DD	Npower	Electricity bill 01.11.21 - 30.11.21	<b>124.85</b>	6.24	131.09	CACC/Electricity
DD	Lloyds Bank	Bank charges for November 2021	<b>32.80</b>	0.00	32.80	M&S/Bank Charges
DD	British Gas Plc	Cemetery Electricity Bill for 29.10.21 - 28.11.21	<b>334.04</b>	66.80	400.84	Cemetery/Electricity
DD	BNP Paribas Leasing Solutions	Town Hall telecoms system lease 07.01.22 - 06.04.22	<b>424.57</b>	84.91	509.48	M&S/Telephone
BACS	Employee No. 062	Mileage claim for November and December 2021	<b>24.62</b>	0.73	25.35	M&S/Officers Travel
BACS	Employee No. 185	Mileage claim for November and December 2021	<b>18.94</b>	0.56	19.50	M&S/Officers Travel
BACS	Photographs Matter	Photography at Santa Fun Run and Santa's Post Office	<b>280.00</b>	0.00	280.00	Corporate/Comm Engage
BACS	Hi Communications	Shop Local social media management	<b>400.00</b>	0.00	400.00	Corporate/Shop Local
BACS	Masons Moving Group	Storage charge for one container for December 2021	<b>28.44</b>	4.87	33.31	M&S/Property Maintenance
BACS	Teleshore UK Ltd	Rectangular panel and hose for shoring	<b>295.00</b>	59.00	354.00	Cemetery/Equipment
BACS	Glamorgan Star	Advert in Glamorgan Star 12.12.21 re Seasons Greetings	<b>100.00</b>	20.00	120.00	Corporate/Corp Advertising
BACS	Jewsons	Haemmerlin galvanised wheelbarrow	<b>51.37</b>	10.27	61.64	Cemetery/Equipment
DD	Screwfix	One pair of Amblers FS198 boots (size 8)	<b>53.99</b>	0.00	53.99	Cemetery/PPE
DD	Screwfix	One saw, bolts,nuts, washers, screwdriver set and nails	<b>51.73</b>	10.34	62.07	Cemetery/Property Maint
DD	Screwfix	Pack of twenty Site 380 latex builders gloves	<b>26.50</b>	5.30	31.80	Cemetery/PPE
DD	Viking	Brief case for Mayors Chain	<b>21.49</b>	4.30	25.79	M&S/Equipment
DD	Viking	Five reams copier paper	<b>13.25</b>	2.65	15.90	M&S/Stationery

## Schedule of Payments of Accounts For January 2022

<u>Chq No.</u>	<u>Supplier</u>	<u>Description</u>	<u>Net</u>	<u>Vat</u>	<u>Price (£)</u>	<u>Posted To</u>
DD	British Gas Plc	Gas supply for 06.11.21 - 14.12.21	<b>129.70</b>	6.48	136.18	Pioneer/Gas
DD	BP Direct Fuels	Diesel Fuel for vehicles	<b>140.55</b>	28.11	168.66	Cemetery/Fuel
DD	Biffa Waste Services Ltd	Skip Rental 20.11.21 - 24.12.21	<b>304.50</b>	60.90	365.40	Cemetery/Property Maint
DD	Virgin Media	Broadband service for November 2021	<b>32.00</b>	6.40	38.40	Pioneer/Broadband
DD	Virgin Media	Alarm line rental and calls for November 2021	<b>18.72</b>	3.75	22.47	Pioneer Hall/Alarm Line
DD	Virgin Media	Broadband service for December 2021	<b>32.00</b>	6.40	38.40	Pioneer/Broadband
DD	Virgin Media	Alarm line rental and calls for December 2021	<b>18.96</b>	3.79	22.75	Pioneer Hall/Alarm Line
DD	BT plc	Broadband bill 01.12.21 - 31.12.21	<b>33.45</b>	6.69	40.14	CACC/Broadband
BACS	Newsquest Media	Advert in B&D 16.12.21 re Seasons Greetings	<b>100.00</b>	20.00	120.00	Corporate/Corp Advertising
BACS	Green Circle	Remove four loads of rubble from compound / tip	<b>1,000.00</b>	200.00	1,200.00	Cemetery/Property Maint
BACS	Ran Hire and Sales	Repairs to Stihl BR550 blower	<b>58.75</b>	11.75	70.50	Cemetery/Equip Maint
BACS	Ran Hire and Sales	Repairs to Makita BBX7600 blower	<b>116.43</b>	23.29	139.72	Cemetery/Equip Maint
BACS	Tip Top Toilets Ltd	Hire of Portaloo (01.12.21 - 31.12.21)	<b>97.43</b>	19.49	116.92	Porthkerry/Property Maint
BACS	Clear Skies Software	BACAS Support 01.01.22 - 31.12.22	<b>2,470.00</b>	494.00	2,964.00	M&S/Bacas Support
BACS	DEAL	Supply and fit H/D ripper to JCB excavator	<b>555.00</b>	111.00	666.00	Cemetery/Equip Maint
BACS	Dops	One tin of Varnish satin	<b>27.57</b>	5.51	33.08	Cemetery/Property Maint
DD	British Gas Plc	Cemetery Electricity Bill for 21.11.21 - 21.12.21	<b>206.06</b>	41.21	247.27	Cemetery/Electricity
DD	British Gas Plc	Cemetery Electricity Bill for 29.11.21 - 28.12.21	<b>415.96</b>	83.19	499.15	Cemetery/Electricity
DD	British Gas Plc	Pioneer Hall Electricity Bill 22.11.21 - 20.12.21	<b>99.96</b>	4.99	104.95	Pioneer/Electricity
DD	Pitney Bowes Ltd	Lease payment for franking machine	<b>111.19</b>	22.24	133.43	M&S/Equipment
DD	Lloyds Cardnet	Cardnet service charges December 2021	<b>45.56</b>	0.00	45.56	M&S/Bank Charges
DD	Lloyds Credit Card	Seven bags of Wildflower mix	<b>87.50</b>	17.50	105.00	Cemetery/Horticulture
DD	Lloyds Credit Card	Christmas decorations for Town Hall offices	<b>106.21</b>	21.24	127.45	M&S/Equipment
DD	Lloyds Credit Card	One pair of Amblers FS199 boots (size 11)	<b>49.40</b>	5.95	55.35	Cemetery/PPE
DD	Lloyds Credit Card	Three Logitec wireless keyboard and mouse combo sets	<b>64.98</b>	12.99	77.97	M&S/Equipment
DD	Lloyds Credit Card	A4 ring binder	<b>2.10</b>	0.42	2.52	M&S/Stationery
DD	Lloyds Credit Card	Pack of punched pockets	<b>5.82</b>	1.17	6.99	M&S/Stationery
DD	Lloyds Credit Card	Two packs of overlap transparent colour PVC sheets	<b>9.98</b>	2.00	11.98	M&S/Stationery
DD	Lloyds Credit Card	BYC team building event at Escape rooms Cardiff	<b>177.78</b>	22.22	200.00	Corporate/BYC

## Schedule of Payments of Accounts For January 2022

<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	Christmas cards from the Mayor	<b>83.48</b>	16.70	100.18	M&S/Stationery
DD	Lloyds Credit Card	Facebook boosts for Winter events	<b>36.55</b>	7.31	43.86	Corporate/Corporate Events
DD	Lloyds Credit Card	Three galvanised watering cans	<b>47.46</b>	9.51	56.97	Corporate/Sustainable
DD	Lloyds Credit Card	ILCA course	<b>120.00</b>	24.00	144.00	Corporate/Staff Training
DD	Lloyds Credit Card	Registration fee for raffle tickets	<b>40.00</b>	0.00	40.00	Corporate/Corporate Events
DD	Lloyds Credit Card	Materials for storage cupboards in loft	<b>384.00</b>	76.80	460.80	M&S/Prop Maint
DD	Lloyds Credit Card	Ten packs of Daffodil bulbs	<b>111.20</b>	22.30	133.50	Cemetery/Horticulture
DD	Lloyds Credit Card	Fire Exit sign	<b>4.56</b>	0.92	5.48	M&S/Health and Safety
DD	Lloyds Credit Card	Fire Exit signs	<b>21.51</b>	4.31	25.82	M&S/Health and Safety
DD	Lloyds Credit Card	Amtech G3145 1.5m heavy duty wrecking bar	<b>19.44</b>	3.89	23.33	Cemetery/Property Maint
DD	Lloyds Credit Card	Two flourescent jackets for events	<b>57.14</b>	2.86	60.00	M&S/PPE
DD	Lloyds Credit Card	Bouquet of flowers	<b>33.98</b>	0.00	33.98	M&S/Equipment
BACS	PW Millar	MOT Transit Tipper van and supply twenty litres ADBLue	<b>104.83</b>	10.00	114.83	Cemetery/Vehicle Maint
BACS	Jewsons	Three hard sweeping brushes	<b>31.80</b>	6.36	38.16	Cemetery/Equipment
BACS	Digital Systems Ltd	Photocopier copy charges 30.11.21 - 31.12.21	<b>47.03</b>	9.41	56.44	M&S/Photocopier
BACS	Auditing Solutions	Provision of internal audit 2021/22 17.01.21 (Day 2)	<b>460.00</b>	92.00	552.00	M&S/Internal Audit
BACS	Churches Fire Security	Supply and install rechargable back up powerpack	<b>20.00</b>	4.00	24.00	Cemetery/Property Maint
BACS	Churches Fire Security	Dualcom Monitoring System at MDC workshop	<b>278.75</b>	55.75	334.50	Cemetery/Property Maint
BACS	Churches Fire Security	Bell box, bell box cover and two PIR's at MDC staff room	<b>290.90</b>	58.18	349.08	Cemetery/Property Maint
BACS	Churches Fire Security	Fire alarm zone plan photolum for CACC	<b>519.75</b>	103.95	623.70	CACC/Property Maint
BACS	Churches Fire Security	Dualcom Monitoring System at CACC	<b>200.00</b>	40.00	240.00	CACC/Property Maint
BACS	Churches Fire Security	Supply and install rechargable back up powerpack	<b>30.00</b>	6.00	36.00	Pioneer/Property Maint
BACS	Tudur Jones	Welsh translation costs	<b>98.75</b>	0.00	98.75	M&S/Welsh Translation
BACS	Microshade VSM	Citrix hosting service & Microsoft office for January 2022	<b>683.89</b>	136.78	820.67	M&S/Citrix
BACS	TSL Heating & Plumbing	Bunded tank (gas oil) inspection	<b>112.50</b>	22.50	135.00	Cemetery/Property Maint
BACS	Masons Moving Group	Storage charge for one container for January 2022	<b>28.44</b>	4.87	33.31	M&S/Property Maintenance
BACS	Rialtas Business Software	Making Tax Digital for VAT annual support	<b>59.00</b>	11.80	70.80	M&S/Equipment Maint
BACS	SLCC Enterprises Ltd	Delegate fee for SLCC Practitioner's Conference 15-17/2	<b>75.00</b>	15.00	90.00	Corporate/Staff Training
BACS	NAMM	Corporate Associate Membership 01.01.22 - 31.12.22	<b>220.00</b>	44.00	264.00	Cemetery/Subscriptions

## Schedule of Payments of Accounts For January 2022

<u>Chq No.</u>	<u>Supplier</u>	<u>Description</u>	<u>Net</u>	<u>Vat</u>	<u>Price (£)</u>	<u>Posted To</u>
BACS	Lightning Protection	Annual test and inspection of Chapel lightning system	<b>310.00</b>	62.00	372.00	Cemetery/Property Maint
BACS	Lapider	Professional fees for EPC and energy reports	<b>1,250.00</b>	250.00	1,500.00	Corporate/Sustainable Barry
BACS	JV Tree Services	Sectioning down and removing trees and limbs	<b>2,355.00</b>	471.00	2,826.00	Cemetery/Treework
BACS	Advanced Fire Protection	Service fire equipment at Cemetery	<b>171.76</b>	34.34	206.10	Cemetery/Property Maint
BACS	Advanced Fire Protection	Service fire equipment at Town Hall	<b>183.99</b>	36.79	220.78	M&S/Property Maintenance
BACS	Employee No. 001	Reimbursement of HR text books	<b>33.98</b>	0.00	33.98	Corporate/Staff Training
BACS	DEAL	Two bucket pins and one linch pin	<b>55.70</b>	11.14	66.84	Cemetery/Equip Maint
BACS	DEAL	AP300 battery for Stihl Mower	<b>134.58</b>	26.92	161.50	Cemetery/Equip Maint
BACS	Viking	Two reams A3 paper, A4 photo paper, ream of colour paper	<b>37.46</b>	7.49	44.95	M&S/Stationery
BACS	Viking	A4 laminating pouches, AA and AAA batteries	<b>54.55</b>	10.91	65.46	M&S/Stationery
BACS	Viking	Credit note for 10cm x 15cm photo paper	<b>-5.29</b>	-1.06	6.35	M&S/Stationery
DD	Datakom	Broadband costs for January 2022	<b>248.32</b>	49.66	297.98	M&S/Broadband Internet
DD	Datakom	Telephone maintenance contract for January 2022	<b>35.00</b>	7.00	42.00	M&S/Equipment Maint
DD	Lloyds Bank	Bank charges for December 2021	<b>33.10</b>	0.00	33.10	M&S/Bank Charges
BACS	Vodafone	Monthly rental of six mobile phones & calls for January	<b>55.04</b>	11.01	66.05	M&S/Telephone
BACS	Vodafone	Monthly rental of one mobile phone & calls for January	<b>13.64</b>	2.73	16.37	Cemetery/Telephone
BACS	Vodafone	Monthly rental of mobile WI-Fi for January 2022	<b>31.26</b>	6.25	37.51	Cemetery/Broadband
DD	Virgin Media	Broadband service for January 2022	<b>32.00</b>	6.40	38.40	Pioneer/Broadband
DD	Virgin Media	Alarm line rental and calls for January 2022	<b>18.21</b>	3.64	21.85	Pioneer Hall/Alarm Line
DD	Sage UK Ltd	Sage Payroll maintenance cover 01.01.22 - 31.01.22	<b>87.20</b>	17.44	104.64	M&S/Equipment Maint
DD	Cariad Cool Water	CM Glacier R BWC C/A Water Cooler charges	<b>54.09</b>	10.82	64.91	Cemetery/Equipment
DD	BT plc	Broadband bill 01.01.22 - 31.01.22	<b>33.45</b>	6.69	40.14	CACC/Broadband
DD	Npower	Electricity bill 01.12.21 - 31.12.21	<b>110.14</b>	5.51	115.65	CACC/Electricity
DD	BT plc	Broadband bill 01.01.22 - 31.03.22	<b>122.40</b>	24.48	146.88	Cemetery/Broadband
DD	Screwfix	Ten x 5m tape measures	<b>37.42</b>	7.48	44.90	Cemetery/Equipment
DD	BT plc	Telephone bill 01.01.22 - 31.03.22	<b>45.05</b>	9.01	54.06	Cemetery/Telephone
DD	Biffa Waste Services Ltd	Skip Rental 25.12.21 - 21.01.22	<b>269.16</b>	53.83	322.99	Cemetery/Property Maint
BACS	Happy Embroidery	One Burgundy Hoodie	<b>20.00</b>	4.00	24.00	CACC/PPE
DD	Vale of Glamorgan Council	Non domestic rates demand for Cemetery Office - January	<b>36.00</b>	0.00	36.00	Cemetery/Rates

## Schedule of Payments of Accounts For January 2022

<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 Cemetery - January	<b>896.00</b>	0.00	896.00	Cemetery/Rates
DD	Vale of Glamorgan Council	Non domestic rates demand for Pioneer Hall - January	<b>177.00</b>	0.00	177.00	Pioneer/Rates
DD	Vale of Glamorgan Council	Non domestic rates demand for Pioneer Hall - January	<b>203.00</b>	0.00	203.00	CACC/Rates
DD	Lloyds Credit Card	Flowers to member of staff following operation	<b>30.40</b>	6.08	36.48	M&S/Miscellaneous
DD	Lloyds Credit Card	Vodafone top up for two caretakers	<b>60.00</b>	0.00	60.00	Pioneer/Telephone
DD	Lloyds Credit Card	Vodafone top up for one caretaker	<b>30.00</b>	0.00	30.00	CACC/Telephone
DD	Lloyds Credit Card	First Aid at Work training	<b>328.00</b>	65.60	393.60	Corporate/Staff Training
DD	Lloyds Credit Card	Canva graphic design software annual subscription	<b>91.82</b>	0.00	91.82	Corporate/Comm Engage
DD	Lloyds Credit Card	Facebook boosts for Winter events	<b>5.12</b>	1.02	6.14	Corporate/Corporate Events
DD	Lloyds Credit Card	Four Spear & Jackson tubular steel shovels	<b>63.28</b>	12.68	75.96	Cemetery/Equipment
DD	Lloyds Credit Card	Four Spear & Jackson round steel shovels	<b>74.96</b>	15.00	89.96	Cemetery/Equipment
DD	Lloyds Credit Card	Micro USB charging cable for Councillor Tablet	<b>9.15</b>	1.83	10.98	M&S/Equipment
DD	Lloyds Credit Card	Photo Album for Mayor 2019/2020 and 2020/2021	<b>11.73</b>	2.35	14.07	M&S/Stationery
DD	Lloyds Credit Card	Refund re Amtech G3145 1.5m heavy duty wrecking bar	<b>-19.44</b>	-3.89	23.33	Cemetery/Equipment
DD	Lloyds Credit Card	Amtech G3145 1.5m heavy duty wrecking bar	<b>19.43</b>	3.89	23.32	Cemetery/Equipment
DD	Lloyds Credit Card	Tea and Coffee	<b>82.13</b>	0.00	82.13	All/Misc
DD	Lloyds Credit Card	Survey Money annual subscription	<b>340.00</b>	68.00	408.00	Corporate/Comm Engage
DD	Lloyds Credit Card	ACCA annual subscription	<b>270.00</b>	0.00	270.00	M&S/Professional Fees
<b>Total For This Period</b>			<b>35,648.58</b>	<b>6,037.30</b>	<b>41,685.88</b>	
<b>Total For Previous Periods</b>			<b>225,440.76</b>	<b>39,724.64</b>	<b>263,188.49</b>	
<b>Total to 31 January 2022</b>			<b>261,089.34</b>	<b>45,761.94</b>	<b>304,874.37</b>	

<b>FINANCE, POLICY &amp; GENERAL PURPOSES COMMITTEE</b>	<b>31 JANUARY 2022</b>	<b>AGENDA ITEM: 8</b>
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## **BUDGET MONITORING REPORT 31 JANUARY 2022**

### **Report Author**

Mark Sims, Deputy Chief Officer

- Attached:**
- A. Budget Monitoring Report January 2022 (2 pages)
  - B. Projected Reserves at 31 March 2022 (as at 24 January 2022) (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 January 2022.

### **Background Information**

On the following pages is the budget monitoring report January 2022, indicating actual income and expenditure up to the end of month ten in the 2021/22 financial year. Members are requested to note that the budget monitoring report was prepared on 24 January 2022. Therefore, some items of income and expenditure have not been received and recorded in the council's accounts however may be received and recorded and then included in the budget monitoring report presented to Full Council on 7 February 2022.

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



**Budget Monitoring Report January 2022 - Interim as at 24.01.22**

<b>Gross Income</b>								
Description	Item No.	Budget	Income	Income	Balance	Budget	Year End	Projected
		12 Months	10 Months	Expenditure		For Year	Projections	Variance
		£	£	£	£	£	£	£
Bank Interest	1	500	288	0	-212	500	300	-200
Interment Fees	1	73,050	81,661	0	8,611	73,050	93,836	20,786
Exclusive Right of Burials	2	29,774	35,926	0	6,152	29,774	40,888	11,114
Memorial Fees	3	12,044	22,400	0	10,356	12,044	24,407	12,363
Transfer of Exclusive Right of Burials	4	1,800	2,160	0	360	1,800	2,460	660
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	4,566	0	-1,008	5,574	5,480	-94
Other Miscellaneous Income	8	2,000	2,269	0	269	2,000	2,269	269
Cemetery Improvement Fee	9	2,000	3,711	0	1,711	2,000	4,044	2,044
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	12,698	0	698	12,000	16,384	4,384
Lettings - Old Pioneers Club via S137	2	0	0	0	0	0	0	0
<b>Total Income</b>		<b>152,736</b>	<b>178,903</b>	<b>0</b>	<b>26,167</b>	<b>152,736</b>	<b>203,293</b>	<b>50,557</b>
<b>Net Expenditure</b>								
Description	Item No.	Budget	Expenditure	Expenditure	Balance	Budget	Year End	Projected
		12 Months	10 Months	Expenditure		For Year	Projections	Variance
		£	£	£	£	£	£	£
<b>Total Net Expenditure</b>		<b>1,297,686</b>	<b>768,404</b>	<b>476,826</b>	<b>52,456</b>	<b>1,297,686</b>	<b>1,220,840</b>	<b>76,846</b>
Transfer to / (from) reserves		(66,000)				(66,000)	10,846	
Amount to be met from Precept		1,231,686				1,231,686	1,231,686	
Our revised net budget for the year is £1,297,686 with actual expenditure for the 10 months to 31 January 2022 of £768,404 and committed expenditure of £476,826 with an amount of budgeted income yet to be received of £24,390 noting that a revised amount of £66,000 will be drawn down from reserves.								
Our projected out-turn for the year produces an underspend of £76,846 (£26,289 less expenditure with £50,557 more income). This will result in a net amount of £10,846 being transferred to reserves rather than transferring £66,000 from reserves.								

<b>FINANCE, POLICY &amp; GENERAL PURPOSES COMMITTEE</b>	<b>31 JANUARY 2022</b>	<b>AGENDA ITEM: 9</b>
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**COVID-19 RECOVERY FUND GRANT APPLICATIONS RECEIVED  
BETWEEN 22 NOVEMBER 2021 AND 24 JANUARY 2022**

**Report Author**

Mark Sims, Deputy Chief Officer

**Purpose of Report**

To provide members with grant applications received between 22 November 2021 and 24 January 2022 in respect of the Covid-19 Recovery Fund for determination.

**Background Information**

At the Committee's previous meeting held on 22 November 2021 members considered a grant application. Minute F328 (3) **RESOLVED That a further round of the Covid-19 Recovery Fund (traders) grant applications be opened until the grant funding has been fully committed.**

During the three previous rounds of the Covid-19 Recovery Fund (2021/22) sixty-one grants have been awarded to Businesses and Community Groups totalling £53,097 leaving an amount of £9,903 in the Community Grants budget.

Please see list of applications received for determination. Some of these applicants applied in 2020/21 but have not applied during the current financial year 2021/22.

<b>Business Name</b>	<b>Project</b>	<b>Amount Requested</b>	<b>Total Project Cost</b>
Awesome Wales	Barry Nappy Library	£998.60	£1,178.60
Barrybados	Marketing and website updates	£1,000	£1,000
Brevedon	Vacuum chamber for furniture making	£1,000	£1,224.81
Coca Therapy	Pest Control	£1,000	£1,044
Forbesfield	New website	£1,000	£1,000
Fountain Tea Room	Kitchen improvements	£150 (balance available)	unknown
Gaming Squad	Second gaming van	£1,000	£20,000
Karrys Deli	E-commerce enhancements	£1,000	£1,500
Little Daffodil Clothing	New Equipment	£1,000	£1,018.50

Lloydstone Ltd (T/A BRAWL)	New Equipment	£1,000	£1,400
Mint & Feather	New Equipment	£1,000	£1,167
Pizzeria Paletta	New storage equipment	£1,000	£1,000
Sea Cadets <b>Referred from Halls Committee</b>	Costs of alternative premises due to Covid pandemic	£915	£1,665
The Small Space	Marketing and advertising	£1,000	£1,200
Top Space Designs	Website costs	£779	£779
TYOGA with Chantille	New equipment	£1,000	£1,000
Vale Coast Apparel	New equipment	£1,000	£1,000
Vale Venetian	Marketing, printing and website	£1,000	£789.88
Woodrow & Co	Website development and advertising	£600	£600
<b>Total Amount requested from Covid-19 Recovery Fund</b>			<b>£17,442.60</b>

### **Recommendation**

That members consider the applications received between 22 November 2021 and 24 January 2022 and award any grants accordingly, subject to them meeting the set criteria.

<b>FINANCE, POLICY &amp; GENERAL PURPOSES COMMITTEE</b>	<b>31 JANUARY 2022</b>	<b>AGENDA ITEM: 10</b>
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## **INTERNAL AUDIT REPORT 2020/21 (SECOND INTERIM)**

### **Report Author**

Mark Sims, Deputy Chief Officer

**Attached:** A. Internal Audit Report 2021-22 (Second Interim) (7 pages)

### **Purpose of Report**

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

### **Background**

At the Committee's previous meeting on 22 November 2021 members were advised that Auditing Solutions Ltd undertook their first visit for 2021/22 on 16 September 2021 and provided their First Interim Report. The Deputy Chief Officer advised members that the only recommendation within the report had been completed at a meeting of the Personnel Committee held on 15 November 2021. Minute number F329 **RESOLVED: That the Internal Audit Report (First Interim) for 2021/22 be received and noted.**

Auditing Solutions Ltd undertook the second interim review for the internal audit programme for 2021/22 on 17 January 2022. A copy of the internal auditor's report for 2021/22 (Second Interim) is attached for the Committee's consideration. The report provides a summary of the work undertaken at the second visit and officers are pleased to report that the internal auditor concludes that the Council continues to maintain adequate and effective internal control arrangements.

Auditing Solutions Ltd are scheduled to undertake the final visit in June 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 (second interim) for 2021/22.

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

*Internal Audit Report 2021-22 (Second interim)*

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*Chris Hackett*

*Consultant Auditor*  
*For and on behalf of Auditing Solutions Ltd*

## **Background**

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

This report sets out the work undertaken in relation to the second interim review for the 2021-22 financial year, which took place on the 17<sup>th</sup> January 2022 together with our preparatory work. We wish to thank the Deputy Chief Officer and Responsible Finance Officer for providing the requested documents to enable us to complete our work. This Report does not repeat the findings of the first report issued in September 2021, but a consolidated report will be issued following our final visit/review which is arranged for June 2022.

## **Internal Audit Approach**

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

## **Overall Conclusion**

Based on the work completed to date 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 transactions with a single cashbook in place to reflect transactions through the Lloyds current account.

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

- Confirmed that the accounting system is in balance at the time of our review by running a data check on Rialtas;
- Discussed the arrangements for processing journals, manual adjustments on the Rialtas accounting package. These are done by the Deputy Chief Officer and reviewed by the Chief Officer. (This is planned to be completed on her return to work);
- Checked and agreed one sample month's transactions (December 2021), as recorded in the current account cashbook, to the Lloyds bank statements;
- Checked and agreed the November and December 2021 month-end Lloyds bank reconciliation detail to ensure that no longstanding uncleared amounts or abnormal entries exist; and
- Confirmed arrangements for Member oversight of the bank reconciliation.

#### *Conclusions*

*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 the final review/visit including verifying the accurate disclosure of the year-end balances in the 2021/22 Annual Return and Accounts.*

### 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 continued our examination of the minutes of the Full Council and its extant Standing Committees, excluding Planning, for the 2021/22 financial year to date, 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.

## *Conclusions*

*No matters have been identified in this area from the work undertaken so far this year. We will extend our review of minutes up to the end of the financial year at our final review/visit in June.*

## **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 have confirmed that Members continue to sign coding slips and invoices and that lists of payments are presented to Council/Committee meetings for approval.

We have extended our audit sample of payments in the cash book and have now tested 39 payments including all those individually in excess of £3,500, together with a more random sample of every 35<sup>th</sup> cashbook transaction (irrespective of value). Our test sample includes also the non-domestic rate charges. The sample now totals £207,869 and equates to 49% of all non-pay related expenditure for the period to 31<sup>st</sup> December 2021. Supporting information in the form of invoices or other documentation was held by the Council for all the payments in our sample.

We reviewed the Council's VAT records. Specifically, we confirmed that the funds had been received from HMRC in respect of the 2021/22 Quarter one's re-claim and we reviewed the second quarterly VAT reclaim for 2021/22 ensuring the funds were recovered into the Council's accounts.

## *Conclusion*

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

## Precept Determination and Budgetary Control

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

- The Council's process for setting the 2022/23 budget and precept is advanced. The draft budget was considered at Finance, Policy and General Purposes Committee in November 2021. The Budget went for 'approval for public consultation', at Full Council in December, the public consultation ended in January. We note that Members were provided with a narrative report, this considered projected 2021/22 outturn and reserves. A detailed line by line analysis of income and expenditure was provided at service level. This included also detail of one-off or special projects. We further note that the budget setting process included consideration of fees and charges. These were considered also previously at committee; and
- Members have been provided with budget monitor reports during the year.

### *Conclusions*

*No issues have been identified in this area of our work requiring formal comment or recommendation. We will consider year end balances and reserves at our final review.*

## 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 second interim visit we have:

- Agreed the second and third instalments of the 2021/22 precept as recorded in the Rialtas Cash Book to the amount set and approved in the Council's minutes;
- Confirmed the Council keeps its fees and charges under review;
- Reviewed income from lettings at the Pioneer Hall and Cemetery Approach Community Building. Specifically, we selected a sample of lettings in September and October 2021 from the booking diary, checking the booking agreement and confirming the fee agreed to the scale of rates and that the income was accounted for in Rialtas;
- Extended our testing of cemetery income selecting a further sample of interments in October 2021, confirming a certificate of burial or cremation was held, that the fee

charged was consistent with the schedule of rates and that the income was invoiced and accounted for in Rialtas;

- 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.

### **Conclusions**

*No issues arise in this area. At our final review/visit we will complete our year on year analysis of income.*

## **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.

We tested this area during our initial review. At this second interim we obtained the payroll reports for November 2021 and:

- Agreed the payroll reports to Rialtas;
- Test checked for a sample of 6 staff the calculation of tax, national insurance and pension contributions; and
- Reviewed salary costs in the cash book month on month to ensure there were no unusual variations in the period April to December 2021.

### **Conclusions**

*No matters have arisen from our work to date. We will review salary payments in total at the final review/visit querying any anomalies should they arise.*

## **Investments and Loans**

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

- Agreed the balance recorded in Rialtas on the Council's CCLA account to the latest third-party statement dated 31<sup>st</sup> December 2021; and

- Confirmed the instalment repayments of PWLB loans in August and September 2021 to the demand notifications from the Government's Debt Management Office.

### ***Conclusion***

***There are no issues arising in this area based on our work to date. We will agree the year-end balances on loans and investments disclosed in the Annual Return to third party statements at our final review/visit.***