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17 July 2015

TO: Councillor Egan (Chairperson) together with C Curtis, Davey, Drake, S
A Hodges, Payne, Pritchard (Town Mayor - Ex-officio) and Sword

Dear Councillor

You are hereby summoned to attend a meeting of the **Finance, Policy & General Purposes Committee** which will be held in the Council Chamber, 7 Gladstone Road, Barry, on **Monday, 27 July 2015 at 7.00 pm** for the purpose of transacting the business specified below.

Yours faithfully

C Lewis
Town Clerk

AGENDA

1. **Apologies for absence**
2. **To receive declarations of interest under the Council's Code of Conduct.** (Note: Members seeking advice on this item are asked to contact the Monitoring Officer at least 72 hrs before the meeting).
3. **Terms of Reference** **(Pages 1874-1875)**
4. **To approve the minutes of the Finance, Policy & General Purposes Committee's meeting held on 13 April 2015**
(Pages 1876-1879)

5. **Minutes of a meeting of the Working Party to Review the Management and Performance of the Town Council's Operations held on 8 July 2015 – and to give consideration to recommendations contained therein (Pages 1880-1892)**

FINANCIAL REPORTS

6. **Schedule of Payments for July 2015 (Pages 1893-1895)**
(If Councillors have any queries on the attached please contact the Responsible Finance Officer prior to the meeting)
7. **Internal Audit Report 2014/15 (Final) (Pages 1896-1906)**
8. **Budget Monitoring Reports from 1 April to 30 June 2015 (Pages 1907-1910)**
9. **Grants & Donations 2015/16 – Barry Male Voice Choir**
10. **Recommendations from Other Committees (Pages 1911-1927)**

Personnel Committee - Sickness Absence Procedure
11. **Deputy Mayor's Consort's Chain**

POLICY REPORTS

12. **Costco Trade Card (Page 1929)**
13. **Protecting Community Assets – Consultation (Pages 1930-1934)**
14. **Blue Plaque Scheme (Pages 1935-1939)**
15. **Date of Next Meeting**

The next meeting of the Finance, Policy & General Purposes Committee is scheduled for Monday, 19 October 2015
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. Recommendations from Other Committees (Pages 1940-1943)

Personnel Committee – Appointment of Technical Adviser

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9 October 2015

TO: Councillor Egan (Chairperson) together with C Curtis, Davey, Drake, S
A Hodges, Payne, Pritchard (Town Mayor - Ex-officio) and Sword

Dear Councillor

You are hereby summoned to attend a meeting of the **Finance, Policy & General Purposes Committee** which will be held in the Council Chamber, 7 Gladstone Road, Barry, on **Monday, 19 October 2015 at 7.00 pm** for the purpose of transacting the business specified below.

Yours faithfully

A Norman
Acting Town Clerk

AGENDA

1. **Apologies for absence**
2. **To receive declarations of interest under the Council's Code of Conduct.** (Note: Members seeking advice on this item are asked to contact the Monitoring Officer at least 72 hrs before the meeting).
3. **To approve the minutes of the Finance, Policy & General Purposes Committee's meeting held on 27 July 2015**
(Pages 1944-1955)

4. **Minutes of a meeting of the Working Party to Review the Management and Performance of the Town Council's Operations held on 2 September 2015 – and to give consideration to recommendations contained therein**
(Pages 1956-1960)

FINANCIAL REPORTS

5. **Schedule of Payments for October 2015 (Final)**
(Pages 1961-1962)
(If Councillors have any queries on the attached please contact the Responsible Finance Officer prior to the meeting)
6. **Budget Monitoring Reports from 1 April to 30 September 2015**
(Pages 1963-1966)
7. **Recommendations from Other Committees (Pages 1967-1968)**
Full Council – Minute No. 534 (1) – Older People Christmas Meal
Fairtrade – Sign re Fairtrade Town
8. **Mayor's Replica Badge** (Page 1969)

POLICY REPORTS

9. **Costco Trade Card** (Pages 1970-1971)
10. **Freedom of the Town** (Pages 1972-1975)
11. **External Audit Arrangements** (Pages 1976-1977)
12. **Blue Plaque Scheme** (Page 1978)
13. **Council Insurance – Personal Accident Cover**
(Page 1979)
14. **Council Website – Mobile Compatibility** (Page 1980)
15. **Date of Next Meeting**

The next meeting of the Finance, Policy & General Purposes Committee is scheduled for Monday, 18 January 2016

Distribution

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8 January 2016

TO: Councillor Egan (Chairperson) together with C Curtis, Davey, Drake, S
A Hodges, Payne, Pritchard (Town Mayor - Ex-officio) and Sword

Dear Councillor

You are hereby summoned to attend a meeting of the **Finance, Policy & General Purposes Committee** which will be held in the Council Chamber, 7 Gladstone Road, Barry, on **Monday, 18 January 2016 at 7.00 pm** for the purpose of transacting the business specified below.

Yours faithfully

A Norman
Acting Town Clerk

AGENDA

1. **Apologies for absence**
2. **To receive declarations of interest under the Council's Code of Conduct.** (Note: Members seeking advice on this item are asked to contact the Monitoring Officer at least 72 hrs before the meeting).
3. **To approve the minutes of the Committee's meeting held on 19 October 2015** **(Pages 1981 - 1991)**

4. **To approve the minutes of the Working Party to Review the Management & Performance of the Town Council's Operations held on 28 October 2015** (Pages 1992 - 1998)

FINANCIAL REPORTS

5. **Schedule of Payments for January 2016 (Final)** (Pages 1999 - 2000)
(If Councillors have any queries on the attached please contact the Responsible Finance Officer prior to the meeting)
6. **Budget Monitoring Reports for December 2015** (Pages 2001 - 2004)
7. **Recommendations from other committees** (Pages 2005 - 2015)
Draft Budget 2016/17
8. **Draft Budget 2016/17** (Pages 2016 - 2027)
9. **Annual Grants Giving Exercise** (Pages 2028 - 2049)
10. **Internal Audit Report 2015/16 (first interim)** (Pages 2050 - 2057)
11. **Mayor's Replica Badge** (Pages 2058 - 2067)
12. **Card Processing Service** (Pages 2068 - 2069)

POLICY REPORTS

13. **Freedom of the Town Protocol** (Pages 2070 - 2074)
14. **Recommendation from other Committees** (Pages 2075 - 2094)
Review of Council Policies
 - i. Bring Your Own Device
 - ii. Children, Young People & Vulnerable Adults Protection Policy
15. **Disposal of Surplus Computers** (Page 2095)
16. **Use of Town Crest Request** (Pages 2096 - 2101)
17. **Date of Next Meeting**

The next meeting of the Finance, Policy & General Purposes Committee will be held on 21 March 2016 at 7.00 pm.

18. **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.

19. **Recommendation from Other Committees (Pages 2102 - 2103)**

Personnel – Senior Management Review

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11 March 2016

TO: Councillor Egan (Chairperson) together with C Curtis, Davey, Drake, S
A Hodges, Payne, Pritchard (Town Mayor - Ex-officio) and Sword

Dear Councillor

You are hereby summoned to attend a meeting of the **Finance, Policy & General Purposes Committee** which will be held in the Council Chamber, 7 Gladstone Road, Barry, on **Monday, 21 March 2016 at 7.00 pm** for the purpose of transacting the business specified below.

Yours faithfully

A Norman
Acting Town Clerk

AGENDA

1. **Apologies for absence**
2. **To receive declarations of interest under the Council's Code of Conduct.** (Note: Members seeking advice on this item are asked to contact the Monitoring Officer at least 72 hrs before the meeting).
3. **To approve the minutes of the Finance, Policy & General Purposes Committee's meeting held on 18 January 2016**
(Pages 2105-2119)
4. **To approve the notes of the Review Working Party's meeting held on 9 March 2016**
(Pages 2120-2127)

5. **Grants and Donations 2016/17**

To consider applications for financial assistance in respect of the financial year 2016/17
(Pages 2128-2379)

FINANCIAL REPORTS

6. **Schedule of Payments for March 2016** **(Pages 2380-2382)**
(If Councillors have any queries on the attached please contact the Responsible Finance Officer prior to the meeting)

7. **Budget Monitoring Report for February 2016**
(Pages 2383-2386)

POLICY REPORTS

8. **Recommendations from other Committees** **(Pages 2387-2462)**

Personnel Committee

- a. New Policy – Workplace Mental & Emotional Health & Wellbeing policy
- b. Policy Review
- c. Request for One Voice Wales to undertake “Health Check” of Town Council Health & Safety Policy & Procedure

9. **HM Queen Elizabeth II 90th Birthday Commemorative Medal for Schools and Councils**
Pages 2463-2464)

10. **Date of Next Meeting**

The next meeting of the Finance, Policy & General Purposes Committee is schedule to be held on Monday, 11 April 2016

11. **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.

12. **Tender Report** **(Pages 2465-2466)**

13. **Recommendations from other Committees (Page 2467)**

Personnel Committee

Payment of National Living Wage to Employee 62 with effect from 1 April 2016

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1 April 2016

TO: Councillor Egan (Chairperson) together with C Curtis, Davey, Drake, S
A Hodges, Payne, Pritchard (Town Mayor - Ex-officio) and Sword

Dear Councillor

You are hereby summoned to attend a meeting of the **Finance, Policy & General Purposes Committee** which will be held in the Council Chamber, 7 Gladstone Road, Barry, on **Monday, 11 April 2016 at 7.00 pm** for the purpose of transacting the business specified below.

Yours faithfully

A Norman
Acting Town Clerk

AGENDA

1. **Apologies for absence**
2. **To receive declarations of interest under the Council's Code of Conduct.** (Note: Members seeking advice on this item are asked to contact the Monitoring Officer at least 72 hrs before the meeting).
3. **To approve the minutes of the Finance, Policy & General Purposes Committee's meeting held on 21 March 2016**
(Pages 2468 - 2480)
4. **Grants and Donations 2016/17 – Queens 90th Birthday**
To consider applications for financial assistance in respect of the financial year 2016/17
(Pages 2481 - 2483)

FINANCIAL REPORTS

5. **Schedule of Payments for April 2016** (Pages 2484 - 2486)
(If Councillors have any queries on the attached please contact the Responsible Finance Officer prior to the meeting)
6. **Budget Out-turn Report for March 2016** (Pages 2487 - 2497)
7. **Internal Audit Report (2nd Interim visit for 2015/16)**
(Pages 2498 - 2506)

POLICY REPORTS

8. **Barry Youth Action** (Page 2507)
9. **Date of Next Meeting**

The next meeting of the Finance, Policy & General Purposes Committee will be agreed at the Annual Meeting due to be held on 10 May 2016

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15 July 2016

TO: Councillor Pritchard (Chairperson) together with C Curtis, Davey, Drake, S A Hodges, Payne, Sword and Williams (Town Mayor - Ex-officio)

Dear Councillor

You are hereby summoned to attend a meeting of the **Finance, Policy & General Purposes Committee** which will be held in the Council Chamber, 7 Gladstone Road, Barry, on **Monday, 25 July 2016 at 7.00 pm** for the purpose of transacting the business specified below.

Yours faithfully

A Norman
Acting Town Clerk

AGENDA

1. **Apologies for absence**
2. **To receive declarations of interest under the Council's Code of Conduct.** (Note: Members seeking advice on this item are asked to contact the Monitoring Officer at least 72 hrs before the meeting).
3. **Terms of Reference** **(Pages 2509-2510)**
4. **To approve the minutes of the Finance, Policy & General Purposes Committee's meeting held on 11 April 2016**
(Pages 2511-2517)

5. **To receive the minutes of meetings of the Working Party to Review the Management and Performance of the Town Council's Operations held on 20 June 2016 and 11 July 2016 – and to give consideration to recommendations contained therein**
(Pages 2518-2533)

FINANCIAL REPORTS

6. **Schedule of Payments for July 2016 (Final)** (Pages 2534-2536)
(If Councillors have any queries on the attached please contact the Responsible Finance Officer prior to the meeting)
7. **Internal Audit Report 2015/16 (Final)** (Pages 2537-2546)
8. **Budget Monitoring Reports from 1 April to 30 June 2016**
(Pages 2547-2549)
9. **Grants & Donations 2015/16**
- a. 5th Barry Sea Scouts
 - b. Baruc Art Group
 - c. Goldies Cymru
 - d. Shelter Cymru
 - e. Ysgol Gymraeg Gwaun y Nant and Oakfield Primary School
- (Pages 2550-2580)

POLICY REPORTS

10. **Recommendations from Other Committees** (Pages 2581-2614)
11. **Corporate Plan** (Pages 2615-2636)
12. **Date of Next Meeting**
- The next meeting of the Finance, Policy & General Purposes Committee is scheduled for Monday, 17 October 2016
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. **High Street Christmas Lights** (Pages 2637-2643)
15. **Service Level Agreement – Security Services**
(Pages 2644-2645)

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7 October 2016

TO: Councillor Pritchard (Chairperson) together with C Curtis, Davey, Drake, S A Hodges, Payne, Sword and Williams (Town Mayor - Ex-officio)

Dear Councillor

You are hereby summoned to attend a meeting of the **Finance, Policy & General Purposes Committee** which will be held in the Council Chamber, 7 Gladstone Road, Barry, on **Monday, 17 October 2016 at 7.00 pm** for the purpose of transacting the business specified below.

Yours faithfully

Emily Forbes
Town Clerk

AGENDA

1. **Apologies for absence**
2. **To receive declarations of interest under the Council's Code of Conduct.** (Note: Members seeking advice on this item are asked to contact the Monitoring Officer at least 72 hrs before the meeting).
3. **To approve the minutes of the Finance, Policy & General Purposes Committee's meeting held on 25 July 2016**
(Pages 2650 – 2658)

FINANCIAL REPORTS

4. **Schedule of Payments for October 2016 (Pages 2659-2661)**
(If Councillors have any queries on the attached please contact the Responsible Finance Officer prior to the meeting)
5. **Budget Monitoring Reports from 1 April to 30 September 2016 (Pages 2662-2665)**
6. **Grants & Donations 2016/17**
 - a) Atal Y Fro
 - b) Barry Rugby Football Club
 - c) Friends and Neighbours
 - d) Goldies Cymru
 - e) Ocean Water Sports Trust

(Pages 2666-2697)

POLICY REPORTS

7. **Payment Card Industry Data Security Standard (PCI DSS) Policy (Pages 2698-2700)**
8. **Christmas Grants – Older Peoples Christmas Meals (Pages 2701-2702)**
9. **Costco Trade Card (Pages 2703-2704)**
10. **Recommendations from Other Committees**
 - a. **Shop Local Budget (Pages 2705-2710)**
11. **Date of Next Meeting**

The next meeting of the Finance, Policy & General Purposes Committee is scheduled for Monday, 16 January 2017
12. **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.
13. **Recommendations from Other Committees (Pages 2711-2718)**
 - a. **Handheld Headstone Risk Assessment System**
 - b. **Sanctum Panorama Columbaria**
14. **High Street Christmas Lights (Pages 2719-2722)**

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9 January 2017

TO: Councillor Pritchard (Chairperson) together with Curtis, Davey, Drake, SA Hodges, Payne, Sword and Williams (Town Mayor - Ex-officio)

Dear Councillor

You are hereby summoned to attend a meeting of the **Finance, Policy & General Purposes Committee** which will be held in the Council Chamber, 7 Gladstone Road, Barry, on **Monday, 16 January 2017 at 7.00 pm** for the purpose of transacting the business specified below.

Yours faithfully

Emily Forbes
Town Clerk

A G E N D A

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. **To approve the minutes of the Committee's meeting held on 17 October 2016** (Pages 2736 - 2749)

4. **To approve the minutes of the Working Party to Review the Management & Performance of the Town Council's Operations held on 4 January 2017 and to give consideration to recommendations therein** (Pages 2750 - 2767)

FINANCIAL REPORTS

5. **Schedule of Payments for January 2017 (Interim)** (Pages 2768 - 2770)
(If Councillors have any queries on the attached please contact the Responsible Finance Officer prior to the meeting)
6. **Budget Monitoring Reports for December 2016** (Pages 2771 - 2775)
7. **Recommendations from other committees** (Pages 2776 - 2777)
Draft Budget 2017/18
8. **Draft Budget 2017/18** (Pages 2778 - 2789)
9. **Internal Audit Report 2016/17 (first interim)** (Pages 2790 - 2797)

POLICY REPORTS

10. **Recommendation from other Committees** (To Follow)
Shop Local Committee
11. **GVS Community Asset Transfer Feasibility Study** (Pages 2798 - 2804)
12. **Date of Next Meeting**
The next meeting of the Finance, Policy & General Purposes Committee will be held on 27 March 2017 at 7.00 pm.
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. **Annual Grants Review** (Pages 2805 - 2823)
15. **Public Sector Deposit Fund** (Pages 2824 - 2827)

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20 March 2017

TO: Councillor Pritchard (Chairperson) together with Curtis, Davey, Drake, SA Hodges, Payne and Williams (Town Mayor - Ex-officio)

Dear Councillor

You are hereby summoned to attend a meeting of the **Finance, Policy & General Purposes Committee** which will be held in the Council Chamber, 7 Gladstone Road, Barry, on **Monday, 27 March 2017 at 7.00 pm** for the purpose of transacting the business specified below.

Yours faithfully

Emily Forbes
Town Clerk

AGENDA

1. **Apologies for absence**
2. **To receive declarations of interest under the Council's Code of Conduct.** (Note: Members seeking advice on this item are asked to contact the Monitoring Officer at least 72 hrs before the meeting).
3. **To approve the minutes of the Committee's meeting held on 16 January 2017** (Pages 2833 – 2851)

FINANCIAL REPORTS

4. **Schedule of Payments for March 2017 (Final)**
(If Councillors have any queries on the attached please contact the Responsible Finance Officer prior to the meeting)
(Pages 2852 - 2854)
5. **Budget Monitoring Reports for February 2017**
(Pages 2855 - 2860)
6. **Grants & Donations 2017/18** **(Pages 2861 - 2866)**

POLICY REPORTS

7. **Grant Monitoring Form** **(Pages 2867 - 2869)**
8. **Risk Assessments** **(Pages 2870 - 2913)**
9. **Date of Next Meeting**

The date of the next meeting of the Finance, Policy & General Purposes Committee is scheduled to be held on Monday, 10 April 2017 at 7 pm.

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31 March 2017

TO: Councillor Pritchard (Chairperson) together with Curtis, Davey, Drake, SA Hodges, Payne and Williams (Town Mayor - Ex-officio)

Dear Councillor

You are hereby summoned to attend a meeting of the **Finance, Policy & General Purposes Committee** which will be held in the Council Chamber, 7 Gladstone Road, Barry, on **Monday, 10 April 2017 at 7.00 pm** for the purpose of transacting the business specified below.

Yours faithfully

Emily Forbes
Town Clerk

AGENDA

1. **Apologies for absence**
2. **To receive declarations of interest under the Council's Code of Conduct.** (Note: Members seeking advice on this item are asked to contact the Monitoring Officer at least 72 hrs before the meeting).
3. **To approve the minutes of the Finance, Policy & General Purposes Committee's meeting held on 27 March 2017**
(Pages 2914 - 2925)

FINANCIAL REPORTS

4. **Schedule of Payments for April 2017** **(Pages 2926 - 2927)**
(If Councillors have any queries on the attached please contact the Responsible Finance Officer prior to the meeting)
5. **Budget Out-turn Report for March 2017** **(Pages 2928 - 2930)**

6. **Internal Audit Report (2nd Interim visit for 2016/17)**
(Pages 2931 - 2939)

POLICY REPORTS

7. **Recommendation from other Committees**
- Personnel Committee (Pages 2940 - 3064)
- Shop Local Committee (To Follow)
8. **Council Insurance – Key Personnel Cover (Pages 3065 - 3070)**
9. **Date of Next Meeting**

The next meeting of the Finance, Policy & General Purposes Committee will be agreed at the Annual Meeting due to be held on 16 May 2017

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18 July 2017

TO: Councillors Brooks (Chairperson) Bertin, Drake, S A Hodges, N P Hodges (Town Mayor - Ex-officio), Hooper, Lloyd-Selby and Councillor Rowlands

Dear Councillor

You are hereby summoned to attend a meeting of the **Finance, Policy & General Purposes Committee** which will be held in the Council Chamber, 7 Gladstone Road, Barry, on **Monday, 24 July 2017 at 7.00 pm** for the purpose of transacting the business specified below.

Yours faithfully

Emily Forbes
Chief Officer (Town Clerk)

AGENDA

1. **Apologies for absence**
2. **To receive declarations of interest under the Council's Code of Conduct.** (Note: Members seeking advice on this item are asked to contact the Monitoring Officer at least 72 hrs before the meeting).
3. **Terms of Reference** **(Pages 1 - 2)**
4. **To Elect a Vice Chairman for the 2017/18 municipal year**

5. **To approve the minutes of the Finance, Policy & General Purposes Committee's meeting held on 10 April 2017**
(Pages 3 - 9)

FINANCIAL REPORTS

6. **Schedule of Payments for July 2017** **(Pages 10 - 13)**
(If Councillors have any queries on the attached please contact the Responsible Finance Officer prior to the meeting)
7. **Budget Monitoring Report** **(Pages 14 - 18)**
8. **Internal Audit Report 2016/17 (Final)** **(Pages 19 28)**

POLICY REPORTS

9. **Council Insurance – Key Personnel Cover** **(Pages 29 - 30)**
10. **Members Allowance 2017/18 – Independent Remuneration Panel Wales** **(Pages 31 - 42)**
11. **Recommendation from other Committees**
- a. **Personnel Committee – 3 July 2017**
(Policies attached for information)

RECOMMENDED:

To a meeting of the Finance, Policy & General Purposes Committee to be held on Monday, 24 July 2017 that this Council approves the following policies subject to approval being sought from the relevant Trade Unions and staff being consulted for a 2 week period where necessary:-

Annual Leave (Trade Union)
Domestic Abuse Workplace Policy (Trade Union)
Shared Parental Leave (Trade Union)
Sickness Absence (Trade Union and 2 week staff consultation)

(Pages 43 - 73)

- b. **Working Party to Review the Management and Performance of the Town Council's Operations** - 24 July 2017
(Verbal update)
12. **Equipment Requirements** **(Pages 74 - 77)**

13. **Corporate Plan (to include feedback from One Voice Wales induction training and exercise carried out at Scout Fete)**
(Pages 78 - 86)
14. **Date of Next Meeting**

The next meeting of the Finance, Policy & General Purposes Committee is scheduled for 16 October 2017
15. **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.
16. **IT Provision and future options** **(Pages 87 - 113)**
17. **Anchor Memorial** **(Pages 114 - 120)**
18. **Cemetery Lodge – works to replace radiators**
Pages 121 - 122)
19. **Pioneer Hall Roof – Acceptance of Tender** **(Pages 123 - 124)**

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8 January 2018

TO: Councillors Brooks (Chairperson) Bertin, Drake, S A Hodges, N P Hodges (Town Mayor - Ex-officio), Hooper, Lloyd-Selby and Councillor Rowlands

Dear Councillor

You are hereby summoned to attend a meeting of the **Finance, Policy & General Purposes Committee** which will be held in the Council Chamber, 7 Gladstone Road, Barry, on **Monday, 15 January 2018 at 7.00 pm** for the purpose of transacting the business specified below.

Yours faithfully

Emily Forbes
Chief Officer (Town Clerk)

AGENDA

1. **Apologies for absence**
2. **To receive declarations of interest under the Council's Code of Conduct.** (Note: Members seeking advice on this item are asked to contact the Monitoring Officer at least 72 hrs before the meeting).
3. **To approve the minutes of the Finance, Policy & General Purposes Committee's meeting held on 16 October 2017**
(Pages 418 - 434)

FINANCIAL REPORTS

4. **Schedule of Payments for January 2018 (Pages 435 - 439)**
(If Councillors have any queries on the attached please contact the Responsible Finance Officer prior to the meeting)
5. **Budget Monitoring Report up to 31 December 2017 (Pages 440 - 443)**
6. **Recommendations from other committees (Pages 444 - 475)**
 - a. Draft Budget 2018/19
 - b. IRP Wales Draft Annual Report
 - c. Budget Monitoring Report for Personnel Committee
7. **Draft Budget 2018/19 (To Follow)**
8. **Internal Audit Report 2017/18 (first interim) (Pages 476 - 481)**

POLICY REPORTS

9. **Data Protection (Verbal)**
10. **Date of Next Meeting**

The next meeting of the Finance, Policy & General Purposes Committee is scheduled for 26 March 2018
11. **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.
12. **Dementia Friendly Project options (Pages 482 - 509)**
13. **Local Investment Options (Pages 510 - 511)**
14. **Annual Grants Review (Pages 512 - 514)**

Distribution

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VMS/fpgp

25 January 2018

TO: Councillors Brooks (Chairperson) Bertin, Drake, S A Hodges, N P Hodges (Town Mayor - Ex-officio), Hooper, Lloyd-Selby and Councillor Rowlands

Dear Councillor

You are hereby summoned to attend a meeting of the **Finance, Policy & General Purposes Committee** which will be held in the Council Chamber, 7 Gladstone Road, Barry, on **Tuesday, 30 January 2018 at 7.00 pm** for the purpose of transacting the business specified below.

Yours faithfully

Emily Forbes
Chief Officer (Town Clerk)

AGENDA

1. **Apologies for absence**
2. **To receive declarations of interest under the Council's Code of Conduct.** (Note: Members seeking advice on this item are asked to contact the Monitoring Officer at least 72 hrs before the meeting).
3. **To approve the minutes of the Finance, Policy & General Purposes Committee's meeting held on 15 January 2018**
(Pages 515-525)

FINANCIAL REPORTS

4. **Recommendations from other committees (Pages 526-529)**

a. IRP Wales Draft Annual Report

5. **Draft Budget 2018/19 (Pages 530-549)**

6. **Date of Next Meeting**

The next meeting of the Finance, Policy & General Purposes Committee is scheduled for 26 March 2018

7. **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.

8. **Confidential item from Personnel Committee (Verbal report)**

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19 March 2018

TO: Councillors Brooks (Chairperson) Bertin, Drake, S A Hodges, N P Hodges (Town Mayor - Ex-officio), Hooper, Lloyd-Selby and Councillor Rowlands

Dear Councillor

You are hereby summoned to attend a meeting of the **Finance, Policy & General Purposes Committee** which will be held in the Council Chamber, 7 Gladstone Road, Barry, on **Monday, 26 March 2018 at 7.00 pm** for the purpose of transacting the business specified below.

Yours faithfully

Emily Forbes
Chief Officer (Town Clerk)

AGENDA

1. **Apologies for absence**
2. **To receive declarations of interest under the Council's Code of Conduct.** (Note: Members seeking advice on this item are asked to contact the Monitoring Officer at least 72 hrs before the meeting).
3. **To approve the minutes of the Finance, Policy & General Purposes Committee's meeting held on 30 January 2018**
(Pages 550 - 553)

FINANCIAL REPORTS

4. **Schedule of Payments for March 2018** (Pages 554 - 557)
(If Councillors have any queries on the attached please contact the Responsible Finance Officer prior to the meeting)
5. **Budget Monitoring Report up to 28 February 2018**
(Pages 558 - 564)
6. **Internal Audit Report 2017/18 (Interim Update)**
(Pages 565 - 572)
7. **Recommendations from other committees** (Pages 573 - 592)
 - a. Personnel Committee – Minutes attached
 - i. Provision of Personnel/Health & Safety Services Quotation
 - b. Shop Local – Minutes attached
 - i. Promotional Maps Expenditure
 - ii. Shop Local in Bloom
 - c. Local Investment Sub Committee (Verbal Update)
 - i. Memorial Hall & Theatre
 - d. Working Party to Review the Management and Performance of the Town Council's Operations
 - 29 January 2018
 - i. Community Engagement Strategy (deferred from Full Council 19 March 2018- with delegated powers to Finance Committee to resolve) (Pages 718-735)
 - 26 March 2018
 - ii. Verbal update from meeting prior to Finance, Policy & General Purposes – 26 March 2018

POLICY REPORTS

8. **GDPR Update** (Pages 593 - 655)
9. **Barry Town Council Publication Scheme (ICO Compliance)**
(Pages 656 - 667)
10. **Recommendations from other Committees** (Pages 668 – 706)
 - a. Personnel Committee
 - i. Declaring Gifts & Hospitality Policy
 - ii. Working Forward Pledge
 - iii. Training Policy

11. **Independent Remuneration Panel Report 2018**
(Pages 707 – 716)

12. **Date of Next Meeting**

The date of the next meeting of the Finance, Policy & General Purposes Committee will be agreed at the Council's Annual Meeting on Tuesday, 15 May 2018

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. **Vale Youth Service Youth Action Proposal** **(Page 717)**

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10 April 2018

TO: Councillors Brooks (Chairperson) Bertin, Drake, S A Hodges, N P Hodges (Town Mayor - Ex-officio), Hooper, Lloyd-Selby and Councillor Rowlands

Dear Councillor

You are hereby summoned to attend a meeting of the **Finance, Policy & General Purposes Committee** which will be held in the Council Chamber, 7 Gladstone Road, Barry, on **Monday, 16 April 2018 at 7.00 pm** for the purpose of transacting the business specified below.

Yours faithfully

A handwritten signature in blue ink that reads "Emily Forbes". The signature is written in a cursive style.

Emily Forbes
Chief Officer (Town Clerk)

A G E N D A

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. **To approve the minutes of the Finance, Policy & General Purposes Committee's meeting held on 26 March 2018**
(Pages 735 - 747)

4. **To receive and note the minutes of the Working Party to Review the Management and Performance of the Town Council's Operations of a meeting held on 26 March 2018 and to consider any recommendations therein** (Pages 748 - 752)

FINANCIAL REPORTS

5. **Schedule of Payments for April 2018** (Pages 753 - 755)
(If Councillors have any queries on the attached please contact the Responsible Finance Officer prior to the meeting)
6. **Budget Out-turn Report at 31 March 2018** (Pages 756 - 759)
7. **2018/19 Budget** (Pages 760 - 770)
8. **Recommendations from other committees**
 - a. Halls, Cemeteries & Community Facilities (To follow)
 - b. Fairtrade Advisory Committee (Verbal)

POLICY REPORTS

9. **GDPR Update** (Verbal)
10. **Corporate Plan Review** (Pages 771 - 791)
 - a. Outcome of staff review session (To follow)
11. **Date of Next Meeting**

The date of the next meeting of the Finance, Policy & General Purposes Committee will be agreed at the Council's Annual Meeting on Tuesday, 15 May 2018
12. **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.
13. **Microshade VSM Hosting – Migration to Cloud Costs** (Pages 792 - 798)
14. **Bro Radio Sponsorship Renewal Proposal** (Pages 799 - 812)
15. **Cemetery Approach Community Building Costs** (Pages 813 - 873)

16. **BYA - Youth Services proposal follow up**

(Verbal)

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5 June 2018

TO: Councillors Brooks (Chairperson) Bertin, Charles (Town Mayor - Ex-officio), Drake, S A Hodges, Hooper, Lloyd-Selby and Rowlands

Dear Councillor

You are hereby summoned to attend a meeting of the **Finance, Policy & General Purposes Committee** which will be held in the Council Chamber, 7 Gladstone Road, Barry, on **Monday, 11 June 2018 at 7.00 pm** for the purpose of transacting the business specified below.

Yours faithfully

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

Emily Forbes
Chief Officer (Town Clerk)

AGENDA

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

3. **To approve the minutes of the Finance, Policy & General Purposes Committee's meeting held on 16 April 2018**
(Pages 888 - 896)
4. **Terms of Reference** (Pages 897 - 898)

FINANCIAL REPORTS

5. **Schedule of Payments for June 2018 (Interim)**
(Pages 899 - 902)
(If Councillors have any queries on the attached please contact the Responsible Finance Officer prior to the meeting)
6. **Budget Monitoring Report at 31 May 2018** (Pages 903 - 905)
7. **Grants and Donations 2018/19** (Pages 906 - 911)
 - a. Voluntary and Community Grants
 - b. Grants to Businesses in the Private Sector
8. **Recommendations from other committees** (Pages 912 - 939)
 - a. Halls, Cemeteries & Community Facilities

POLICY REPORTS

9. **GDPR Update** (Pages 940 - 962)
10. **Flag Flying Protocol** (Page 963)
11. **Date of Next Meeting**

The date of the next meeting of the Finance, Policy & General Purposes Committee will be agreed at the Council's Annual Meeting on Tuesday, 15 May 2018
12. **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.
13. **Costs for Tablets and Mailboxes for councillors**
(Pages 964 - 965)

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BARRY TOWN COUNCIL CYNGOR TREF Y BARRI

Our Ref:

VMS/fpgp

Your Ref:

Please reply to: TOWN CLERK

When calling please ask for:

9 July 2018

TO: Councillors Brooks (Chairperson) Bertin, Charles (Town Mayor - Ex-officio), Drake, N Hodges, S A Hodges, Lloyd-Selby and Rowlands

Dear Councillor

You are hereby summoned to attend a meeting of the **Finance, Policy & General Purposes Committee** which will be held in the Council Chamber, 7 Gladstone Road, Barry, on **Monday, 16 July 2018 at 7.00 pm** for the purpose of transacting the business specified below.

Yours faithfully

Emily Forbes
Chief Officer (Town Clerk)

AGENDA

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

*The Council welcomes correspondence in English or Welsh
Mae'r Cyngor yn croesawu gohebiaeth yn Gymraeg neu'n Saesneg*

7 GLADSTONE ROAD, BARRY,
VALE OF GLAMORGAN CF62 8NA

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7 HEOL GLADSTONE, Y BARRI,
BRO MORGANNWG CF62 8NA

Ffôn: (01446) 738663

Ffacs: (01446) 704929

Ebost: info@barrytowncouncil.gov.uk

3. To approve the minutes of the Finance, Policy & General Purposes Committee's meeting held on 11 June 2018
(Pages 1462 - 1474)
4. To receive and note the minutes of the Working Party to Review the Management and Performance of the Town Council's Operations' meeting held on 9 July 2018 noting recommendations to be considered at Agenda Item (To Follow)

FINANCIAL REPORTS

5. Schedule of Payments for July 2018 (Interim)
(Pages 1475 - 1480)
(If Councillors have any queries on the attached please contact the Responsible Finance Officer prior to the meeting)
6. Budget Monitoring Report at 30 June 2018 (Pages 1481 - 1483)
7. Internal Audit Report 2017/18 (Final) (Pages 1484 - 1492)
8. Civic Hospitality Budget (Pages 1493)
9. Recommendations from other committees (Pages 1494 - 1513)
 - a. Personnel
 - i. Adjustments to weekend lone working policy and risk assessment
 - ii. Request for Funding for Trainee Cemetery Operative College Fees
 - b. Shop Local
 - i. Shop Local in Bloom

POLICY REPORTS

10. GDPR Update (Verbal)
11. Recommendations from other committees (Pages 1514 - 1547)
 - a. Halls, Cemeteries & Community Facilities Committee
 - i. Child Burial Policy
 - b. Personnel
 - i. Draft Unreasonable Complaint Behaviour Policy
 - ii. Draft Equality & Diversity Policy
 - iii. Draft Welsh Language Scheme
 - iv. Draft CCTV Policy
12. Trees of Peace and Friendship – Tree adoption
(Pages 1548 - 1553)

13 Date of Next Meeting

The date of the next meeting of the Finance, Policy & General Purposes Committee is scheduled for 24 September 2018

14. Exclusion of the Press & Public

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

15. Recommendations from other committees (Pages 1554 - 1556)

Review Working Party

- i. Funding Request from Mack Events

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17 September 2018

TO: Councillors Brooks (Chairperson) Bertin, Charles (Town Mayor - Ex-officio), Drake, N Hodges, S A Hodges, Lloyd-Selby and Rowlands

Dear Councillor

You are hereby summoned to attend a meeting of the **Finance, Policy & General Purposes Committee** which will be held in the Council Chamber, 7 Gladstone Road, Barry, on **Monday, 24 September 2018 at 7.00 pm** for the purpose of transacting the business specified below.

Yours faithfully

Emily Forbes
Chief Officer (Town Clerk)

AGENDA

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

3. **To approve the minutes of the Finance, Policy & General Purposes Committee's meeting held on 16 July 2018**
(Pages 1571-1581)
4. **To receive and note the minutes of the Local Investment Sub-Committee meeting held on 10 September 2018 and to give consideration to any recommendations therein**
(Pages 1582-1586)

FINANCIAL REPORTS

5. **Schedule of Payments for September 2018 (Interim)**
(Pages 1586-1589)
(If Councillors have any queries on the attached please contact the Responsible Finance Officer prior to the meeting)
6. **Budget Monitoring Report at 31 August 2018**
(Pages 1590-1592)
7. **Costs for a Welsh Translation Service**
(To Follow)
8. **Recommendations from other committees**
(Pages 1593-1617)

Halls, Cemeteries & Community Facilities Committee

To engage an Arboricultural Consultant for a period of three years to provide arboricultural services with a view to providing an implementing a tree removal and replacement programme, whilst also providing annual tree inspections.

POLICY REPORTS

9. **External Audit for year ending 31 March 2018**
(To Follow)
10. **GDPR Update**
(Verbal)
11. **Recommendation from Other Committees**
(Pages 1618-1649)
Personnel Committee - Draft Media Policy
12. **Motions for One Voice Annual Meeting – 29 September 2018**
(Pages 1650-1652)
13. **Date of Next Meeting**

The date of the next meeting of the Finance, Policy & General Purposes Committee is scheduled for 26 November 2018

14. **Exclusion of the Press & Public**

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

15. **Barry Youth Action** (Pages 1653-1655)

16. **Recommendations from other committees** (Pages 1656-1676)

1. Halls, Cemeteries & Community Facilities Committee

- i. Introduction of Bee Hives to Merthyr Dyfan Cemetery (Report attached for information)

That officers be authorised to proceed with the purchase of a shed and the erection of a fence and bee hive area, with the set up costs of approximately £2,000 being taken from the Cemetery Improvement Reserve.

2. Personnel Committee

- i. PPE (Report attached for information)

That PPE/Uniform be purchased directly by the Council for all cemetery staff and that the Council be responsible for laundering the trousers and jackets, with staff being asked to lauder the "T" shirts and sweatshirts (with all staff being advised that they should contact the Inland Revenue in respect of this).

- ii. That a recommendation be submitted to the Finance, Policy & General Purposes Committee that the quote received from the one respondent to the tender process undertaken on Sell2Wales be accepted, noting the difficulties often associated with receiving tenders in relation to Technical Services provision.

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20 November 2018

TO: Councillors Brooks (Chairperson) Bertin, Charles (Town Mayor - Ex-officio), Drake, N Hodges, S A Hodges, Lloyd-Selby and Rowlands

Dear Councillor

You are hereby summoned to attend a meeting of the **Finance, Policy & General Purposes Committee** which will be held in the Council Chamber, 7 Gladstone Road, Barry, on **Monday, 26 November 2018 at 7.00 pm** for the purpose of transacting the business specified below.

Yours faithfully

Emily Forbes
Chief Officer (Town Clerk)

AGENDA

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

3. **To approve the minutes of the Finance, Policy & General Purposes Committee's meeting held on 24 September 2018**
(Pages)
4. **Minutes of the Working Party to Review the Management and Performance of the Town Council's Operations meeting held on 19 November 2018**
(To Follow)
5. **Schedule of Payments for November 2018 (Final)**
(Pages)
(If Councillors have any queries on the attached please contact the Responsible Finance Officer prior to the meeting)
6. **Budget Monitoring Report at 1 April - 1 October 2018**
(Pages)
7. **By-election costs** (Pages)
8. **Recommendations from other committees** (Pages)
 - a. Halls, Cemeteries & Community Facilities Committee – 12 November 2018
 - i. Proposed fee for the scattering of ashes in the newly established Scatter Garden at Merthyr Dyfan Cemetery
 - b. Consultation Working Party – 14 November 2018
 - i. IRPW Draft Annual Report
 - c. Personnel Committee – 19 November 2018
 - i. Costs for Health & Safety Audit (To Follow)
 - d. Shop Local – 22 November 2018 (To Follow)
 - e. Fairtrade – 26 November 2018 (Verbal)

POLICY REPORTS

9. **Internal Audit Report 2018/19 (First Interim)**
(Pages)
10. **GDPR Update** (Verbal)
11. **Recommendation from Other Committees** (To Follow)
 - a. Personnel Committee – 19 November 2018
 - i. Draft Needle-stick/Sharps Policy
 - ii. Draft Hand, Arm Vibration (HAVS) Policy
 - iii. White Ribbon Pledge

12. **Christmas Lunches Grants for Older Peoples Voluntary Organisations in Barry (Pages)**

13. **Flag Flying Protocol & Request (Verbal)**

14. **Date of Next Meeting**

The date of the next meeting of the Finance, Policy & General Purposes Committee is scheduled for 28 January 2019.

Distribution

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**BARRY TOWN COUNCIL
CYNGOR TREF Y BARRI**

22 January 2019

**PUBLIC BODIES (ADMISSION TO MEETINGS) ACT, SECTION 1(4) AND
LOCAL GOVERNMENT ACT 1972, SCHEDULE 12, PARAGRAPH 26(2)(a)**

Pursuant to the requirements of the above statutory provisions, NOTICE IS HEREBY GIVEN that a MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE OF BARRY TOWN COUNCIL will be held at the Council Offices, 7 Gladstone Road, Barry on Monday, 28 January 2019 at 7.00 pm. The agenda for the meeting is set out below. Members of the public are entitled to attend that meeting unless properly excluded there from by resolution.

Yours faithfully

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

Emily Forbes
Town Clerk

AGENDA

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

3. **To approve the minutes of the Finance, Policy & General Purposes Committee's meeting held on 26 November 2018**
(Pages 1775-1784)

FINANCE REPORTS

4. **Schedule of Payments for January 2019 (Final)**
(Pages 1785-1788)
(If Councillors have any queries on the attached please contact the Responsible Finance Officer prior to the meeting)
5. **Budget Monitoring Report at 1 April – 31 December 2018**
(Pages 1789-1795)
6. **Recommendations from other committees (Pages 1796-1817)**
 - a. Draft Budget 2019/20
7. **Draft Budget 2019/20 – 2021/22** **(Pages 1818-1830)**
8. **Statement of Accounts 2018/19** **(Pages 1831-1839)**

POLICY REPORTS

9. **Internal Audit Report 2018/19 (Second Interim Report)**
(Pages 1840-1848)
10. **GDPR Update** **(Verbal)**
11. **Community Engagement** **(Pages 1849-1852)**
 - i. Dementia Friends Barry
 - ii. Request to Support Defibrillator
 - iii. Dementia Awareness Week – Virtual 5K
12. **Date of Next Meeting**

The date of the next meeting of the Finance, Policy & General Purposes Committee is scheduled for 25 March 2019.

Distribution

Full copy of agenda papers to be sent to Councillor Johnson

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**BARRY TOWN COUNCIL
CYNGOR TREF Y BARRI**

4 February 2019

**PUBLIC BODIES (ADMISSION TO MEETINGS) ACT, SECTION 1(4) AND
LOCAL GOVERNMENT ACT 1972, SCHEDULE 12, PARAGRAPH 26(2)(a)**

Pursuant to the requirements of the above statutory provisions, NOTICE IS HEREBY GIVEN that a MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE OF BARRY TOWN COUNCIL will be held at the Council Offices, 7 Gladstone Road, Barry on Monday, 11 February at 6.00 pm. The agenda for the meeting is set out below. Members of the public are entitled to attend that meeting unless properly excluded there from by resolution.

Yours faithfully

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

Emily Forbes
Town Clerk

AGENDA

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

POLICY REPORTS

9. **Internal Audit Report 2018/19 (Second Interim Report)**
(Pages 1840-1848)

10. **GDPR Update** **(Verbal)**

11. **Community Engagement** **(Pages 1849-1857)**

- i. Dementia Friends Barry
- ii. Request to Support Defibrillator
- iii. Dementia Awareness Week – Virtual 5K
- iv. Play Equipment – Delivery Costs

12. **Date of Next Meeting**

The date of the next meeting of the Finance, Policy & General Purposes Committee is scheduled for 25 March 2019.

Distribution

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**BARRY TOWN COUNCIL
CYNGOR TREF Y BARRI**

19 March 2019

**PUBLIC BODIES (ADMISSION TO MEETINGS) ACT, SECTION 1(4) AND
LOCAL GOVERNMENT ACT 1972, SCHEDULE 12, PARAGRAPH 26(2)(a)**

Pursuant to the requirements of the above statutory provisions, NOTICE IS HEREBY GIVEN that a MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE OF BARRY TOWN COUNCIL will be held at the Council Offices, 7 Gladstone Road, Barry on Monday, 25 March 2019 at 7.00 pm. The agenda for the meeting is set out below. Members of the public are entitled to attend that meeting unless properly excluded there from by resolution.

Yours faithfully

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

Emily Forbes
Town Clerk

A G E N D A

- 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. **To approve the minutes of the Finance, Policy & General Purposes Committee's meeting held on 28 January and the reconvened meeting held on 11 February 2019**
(Pages 1858-1879)

FINANCE REPORTS

4. **Schedule of Payments for March 2018**
(Pages 1880-1884)
(If Councillors have any queries on the attached please contact the Responsible Finance Officer prior to the meeting)
5. **Budget Monitoring Report at 1 April – 28 February 2019**
(Pages 1885-1889)
6. **Grants and Donations 2019/20** (Pages 1890-1895)
 - a. Grants to Voluntary and Community Organisations
 - b. Grants to Businesses in the Private Sector

POLICY REPORTS

7. **GDPR Update** (Verbal)
8. **Recommendation from Other Committees** (Pages 1896-1899)
 - a. Halls Committee – 4 March 2019
 - i. Bee Keeping Policy
9. **Date of Next Meeting**

The date of the next meeting of the Finance, Policy & General Purposes Committee will be confirmed at the Annual Meeting of Council on 14 May 2019.
10. **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.
11. **Bro Radio Sponsorship Renewal Proposal** (Pages 1900-1908)
12. **Insurance Renewal** (Page 1909)

13. Recommendations from Other Committees (Pages 1910-1914)

- a. Halls Committee – 4 March 2019
 - i. Summer Opening Hours – Merthyr Dyfan Cemetery

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Agenda summons and index to all non-committee members. A full copy of the agenda papers for this meeting will be available in the Council offices. Agenda papers (with the exception of confidential items) also to: -

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**BARRY TOWN COUNCIL
CYNGOR TREF Y BARRI**

4 June 2019

**PUBLIC BODIES (ADMISSION TO MEETINGS) ACT, SECTION 1(4) AND
LOCAL GOVERNMENT ACT 1972, SCHEDULE 12, PARAGRAPH 26(2)(a)**

Pursuant to the requirements of the above statutory provisions, NOTICE IS HEREBY GIVEN that a MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE OF BARRY TOWN COUNCIL will be held at the Council Offices, 7 Gladstone Road, Barry on Monday, 10 June 2019 at 7.00 pm. The agenda for the meeting is set out below. Members of the public are entitled to attend that meeting unless properly excluded there from by resolution.

Yours faithfully

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

Emily Forbes
Chief Officer (Town Clerk)

AGENDA

- 1. Apologies for absence**
- 2. To receive declarations of interest under the Council's Code of Conduct.** (Note: Members seeking advice on this item are asked to contact the Monitoring Officer at least 72 hrs before the meeting).
- 3. To approve the minutes of the Finance, Policy & General Purposes Committee's meeting held on 25 March 2019**
(Pages 2329 - 2339)

4. **Terms of Reference** (Pages 2340 - 2341)

FINANCIAL REPORTS

5. **Budget Monitoring Report at 31 May 2019** (Pages 2342 - 2344)
6. **Grants and Donations 2019/20** (Pages 2345 - 2346)
- a. Voluntary and Community Grants
 - b. Grants to Businesses in the Private Sector

POLICY REPORTS

7. **GDPR Update** (Verbal)
8. **Membership of Committees – Plastic Free Working Party**
(Page 2347)
9. **Date of Next Meeting**

The date of the next meeting of the Finance, Policy & General Purposes Committee will be Monday 15 July 2019.

Distribution

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**BARRY TOWN COUNCIL
CYNGOR TREF Y BARRI**

10 July 2019

**PUBLIC BODIES (ADMISSION TO MEETINGS) ACT, SECTION 1(4) AND
LOCAL GOVERNMENT ACT 1972, SCHEDULE 12, PARAGRAPH 26(2)(a)**

Pursuant to the requirements of the above statutory provisions, **NOTICE IS HEREBY GIVEN** that a **MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE OF BARRY TOWN COUNCIL** will be held at the Council Offices, 7 Gladstone Road, Barry on Monday 15 July 2019 at 7.00 pm. The agenda for the meeting is set out below. Members of the public are entitled to attend that meeting unless properly excluded there from by resolution.

Yours faithfully

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

Emily Forbes
Chief Officer (Town Clerk)

AGENDA

1. **Apologies for absence**
2. **To receive declarations of interest under the Council's Code of Conduct.** (Note: Members seeking advice on this item are asked to contact the Monitoring Officer at least 72 hrs before the meeting).
3. **To approve the minutes of the Finance, Policy & General Purposes Committee's meeting held on 10 June 2019**
(Pages 2348 - 2352)

FINANCIAL REPORTS

4. **Budget Monitoring Report 30 June 2019**
(Pages 2353-2355)
5. **Internal Audit Report 2018/19 (Final Report)**
(Pages 2356-2366)

POLICY REPORTS

6. **GDPR Update** (Verbal)
7. **Date of Next Meeting**

The date of the next meeting of the Finance, Policy & General Purposes Committee will be Monday 23 September 2019 at 7.00pm.

8. **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.

9. **Christmas Lights 2019** (Pages 2367-2371)

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**BARRY TOWN COUNCIL
CYNGOR TREF Y BARRI**

17 September 2019

**PUBLIC BODIES (ADMISSION TO MEETINGS) ACT, SECTION 1(4) AND
LOCAL GOVERNMENT ACT 1972, SCHEDULE 12, PARAGRAPH 26(2)(a)**

Pursuant to the requirements of the above statutory provisions, NOTICE IS HEREBY GIVEN that a MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE OF BARRY TOWN COUNCIL will be held at the Council Offices, 7 Gladstone Road, Barry on Monday 23 September 2019 at 7.00 pm. The agenda for the meeting is set out below. Members of the public are entitled to attend that meeting unless properly excluded there from by resolution.

Yours faithfully

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

Emily Forbes
Town Clerk

AGENDA

- 1. Apologies for absence**
- 2. To receive declarations of interest under the Council's Code of Conduct.** (Note: Members seeking advice on this item are asked to contact the Monitoring Officer at least 72 hrs before the meeting).
- 3. To approve the minutes of the Finance, Policy & General Purposes Committee's meeting held on 15 July 2019**
(Pages 2372 - 2374)

FINANCIAL REPORTS

4. **Budget Monitoring Report 31 August 2019** (Pages 2375 - 2377)
5. **Internal Audit Report 2019/20 (First Interim Report)** (Pages 2378 - 2384)

POLICY REPORTS

6. **GDPR Update** (Verbal)
7. **Request for Permission to use the Town Councils Coat of Arms – Barry Kyokushinkai Karate Club** (Pages 2385 - 2386)
8. **Flag Flying Protocol** (Page 2387 - 2388)

DEMENTIA FRIENDLY PROJECT UPDATES

- 9 **Dementia Friendly Project Updates** (Page 2389 - 2393)
 - i. **Dementia Friendly Workshops**
 - ii. **Dementia Friendly Grant**
 - iii. **Dementia Friendly Benches**

10. **Date of Next Meeting**

The date of the next meeting of the Finance, Policy & General Purposes Committee will be Monday 25 November 2019 at 7.00pm.

11. **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.

12. **Dementia Friendly Grant** (Pages 2394 – 2409)

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BARRY TOWN COUNCIL
CYNGOR TREF Y BARRI

20 November 2019

**PUBLIC BODIES (ADMISSION TO MEETINGS) ACT, SECTION 1(4) AND
LOCAL GOVERNMENT ACT 1972, SCHEDULE 12, PARAGRAPH 26(2)(a)**

Pursuant to the requirements of the above statutory provisions, **NOTICE IS HEREBY GIVEN** that a **MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE OF BARRY TOWN COUNCIL** will be held at the Council Offices, 7 Gladstone Road, Barry on Monday, 25 November 2019 at 7.00 pm. The agenda for the meeting is set out below. Members of the public are entitled to attend that meeting unless properly excluded there from by resolution.

Yours faithfully

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

Emily Forbes

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. **To approve the minutes of the Finance, Policy & General Purposes Committee's meeting held on 23 September 2019**
(Pages 2410 - 2414)

FINANCIAL REPORTS

4. **Schedule of Payments for November 2019 (Pages 2415 - 2421)**
(If Councillors have any queries on the attached please contact the Deputy Chief Officer prior to the meeting)

5. **Budget Monitoring Report (Pages 2422 - 2424)**

6. **Draft Budget 2020/21 (Pages 2425 - 2442)**

[Inclusive of Budget recommendations from other Committees]

6a Roads

6b Benches

POLICY REPORTS

7. **GDPR Update (Verbal)**

8. **Local Government Pension Scheme Review of Discretionary Powers under LGPS Regulations as Recommended by the Personnel Committee 18 November 2019 (Pages 2443 - 2447)**

9. **Recommendations from other Committees (Page 2448)**

10. **Date of Next Meeting**

The date of the next meeting of the Finance, Policy & General Purposes Committee will be Monday 27 January 2020 at 7.00pm.

11. **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.

12. **Confidential Staffing Recommendations from Personnel Committee 18 November (Pages 2449 – 2450)**

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