

BARRY TOWN COUNCIL

**MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES
COMMITTEE HELD ON MONDAY, 27 JULY 2015 AT 7.00 PM**

PRESENT: Councillor Egan (Chairperson) together with Councillors C Curtis, Davey, Drake, S A Hodges and Pritchard (Town Mayor – Ex-Officio).

ALSO PRESENT: Councillor N Hodges
Councillor Johnson
Councillor Kuhnell
Dominic Jones – Barry & District Reporter
Mark Sims – Responsible Finance Officer
Robyn Walsh – Administration

F230. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Payne and Sword.

F231. DECLARATIONS OF INTEREST

None were received.

F232. TERMS OF REFERENCE

RESOLVED that the Terms of Reference for the Finance, Policy and General Purposes Committee be received and noted.

**F233. TO APPROVE THE MINUTES OF THE FINANCE, POLICY &
GENERAL PURPOSES COMMITTEE'S MEETING HELD ON 13
APRIL 2015**

RESOLVED that the minutes of the Finance, Policy & General Purposes Committee's Meeting held on 13 April 2015 be approved and signed as a correct record.

**F234. TO APPROVE THE MINUTES 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**

a. OUTSIDE BODIES

Members were informed that "Barry: A New Community" had been contacted and they had responded to make Council aware that they were no longer active due to lack of funding.

"Pride in Barry" and "Glamorgan Volunteer Services" had also been contacted, but a response was yet to be received from either.

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b. **PROPOSALS RECEIVED AT RECENT OPEN EVENING**

Members were made aware that Mr Shaw of the Sensory Bus and Mr Lemon of the Vale Watersports Club had been invited to attend a future meeting of the Working Party to provide further information regarding their various projects as requested.

The Responsible Finance Officer advised that Barry Athletic FC had received a Section 137 grant in April to the value of £500.00.

Members discussed the recommendation made in principal by the Working Party to the Finance, Policy & General Purposes Committee that Barry Town Council support the event to showcase the youth of Barry, up to £600.00, on the proviso that clarity is sought regarding who is responsible for the event (Mr Geoff Horton as an individual or the Royal Air Forces Association), the necessary public liability insurance is in place and the Town Council's support is fully recognised leading up to and throughout the event.

Councillor Egan informed members that he had sought clarity from Mr Geoff Horton and could confirm that the event was being organised under the umbrella of the Royal Air Forces Association and that the public liability insurance would be provided by them. A request had also been made for the town crest for use on the promotional posters.

Members discussed the recommendation made in principal by the Working Party that Barry Town Council support the production of a Royal British Legion calendar, on the proviso that Council are provided with a draft prior to any financial commitment being made and that if a formal agreement is made, the Town Crest is used. Members were also informed that the Royal British Legion had been contacted and the suggestions made by the Working Party to aid them in their other events were passed to them accordingly.

c. **RESHAPING OF SERVICES**

Councillor Egan informed members that he had attended the recent One Voice Wales Area Committee meeting and had conveyed the Council's disappointment of not having received a list from the Vale of Glamorgan Council detailing which services they have no intention of transferring and those they would consider, a feeling of disappointment that was shared by other Town & Community Councils present. Mr Mike Cuddy who is a member of the Town & Community Council Panel was also present and reassured members that he would convey the concerns of those present to the panel.

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Councillor S Hodges referred to the recommendation that One Voice Wales and the Society of Local Council Clerks are invited to attend the Council Offices to provide a presentation and discuss with members what other Town & Community Councils are doing in relation to this and what "best practice" models had been identified, she questioned if the invite to attend this meeting would be extended to all Councillors or just members of the Finance, Policy & General Purposes Committee.

Councillor Egan responded that all Councillors would be invited to attend as it is an extremely important subject.

Councillor S Hodges noted that she had no issue with the recommendations, but had concerns regarding the timescales/progression.

Councillor Egan responded that the Vale of Glamorgan Council was aiming to transfer some services by April 2016 at the very earliest and continuous discussions would be had following this.

Councillor S Hodges requested that in future any points referred to in the minutes as "RESOLVED" are amended to "FURTHER INFORMATION REQUIRED" or something similar, as the Working Party are unable to make decisions and the wording can be misleading.

RESOLVED:

1. That Barry Town Council support the Royal Air Forces Association (Organiser: Mr Geoff Horton) event to showcase the youth of Barry, up to £600.00 on the proviso that the Town Council's support is fully recognised leading up to and throughout the event.
2. That Barry Town Council support the production of a Royal British Legion Calendar, on the proviso that Council are provided with a draft prior to any financial commitment being made and that if the draft is approved by Council, the Town Crest is used.
3. That One Voice Wales and the Society of Local Council Clerks are invited to attend the Council Offices to provide a presentation and discuss with all Councillors what other Town & Community Councils are doing in relation to this and what "best practice" models had been identified.
4. That initial contact is made with other Town & Community Councils to gauge if they would be willing to share services and skills/experience.
5. That in future any points referred to in the minutes as "RESOLVED" are amended to "FURTHER INFORMATION

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REQUIRED" or something similar, as the Working Party are unable to make decisions and the wording can be misleading.

6. That the minutes of the Working Party held on Wednesday, 8 July 2015 be received and noted.

F235. SCHEDULE OF PAYMENTS FOR JULY 2015

Members were asked to consider a schedule of payments for July 2015 consisting of direct debits and cheque numbers 1310 to 1342 inclusive, in the amount of £22,537.34.

The Responsible Finance Officer made members aware of an additional cheque that had not been included in the schedule, increasing the total to £22,593.74;

1343 - Sonic Windows Ltd - £56.40

Councillor S Hodges queried cheque no. 1332 in the amount of £65.00 for the purchase of the Freedom Scroll granted to Lee Selby on Thursday, 23 July 2015. She queried why the same scroll that had been previously been granted to David Davies had not been purchased.

Councillor Egan responded that the scroll purchased for David Davies had been at a cost of approximately £700.00 and that best value for money must be sought as a Council. Councillor Egan felt that the difference in cost could not be justified to the public and supported Officers decision to purchase a scroll at a cost of £65.00.

Councillor S Hodges accepted Councillor Egan's reasoning, but requested that Officers compile a Freedom of the Town protocol for future reference for continuity purposes, detailing the roles of those present, who speaks at the meeting, what is said, where the scroll is purchased from and any other information Officers feel useful.

RESOLVED:

1. That Officers compile a Freedom of the Town protocol for future reference for continuity purposes, detailing the roles of those present, who speaks at the meeting, what is said, where the scroll is purchased from and any other information Officers feel useful.
2. That the schedule of payments for July 2015 comprising various direct debits and cheques numbered 1310 to 1343 inclusive in the total sum of £22,593.74 be approved, subject to the relevant papers being in order.

Lee Selby

F236. INTERNAL AUDIT REPORT 2014/15 (FINAL)

Members were provided with the internal auditor's report (final) for 2014/15 following their third visit on 16 June 2015 and to consider re-appointing Auditing Solutions Ltd as internal auditor for 2015/16.

RESOLVED:

1. That the internal audit report for 2014/15 (Final) be received and noted.
2. That Auditing Solutions Ltd are re-appointed as internal auditor for 2015/16.

F237. BUDGET MONITORING REPORTS FROM 1 APRIL TO 30 JUNE 2015

Members were informed about the Council's income and expenditure in the 2015/16 financial year as at the end of June 2015.

RESOLVED that the budget monitoring report for June 2015, indicating actual income and expenditure up to the end of month three in the 2015/16 financial year, noting the projected underspend of £145.00 for 2015/16 be received and noted.

F238. GRANTS & DONATIONS 2015/16 – BARRY MALE VOICE CHOIR

Members were provided with an update relating to the grant application from the Barry Male Voice Choir.

Members were reminded that at a meeting of the Finance, Policy & General Purposes Committee held on 23 March 2015, it was resolved not to award Barry Male Voice Choir a grant at that time until clarity had been sought as to the figure contained within their accounts relating to the Section 137 grant money awarded in the 2014/15 financial year. Since that meeting, the Responsible Finance Officer could confirm that although the money awarded in 2014/15 had not been fully spent for their recruitment drive, Barry Male Voice Choir anticipated that the money would be spent in the 2015/16 financial year to complete their recruitment drive.

Members considered this additional information and agreed to award Barry Male Voice Choir £2,750.00 from the Section 137 expenditure heading grant award monies.

The Responsible Finance Officer made members aware that if they chose to award the full amount of £2,750.00 they would need to make approximate savings of £750.00 from other budgets throughout the year, as there was not enough monies within the Section 137 to award £2,750.00. Members considered this and agreed that the appropriate savings would need to be made throughout the year instead.

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RESOLVED that Barry Male Voice Choir are awarded £2,750.00 in respect of their Section 137 Grant Application, taking into consideration that a virement would need to be made later during the 2015/16 financial year.

F239.

RECOMMENDATIONS FROM OTHER COMMITTEES

PERSONNEL COMMITTEE – SICKNESS ABSENCE POLICY

Members were advised of a recommendation made by the Personnel Committee in respect of a change to the Council's Sickness Absence Policy.

RESOLVED that the amendments to the Sickness Absence Policy be approved and the policy be implemented, subject to any comments or recommendations from the unions.

F240.

DEPUTY MAYOR'S CONSORT CHAIN

Members were advised of an issue that has arisen in respect of the Deputy Mayor's Consort's Chain.

The Deputy Mayor recently contacted the Mayor's Secretary to advise that an extension chain on the Deputy Mayor's Consort's chain would be of benefit as it is a tight fitting chain.

Members were made aware that in the meantime, as an interim measure, Offices had utilised the previous Mayor's chain for the Deputy Mayor with the Deputy Mayor's chain being worn by her consort. However, as the medallion on the former Mayor's chain relates to the "Barry Urban District" it is not an ideal solution long term. Officers suggested that the medallion on the current Deputy Mayor's Consort's Chain be removed and a catch put on it so that it can then be put onto the current Deputy Mayor's chain and the Deputy Mayor's badge placed on the former Mayor's chain.

A further issue regarding the weight of the former chain arose as the chain digs into the Deputy Mayor's neck which had resulted in a suggestion of the chain being mounted on velvet, similar to the Mayor's chain.

Councillor C Curtis suggested that when Councillor R Curtis was the Deputy Mayor's consort he would rectify the problem by attaching an additional personal gold chain, and that Council may wish to consider purchasing a simple chain from Argos to alleviate the issue.

Councillor S Hodges stated that she felt uncomfortable making any decision tonight without any costings to refer to. She suggested that Officers consider different alternatives, such as purchasing a simple gold chain or mounting the chain on to velvet and reporting back to Committee at a later date so further consideration could be given.

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RESOLVED that Officers consider different alternatives, such as purchasing a simple gold chain or mounting the chain on to velvet and provide a report to Town Council on Monday, 14 September 2015.

F241. COSTCO TRADING CARD

Members were asked to consider if Barry Town Council should become a Costco Trade Card member.

Councillor S Hodges queried if it was cost effective to become a member?

Councillor Egan responded that whether it is cost effective is very much determined upon what is purchased and how sensible staff are when considering what needs to be purchased and when. He considered that another benefit of becoming a Costco member would be the Card & Debit Card payment services it currently offers to businesses. Councillor Egan felt it was unacceptable for the Council to still not be able to accept card payments especially when handling large amounts of cash in relation to burial services.

Councillor S Hodges agreed with Councillor Egan's comments and suggested that Officers produce a report together with costings and price comparisons.

Members agreed to move forward and that the Responsible Finance Officer should visit Costco and have a tour of the store and request further information regarding their card payment services. Following this, a report should be produced detailing price comparisons of card payment services from other companies, information regarding the possibility of using a company such as PayPal for online payments and the advantages and disadvantages of being a Costco member.

RESOLVED that the Responsible Finance Officer should visit Costco and have a tour of the store and request further information regarding their card payment services. Following from this, a report should be produced detailing price comparisons of card payment services from other companies, information regarding the possibility of using a company such as PayPal for online payments and the advantages and disadvantages of being a Costco member.

F242. PROTECTING COMMUNITY ASSETS – CONSULTATION

Members were given the opportunity to make comment on a consultation which had been received in respect of "Protecting Community Assets."

Following discussions the following comments were made:-

- Members agreed the option they would like to provide views on was option 3 to develop a new Welsh model designed to meet the particular needs of Welsh communities.

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- Communities needed to be given time to raise funds before assets are sold off.
- Communities should be given first refusal before assets are sold off.
- Support and training needs to be offered to those in the community who are interested in purchasing community assets.
- Assets such as newspapers and football clubs should be offered to the community prior to being outsourced/sold to larger companies that are not associated with the local community.

RESOLVED

1. That the Responsible Finance Officer draft a response using the above as guidance and circulate to all Councillors requesting additional comments by Friday, 4 September 2015.
2. Delegated powers be granted to Councillors Egan and S Hodges following receipt of any further comments, to compile a response to the consultation on behalf of the Council by the closing date of Friday, 11 September 2015.

F243. BLUE PLAQUE SCHEME

Members were provided with an update on the current situation in respect of the proposed Blue Plaque Scheme.

Members considered the original suggested size of the panel and agreed a number of 10 was too large, and instead agreed a panel of 5 with a quorum of 3 would be more effective.

Members also agreed that it would not be appropriate for Councillors to be members of the panel and that the Personnel Committee should be given authority to decide who should sit on the panel, bearing in mind when making appointments the Council's stance that the panel should not be political.

Members considered an appropriate date for the press release to be issued and agreed that to ensure the press release was delivered effectively and at a time when lots of people would not be on holiday, first week of September would be an ideal time with a closing date at the end of September.

Queries were raised if the press release could be issued twice. The Responsible Finance Officer advised that he would liaise with the local newspapers to confirm if this would be possible.

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Members agreed that a start date for the scheme could not be confirmed until applications for the panel had been received.

Councillor N Hodges made members aware that he had visited towns where not only people were commemorated, but events in history and Council may wish to consider this also.

Councillor Egan responded that he was in favour of Councillor N Hodges suggestion, but felt it would be something to look to in the future once the Blue Plaque Scheme for individuals has been properly established.

Councillor S Hodges' referred to the press release and requested consideration be given to the following sentence especially the word "delivery"; "Barry Town Council are proud to announce that they will be **delivering** a Heritage Blue Plaque Scheme to the local community."

Councillor C Curtis suggested the following amendment; "Barry Town Council are proud to announce that they will be ~~delivering~~ **introducing** a Heritage Blue Plaque Scheme to the local community."

RESOLVED:

1. That the Blue Plaque Scheme Panel consists of 5 members with a quorum of 3.
2. That the Personnel Committee should be given authority to decide who should sit on the panel and should be made aware of the Council's stance that the panel should not be political when making appointments.
3. That the press release for applicants to join the panel be issued in local newspapers the first week of September with a closing date at the end of September.
4. That the Responsible Finance Officer liaise with the local newspapers to confirm if it would be possible to issue the press release twice.
5. That the first sentence contained within the press release be amended to read; "Barry Town Council are proud to announce that they will be ~~delivering~~ **introducing** a Heritage Blue Plaque Scheme to the local community."

F244.

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, 19 October 2015 at 7 pm.

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F245. 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.

Dominic Jones left the meeting.

F246. RECOMMENDATIONS FROM OTHER COMMITTEES

PERSONNEL COMMITTEE – APPOINTMENT OF TECHNICAL ADVISER

Members were advised of a recommendation made by the Personnel Committee in respect of the appointment of a new Technical Adviser.

RESOLVED that the recommendation from the Personnel Committee in respect of the new Technical Adviser to the Council that Option 1 (Lapider) be chosen, and that Lapider are notified accordingly that they have been successful in securing the position of this Council's Technical Adviser for a three year period with effect from 1 October 2015.

The meeting closed at 8.10 pm.

Signed.......... (Chairperson) Date.....19-10-15.....

BARRY TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON MONDAY, 19 OCTOBER 2015 AT 7.00 PM

PRESENT: Councillor Egan (Chairperson) together with Councillors C Curtis, Davey, Drake, S A Hodges and Payne.

ALSO PRESENT: Councillor N Hodges
Mark Sims – Responsible Finance Officer
Robyn Walsh – Administration

F247. APOLOGIES FOR ABSENCE

None were received.

F248. DECLARATIONS OF INTEREST

None were received.

F249. TO APPROVE THE MINUTES OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE'S MEETING HELD ON 27 JULY 2015

RESOLVED that the minutes of the Finance, Policy & General Purposes Committee's Meeting held on 27 July 2015 be approved and signed as a correct record.

F250. TO APPROVE THE MINUTES 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

a. **Sensory Bus**

Members were asked to consider a recommendation that providing the Sensory Bus provides Barry Town Council with a comprehensive quotation detailing the items required, similar to the one originally provided, dated May 2015, that Council consider purchasing items from this list and donating them to the Sensory Bus.

The Responsible Finance Officer made members aware that since the meeting of the Working Party, the Sensory Bus had provided a list of required items and this had been circulated to members at the beginning of the meeting.

Members considered the list and agreed a donation of £2,000.00 would enable the Sensory Bus to purchase at least 3 – 4 items subject to the following conditions;

1. As Barry Town Council are exempt from VAT they will purchase the required items on behalf of the Sensory Bus.
2. Barry Town Council are recognised as sponsors and this should be shown by way of including the Town Council's crest in all promotional material and on the bus itself.

b. **All Watersports Activity Club at Cold Knap Slipway**

Members were asked to consider the recommendation that Barry Town Council do not support the proposal to establish an all Watersports activity club at Cold Knap Slipway.

Members discussed the recommendation and agreed with the concerns raised by the Working Party.

c. **Barry Athletic Club – 40th Anniversary Season**

Members were asked to consider the recommendation that Barry Town Council advise Barry Athletic FC that Council are not in a position to provide any further funding other than the grant of £500.00 they received during the Council's Annual Grant Giving Exercise and that they should be invited to apply for funding at the usual time next year and consider requesting financial assistance towards kits (a finance they struggle with as mentioned in their report).

Members discussed the recommendation and were not satisfied that the events would be to the benefit of the majority of residents of Barry, but rather club members and their families and so was not within the Council's remit for funding under Section 137 of the Local Government Act 1972.

RESOLVED:

1. That Barry Town Council support the Sensory Bus with funding of up to £2,000.00 (New Initiatives Budget) to purchase items specified within the Quotation provided to Council on Monday, 19 October 2015 and as Barry Town Council are exempt from VAT they will purchase the required items on behalf of the Sensory Bus and as sponsors of the Sensory Bus, they would expect their support to be shown by way of including the Town Council's crest in all promotional material and on the bus itself.
2. That Barry Town Council do not support the proposal to establish an all Watersports activity club at Cold Knap Slipway.
3. That Barry Town Council advise Barry Athletic FC that Council are not in a position to provide any further funding other than the grant of £500.00 they received during the Council's Annual

Grant Giving Exercise and that they should be invited to apply for funding at the usual time next year and consider requesting financial assistance towards kits (a finance they struggle with as mentioned in their report).

4. That the minutes of the Working Party held on Wednesday, 2 September 2015 be received and noted.

F251. SCHEDULE OF PAYMENTS FOR OCTOBER 2015 (FINAL)

Members were asked to consider a schedule of payments for October 2015 (final) consisting of direct debits and cheque numbers 1432 to 1449 inclusive, in the amount of £34,953.62.

RESOLVED that the schedule of payments for October 2015 (Final) comprising various direct debits and cheques numbered 1432 to 1449 inclusive in the total sum of £34,953.62 be approved, subject to the relevant papers being in order.

F252. BUDGET MONITORING REPORTS FROM 1 APRIL TO 30 SEPTEMBER 2015

Members were informed about the Council's income and expenditure in the 2015/16 financial year as at the end of September 2015.

RESOLVED that the budget monitoring report for September 2015, indicating actual income and expenditure up to the end of month six in the 2015/16 financial year, noting the projected underspend of £4,803.00 for 2015/16 be received and noted.

F253. RECOMMENDATIONS FROM OTHER COMMITTEES

Full Council – Minute No. 534 (1) Older People Christmas Meal

Members were reminded that at a meeting of Full Council held on 14 September 2015 Councillor S Hodges proposed with Councillor William seconding that as well as setting aside funding in respect of the Queen's 90th birthday celebrations, that Council consider in light of the recent cuts the Vale of Glamorgan Council have had to make to the subsidised Christmas Meals for older residents living in Barry, Council consider contributing to the deficit, so older residents are still able to enjoy their Christmas Meal at the same subsidised rate.

Councillor S Hodges suggested that in respect of the Queen's 90th Birthday Celebrations, Council could consider setting aside a specific fund that residents could apply to for financial contribution to any events they may be holding.

Members queried how Council would administer the funds to subsidise the Christmas meals in order to ensure the various groups were aware the funding was from Barry Town Council.

Councillor Egan responded that groups apply to the Vale of Glamorgan Council for funding and if they were able to share this information, Council could administer additional cheques to the various groups directly to the amount of the deficit.

RESOLVED:

1. That in light of the recent cuts the Vale of Glamorgan Council have had to make to the subsidised Christmas Meals for older residents living in Barry, the Town Council contribute to the deficit so that older residents are still able to enjoy their Christmas Meal at the same subsidised rate.
2. That the Vale of Glamorgan Council are contacted and asked to share the applications they receive in relation to Christmas Meals to enable Barry Town Council to award the deficit to individual groups.

Sign re Fairtrade Town

Members were made aware of a request from the Fairtrade Advisory Committee that Council consider funding Fairtrade Town Signage at a cost of £2,500.00 with a grant of £500.00 possibly available from Fairtrade Wales.

Councillor Egan agreed that it was imperative to ensure the Fairtrade momentum is kept and Barry keeps its Fairtrade status.

The Responsible Finance Officer commented that it was not certain a grant would be available to aid in the costs of the signs.

RESOLVED:-

3. That a budget of £2,500.00 is set aside in the 2016/17 budget for the Fairtrade Town Signage, noting that a grant may be available from Fairtrade Wales in the amount of £500.00.

F254.

MAYORS REPLICIA BADGE

Members were advised that at a meeting of Full Council held on 14 September 2015 members were requested to approve a schedule of payments for September 2015. At this meeting, Councillor S Hodges referred to cheque number 1393 payable to Garrard and Company in the amount of £1,090.00 for the purchase of the Mayor's replica badge in silver gilt. She questioned the cost and requested that this be referred to a meeting of the Finance, Policy & General Purposes Committee for further discussion.

Councillor S Hodges elaborated on her comments made at the meeting of Full Council and indicated that she was not adverse to the Mayor having a badge in recognition of their service, but was concerned at the cost considering the badge was silver gilt and not gold.

Councillor Egan commented that the cost of the Mayor's replica badge was reviewed in 2010 and it was found that other companies were cheaper, but the tooling fee was too high and did not demonstrate best value for money.

Councillor N Hodges queried if it may be an idea to consider changing the look of the badge to a design that is more contemporary.

Councillor N Hodges suggested that the badge could be embossed rather than enamelled and would prefer the badge to be gold at the price the Council are currently paying.

RESOLVED that Officers look into different companies that could provide Council with a quotation to provide a Mayor's replica badge and explore alternative designs.

F255.

COSTCO TRADE CARD

At the Committee's previous meeting held on 27 July 2015 members were asked to consider if Barry Town Council should become a Costco Trade Card member with queries being raised if it would be cost effective to do so.

Members requested that the Responsible Finance Officer arrange a visit to Costco and produce a report detailing the benefits.

The Responsible Finance Officer contacted Costco Cardiff and arranged to visit the store being provided with a preview pass to have a tour around the store to determine what goods the Town Council could potentially purchase from Costco and make savings.

From touring the store, the Responsible Finance Officer was able to note that Council could potentially save money on purchasing items from Costco, in particular catering supplies including tea, coffee, sugar, biscuits etc., stationary supplied such as paper, envelopes, pads and pens etc., hygiene supplies including paper towels, toilet paper, washing up liquid and soap etc. and restocking the Civic drinks cabinet. Members were also made aware that the Council would also be able to take advantage of online purchases from Costco and would receive regular special discounts on special products.

The Responsible Finance Officer identified the following issues; that a corporate credit card is not able to be used in store as payment must be in cash or a debit card, a member of staff would be out of the office for up to two hours, availability of van, fuel costs and wear and tear of the Council van and noted that members may wish to consider a trial membership to Costco for one year with a review prior to renewal for year two.

Members considered the information contained within the Responsible Finance Officers report and agreed that as long as careful forward

planning for events and stock levels were taken into consideration, a membership to Costco with a review after year one would be beneficial.

The Responsible Finance Officer also made members aware of the details of the NetPay Merchant Card processing service provided in partnership with Costco contained within the report.

Members discussed and agreed that as a Council best value for money needs to be demonstrated and requested that Officers source two further quotes for consideration.

RESOLVED:

1. That Barry Town Council becomes a member of Costco at a cost of £20.00 and a review is undertaken after year 1, detailing the benefits and any detrimental effects.
2. That two further quotations are sourced to provide Council with a card processing service.

F256.

FREEDOM OF THE TOWN

Members were provided with a draft Freedom of the Town Protocol to assist Councillors when making decisions on who should receive the honour.

Councillor S Hodges suggested the following amendment;

“The purpose of this policy is to provide Councillors with guidance for the awarding of Freedom of the Town to individuals and ~~military~~ groups.”

Councillor C Curtis suggested the following;

*“A Freedom scroll will be ordered from “Communicorp” **or similar organisation** stating the name and purpose for which the honour is being bestowed.”*

Councillor N Hodges noted that he would like to see guidance relating to how members should decide who is selected for the honour, such as a qualifying criteria.

Councillor Egan suggested that members could consider that as part of the procedure all Councillors are emailed prior to the person concerned being contacted to ensure a majority are willing to support the motion at the meeting.

Councillor S Hodges suggested that examples of what achievements could be considered to be honoured could be included within the protocol.

Councillor C Curtis also noted that members may wish to consider an alternative to how the scroll has previously been provided. Members agreed and opted that the scroll is returned to Officers once it has been signed to arrange for it to be professionally framed and returned to the recipient once framed (if the person so wishes).

Councillor Egan referred to the Local Democracy, Economic Development and Construction Act 2009 mentioned within the protocol and suggested that members may find it useful to see this.

RESOLVED that the following changes be made to the protocol and members are provided with a second draft once amended for further consideration;

1. *“The purpose of this policy is to provide Councillors with guidance for the awarding of Freedom of the Town to individuals and ~~military~~ groups.”*
2. *“A Freedom scroll will be ordered from “Communicorp” or a **similar organisation** stating the name and purpose for which the honour is being bestowed.”*
3. That guidance is included relating to how members should decide who is selected to receive the honour, such as qualifying criteria.
4. That it be included within the protocol that all Councillors are emailed prior to the person concerned being contacted to ensure a majority are willing to support the motion.
5. That examples of what achievements could be considered to be honoured are included within the protocol.
6. That it is included in the protocol that the scroll is returned to Officers once it has been signed to arrange for it to be professionally framed and returned to the recipient once framed (if the person so wishes).
7. That members are provided with a copy of the Local Democracy, Economic Development and Construction Act 2009.

F257. EXTERNAL AUDIT ARRANGEMENTS

Members were advised of a change in the external audit arrangements from the financial year 2015/16.

Members were made aware that on 25 September 2015, Council received a letter from the Wales Audit Office advising that the Auditor General for Wales would become our statutory auditor following the amendment of the Public Audit (Wales) Act 2004 by section 11 of the Public Audit (Wales) Act 2013 and the completion of the 2014/15 audit by Mazars.

Councillor Egan informed members that he had recently attended a Larger Local Council's Meeting and it was evident that Town & Community Council's would need to become more professional in the future and this Council may wish to consider amending grant application forms so Council can be satisfied that previous grant money has been utilised the way in which it was requested.

RESOLVED that the aforementioned information advising of a change in the external audit arrangements from the financial year 2015/16 be received and noted.

F258. BLUE PLAQUE SCHEME

Members were advised of the outcome of the recent advert, which was placed in local press, asking for applications to join the panel to consider Blue Plaque applications and were asked to agree to a further press release being submitted in an attempt to recruit sufficient representatives to sit in a panel of 5 allowing for a quorum of 3.

Councillor S Hodges asked members to consider that should Council be successful in their bid to move Offices to the Town Hall, members may wish to consider halting further discussions regarding the scheme until that time with a view that members of the public may be more willing to volunteer when Council is situated in a more prominent place within the community.

Councillor Egan suggested that Council needs to complete a wider exercise in terms of community engagement and this could be included within that.

RESOLVED that the Blue Plaque Scheme is re-visited at a later date.

F259. COUNCIL INSURANCE – PERSONAL ACCIDENT COVER

Members were asked to consider increasing the level of personal accident insurance cover.

Councillor Egan suggested that as Council were due to receive a presentation from a representative of Zurich Insurance at a meeting of the Working Party to be held on Wednesday, 28 October 2015, it would be sensible to defer the item until after the presentation had taken place.

RESOLVED that agenda item "Council Insurance – Personal Accident Cover" is deferred to the next meeting of Finance, Policy & General Purposes Committee to be held on Monday, 18 January 2016 in consideration that Zurich Insurance will be attending the Council office on Wednesday, 28 October 2015 to provide a meeting of the Working Party with a presentation.

F260. COUNCIL WEBSITE – MOBILE COMPATIBILITY

Members were asked to consider the cost of £875.00 (plus VAT) to upgrade the Council’s website to be mobile compatible for the general public and were made aware that there is £1,000.00 allocated within the budget for Website costs with £185.00 spent during the year already with an invoice of £70.00 expected relating to website adjustments regarding the Online Burial Database. This would leave £745.00 available in website costs expenditure heading, thus creating a virement of £130.00 that would need to be found during this financial year if members chose to upgrade the website during 2015/16.

RESOLVED that the cost of £875.00 (plus VAT) be authorised in the 2015/16 financial year to upgrade the Council’s website to be mobile compatible for the general public, noting that a virement of £130.00 will need to be found.

F261. DATE OF NEXT MEETING

RESOLVED that the next meeting of the Finance, Policy & General Purposes Committee is scheduled to be held on Monday, 18 January 2016.

The meeting closed at 8.10 pm.

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

BARRY TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON MONDAY, 18 JANUARY 2016 AT 7.00 PM

PRESENT: Councillor Egan (Chairperson) together with Councillors Davey, S A Hodges and Sword.

ALSO PRESENT: Councillor Evans
Councillor N Hodges
Councillor Johnson
Councillor Kuhnell
Angie Norman – Acting Town Clerk
Mark Sims – Responsible Finance Officer
Robyn Walsh – Administration

F262. APOLOGIES FOR ABSENCE

Apologies were received from Councillors C Curtis, Drake, Payne and Pritchard.

F263. DECLARATIONS OF INTEREST

A declaration of interest was received from Councillor Egan in respect of agenda item 19 (Personnel – Senior Management Review). He advised he would leave the room whilst this item was being discussed.

F264. TO APPROVE THE MINUTES OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE'S MEETING HELD ON 19 OCTOBER 2015

RESOLVED that the minutes of the Finance, Policy & General Purposes Committee's Meeting held on 19 October 2015 be approved and signed as a correct record.

F265. TO APPROVE THE MINUTES OF THE WORKING PARTY TO REVIEW THE MANAGEMENT AND PERFORMANCE OF THE TOWN COUNCIL'S OPERATIONS HELD ON 28 OCTOBER 2015

RESOLVED that the minutes of the Working Party held on 28 October 2015 be received and noted.

F266. SCHEDULE OF PAYMENTS FOR JANUARY 2016 (FINAL)

Members were asked to consider a schedule of payments for January 2016 (final) consisting of direct debits and cheque numbers 1574 to 1585 inclusive, in the amount of £6,154.53.

The Responsible Finance Officer noted that there had been an issue with British Gas issuing credit notes and invoices and advised members that this had since been resolved.

RESOLVED that the schedule of payments for January 2016 (final) consisting of direct debits and cheque numbers 1574 to 1585 inclusive in the amount of £6,154.53 be approved, subject to the relevant papers being in order.

F267. BUDGET MONITORING REPORTS FOR DECEMBER 2015

Members were informed about the Council's income and expenditure in the 2015/16 financial year as at the end of December 2015.

RESOLVED that the budget monitoring report for December 2015, indicating actual income and expenditure up to the end of month nine in the 2015/16 financial year, noting the projected overspend of £6,141 for 2015/16 be received and noted.

F268. RECOMMENDATIONS FROM OTHER COMMITTEES

Draft Budget 2016/17

Members were provided with recommendations from the Halls, Cemeteries and Community Facilities Committee and Personnel Committee relating to the draft budget for 2016/17.

Members of the Finance, Policy & General Purposes Committee were informed that at the Halls, Cemeteries and Community Facilities Committee meeting held on 16 November 2015, members received a report on proposed future projects to be undertaken in Merthyr Dyfan Cemetery and the Pioneer Hall, the following were discussed and recommended for inclusion in the 2016/17 Draft Budget;

- i. ***That a sum of £3,500 be placed in the 2016/17 budget for the installation of CCTV in Merthyr Dyfan Cemetery to cover the internal and external areas of the garage.***

Members supported the recommendation.

- ii. ***That a sum of £7,000 be placed in the 2016/17 budget for the installation of in-ground lights, the removal of three trees and the reduction of two trees in Merthyr Dyfan Cemetery to up-light the chapel.***

Members supported the recommendation.

- iii. ***That an additional £3,000 be added to the Pioneer Hall property maintenance expenditure heading for 2016/17 for the replacement of all the remaining light fittings to LED fittings and the installation of occupancy fittings in the washrooms and back store rooms.***

Councillor Egan advised that he was happy to support the recommendation, providing quotes were amended to include the

fitting of motion sensors in the main hall also. He noted that this would mean a slight increase in the requested amount.

Members supported the recommendation.

- iii. ***That a sum of £10,000 be placed into a new expenditure heading on an annual basis with effect from 2016/17 to create a new Plant and Machinery Replacement Reserve to provide funds to assist in the replacement of cemetery plant in future years to come, subject to this figure being either reduced or increased in future years.***

Councillor S Hodges queried if it was anticipated that Council would have “new money” or were the monies being moved from a different budget?

The Responsible Finance Officer responded that in effect Council would be creating a new budget heading and so it would be considered “new money”.

Members supported the recommendation.

- iv. ***That an additional sum of £3,000 be placed in the 2016/17 budget for the installation of CCTV in the Cemetery Approach Gardens on completion.***

Councillor S Hodges noted her support of the recommendation, subject to an appropriate policy for the CCTV’s use being put in place. Councillor Egan advised that Council may need to consider purchasing signage also, to make members of the public aware that CCTV is in use.

Members supported the recommendation.

Members of the Finance, Policy & General Purposes Committee were informed that at the Personnel Committee meeting held on 23 November 2015, members received a report regarding future staffing at Cemetery Approach, the following was discussed and recommended for inclusion in the 2016/17 Draft Budget;

- v. ***That the necessary exercise is carried out to include at least one full time member of staff to maintain Cemetery Approach and that a sum of £19,300 be included in the cemetery salaries for 2016/17 budget.***

Councillor Egan queried if the necessary work had been undertaken to ensure there was an actual need for an additional staff member.

The Acting Town Clerk advised that the recommendation was to simply set aside a potential budget and that the Personnel Committee had agreed when making the recommendation there was further research that would need to be carried out prior to any formal recommendation being made.

Members supported the recommendation.

- vi. ***That a 2% increase to the cemetery fees and charges for 2016/17 be applied.***

Members supported the recommendation.

- vii. ***That a 2% increase to the Pioneer Hall charges for the 2016/17 financial year be applied.***

Members supported the recommendation.

RESOLVED:

1. That a sum of £3,500 be placed in the 2016/17 budget for the installation of CCTV in Merthyr Dyfan Cemetery to cover the internal and external areas of the garage.
2. That a sum of £7,000 be placed in the 2016/17 budget for the installation of in-ground lights, the removal of three trees and the reduction of two trees in Merthyr Dyfan Cemetery to up-light the chapel.
3. That an additional £3,000 be added to the Pioneer Hall property maintenance expenditure heading for 2016/17 for the replacement of all the remaining light fittings to LED fittings and the installation of occupancy fittings in the washrooms and back store rooms, subject to additional quotes being sought for motion sensors being installed in the main hall also.
4. That a sum of £10,000 be placed into a new expenditure heading on an annual basis with effect from 2016/17 to create a new Plant and Machinery Replacement Reserve to provide funds to assist in the replacement of cemetery plant in future years to come, subject to this figure being either reduced or increased in future years.
5. That an additional sum of £3,000 be placed in the 2016/17 budget for the installation of CCTV in the Cemetery Approach Gardens on completion.
6. That the necessary exercise is carried out to include at least one full time member of staff to maintain Cemetery Approach and

that a sum of £19,300 be included in the cemetery salaries for 2016/17 budget.

7. That a 2% increase to the cemetery fees and charges for 2016/17 be applied.
8. That a 2% increase to the Pioneer Hall charges for the 2016/17 financial year be applied.

F269. DRAFT BUDGET 2016/17

Members were provided with the draft budget for 2016/17.

The Responsible Finance Officer asked members to consider the following amendments to the 2016/17 budget;

- Off-setting £1,000 from General Salaries Contingency (resulting in a reduction from £12,000 to £11,000) to Other Professional Fees (resulting in an increase from £4,000 to £5,000).
- Increasing Legal Fees from £6,000 to £10,000.

Councillor Egan agreed that it would be wise to increase the Legal Fees rather than wait and be forced to use reserves.

Councillor N Hodges noted that Council may also need to consider setting aside a budget for the purchase of new office furniture should the Council move offices.

Councillor Egan responded that Council would still be required to give notice, with money being available in general reserve should anything unexpected occur.

The Responsible Finance Officer advised members of the following changes that had been made to the draft budget due to the decisions made in the previous agenda item;

Additional funding for CCTV for cemetery garage area	£3,500
Additional funding to up-light the Cemetery Chapel	£7,000
Additional funding to create a new Plant and Machinery Replacement Reserve	£10,000
Additional funding for CCTV for Cemetery Approach Gardens	£3,000
Additional funding for replacement lights and occupancy fittings at the Pioneer Hall	£3,000
Additional funding for a full time employee to maintain Cemetery Approach Gardens	£19,300
Total	£45,800

Members were informed that the information contained within the report was the projected out-turn for 2015/16, as at 31 December 2015, and the draft budget for 2016/17 for their consideration. The projected out-turn for 2015/16 resulted in a surplus of £112,759 being transferred to reserves rather than the original intention to transfer £118,900 to reserves. It was proposed that the surplus for the year, currently projected to be £112,759, be transferred to the general reserve, increasing the reserve from £257,715 to £370,474, at the year end.

Members were also informed that the Cemetery Improvement Reserve had a balance of £59,117 on 1 April 2015 with repairs to the Cemetery Chapel carried out during the year at a total cost of £40,282 that reduced the Cemetery Improvement Reserve to £18,835 with approximately £2,500 being added to the reserve from Cemetery Improvement Fees charged on new burials. It was proposed to members that any unspent amounts in the MD Cemetery/Tree work expenditure heading, the MD Cemetery/Cemetery Roads Maintenance expenditure heading and the Special Projects Water Pipe Survey/Invest to Save expenditure heading be transferred to the Cemetery Improvement Reserve at the year end. Officers also requested the Sweeper Equipment budget heading be included.

The Responsible Finance Officer also advised that the draft budget comprised gross expenditure of ~~£1,010,021~~, amended to £1,059,821 with income from services amounting to £146,743, which produced a net expenditure budget of ~~£863,278~~, amended to £913,078 with the additional items from the Halls, Cemeteries and Community Facilities Committee and Personnel Committee. If the precept requirement for 2016/7 remained the same as 2015/16 of £968,457 this would leave an amount of ~~£105,479~~, £55,379 (amendment with the additional items from the Halls, Cemeteries and Community Facilities Committee and Personnel Committee) for members to consider relating new projects/initiatives or add to reserves.

Members were informed that the Vale of Glamorgan Council had advised that there would be a slight increase in the tax base for Barry from £18,882 (2015/16) to £19,212 (2016/17).

Councillor Egan proposed that Committee agree to recommend to a meeting of Full Council of increasing the precept from £968,457 to £985,383 (being an additional £16,926) which results in the cost to a "Band D" Council-tax payer remaining at £51.29 per year.

Councillor S Hodges advised that she would support the recommendation based on the information available to her at present.

The Responsible Finance Officer advised that with the precept increasing to £985,383 this would leave an amount of £72,305 (£55,379 & £16,926) for new projects/initiatives or add to reserves.

Councillor Egan proposed that the amount be placed in the General Reserve.

RESOLVED:

1. That the 2016/17 draft budget be approved.
2. That £1,000 from the "General Salaries Contingency" expenditure heading (resulting in a reduction from £12,000 to £11,000) is offset to the "Other Professional Fees" expenditure heading (resulting in an increase from £4,000 to £5,000).
3. That the "Legal Fees" expenditure heading is increased from £6,000 to £10,000.
4. That the surplus for the year, currently projected to be £112,759, be transferred to the general reserve, increasing the reserve from £257,715 to £370,474 at the year end.
5. That any unspent amounts in the MD Cemetery / Tree work expenditure heading, the MD Cemetery / Cemetery Roads Maintenance expenditure heading, the Special Projects Water Pipe Survey / Invest to Save expenditure heading and the Sweeper Equipment expenditure heading be transferred to the Cemetery Improvement Reserve at the year end.
6. That a recommendation be made to a meeting of Full Council to be held on Monday, 8 February 2016 that the precept is increased from £968,457 to £985,383 (being an additional £16,926) which results in the cost to a "Band D" Council-tax payer remaining at £51.29 per year, with £72,305 being placed in General Reserves.

F270.

ANNUAL GRANTS GIVING EXERCISE

Members were asked to give approval for the launching of the Council's Annual Grants Giving Exercise 2016/17 and the Application for Assistance for Organisation of Celebrations to Mark the 90th Birthday of Her Majesty Queen Elizabeth II.

Application for Assistance for Organisation of Celebrations to Mark the 90th Birthday of Her Majesty Queen Elizabeth II

Councillor S Hodges requested that details of where the event is to be held and numbers attending the proposed event are included within the application.

Members queried what figure would be applied to the fund and agreed that this should be based on per person to ensure funds were distributed fairly.

Council's Annual Grants Giving Exercise 2016/17

Councillor Hardy queried if the processes identified in the Safeguarding Policy had been included within the application form?

The Acting Town Clerk responded that the Children, Young People & Vulnerable Adults Protection policy had not been formally agreed and was to be discussed later in the agenda. She advised that should Committee resolve to implement the policy, she would ensure the application form is amended to include the safeguarding processes.

Councillor S Hodges suggested that a press release is drafted and sent prior to the paid advert.

Members discussed which publication the exercise should be advertised in and agreed the Glamorgan Gem for one week only.

Councillor Kuhnell suggested that Council may wish to consider holding the Cheque Presentation Evening (in relation to the Annual Grants Giving Exercise) in larger premises. Members suggested holding it within the Pioneer Hall instead, with Councillor N Hodges also suggesting the presentation could be split over two evenings.

RESOLVED:

1. That approval be given to the documents relating to the annual grant giving exercise and Officers are authorised to proceed with the relevant advertising of the same for 2016/17.
2. That the annual grants exercise is advertised in the Glamorgan Gem for a one week period (noting that it will be displayed in both English and Welsh).
3. That a press release (in respect of the Annual Grants Giving Exercise) is drafted and sent to the Glamorgan Gem and Barry & District Newspaper prior to the paid advert.
4. That should the Children, Young People & Vulnerable Adults Protection policy be agreed, arrangements are made for the Annual Grants Giving Exercise application form to be amended as per the Council's Policy.
5. That the Application form for Assistance for the Organisation of Celebrations to Mark the 90th Birthday of Her Majesty Queen Elizabeth II is amended to include details of where the event is to be held and numbers attending the proposed event.
6. That the amount awarded to any organisation applying for assistance to organise a party for Her Majesty's 90th Birthday Celebrations is based per person.

7. That Council consider holding the Cheque Presentation Evening (in relation to the Annual Grants Giving Exercise) in a larger premises or splitting the presentation over two evenings.

F271. INTERNAL AUDIT REPORT 2015/16 (FIRST INTERIM)

Members were provided with the internal auditor's report (first interim) for 2015/16.

RESOLVED that the internal audit report (first interim) for 2015/16 be received and noted.

F272. MAYOR'S REPLICA BADGE

Members were provided with costs from three companies for providing the Mayor's replica badge.

Members discussed the different options and agreed that design 2 courtesy of Thomas Fattorini Ltd at a cost of £1,350 displayed the most value for money.

The Responsible Finance Officer advised members that by accepting the quotation from Thomas Fattorini Ltd they would also be entering into a five year contract, which members accepted.

RESOLVED that Thomas Fattorini Ltd be advised that Council wish to enter into a 5 year agreement with Thomas Fattorini Ltd producing the Mayor's Replica badge (design 2) at a cost of £1,350.

F273. CARD PROCESSING SERVICE

Members were provided with costs for providing a card processing service to accept payments to the Council via credit or debit cards.

At the request of members, the Responsible Finance Officer advised that as Lloyds Bank are the Council's current banker, he could confirm that the support received from them in the past had been excellent and he would anticipate the same standard of support could be expected with this service.

Councillor Egan noted that consideration would need to be given to the charges applied by the processing service in the 2017/18 budget.

RESOLVED that Council proceed with a card processing service provided by Lloyds Bank at a cost of £1,794 over four years.

F274. FREEDOM OF TOWN PROTOCOL

Members were provided with an amended copy of the Freedom of the Town Protocol.

Councillor S Hodges requested the following inclusion to the “Criteria for Qualification;”

- People who have achieved significant artistic/cultural/theatrical status on a world stage (e.g. Nobel Prize, Oscar etc.)

Members were advised that requests for nominations would be advertised on both the website and Council’s Twitter page.

RESOLVED:

1. That the Freedom of Town Protocol is approved and implemented, subject to the following being included in the criteria:- “People who have achieved significant artistic/cultural/theatrical status on a world stage (e.g. Nobel Prize, Oscar etc.)”
2. That requests for nomination for Freedom of Town are advertised on both the Council’s website and Twitter page.

F275. RECOMMENDATIONS FROM OTHER COMMITTEES

Members were provided with two new policies “Bring Your Own Device” and “Safeguarding Children, Young People and Vulnerable Adults” for their consideration.

Councillor Egan advised that a review date would need to be included and advised that this should be done on a regular basis.

RESOLVED that the two new policies “Bring Your Own Device” and “Safeguarding Children, Young People and Vulnerable Adults” are approved and implemented, subject to approval from the relevant unions, including a review date.

F276. DISPOSAL OF SURPLUS COMPUTERS

Members were advised of surplus items of computer equipment and their views were sought on how to dispose of them.

They were advised that a number of old computers and monitors are stored in the basement taking up much needed space.

If members chose to dispose of them, members were made aware that for each of the hard disk drives to be wiped clean of all software and files, it would take one hour of the Council’s ICT consultant’s time

charged at £35 per hour, equating to £175 plus VAT if all five that were stored were wiped.

The Responsible Finance Officer advised that a member of staff had shown an interest in purchasing one of the computers.

Councillor Egan suggested that Officers contact the Glamorgan Voluntary Service to enquire if there were any charities who may be interested in receiving them.

Councillor N Hodges suggested that the staff member interested in purchasing a computer could be charged the cost of wiping the computer clean (£35 + £7 VAT chargeable due to disposal of an asset).

RESOLVED:

1. That all five computers are wiped clean by the Council's ICT consultant at a cost of £175 plus VAT.
2. That if a staff member is interested in purchasing a computer, they be charged the cost of wiping the computer clean (£42)
3. That Glamorgan Voluntary Services are contacted to enquire if they know of any charities who may be interested in receiving them and Officers apply a relevant timescale to this, with the computers being disposed of at the local refuse/recycling tip should no organisations claim them.

F277. USE OF TOWN CREST REQUEST

Members were requested to give consideration to a recent request from the Barry and District Scooter Club for permission to use the Council's coat of arms in their "club cog".

RESOLVED that permission be granted to the Barry and District Scooter Club to use the Council's coat of arms in their "club cog".

F278. DATE OF NEXT MEETING

RESOLVED that the next meeting of the Finance, Policy & General Purposes Committee is scheduled to be held on Monday, 21 March 2016.

F279. EXCLUSION OF THE PRESS AND PUBLIC

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

Councillor Egan left the meeting.

F280. RECOMMENDATION FROM OTHER COMMITTEES

Personnel – Senior Management Review

In the absence of the Chair and Vice-Chair, Councillor Sword was nominated to chair the remainder of the meeting.

Members were requested to give consideration to a request from the Personnel Committee that funding be agreed for the purpose of carrying out a review of the Council's current management structure.

RESOLVED that the appointment of One Voice Wales at a cost of £3,187.50 plus VAT to carry out the review of the Council's current management structure and three remaining office staff be approved.

The meeting closed at 8.10 pm.

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

BARRY TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON MONDAY, 21 MARCH 2016 AT 7.00 PM

PRESENT: Councillor Egan (Chairperson) together with Councillors C Curtis, Davey, S A Hodges and Pritchard.

ALSO PRESENT: Councillor N Hodges
Mark Sims – Responsible Finance Officer
Robyn Walsh – Administration

F281. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Drake and Payne

The Responsible Finance Officer made members aware of the funeral arrangements for a former Barry Town Councillor; Emlyn Williams.

F282. DECLARATIONS OF INTEREST

The following declarations were received;

Councillor	Agenda Item	Reason	Comments
Councillor Davey	Agenda Item 5 (Barry Beavers Disabled Swimming Club)		Did not leave the room.
Councillor Egan	Agenda Item 8(c) – One Voice Wales “Health Check” request	Brother is an employee of One Voice Wales.	Advised he would leave the room while the item was discussed.
Councillor N Hodges	Agenda Item 5 (Valeways)	Will be involved in proposed event at Merthyr Dyfan Cemetery.	Advised he would leave the room while the item was discussed.
Councillor S Hodges	Agenda Item 5 (Valeways)	Will be involved in proposed event at Merthyr Dyfan Cemetery.	Advised she would leave the room while the item was discussed.
Councillor Pritchard	Agenda Item 5 (Motion Dance & Barry District Scouts)		Did not leave the room.

F283. TO APPROVE THE MINUTES OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE'S MEETING HELD ON 18 JANUARY 2016

Members were advised of the following updates in relation to the action sheet;

F270 (7) - Members were advised that as Council had not received as many applications as in previous years it may be acceptable to continue the practice of presenting all cheques in one evening this year as oppose to splitting the presentation over two evenings.

F273 - Members were advised that Council were now in receipt of the card processing terminal and had taken the first card payment that day.

F276 (1)-(3) - Members were advised that all five computers had now been wiped clean by the Council's ICT consultant and that the Glamorgan Voluntary Services had also been contacted and had requested further information that the Responsible Finance Officer was currently in the process of providing. He also advised that one computer was being utilised by the agency worker and one had been sold at the recommended cost of £42.

RESOLVED that the minutes of the Finance, Policy & General Purposes Committee's Meeting held on 18 January 2016 be approved and signed as a correct record.

F284. TO APPROVE THE MINUTES OF THE WORKING PARTY TO REVIEW THE MANAGEMENT AND PERFORMANCE OF THE TOWN COUNCIL'S OPERATIONS HELD ON 9 MARCH 2016

Members were asked to consider recommendations contained therein.

RESOLVED:-

High Street Christmas Lights

1. That Council commit to continue funding the High Street Christmas Lights for a further 3 years.
2. That the contract to supply the lights at both High Street and the Council Offices should go out to tender to show best value for money, as per Council policy.
3. That the following primary schools are contacted; High Street, Romily and Barry Island to enquire if they would like to receive the winning lights from previous years to display at their school (bearing in mind two pupils from two different schools had won the "design-a-light" competition last year and so this light would need to be offered to both schools on a rolling basis).

Promotional Videos to Promote Barry

4. That the videos remain on YouTube.
5. That the Wales Tourism Centre be contacted to enquire if they would like to use the videos.
6. That a TV screen is purchased to be installed in the main reception area to play the videos and promote past and future Barry Town Council/Mayoral events.

Barry Dementia Friendly Community

7. That dependent upon the response received from Chris Collins in respect of the number of anticipated attendees, that this Council agrees in principal to allowing either the use of the Council Chamber or pays for the use of the Glamorgan Suite, subject to costs for the purpose of a public meeting to engage with local businesses, shops and supermarkets to raise awareness and make provision for dementia suffered in Barry and this decision should be made by the Leader of Council should time limits not allow for a decision to be made by a meeting of Council.

Heart Screening for the Young

8. That Bryan Foley write to Jennifer Hill (Director of Learning and Skills at the Vale of Glamorgan Council) requesting her to contact Comprehensive Schools within Barry informing them of the initiative and to enquire if they would have the facilities to aid it.
9. That Council advertises the initiative on the Council's website and Twitter feed.

Wales & The Queen's 90th Birthday Beacons

10. That Council do not support the "Birthday Beacons" for the 90th birthday of Queen Elizabeth II due to the fact that as Council do not own any land we do not have the resources to facilitate this venture.
11. That the minutes of the Review Working Party's meeting held on 9 March 2016 be received and noted.

F285. GRANTS AND DONATIONS 2016/17

Members were provided with applications from various organisations requesting grant assistance.

Members were advised that in past years Council had received a number of grant applications from a variety of organisations. Many of

which would qualify for funding under alternative sections within the powers available to Community Councils. Therefore, Officers suggested that the method of awarding grants be changed to take this into consideration and that members give consideration to applications received under each section of the Local Government Act 1972 other than Section 137 where available.

Members were advised that the Responsible Finance Officer would need to make adjustments to budget headings within the Council's budget for 2016/17 and future years to take this into account, but it would be a case of moving funds around and would not incur any increase in the budget costs.

The committee considered 37 applications for financial assistance which were split into the various powers available to Council as detailed in the appendices attached to the Acting Town Clerks report.

Councillors agreed that any organisations that had not provided all the necessary paperwork to meet the eligibility criteria would not be awarded a grant.

Members agreed that nationally based organisations or organisations based outside of Barry would not be awarded a grant unless their applications specifically related to a project or service provided for the benefit of residents in Barry.

Members were made aware that purchasing items on behalf of organisations was to be suspended until such time that the legality of this practice could be sought.

RESOLVED:-

1. That the practice of purchasing items on behalf of organisations be suspended until such time clarification on the legality of this practice could be sought.
2. That in accordance with the provisions of section 137, 144 & 145 of the Local Government Act 1972 and Section 19 of the Local Government (Miscellaneous Provisions) Act 1976; Grants are awarded as follows:-

<u>Organisation</u>	<u>Amount Awarded (£)</u>
<u>Section 137 Local Government Act 1972</u>	
1. 372 (Barry Squadron Air Training Corps)	400
2. Amelia Trust Farm	1000
3. Barrivale Community Aid	250
4. Barry Camera Club	150
5. Barry Milk Mates	200
6. Bethel Baptist Church	200
7. Bridgend Samaritans	100

8. Coastlands Family Church	400
9. Compass Residents Association	150
10. Crossroads in the Vale	300
11. Gibbonsdown Resident Board	190
12. Nell's Point Barry Island Station	240
13. Royal Air Forces Association Barry Branch	200
14. The Vale Parent/Child Homework Support Club	100
15. ValePlus	500
16. Wenvoe Play Group	-

Section 144 Local Government Act 1972

17. Art4U	200
18. Barry & District Chrysanthemum Society	100
19. Barry at War Group	250

Section 145 Local Government Act 1972

Sub-section (a)

20. Barry Community Choir	230
21. Barry Male Voice Choir	500
22. Music in the Vale	250
23. The Amy Britten Singers	200
24. Vale Voices	300

Sub-section (d)

25. Vale of Glamorgan Brass Band	300
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Section 19 Local Government (Miscellaneous Provisions) Act 1976 - Sub-section 3 (a)

26. Barry Athletic Cricket Club	300
27. Barry Athletic Football Club	500
28. Barry Beavers Disabled Swimming Club	450
29. Barry Chess Club	119
30. Barry District Scouts	1000
31. Barry Veterans Bowls Club	150
32. Cadoxton Imps AFC	300
33. Glamorgan Artistic Roller Skating Club	450
34. Motion Club Dancing	400
35. Ocean Watersports Trust	-
36. Porthkerry Wildlife Group	200
37. ValeWays	2000

Total - £12,579

Additional Information for grants that meet the Councils Criteria;

Application No. 4 (Barry Camera Club)

- i. That a grant of £150 be awarded to Barry Camera Club subject to the Mayor presenting the award.

Application No. 15 (ValePlus)

- ii. That a grant of £500 be awarded to ValePlus subject to the Mayor presenting the certificates.

Application No. 16 (Wenvoe Playgroup)

- iii. That a grant is not awarded to Wenvoe Playgroup.

Application No. 17 (Art 4 U)

- iv. That a grant of £200 is awarded to Art 4 U in support of the "Celebration of the Sky" event.

Application No. 19 (Barry at War Group)

- v. That a grant of £250 be awarded to Barry at War subject to the Town Council's crest being displayed on the promotional banners.

Application No. 22 (Music in the Vale)

- vi. That a grant of £250 be awarded to Music in the Vale subject to the Mayor presenting an award.

Application No. 30 (Barry District Scouts)

- vii. That a grant of £1000 be awarded to Barry District Scouts subject to the Council receiving full recognition for their support and the club looks into holding an event to showcase the paddles in the form of a race that can be enjoyed by members of the public.

Application No. 35 (Ocean Watersports Trust)

- vii. That a grant not be awarded to the Ocean Watersports Trust at this time and instead the organisation is contacted to enquire if a meeting could be held on their premises at the end of May at 6 pm to discuss their application/proposal further.

RESOLVED:-

- 3. That each organisation making application be informed of the Committee's decision accordingly, in writing, and that they be advised of a date for this year's ceremony which will be set once the new Town Mayor has been elected for 2016/17.

4. That Ocean Watersports Trust are contacted to enquire if a meeting could be held on their premises at the end of May at 6 pm to discuss their application/proposal further.

F286. SCHEDULE OF PAYMENTS FOR MARCH 2016

Members were provided with the schedule of payments for March 2016 consisting of direct debits and cheque numbers 1640 to 1663 inclusive, in the amount of £22,784.27.

The following cheque was queried;

Cheque No.	Supplier	Description	Net	VAT	Query
1643	Vale of Glamorgan Council	Security charges for attending two alarm activations	32.56	6.52	A query was raised as to why cheque 1644 did not include VAT.
1644	Vale of Glamorgan Council	Security charge for attending alarm activation	32.56	0.00	Members requested that the Responsible Finance Officer gain clarification on this.

RESOLVED:-

1. That the Responsible Finance Officer clarify if the absence of VAT in respect of cheque 1644 is correct.
2. That the schedule of payments for March 2016 consisting of direct debits and cheque numbers 1640 to 1663 inclusive, in the amount of £22,784.27 be approved subject to the relevant paperwork being in order.

F287. BUDGET MONITORING REPORTS FOR DECEMBER 2015

Members were informed about the Council's income and expenditure in the 2015/16 financial year as at the end of February 2016.

Councillor C Curtis queried the variance in the expected and projected income for salaries.

The Responsible Finance Officer responded that the salary income was expected to overspend due to the unexpected financial implication of the Deputy Town Clerk currently acting as the Town Clerk and a new member of staff at being employed at the Cemetery.

RESOLVED that the budget monitoring report for February 2016, indicating actual income and expenditure up to the end of month eleven in the 2015/16 financial year, noting the projected overspend of £13,328 for 2015/16 be received and noted.

F288.

RECOMMENDATIONS FROM OTHER COMMITTEES

Personnel Committee

a. **New Policy – Workplace Mental & Emotional Health & Wellbeing policy**

Members were provided with a potential new staff policy in respect of Workplace Mental and Emotional Health & Well-being and were asked to accept the Personnel Committee's recommendation that the policy is approved and implemented.

b. **Policy Review**

Members were advised that a number of staff policies were reviewed noting that the Alcohol & Substance Misuse Policy, Equal Opportunities Policy and the Health & Safety Policy had minor changes. Members were asked to approve the policies and any amendments.

7.50 pm – Councillor Egan left the room.

c. **Request for One Voice Wales to undertake a “Health Check” of the Town Council’s Health & Safety Policy & Procedure**

Members were advised of a recommendation made by the Personnel Committee that One Voice Wales are asked to undertake a “Health Check” on the Council's Health & Safety Policy & Procedures to ensure they are fit for purpose, subject to costings, and that the Council's process in respect of their risk assessments be checked at the same time to ensure that they are aligned with the Health & Safety Policy & Procedure.

RESOLVED:-

1. That the introduction of a Workplace Mental and Emotional Health & Well-being Policy be approved, taking into account the Five Ways of Well-being.
2. That the staff policies reviewed during 2016 including the minor changes to the Alcohol & Substance Misuse Policy, Equal Opportunities Policy and the Health & Safety Policy be approved.
3. That One Voice Wales are asked to undertake a “Health Check” on the Council's Health & Safety Policy &

Procedures to ensure they are fit for purpose, subject to costings, and that the Council's process in respect of their risk assessments be checked at the same time to ensure that they are aligned with the Health & Safety Policy & Procedure.

7.55 pm – Councillor Egan returned to the room.

F289. HM QUEEN ELIZABETH II 90TH BIRTHDAY COMMEMORATIVE MEDAL FOR SCHOOLS AND COUNCILS

Councillors were provided with information in relation to correspondence received from Tower Mint Ltd in respect of a HM Queen Elizabeth II 90th Birthday Commemorative Medal available for schools and councils to purchase.

Councillor S Hodges made members aware that should Council opt to present every pupil in Barry with this commemorative medal then there would be financial implications of approximately £14,000.

RESOLVED that Council do not purchase the HM Queen Elizabeth II 90th Birthday Commemorative medals.

F290. DATE OF NEXT MEETING

RESOLVED that the next meeting of the Finance, Policy & General Purposes Committee is scheduled to be held on Monday, 11 April 2016.

F291. EXCLUSION OF THE PRESS AND PUBLIC

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

F292. TENDER REPORT

Members were advised of the outcome of the tender process in respect of the works to up-light the cemetery chapel and also to improve the drying facilities in the staff room.

RESOLVED:-

1. That the recommendation from Councillors Egan and N Hodges that Company No. 2 be awarded the contract to carry out the works to up-light the cemetery chapel and to ventilate the drying area in the staff mess room be approved.

2. That Officers authorise Lapider Ltd to advise Company No. 2 that they have been successful and that Lapider Ltd provide the necessary contract documents.
3. That the works be scheduled to commence after 1 April 2016, as they are to be financed from the 2016/17 budget with the overspend being financed from the Cemetery Improvement Reserve budget.

F293.

RECOMMENDATIONS FROM OTHER COMMITTEES

Personnel Committee

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

Members were provided with information on staff currently being paid below the proposed National Living Wage of £7.20 per hour and requested to give consideration to the information contained within the report.

Members were advised that at the meeting of the Personnel Committee it was felt that consideration should be given to the Personnel Committee having delegated powers to agree payments such as that above to avoid delays whereby it is currently a requirement that Personnel consider and recommend to a further committee that these payments be made, when it is a matter of legislation that they should be paid.

RESOLVED:-

1. That in the absence of an agreement in respect of a pay award for local government employees, Council authorise officers to make arrangements to ensure that one member of staff currently being paid less than the proposed National Living Wage of £7.20 be paid this with effect from 1 April 2016, to ensure that Barry Town Council is compliant with legislation.
2. That consideration be given, at the Annual Meeting, to a change in the delegated powers given to the Personnel Committee within their Terms of Reference, to include a further power along the lines of the following:-

“To authorise officers to pay any member of staff in receipt of less than a proposed amendment to the National Living Wage accordingly to ensure the Council is compliant with legislation.”

The meeting closed at 8 pm.

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

BARRY TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON MONDAY, 11 APRIL 2016 AT 7.00 PM

PRESENT: Councillor Egan (Chairperson) together with Councillors C Curtis, Davey, S A Hodges and Payne.

ALSO PRESENT: Councillor N Hodges
Councillor Kuhnell
Mark Sims – Responsible Finance Officer
Robyn Walsh – Administration
James Adshead – Temporary Finance Clerk

F294. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Drake and Pritchard.

F295. DECLARATIONS OF INTEREST

A declaration of interest was received from Councillor Egan in respect of agenda item 11; Review of Health and Safety Policies and Risk Assessments due to his brother being an employee of One Voice Wales.

F296. TO APPROVE THE MINUTES OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE'S MEETING HELD ON 21 MARCH 2016

RESOLVED that the minutes of the Finance, Policy & General Purposes Committee's Meeting held on 21 March 2016 be approved and signed as a correct record.

F297. GRANTS AND DONATIONS 2016/17 – QUEEN'S 90TH BIRTHDAY

Members were provided with an application from residents requesting grant assistance for celebrations to mark the 90th Birthday of Her Majesty Queen Elizabeth II.

Councillor S Hodges queried if a formula for awarding grants had been agreed and which budget the grants would be sourced from.

The Responsible Finance Officer responded that a formula had not previously been agreed and the grants would be awarded from Section 137 monies.

Councillor S Hodges suggested, with members agreeing that using a formula of £2 per head that the application should receive a grant of £600.

RESOLVED:-

1. That the formula of £2 per head be used in future when considering applications in respect of grant assistance for celebrations to mark the 90th Birthday of Her Majesty Queen Elizabeth II.
2. That in accordance with Section 137 of the Local Government Act 1972 the applicant be awarded £600 (300 people @ £2 a head).
3. That the applicant be informed of the Committee's decision accordingly, in writing, and they be advised of a date for this year's ceremony which will be set once the new Town Mayor has been elected for 2016/17.

F298. SCHEDULE OF PAYMENTS FOR APRIL 2016

Members were provided with the schedule of payments for April 2016 consisting of direct debits and cheque numbers 1680 to 1693 inclusive, in the amount of £10,361.50.

The Responsible Finance Officer made members aware of an amendment to the schedule in respect of cheque number 1689;

Cheque No.	Supplier	Description	Net	VAT
1689	Jonathan Edwards & Son	Grass Cutting and flail hedge at M.D.B.G	£240 £200	£48 £40

Members were advised that with the amendment to cheque number 1689 the new total amount would be **£10,313.50**.

RESOLVED that the schedule of payments for April 2016 consisting of direct debits and cheque numbers 1680 to 1693 inclusive, in the amount of £10,313.50 be approved subject to the relevant paperwork being in order.

F299. BUDGET OUT-TURN REPORT FOR MARCH 2016

Members were informed about the Council's income and expenditure in the 2015/16 financial year as at the end of March 2016 noting that information processed up to 30 March 2016 is included.

Members were advised of the projected out turn for the current financial year detailing anticipated overspends and under-spends on various budget headings currently projecting an underspend of £73,237, which would result in an amount of £192,137 being transferred to reserves rather than an original intention of £118,900 to reserves.

Councillor S Hodges queried what the total reserve figure including the amount of £192,137 would be?

The Responsible Finance Officer responded that he was unable to provide Councillor S Hodges with an immediate answer, but would email all members accordingly when he did.

Councillor S Hodges expressed previous concerns that too much money was being placed into reserves, rather than being utilised to fund different schemes/initiatives. She noted that Council must look to the future to show the public that we are value for money.

Councillor Egan responded that the Internal Auditors Report contained a note that money had been identified in the Council's reserve and Council need to make a plan for the money. He suggested that the Corporate Plan could be utilised to incorporate potential schemes.

RESOLVED:-

1. That the Responsible Finance Officer emails all members with a response to the query raised by Councillor S Hodges.
2. That the budget monitoring report for March 2016, indicating actual income and expenditure up to the end of month twelve in the 2015/16 financial year, noting the projected underspend of £73,237 for 2015/16 be received and noted.
3. That the virements for the financial year 2015/16 in the amount of £27,702 be approved.

F300. INTERNAL AUDIT REPORT (2ND INTERIM VISIT FOR 2015/16)

Members were provided with the internal auditor's report (interim update) for 2015/16 following their second visit on 18 March 2016.

Councillor Egan stated that he was pleased with the report and only a minor issue had been identified in respect of an unpaid Pioneer Hall invoice. However it was considered that no formal recommendation was warranted and the Responsible Finance Officer advised that this had now been rectified.

It was also identified that Council should look to considering projects that could be utilised by the reserves.

Councillor Egan suggested that the reserve could potentially be utilised to fund the community building at Cemetery Approach and it would be useful to discuss future projects when discussing the Corporate Plan.

RESOLVED that the Internal Audit Report (interim update) for 2015/16 be received and noted.

F301.

BARRY YOUTH ACTION

Members were advised of a funding requirement for the Barry Youth Action.

Members were made aware that Ve Van de Vorde (Youth Participation Officer at the Vale of Glamorgan Council) had advised that the Youth Service would not bill the Town Council for the financial year 2015/16 as they had not spent the full amount for the previous year (2014/15) due to the slow start of the group and because they have not undertaken a residential weekend away yet.

They would like the Town Council to consider exploring the possibility of utilising a percentage of the yearly financial contribution towards staffing as currently the Youth Service staffing contribution allocates six hours per week for thirty seven weeks only. In light of continuous financial pressures on the Youth Service and the increasing demand for undertaking more activities and meetings with Barry Youth Action members they would like to explore whether this would be feasible.

Officers obtained advice on whether Council are able to provide funding in relation to staffing and the advice was that Council can facilitate their request under Section 142 (2A) of the Local Government Act 1972 that states:-

“A local authority may assist voluntary organisations to provide for individuals-

- a) Information and advice concerning those individuals' rights and obligations; and
- b) Assistance, either by the making or receiving of communications or by providing representation to or before any person or body, in asserting those rights or fulfilling those obligations.”

Councillor Egan expressed his concern at the request and noted that the staff were employed by the Vale of Glamorgan Council and this Council cannot subsidise their wage without them being answerable to the Town Council. He advised that he may consider other ways of helping the service, but would require further information before being able to commit to future funding.

Councillor S Hodges suggested that a further report detailing figures, how money has previously been spent and any future plans the service may have be made available to members at a future meeting, when further discussions can be held regarding potential aid the Council may be able to provide.

RESOLVED:-

1. That the Youth Service are contacted and it be made clear that the Town Council will not enter into an agreement to fund an employee's wage.
2. That the Youth Service are contacted and asked to provide further details in respect of how funds have previously been spent and any future plans the service may have and these detailed figures be made available to members at a future meeting, to allow further discussions regarding potential aid the Council may be able to provide.

F302. DATE OF NEXT MEETING

RESOLVED that 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.

F303. EXCLUSION OF THE PRESS AND PUBLIC

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

7.25 pm – Councillor Egan left the room.

F304. REVIEW OF HEALTH AND SAFETY POLICIES AND RISK ASSESSMENTS

In the absence of Councillor Egan it was agreed that Councillor C Curtis would chair the remainder of the meeting.

Members were provided with details of costs in respect of One Voice Wales carrying out a review of the Council's Health & Safety Policies and to ensure that they work alongside the Council's Risk Assessments.

Councillor S Hodges queried if there had been a particular incident that had instigated this review?

The Responsible Finance Officer responded that there had not been and it had been as a result of the recent policy reviews.

Councillor C Curtis queried when the last Health & Safety Review was?

The Responsible Finance Officer responded that he was not sure when the last one took place, but they are reviewed every three years.

RESOLVED that the quotation from One Voice Wales (3 days at £375 per day = £1,125) be accepted and Officers are authorised to instruct One Voice Wales to proceed with the Health Check on the Council's Health & Safety Policies & Procedures and also to ensure that these are aligned with the Council's Risk Assessments.

The meeting closed at 7.30 pm.

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

BARRY TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON MONDAY, 25 JULY 2016 AT 7.00 PM

PRESENT: Councillor Pritchard (Chairperson) together with Councillors Curtis, Davey, Drake, and S A Hodges.

ALSO PRESENT: Councillor N P Hodges - Observer
Councillor Hardy - Observer
Angie Norman – Acting Town Clerk
Julie Hurd – Mayor’s Secretary

F305. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Payne.

F306. DECLARATIONS OF INTEREST

A declaration of interest was received from Councillor S A Hodges in respect of agenda item 9; Grants & Donations 2015/16 due to her being a school governor at Ysgol Gymraeg Gwaun y Nant.

F307. TERMS OF REFERENCE

RESOLVED the terms of reference be approved and noted.

F308. TO APPROVE THE MINUTES OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE’S MEETING HELD ON 11 APRIL 2016

RESOLVED that the minutes of the Finance, Policy & General Purposes Committee’s meeting held on 11 April 2016 be approved and signed as a correct record.

F309. 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 AND 11 JULY 2016 – AND TO GIVE CONSIDERATION TO RECOMMENDATIONS CONTAINED THEREIN

RESOLVED:-

1 That the minutes of the meeting of the Working Party to Review the Management and Performance of the Town Council’s Operations held on 20 June 2016 be noted, and that the following amendment be referred back to the Working Party:

“that an amendment be made throughout the minutes to change Julie Brady to Julie Grady”.

- 2 That the minutes of the meeting of the Working Party to Review the Management and Performance of the Town Council's Operations held on 11 July 2016 be noted
- 3 That the Acting Town Clerk be requested to speak with the Responsible Finance Officer to clarify the outcome of minute no. 181 in respect of the Ocean Watersports Trust Presentation to establish whether it was agreed that further discussions would be entered into in respect of the Council providing Trustees.

F310. SCHEDULE OF PAYMENTS FOR JULY 2016 (FINAL)

Members were asked to consider a schedule of payments for July 2016 (Final) consisting of direct debits and cheque numbers 1875 to 1898 inclusive, in the amount of £155,305.94

The Acting Town Clerk made members aware of two additional cheques that had not been included in the schedule;

1899	-	Petty Cash	-	£259.06
1900	-	One Voice Wales	-	£320

With the additional payments, the total amount for July (Final) was amended to **£155,885**.

RESOLVED that the schedule of payments for July 2016 (Final) consisting of direct debits and cheque numbers 1875 to 1900 inclusive, in the amount of £155,885 be approved, subject to the relevant papers being in order.

F311. INTERNAL AUDIT REPORT 2015/16 (FINAL)

Members were provided with the internal auditor's report (final) for 2015/16 following their third visit on 14 June 2016.

RESOLVED:-

- 1 That the internal audit report for 2015/16 (Final Update) be received and noted.
- 2 That the appointment of Auditing Solutions Ltd as internal auditor for 2016/17 be approved but that clarification on this appointment be sought from the Responsible Finance Officer on his return.

F312. BUDGET MONITORING REPORTS FROM 1 APRIL TO 30 JUNE 2016

Members were informed of the Council's income and expenditure in the 2016/17 financial year as at the end of June 2016.

RESOLVED that the budget monitoring report for June 2016, indicating actual income and expenditure up to the end of month three in the 2016/17 financial year, noting the projected overspend of £80,745 for 2016/17 be received and noted.

F313. GRANTS & DONATIONS 2015/16

Members were provided with applications from the following organisations requesting grant assistance:-

- 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
- f. Atal y Fro

RESOLVED:-

1. That in accordance with the provisions of section 137, 144 & 145 of the Local Government Act 1972 and Section 19 of the Local Government (Miscellaneous Provisions) Act 1976;

Grants are awarded as follows:-

- a. 5th Barry Sea Scouts be awarded the sum of £978.
 - b. Baruc Art Group be awarded the sum of £125.
2. That grants not be awarded to the following:-
 - c. That the application in respect of Goldies Cymru be deferred to the next meeting of the Finance, Policy & General Purposes Committee to allow for Officers to investigate the application further.
 - d. That Shelter Cymru be invited to give a presentation at a future meeting of the Working Party to Review the Management and Performance of the Town Council's Operations and that the presentation is focused around how Shelter Cymru relates to Barry, with a breakdown on figures relating to the support given to Barry residents.
 - e. That a letter be sent to Ysgol Gymraeg Gwaun y Nant and Oakfield Primary School informing them that Barry Town Council were not in a position to support the application financially, but that they would write to the Vale of Glamorgan Council supporting the installation of the gates and that a letter be sent to the Vale of

Glamorgan Council in support of the installation of the gates at Ysgol Gymraeg Gwaun y Nant and Oakfield Primary School.

- f. That further information be requested from Atal y Fro providing a breakdown of costs for each session taking into account how many hours they wish to provide, when these would be provided and the cost per hour.
3. That once the new Town Clerk is in post, the criteria and future grant policy be investigated.
4. That the practice of purchasing items on behalf of organisations be approved in accordance with guidance provided in VAT Notice 749.

F314. RECOMMENDATIONS FROM OTHER COMMITTEES

Members were provided with five new policies for consideration.

- a. Draft Pay Policy
- b. Draft Working Time Policy
- c. Draft Environmental Policy
- d. Draft Health and Safety Policy and Draft Fire Safety Policy
- e. Draft Honorarium Policy

RESOLVED:-

a. Draft Pay Policy

Members queried the reason for the omission of point 5 from the Pay Policy and requested a copy of it be forwarded to members.

1. That the Draft Pay Policy be approved, subject to Union approval.
2. That the Acting Town Clerk email a copy of the omitted point 5 from the Draft Pay Policy to all members for their information.

b. Draft Working Time Policy

3. That the draft working time policy be approved, subject to union approval.

c. Draft Environmental Policy

4. That the draft Environmental Policy be approved, subject to union approval.

5. That a copy of the Draft Environmental Policy be placed on a future agenda of the Planning Committee.

d. Draft Health and Safety Policy and Draft Fire Safety Policy

6. That the draft Health and Safety Policy and draft Fire Safety Policy be approved, subject to union approval.

e. Draft Honorarium Policy

7. That the draft Honorarium Policy be approved, subject to union approval.

F315. CORPORATE PLAN

Members were requested to consider the report provided in relation to the Corporate Plan, in particular the special projects.

Councillor S Hodges suggested that an email should be sent to all Councillors asking them to make suggestions of possible future projects. She also suggested that the projects should be separated into two lists, a current projects list and a wish list of future potential projects.

The following were suggested as a starting point:-

Current Projects

Development of Cemetery Approach
Barry Town Hall
Replacement of Cemetery Plant & Machinery
Valeways
Play Schemes
Books for Schools
Tall Ships

Wish List

Central Park
Barry Island Story Tail
Ocean Watersports
Talking Bins
Cadstock
Atal y Fro
High Street

RESOLVED

1. That the Acting Town Clerk email all Councillors asking for suggested future projects for inclusion in the Corporate Plan.
2. That further discussion around the Corporate Plan be referred to a future meeting of the Working Party to Review Management & Performance of the Town Council's Operations.

F316. DATE OF NEXT MEETING

RESOLVED that the next meeting of the Finance, Policy & General Purposes Committee meeting will be held on Monday, 17 October 2016.

F317. EXCLUSION OF THE PRESS AND PUBLIC

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

F318. HIGH STREET CHRISTMAS LIGHTS

Members were provided with information regarding the High Street Christmas Lights for December 2016.

RESOLVED that Festive Lighting Company be appointed to supply the Christmas lights for High Street for three years 2016-2018 at a cost of £6,302.78 per year giving a total of £18,908.34 plus VAT for the three year period as per the specification provided by the Responsible Finance Officer.

F319. SERVICE LEVEL AGREEMENT – SECURITY SERVICES

Members were provided with an update regarding the Service Level Agreement with the Vale of Glamorgan Council for the provision of mobile security for the Council's three premises.

RESOLVED that a Service Level Agreement be entered into with the Vale of Glamorgan Council for the provision of mobile security cover for the Council's three premises for a three year period at a cost of £300 per annum and £16.60 per hour call out.

The meeting closed at 7.55 pm.

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

BARRY TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON MONDAY, 17 OCTOBER 2016 AT 7.00 PM

PRESENT: Councillor C Curtis (Vice-Chairperson) together with Councillors Davey, Drake and S Hodges

ALSO PRESENT: Emily Forbes – Town Clerk
Mark Sims – Responsible Finance Officer
Robyn Walsh – Administrator

F320. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Payne, Sword, Pritchard and Williams.

F321. DECLARATIONS OF INTEREST

None were received.

F322. TO APPROVE THE MINUTES OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE'S MEETING HELD ON 25 JULY 2016

UPDATES ARISING FROM ACTION SHEET

The Responsible Finance Officer made members aware of the following updates:-

F313(d) - Shelter Cymru had been invited to a provisional date of the Working Party Group, but were unable to attend and have since been forwarded a standard Financial Assistance application form to complete and return.

F315(2) - A future date of the Working Party Group is yet to be confirmed.

RESOLVED that the minutes of the Finance, Policy & General Purposes Committee's meeting held on 25 July 2016 be approved and signed as a correct record.

F323. SCHEDULE OF PAYMENTS FOR OCTOBER 2016

Members were provided with the schedule of payments for October 2016 consisting of direct debits and cheque numbers 1975 to 1990 inclusive, in the amount of £53,312.70.

Councillor Drake queried cheque number 1978 and whether best value for money had been achieved.

The Responsible Finance Officer responded that this had been achieved.

RESOLVED that the schedule of payments for October 2016 comprising various direct debits and cheques numbered 1975 to 1990 inclusive in the total sum of £53,312.70 be approved, subject to the relevant papers being in order.

F324. BUDGET MONITORING REPORTS FROM 1 APRIL TO 30 SEPTEMBER 2016

Members were informed of the Council's income and expenditure in the 2016/17 financial year as at the end of September 2016.

The Responsible Finance Officer also made members aware that following on from a recent review of the Council's Financial Regulations that it was considered best practice to review virements at the time of need rather than collating and dealing with them at the financial year end.

It was suggested at the most recent Budget Meeting that the Responsible Finance Officer should collate a list of virements for consideration to be reviewed at a meeting of the Finance, Policy & General Purposes Committee (details of which were attached to report).

Councillor S Hodges explained that the subject of virements can be misleading and imply that Council have not budgeted correctly or may have overspent. It should be clear that when considering virements it is conveyed that certain budgets have overspent due to requiring more than anticipated, but this is offset from an alternative budget which has the required funds and so it is not that the Council are over budget.

Councillor S Hodges also stated that Council need to be more realistic when setting the next budget in order to reduce the need for virements.

The Responsible Finance Officer responded that some budgets can be predicted accurately. However, Council have high ambitions especially in terms of projects and these budgets can be harder to predict.

RESOLVED:

1. That the budget monitoring report for September 2016, indicating actual income and expenditure up to the end of month six in the 2016/17 financial year, noting the projected overspend of £79,807 for 2016/17.
2. That virements for the financial year 2016/17 in the amount of £111,774 be approved.

F325.

GRANTS & DONATIONS 2016/17

Members were provided with applications from various organisations requesting grant assistance.

a) **Atal y Fro**

Members discussed and agreed that the application should be deferred pending further information being received from Atal y Fro.

Councillor C Curtis made members aware of comments received from Councillor Hardy prior to that meeting stating that she was not satisfied the information provided was what Council had asked for and no new information had been provided.

Councillor S Hodges queried whether it would be appropriate to advise Atal y Fro that it would be Council's intention to support the primary school element of their application if financial assistance were to be agreed pending further information being received.

Members agreed that the Town Clerk should contact Atal y Fro and relay Council's comments.

b) **Barry Rugby Football Club**

Councillor C Curtis noted that she was concerned with regard to certain elements of the application especially in terms of the sponsorship request, and suggested that members consider supporting the purchase of a new kit at the cost of £600 to which members agreed.

Queries were also raised regarding the clubs continual use of the Council's crest without obtaining Council permission yearly. Members agreed that the Club should be reminded of the need to apply for permission for use of the crest yearly in the letter advising them of the outcome of their application.

c) **Friends and Neighbours**

Councillor C Curtis queried if this application related to agenda item 8 (Christmas Grants – Older Peoples Christmas Meals). The Responsible Finance Officer advised that it did and members discussed and agreed that they would continue to contribute to the deficit created in light of the continued reduced rate the Vale of Glamorgan Council has had to make to the subsidised Christmas meals for older residents living in Barry at a rate of £1.25 per person.

It was agreed that if Friends & Neighbours were applying for a larger contribution then they should make a second financial assistance request detailing this.

d) Goldies Cymru

Members considered the application and agreed to support the application in the amount of £356.16 (singing session leader at £25 per session and mileage allowance at £4.68).

e) Ocean Water Sports Trust

Members were advised that Ocean Water Sports Trust had previously estimated a budget of £40,000 to install a mains supply. However, the actual cost provided by SSE would be in the region of £104,575 + VAT.

Therefore, a request had been made that Ocean Water Sports Trust original application for the generator and installation could be considered in the sum of £10,683. The generator will allow for hot water showers and without it, the planned winter activities may be deferred.

Members considered and agreed the need for the generator was urgent and considered if an alternative budget could be utilised for the funds.

The Responsible Finance Officer confirmed that a virement could be sought from the Corporate Events budget.

Members agreed that a grant of £10,683 should be awarded to Ocean Water Sports Trust for the purchase and installation of a generator and a virement for this should be sought from the Corporate Events budget.

f) Cadoxton Barry FC

Members considered the application received from Cadoxton Barry FC and the items requested. It was determined that Cadoxton FC were a start-up youth club and that Council may be able to claim VAT back on purchases.

Members discussed and agreed to support the application to the amount of £476.20 with Barry Town Council purchasing the items on behalf of the club and claiming back VAT.

RESOLVED:

1. That in accordance with the provisions of section 137, 144 & 145 of the Local Government Act 1972 and Section 19 of the Local Government (Miscellaneous Provisions) Act 1976;

Grants are awarded as follows:-

- b. Barry Rugby club be awarded the sum of £600 and are advised that as a matter of protocol they should ensure they gain Council permission for the use of the Town Crest yearly.
 - c. Goldies Cymru be awarded £356.16
 - f. Cadoxton Barry FC be awarded £476.20 with Council purchasing the items on the club's behalf.
2. That a grant not be awarded to:-
 - a. Atal y Fro and the application be deferred pending the Town Clerk contacting Atal y Fro and requesting further supporting information that addresses the concerns previously raised and that they are also advised that it would be Council's intention to support the primary school element of their application if financial assistance were to be agreed.
3. That a Christmas Grant (Older Peoples Christmas Meals) be awarded as follows to:-
 - c. Friends & Neighbours with Council continuing to contribute to the deficit created in light of the continued reduced rate the Vale of Glamorgan Council have had to make to the subsidised Christmas meals for older residents living in Barry at a rate of £1.25 per person and that Friends & neighbours will be awarded a sum reflective of this rate. Friends & Neighbours should also be advised that if they were applying for a larger contribution then they should make a second Financial Assistance request detailing this.
4. That a grant of £10,683 be awarded to Ocean Water Sports Trust for the purchase and installation of a generator and a virement for this be sought from the Corporate Events budget.

F326. PAYMENT CARD INDUSTRY DATA SECURITY STANDARD (PCI DSS) POLICY

Members were provided with a policy and procedure relating to ensuring compliance with the Payment Card Industry (PCI) Data Security Standard (DSS) following the introduction of receiving payments for Council services by credit card / debit card.

Members noted that Council will have a process in place to monitor the PCI DSS compliance status of the Service Provider and this will happen every quarter, the process of which will not have to return to Committee for formal approval.

RESOLVED that the Payment Card Industry Data Security Standard Policy be approved and adopted.

F327. CHRISTMAS GRANTS – OLDER PEOPLES CHRISTMAS MEALS

Members were provided with details relating to grants provided to various organisations that organised Christmas meals for older residents in December 2015 with members being asked to determine whether to continue with this initiative for December 2016.

RESOLVED:

1. That in light of the continued reduced rate the Vale of Glamorgan Council have had to make to the subsidised Christmas Meals for older residents living in Barry, that this Council continues to contribute to the deficit so that older residents are still able to enjoy their Christmas Meal at the rate of £4.25 per individual (with a Council contribution of £1.25 per person).
2. That the Vale of Glamorgan Council are contacted and asked to share the applications they receive in relation to Christmas Meals to enable Barry Town Council to award the deficit to individual groups.

F328. COSTCO TRADE CARD

Members were provided with a review following the initial twelve months of being a Costco Trade Card member and were asked to determine whether to renew membership.

Councillor C Curtis queried if Council had noticed a benefit to being a Costco member?

The Responsible Finance Officer responded that there had been benefit noted, but more forward planning was needed to ensure Council receive the full financial benefits of being a member. Councillor C Curtis requested a more detailed breakdown at the next review period so members could confirm the benefits and determine if it is best value for money to continue membership in the future.

RESOLVED:

1. That the Costco Trade Card membership is renewed.
2. That cheque numbered 1991 payable to Costco Wholesale UK Ltd, in the sum of £26.40 be approved, subject to the relevant papers being in order.
3. That a more detailed breakdown is provided at the next review period so members are able to confirm the benefits and determine if it is best value for money to continue membership in the future.

F329.

RECOMMENDATIONS FROM OTHER COMMITTEES

a. Shop Local Budget

Members were provided with a recommendation from the Shop Local Advisory Committee for setting a budget for the Shop Local initiative.

Members decided to discuss the two sections of the budget separately:-

Temporary Part Time Employee up to One Year (£30,000)

The Town Clerk advised members that upon considering the recent Staff Review document, the Corporate Plan and Council's ambitions, she would like to suggest the possibility of creating a full time permanent Community Development Officer post which would be responsible for a portfolio of projects which would include Shop Local.

Members discussed and agreed that further discussions would need to be held at a meeting of the Personnel Committee and advised the Town Clerk to compile a report detailing the job description of the post, the process for appointing and advertising the position and salary. Following from the decision made at the Personnel Committee, a recommendation would then need to be resolved at a meeting of Full Council to be held on Monday, 19 December 2016.

Councillor S Hodges noted it would be the Town Clerk's responsibility to interview and select the candidate.

Budget to promote Shop Local & Christmas Lights

Members discussed the potential budget at length and agreed that further information with regard to costings was required prior to an informed decision being made.

Councillor C Curtis enquired if the budget was over a number of years rather than solely for year 1 of the project.

Councillor S Hodges noted that a large discussion had taken place regarding the potential budget at the Shop Local meeting, with Rhian Lees of Pride in Barry advising that she would work with other members to create a list of independent Traders within Barry. She advised that she did not have any knowledge as to the cost of branding.

Councillor C Curtis noted that the report contained no supporting information regarding the potential cost of branding, with Councillor S Hodges noting that due to this the figures provided for the potential budget may not be accurate and so more information would be required.

Members wished to consider quotes regarding the cost of branding and review information regarding initiatives that other areas had tried to promote Shop Local so they could match the budget appropriately to the financial need.

Members noted suggestions that had been made at the meeting of Shop Local which included better signage, updating of tourist boards and Christmas lights at Park Crescent and were informed by the Town Clerk that a letter had been sent to the Vale of Glamorgan Council in respect of partnership working. However, a response had not been received as yet.

Members agreed that although they were unable to resolve an exact budget yet, they would like to ensure that money was available to fund the potential lights at Park Crescent and the commitment by this Council to Shop Local and so agreed that a budget of up to £5,000 (Corporate Events) should be agreed in principle subject to Councillor Hamilton meeting with the traders at Park Crescent and reporting back their comments to the next meeting of Shop Local to be held on Monday, 7 November 2016.

RESOLVED:

1. That the Town Clerk compile a report to be placed on the agenda of the next Personnel Committee to be held on Monday, 28 November 2016 in respect of the potential position of "Community Development Officer" detailing the job description of the post, the process for appointing and advertising the position and salary. Following from the decision made at the Personnel Committee, a recommendation would then need to be resolved at a meeting of Full Council to be held on Monday, 19 December 2016.
2. That a budget of up to £5,000 (Corporate Events) be agreed in principle subject to Councillor Hamilton meeting with the traders at Park Crescent and reporting back their comments to the next meeting of Shop Local to be held on Monday, 7 November 2016.
3. That further information is provided to the next meeting of the Finance, Policy & General Purposes Committee to be held on Monday, 16 January 2017 before agreeing a budget for Shop Local such as quotations for branding and details of initiatives that other areas have tried to promote Shop Local so they can match the budget appropriately to the financial need.

F330. DATE OF NEXT MEETING

RESOLVED that the next meeting of the Finance, Policy & General Purposes Committee meeting will be held on Monday, 16 January 2017.

F331. EXCLUSION OF THE PRESS AND PUBLIC

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

F332. RECOMMENDATIONS FROM OTHER COMMITTEES

Members were provided with information in respect of two recommendations made by the Hall's Cemeteries & Community Facilities Committee.

a. Handheld Headstone Risk Assessment System

RESOLVED that the BACAS handheld risk assessment system is purchased from the Cemetery Improvement fund in the 2016/17 financial year at a cost of £2,545 plus VAT.

b. **Sanctum Panorama Columbaria**

RESOLVED:

1. That the purchase of a Sanctum Columbarium from the Cemetery Improvement fund in the 2016/17 financial year at a cost of £13,450 plus VAT be approved.
2. That the Sanctum Columbaria is offered to members of the public using the following pricing structure (subject to annual increase):-

First set of ashes cost:-	Cost
Cost of 20 year lease	£228
Cost of placement of each set of ashes within niche	£114
Cost of inscribe plaque	£108
Total cost of first ashes interment	£450
Second set of ashes cost:-	
Cost of placement of each set of ashes within niche	£114
Cost of inscription	£54
Total cost of second ashes interment	£168
Total cost of interment of two ashes plus two inscriptions (no more than 80 letters)	£618

3. That the sale of the columbaria should be monitored and the future pricing should be adapted to reflect the selling trend.

F333. HIGH STREET CHRISTMAS LIGHTS

Members were provided with information regarding the High Street Christmas Lights for December 2016, in particular the extension of the lights to Island Road, subject to owners of the properties confirming they are happy to have lights attached to their buildings.

RESOLVED that lights are provided at Island Road as an addition to the contract with Festive Lighting Company for the provision of High Street Christmas Lights for the three years 2016 to 2018 at a cost of £995.47 in year 1 and £460.17 in years 2 & 3, subject to owners of the properties confirming they are happy to have lights attached to their buildings.

The meeting closed at 8.05 pm.

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

BARRY TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON MONDAY, 16 JANUARY 2017 AT 7.00 PM

PRESENT: Councillor Pritchard (Chairperson) together with Councillors Curtis, Davey, Drake and S Hodges

ALSO PRESENT: Councillor N Hodges - Observer
Emily Forbes – Town Clerk
Mark Sims – Responsible Finance Officer
Robyn Walsh – Administrator

F334. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Payne, Sword and Williams.

F335. DECLARATIONS OF INTEREST

None were received.

F336. TO APPROVE THE MINUTES OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE'S MEETING HELD ON 17 OCTOBER 2016

UPDATES ARISING FROM ACTION SHEET

The Responsible Finance Officer and Town Clerk made members aware of the following updates:-

F325 (1b), (1c), (1f) (4) - All those organisations who were successful in securing a grant have been invited to attend a presentation evening to be held on Wednesday, 25 January 2017, the time of the event is yet to be confirmed.

F325(2a) - Members were made aware that despite initiating contact several times, the Town Clerk was still unable to provide members with a response from Atal y Fro. Members considered this information and instructed the Town Clerk to email Atal y Fro advising them that due to no contact being received, Council have decided not to proceed with their grant funding application on this occasion, noting that should they reapply a new application would be considered.

F325(3c) - The Responsible Finance Officer advised that this action was currently on-going with a cheque on the agenda for members consideration. Councillor S Hodges requested that the Responsible Finance Officer email all Committee members to inform them of exact expenditure with regard to the Christmas Grant (Older Peoples Christmas Meals) initiative.

RESOLVED:

1. That the Town Clerk email Atal y Fro advising them that due to no contact being received, Council have decided not to proceed with their grant funding application on this occasion, noting that should they reapply in the future their application would be given consideration.
2. That the Responsible Finance Officer emails all Committee members to inform them of exact expenditure with regard to the Christmas Grant (Older Peoples Christmas Meals) initiative.
3. That the minutes of the Finance, Policy & General Purposes Committee's meeting held on 17 October 2016 be approved and signed as a correct record.

F337.

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 CONTAINED THEREIN

Members considered the recommendations contained within the minutes of the Working Party to Review the Management & Performance of the Town Council's Operations held on 4 January 2017.

Councillor C Curtis queried the criteria within minute no. 190 regarding Freedom of the Town, in particular if an applicant meets the criteria would they automatically be awarded the Freedom of Town or would a vote still take place?

Councillor Pritchard confirmed that the process had not changed and a vote would still be necessary for the award.

RESOLVED:

1. That this Council approves and adopts the draft Policy on Reserves and Balances, subject to the following amendments:-

To be amended (amendments are in bold):-

*"The following **are** earmarked **2016/17** reserves ~~will-to~~ be held by the Council."*

To be included (directly underneath the table of current Council reserves):-

“If appropriate, a new reserve that falls outside of the annual review period can be included at any time throughout the financial year, subject to approval either by Full Council or the Finance, Policy and General Purposes Committee.”

2. That this Council does not support the Barry Island Story Trail and this decision should be communicated to the applicant.
3. That the minutes of the Working Party to Review the Management & Performance of the Town Council's Operations held on 4 January 2017 be received and noted.

RECOMMENDED:

To a meeting of Full Council to be held on Monday, 20 February 2017 that this Council approves the following amendments to the Freedom of the Town Policy criteria:-

- The candidate has made an outstanding contribution to the local community ~~through voluntary work.~~
- The candidate has made achievements in their chosen sport resulting in world or Olympic titles **or represented their Nation at the highest level.**
- The candidate has been a Town Councillor for **25 years, but is now retired, and during their term of office rendered eminent service.**
- ~~The candidate, who is now retired, has provided inspiration during their career~~
- The candidate has achieved significant artistic/cultural/theatrical/**scientific** status on a world stage e.g. Nobel Prize, Oscar etc.)

F338. SCHEDULE OF PAYMENTS FOR JANUARY 2017 (INTERIM)

Members were provided with the schedule of payments for January 2017 (Interim) consisting of direct debits and cheque numbers 2095 to 2125 inclusive, in the amount of £19,274.01.

RESOLVED that the schedule of payments for January 2017 comprising various direct debits and cheques numbered 2095 to 2125 inclusive in the total sum of £19,274.01 be approved, subject to the relevant papers being in order.

F339. BUDGET MONITORING REPORTS FOR DECEMBER 2016

Members were informed of the Council's income and expenditure in the 2016/17 financial year as at the end of December 2016.

Councillor Curtis queried which overspends were referred to within the report.

The Responsible Finance Officer responded that previously advised overspends had consisted of additional payments to Barry Memorial Hall and the up-lighting of the Cemetery Chapel.

RESOLVED:

1. That the budget monitoring report for December 2016, indicating actual income and expenditure up to the end of month nine in the 2016/17 financial year, noting the projected overspend of £55,553 for 2016/17 be received and noted.
2. That virements for the financial year 2016/17 in the amount of £6,107 be approved.

F340. RECOMMENDATIONS FROM OTHER COMMITTEES

Draft Budget 2017/18

Members were provided with recommendations from the Halls, Cemeteries and Community Facilities Committee and Personnel Committee relating to the draft budget for 2017/18.

Members of the Finance, Policy and General Purposes Committee were informed that at the Halls, Cemeteries and Community Facilities Committee meeting held on 21 November 2016, members received a report on proposed future projects to be undertaken in Merthyr Dyfan Cemetery and the Pioneer Hall, the following were discussed and recommended for inclusion on the 2017/18 Draft Budget:-

- i. **That a sum of £45,000 be added to the 2017/18 budget for the replacement of the roof at the Pioneer Hall, Barry.**

Members supported the recommendation.

- ii. **That a sum of £5,500 be included in the 2017/18 budget for the introduction of a digital tree tagging and mapping system at Merthyr Dyfan Cemetery.**

Members supported the recommendation.

- iii. **That a sum of £2,500 be placed in the Property Maintenance & Improvements 2017/18 heading for improvement works to the cemetery staff mess room and office.**

Members supported the recommendation.

- iv. **That an appropriate sum be added to the 2017/18 budget for the repair of the roads in Merthyr Dyfan Cemetery, pending**

exact costings being received from the Council's Technical Advisers.

The Responsible Finance Officer advised members that he was in receipt of the approximate costings from the Council's Technical Advisers:-

Road resurfacing	-	£38,500
Path repairs	-	<u>£ 8,851</u>
Total (Approximately)		<u>£47,000</u>

Members queried if the quotation was the total cost of all repairs required or by urgency.

Officers were unable to clarify and suggested that the quotation could be reviewed by the Deputy Town Clerk upon her return.

Councillor C Curtis suggested that to avoid the works not being budgeted for, (in the absence of the Deputy Town Clerk), members may wish to agree to a budget of £25,000 enabling the work to be carried out in a phased approach with the most urgent of work being completed first, with additional funds for the completion of the work to be considered in the 2018/19 budget.

Members agreed to the recommendation, specifying that the Deputy Town Clerk would be required to review the quotation and provide a report to the Halls, Cemeteries and Community Facilities Committee detailing the work required and its level of urgency so that a programme of works can be compiled.

- v. **That a sum of £6,500 be included in the 2017/18 budget for the creation of a Topographical Survey and mapping of all individual graves on that survey to replace the outdated map of the Cemetery currently held on file.**

Members supported the recommendation.

- vi. **That a sum of £6,500 be included within the 2017/18 budget for the installation of Photovoltaic Cells on the roof of the cemetery garage.**

Members discussed the recommendation at length, determining that they were not satisfied with the level of information contained within the report with regard to the areas that would be powered by the solar panels and the benefit both financially and in terms of energy savings were not clearly identified.

Councillor S Hodges noted that despite a request being made in the past that Chairs of Committees that recommend sums for the inclusion in the budget attend the Finance Budget meeting,

this was still not the case and this was disappointing as the queries the Committee had, may have been answered by the Chair of the Halls, Cemeteries and Community Facilities Committee.

Members agreed that more information would be required regarding this project and asked that it be referred back to a meeting of the Halls, Cemeteries & Community Facilities Committee with the comments from this Committee.

Members of the Finance, Policy and General Purposes Committee were informed that at the Personnel Committee meeting held on 28 November 2016, members received a report in respect of the creation of a new post within the Council of a "Community Development Officer" Members were made aware that this item was not considered at the meeting of Full Council held on 19 December 2016 as there was insufficient time to discuss the item and therefore the meeting was adjourned at 9.29 pm with it being agreed to reconvene the adjourned meeting to complete all remaining business on the agenda in January 2017. However, members were given the option to set aside funds within the 2017/18 budget for the creation of a new position:-

- vii. **That a budget be set aside for the potential creation of a new post of "Community Development Officer" pending the outcome of discussions at a meeting of Full Council to be held on Tuesday, 17 January 2017.**

Members did not support the recommendation, preferring to wait for the full discussion to take place at Full Council prior to any financial decision being made.

Members of the Finance, Policy and General Purposes Committee were informed that at the Halls, Cemeteries and Community Facilities Committee meeting held on 21 November 2016, members considered the cemetery fees and charges for the financial year April 2017 to March 2018 with the following proposals being made for Committee's consideration:-

- viii. **That the proposed Cemetery Fees & Charges for 2017/18 be accepted.**

Members supported the recommendation.

- ix. **That the proposed Pioneer Hall Charges for 2017/18 be accepted.**

Members supported the recommendation.

RESOLVED:

1. That a sum of £45,000 be placed in the 2017/18 budget for the replacement of the roof at the Pioneer Hall, Barry.
2. That a sum of £5,500 be included in the 2017/18 budget for the introduction of a digital tree tagging and mapping system at Merthyr Dyfan Cemetery.
3. That a sum of £2,500 be placed in the Property Maintenance & Improvements 2017/18 heading for improvement works to the cemetery staff mess room and office.
4. That a sum of £25,000 be included in the 2017/18 budget to enable the road improvement work to be carried out in a phased approach with the most urgent of work being completed first, with additional funds for the completion of the work to be considered in the 2018/19 budget.
5. That the Deputy Town Clerk review the quotation received from the Council's Technical Advisers and provide a report to the Halls, Cemeteries and Community Facilities Committee detailing the work required and its level of urgency so that a programme of works can be compiled.
6. That a sum of £6,500 be included in the 2017/18 budget for the creation of a Topographical Survey and mapping of all individual graves on that survey to replace the outdated map of the Cemetery currently held on file.
7. That a sum of £6,500 not be included within the 2017/18 budget for the installation of Photovoltaic Cells on the roof of the cemetery garage due to the lack of information contained within the report with regard to the areas that would be powered by the solar panels and the benefit both financially and in terms of energy savings were not clearly identified.
8. That more information is supplied regarding the installation of photovoltaic Cells on the roof of the cemetery garage and that the recommendation is deferred back to a meeting of the Halls, Cemeteries & Community Facilities Committee with the comments from this Committee.
9. That the recommendation to include budgetary provision for the creation of a new post of "Community Development Officer" be deferred pending the outcome of discussions at the meeting of Full Council to be held on Tuesday, 17 January 2017.
10. That the proposed Cemetery Fees & Charges for 2017/18 be accepted.

11. That the proposed Pioneer Hall Charges for 2017/18 be accepted.

F341. DRAFT BUDGET 2017/18

Members were provided with the draft budget for 2017/18.

The Responsible Finance Officer advised members of the following changes that had been made to the draft budget due to the decisions made in the previous agenda item:-

Additional funding for replacement of Pioneer Hall roof	£45,000
Additional funding for digital tree and mapping system	£5,500
Additional funding for improvement works to the cemetery staff mess room and office	£2,500
Additional funding for road improvements	TBC £25,000
Additional funding for creation of Topographical Survey and mapping of all individual graves	£6,500
Additional funding for the installation of Photovoltaic Cells on the roof of the cemetery garage	£6,500
Additional funding for full time Community Development Officer post	£31,825
Total	£97,825 £84,500

Members were informed that the information contained within the report was the projected out-turn for 2016/17, as at 31 December 2016, and the draft budget for 2017/18 for their consideration. The projected out-turn for 2016/17 resulted in a surplus of £16,752 being transferred to reserves rather than the original intention to transfer £72,305 to reserves. It was proposed that the surplus for the year, currently projected to be £16,752, be transferred to the general reserve, increasing the reserve from £394,354 to £411,106, at the year end.

Members were also informed that the Cemetery Improvement Reserve had a balance of £36,877 on 1 April 2016 with projects during the year being carried out at a total cost of £21,888 that reduced the Cemetery Improvement Reserve to £14,989 with approximately £3,000 being added to the reserve from Cemetery Improvement Fees charged on new burials. It was proposed to members that any unspent amounts in the MD Cemetery/Tree work expenditure heading, the MD Cemetery/Cemetery Roads Maintenance expenditure heading and the Special Projects Water Pipe Survey/Invest to Save expenditure heading be transferred to the Cemetery Improvement Reserve at year end.

The Responsible Finance Officer also advised that the draft budget comprised gross expenditure of £1,140,225 with income from services amounting to £156,725, which produced a net expenditure budget of

£983,500 with the additional items from the Halls, Cemeteries and Community Facilities Committee.

The Responsible Finance Officer explained that if the precept requirement for 2017/18 remained the same as 2016/17 of £985,383 that would provide an amount of £1,883 to consider relating to new projects/initiatives or add to reserves.

Members were advised that the Vale of Glamorgan Council had advised there would be a slight increase in the tax base for Barry from 19,212 (2016/17) to 19,676 (2017/18).

Councillor Pritchard proposed that Committee agree to recommend to a meeting of Full Council that the precept remains at £985,383 which would result in the cost to a “Band D” Council-tax payer reducing to £50.08 per year, a decrease of 2.4% (£1.21) when compared with the £51.29 paid in 2016/17.

Councillor S Hodges advised that she would abstain from the recommendation until more information was available to her, reserving her right to support the recommendation at a later time.

Councillor Curtis suggested that as Councillor S Hodges’ had abstained from supporting the recommendation, Committee may wish to take a vote to reflect the decision made.

A vote was taken on the proposal to a meeting of Full Council to be held on Monday, 6 February 2017 that the precept remains at £985,383 which would result in the cost to a “Band D” Council-tax payer reducing to £50.08 per year, a decrease of 2.4% (£1.21) when compared with the £51.29 paid in 2016/17, the result of which was:-

For	-	4
Against	-	0
Abstain	-	1

RESOLVED:

1. That the 2017/18 draft budget be approved.
2. That the transfer of any unspent amounts in the MD Cemetery/Tree Work expenditure heading, the MD Cemetery/Cemetery Roads Maintenance expenditure heading and the Special Projects Water Pipe Survey/Invest to Save expenditure heading to the Cemetery Improvement Reserve at year end be approved.

RECOMMENDED:

To a meeting of Full Council to be held on Monday, 6 February 2017 that the precept remains at £985,383 which would result in the cost to a "Band D" Council-tax payer reducing to £50.08 per year, a decrease of 2.4% (£1.21) when compared with the £51.29 paid in 2016/17.

F342. INTERNAL AUDIT REPORT 2016/17 (FIRST INTERIM)

Members were provided with the internal auditor's report (first interim) for 2016/17.

RESOLVED that the internal audit report (first interim) for 2016/17 be received and noted.

F343. RECOMMENDATION FROM OTHER COMMITTEES

Shop Local Committee

Members were requested to give consideration to approving expenditure of circa £560 to fund signage on up to 7 roundabouts in Barry for the promotion of Shop Local and agree to additional costs that may be required to set up the design and branding of this signage, once agreed by the group.

Councillor Drake noted that she would want the signs to be sustainable and hard-wearing.

RESOLVED that Shop Local expenditure of circa £560 to display signage on up to 7 roundabouts in Barry and additional costs that may be required to set up the design and branding of this signage, once agreed by the group, is approved.

F344. GVS COMMUNITY ASSET TRANSFER FEASIBILITY STUDY

Members were asked to consider the proposed Community Asset Transfer of Barry Community Enterprise Centre document provided by Glamorgan Voluntary Service (GVS) and forward any comments for their consideration.

Councillor Curtis queried if the topic came under "Reshaping of Services," with Councillor S Hodges questioning if members should declare an interest.

The Town Clerk responded that the Barry Community Enterprise Centre was a Vale owned building and was not currently in the Vale of Glamorgan Reshaping of Services discussions. She advised that the document was more a feasibility study and was requesting comments from members.

Councillor S Hodges advised that she did not have an opinion regarding the document as she did not understand how the Town Council could be of any help to the GVS. She advised that she would recommend that Committee note the document.

RESOLVED that the GVS Community Asset Transfer Feasibility Study be received and noted.

F345. DATE OF NEXT MEETING

RESOLVED that the next meeting of the Finance, Policy & General Purposes Committee meeting will be held on Monday, 27 March 2017.

Councillor S Hodges queried the rationale behind placing agenda item 14 under part 2 of the meeting.

The Town Clerk responded that as part of the report contained information in respect of Grant Administration she felt it would be appropriate to place the item under part 2.

Councillor S Hodges requested with members agreeing that recommendations 1, 3, 4, 5 and 6 be discussed prior to moving part 2 of the meeting, with agenda item 2 being discussed under part 2.

F346. ANNUAL GRANTS REVIEW

Recommendation 1

Members agreed with the recommendation.

Recommendation 3

The Town Clerk advised members that in many other grant schemes thresholds for grant applications are set to guarantee a minimum amount of funds for smaller projects and to ensure a fair balance between smaller projects and larger projects.

Members discussed and agreed that due to the uncertainty each year regarding the number of applicants and not wanting to be too rigid in the grant giving process that they would not wish to set a threshold, although they could understand and accept the rationale behind the recommendation.

Recommendation 4

The Town Clerk advised that recommendation 4 would mean the Grant Criteria would include a requirement that all projects and activities must show they fit within the seven Wellbeing Goals framework as set out.

Councillor Pritchard advised that she was happy to support the recommendation, but was aware that some groups may not understand how they fit in to the seven Wellbeing Goals framework and so she would also recommend that the Town Clerk produced guidance notes in “plain English” advising groups how they can meet the framework.

Recommendation 5

Members agreed with the recommendation.

Recommendation 6

Members agreed with the recommendation, subject to the necessary amendments being made with regard to the incorrect date being within the front page of the Grant Application Form.

RESOLVED:

1. That the 2017/18 grants budget allocation is set at £50,000.
2. That no thresholds for the grant allocation process are agreed.
3. That the Grant Criteria for 2017/18 includes a requirement that all projects and activities must show they fit within the seven Wellbeing Goals framework as set out.
4. That the Town Clerk produces guidance notes in “plain English” advising applicants/groups how they can meet the seven Wellbeing Goals framework.
5. That a proportionate Monitoring Form is developed for the 2017/18 Grant Scheme with a view to evidencing the impact of the Council’s investment in the Community through both qualitative and quantitative methods and that this form is prepared for the Finance, Policy and General Purposes Committee meeting to be held on Monday, 27 March 2017.
6. That approval is given to the documentation provided, subject to the amendments above and that Officers are given authorisation to proceed with advertising the 2017/18 Grants Scheme.

F347.

EXCLUSION OF THE PRESS AND PUBLIC

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

F348. ANNUAL GRANTS REVIEW

The Town Clerk advised that as part of the review of the Grants Giving Exercise that members had previously requested, part of her report was to advise members of an opportunity to commission a 3rd party organisation to administer the fund and monitor the impact of investment in the community from a quantitative or qualitative perspective.

Members discussed and agreed that this was not an option they would like to consider as they felt it could detach from the grant giving process and the groups they support when completing the exercise.

RESOLVED that the option for Grant Administration is not taken further.

F349. PUBLIC SECTOR DEPOSIT FUND

Members were provided with details of the Public Sector Deposit Fund, which is an investment option for Councils, following a meeting held between Mark Davies CCLA and Officers.

Members discussed the investment opportunity at great length with the main concerns being:-

- The risks involved
- The notice period to retrieve deposited monies
- Procedures to ensure Officers can monitor the interest rates in the event of the Responsible Finance Officers absence
- Confirmation that the funds deposited would be divided over up to 25 banks. (higher number of banks holding deposits and thereby decreasing the risk of depositing a large single amount)
- Brexit

Officers explained that should any banks following on from Brexit choose to no longer deal financially with the UK, they would be required to give notice and enable any monies to be moved around accordingly.

All the banks the fund deals with are scrutinised fully.

The Public Sector Deposit Fund is less risky in terms of how the Council is currently holding their funds. It was explained that currently the Council's balance is not protected by the Financial Compensation Scheme due to its income exceeding the limit of €500,000. The Public Sector Deposit Fund would enable Council to effectively spread their balance over a number of banks and thus decreasing the level held within each and therefore if a bank was to crash, only a part of the total balance would be lost.

The Responsible Finance Officer also advised that he had spoken with other Town and Community Councils, such as Penarth Town Council who had reported that they were happy with the service they were receiving from the CCLA.

The Responsible Finance Officer explained that it was seen as a low risk way of investing and currently no interest was being accumulated on the Councils balance. He advised that the funds would be easily accessible with same day transfers if contacted before 11 am.

The Responsible Finance Officer advised that the rates would be monitored and if a better deal was sourced, necessary arrangements could be made to transfer funds to accommodate this. He also advised that in his absence he would ensure the Town Clerk had the ability to also monitor the funds interest rates.

Councillor S Hodges proposed that Committee agree up to 75% of Council's balance be transferred to the Public Sector Deposit Fund with a view to increasing this should the fund perform as well as expected.

Members discussed the item further and agreed that providing reassurances are sought that the Council's funds will be shared, (therefore only a part of the total balance would be lost should a bank crash), that all of Council's balances should be transferred to this fund with £100,000 remaining in the Council's current account.

RESOLVED

1. That providing reassurances are sought that the Council's funds will be shared, (therefore only a part of the total balance would be lost should a bank crash), that all Council's balances should be transferred to this fund, apart from £100,000 which will remain in the Council's current account.
2. That the Town Clerk ensures the Responsible Finance Officer shares the information with her that she will need to monitor the fund in his absence.

The meeting closed at 8.30 pm.

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

BARRY TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON MONDAY, 27 MARCH 2017 AT 7.00 PM

PRESENT: Councillor Pritchard (Chairperson) together with Councillors Curtis, Davey, Drake and S Hodges

ALSO PRESENT: Councillor N Hodges - Observer
Emily Forbes – Town Clerk
Mark Sims – Responsible Finance Officer
Robyn Walsh – Administrator

F350. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Payne.

F351. DECLARATIONS OF INTEREST

The following declarations were received:-

Councillor	Agenda Item	Reason	Comments
Councillor Curtis	Agenda Item 6 (Cylych Meithrin Dechrau Dysgu)	As it is part of Gibbonsdown Children's Centre of which she sits on the Management Committee	Advised she would leave the room whilst the item was discussed
	Agenda Item 6 (Gibbonsdown Childrens Centre Ltd)	Sits on the Management Committee	Advised she would leave the room whilst the item was discussed
	Agenda Item 6 (Porthkerry Wildlife Group)	Husband is a member	Advised she would leave the room whilst the item was discussed
Councillor N Hodges	Agenda Item 6 (Cylych Meithrin Dechrau Dysgu)	Wife sits on the Management Committee	Advised he would leave the room whilst the item was discussed
	Agenda Item 6 (Valeways)	Will be involved in proposed event	Advised he would leave the room whilst the item was discussed

Councillor S Hodges	Agenda Item 6 (Cylych Meithrin Dechrau Dysgu)	Based in Ysgol Gwaun Y Nant of which she is a Governor	Advised she would leave the room whilst the item was discussed
	Agenda Item 6 (Gibbonsdown Childrens Centre Ltd)	Sits on the Management Committee as appointed by Barry Town Council	Advised she would leave the room whilst the item was discussed
	Agenda Item 6 (Valeways)	Will be involved in proposed event	Advised she would leave the room whilst the item was discussed
Councillor Pritchard	Agenda Item 6 (Compass Residents Association)	The group purely serves the Dyfan ward of which she is a candidate in the May Local Election.	Did not leave the room.
	Agenda Item 6 (Woody's Lodge)	Father is a reference within the application	Did not leave the room.
	(Agenda Item 6) Barry and Vale Jazz	Colleague is part of the Festival	Did not leave the room.

F352.

TO APPROVE THE MINUTES OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE'S MEETING HELD ON 16 JANUARY 2017

UPDATES ARISING FROM ACTION SHEET

The Responsible Finance Officer made members aware of the following updates:-

F342 (2) – The Responsible Finance Officer advised that the transfer of any unspent amounts in the noted budget headings to the Cemetery Improvement Reserve would take place at the end of the financial year.

Councillor S Hodges asked what the approximate figure to be transferred would be.

The Responsible Finance Office responded that the approximate figure to date could be found in the Budget Monitoring Report and that he

was not aware of any large amounts that were still to be accounted for which would affect this figure greatly.

F349 (1) – It was noted that the process of transferring the Council's balances to the Public Sector Deposit Fund (aside from £100,000 which is to remain in the Council's current account) was still in progress and paperwork had been received which would require the necessary Council signatories.

RESOLVED that the minutes of the Finance, Policy & General Purposes Committee's meeting held on 16 January 2017 be approved and signed as a correct record.

F353. SCHEDULE OF PAYMENTS FOR MARCH 2017 (FINAL)

Members were provided with the schedule of payments for March 2017 (Final) consisting of direct debits and cheque numbers 2177 to 2200 inclusive, in the amount of £12,311.74.

RESOLVED that the schedule of payments for March 2017 (Final) consisting of direct debits and cheque numbers 2177 to 2200 inclusive, in the amount of £12,311.74 be approved, subject to the relevant paperwork being in order.

F354. BUDGET MONITORING REPORTS FOR FEBRUARY 2017

Members were informed about the Council's income and expenditure in the 2016/17 financial year as at the end of February 2017.

Councillor C Curtis advised members that Place Plans had been discussed at the previous Community Liaison Committee at the Vale of Glamorgan Council.

RESOLVED:

1. That the budget monitoring report for February 2017, indicating actual income and expenditure up to the end of month eleven in the 2016/17 financial year, noting the projected underspend of £15,420 for 2016/17 be received and noted.
2. That the virements for the financial year 2016/17 in the amount of £11,201 be approved.
3. That the transfer of any unspent amounts from the Special projects/Place Plans expenditure heading into a new Earmarked Reserve ring fenced for "Place Plans" at the year-end be approved.
4. That the transfer of any unspent amounts from the Special Projects/CCTV at Cemetery Approach expenditure heading into

the Cemetery Improvement Reserve being ring fenced for “CCTV at Cemetery Approach” at the year-end be approved.

F355. GRANTS & DONATIONS 2017/18

Members were provided with applications from various organisations requesting grant assistance.

Members were advised that Section 137(1) of the Local Government Act 1972 permits a Community Council to spend on activities for which it has no specific powers if the Council considers that expenditure is in the interests of and will bring direct benefit to the area or any part of it or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure.

Members were also reminded that at the meeting of Full Council on 6 February 2017 it was agreed that £50,000 would be placed in the 2017/18 budgets for the purpose of awarding community grants by merging the previous Section 137 expenditure heading with New Initiatives expenditure heading. It was noted that the Council have already committed £9,750 of the £50,000 budget, to the annual Books for Schools Grants.

The Committee considered 63 applications for financial assistance which were split into the various powers available to the Council as detailed in the appendices attached to the Responsible Finance Officer’s report.

Councillors agreed that any organisations that had not provided all the necessary paperwork to meet the eligibility criteria would not be awarded a grant and that nationally based organisations or organisations based outside of Barry would not be eligible to receive a grant unless their application specifically related to a project or service that would benefit a number of residents in Barry.

RESOLVED:

1. That in accordance with the provisions of section 137, 144 & 145 of the Local Government Act 1972 and Section 19 of the Local Government (Miscellaneous Provisions) Act 1976; Grants are awarded as follows:-

<u>Organisation</u>	<u>Amount Awarded (£)</u>
<u>Section 137 Local Government Act 1972</u>	
1. 11 th Barry Sea Scout Group	500
2. 372 (Barry) Squadron, Air Training Corps	400
3. Action 4 Elders	300
4. All Saints Church	500

5. Amelia Trust Farm	500
6. Barrivale Community Aid	250
7. Barry and District Soroptimist	200
8. Barry Camera Club	150
9. Barry Round Table	301.50
10. Bethel Baptist Church	200
11. Bridgend Samaritans	100
12. Coastlands Family Church	400
13. Compass Residents Association	150
14. Crossroads in the Vale	450
15. Cylch Meithrin Dechrau Dysgu	435.58
16. Friends of Victoria Park	550
17. Gibbonsdown Children's Centre Ltd	435.58
18. Kids Cancer Charity	500
19. Menter Bro Morgannwg	Deferred
20. National Coastwatch	320
21. Porthkerry Wildlife Group	200
22. Rainbow Womens Group	240
23. Recovery Cymru Ltd	-
24. Royal Air Forces Association Barry Branch	300
25. St. Nicholas Community Association	200
26. Vale Parent/Child Homework Support Club	000
27. Vale of Glamorgan Broadcasting CIC	Deferred
28. Vale Plus	500
29. Volunteering Matters	250
30. Woody's Lodge	525

Section 144 Local Government Act 1972

31. Art 4 U	200
32. Barry & District Chrysanthemum Society	200
33. Barry and Vale Jazz	1000
34. Barry Arts Festival	1500
35. Barry at War Group	500
36. Barry Scout and Guide Fete Committee	840
37. Vale of Glamorgan Artists	150

Section 145 Local Government Act 1972

Sub-section 1(a)

38. Barry Community Choir	241
39. Barry Ladies Choir	2750
40. Barry Male Voice Choir	550
41. Music in the Vale	250
42. Pukka Productions Ltd	Deferred
43. Vale Voices	450

Section 19 of the Local Government (Miscellaneous Provisions) Act 1976

Sub-section 3(a)

44. Barrivale Bridge Club	300
45. Barry Amateur Swimming Club	600
46. Barry Athletic AFC	650
47. Barry Athletic Club	750
48. Barry Athletic Cricket Club	200
49. Barry Athletic Cricket Club – Youth	480
50. Barry Beavers Disabled Swimming Club	450
51. Barry Gymnasium Ltd	Deferred
52. Barry Scouts	500
53. Barry Sea Cadet Corps	Deferred
54. Barry Town United AFC	660
55. Barry Veterans Bowls Club	150
56. Cadoxton FC	500
57. Cadoxton Imps	310
58. Glamorgan Artistic Roller Skating Club	450
59. Motion Control Dance	500
60. Ocean Watersports Trust	Deferred
61. Sully Ladies Bowling Club	150
62. Valeways	2000
63. YMCA	1500

Total - £27,638.66

Additional Information:-

Application No. 1 (11th Barry Sea Scout Group)

- i. That a grant of up to £500 is awarded and Council looks to purchase the laptop on the organisations behalf.

Application No. 3 (Action 4 Elders)

- ii. That a grant of £300 is awarded subject to the organisation being able to demonstrate that they have sourced the deficit funding.

Application No. 9 (Barry Round Table)

- iii. That a grant of £301.50 is awarded for the purchase of 30 First Aid Kits.

Application No. 12 (Coastlands Family Church)

- iv. That a grant of £400 is awarded for the purchase of 25 baby cot mattresses.

Application No. 15 (Cylch Meithrin Dechrau Dysgu)

- v. That a grant of £435.58 is awarded for the purchase of one large storage box and two mini trikes and Council looks to purchase these items on the organisations behalf.

Application No. 16 (Friends of Victoria Park)

- vi. That a grant of £550 is awarded in support of an “Ecology Day” event at Victoria Park subject to Barry Town Council receiving full recognition for their support of the event.

Application No. 17 (Gibbonsdown Children’s Centre)

- vii. That a grant of £435.58 is awarded for the purchase of one large storage box and two mini trikes and Council looks to purchase these items on the organisations behalf.

Application No. 19 (Menter Bro Morgannwg)

- viii. That a grant is not awarded at this time and instead the organisation is contacted for more information and that the Town Clerk arranges to meet with Sarah Jones of the Vale of Glamorgan Council to discuss their event schedule.
- ix. That assurances are made regarding the organisations Safeguarding Policy.

Application No. 22 (Rainbow Women’s Group)

- x. That assurances are made regarding the organisations Safeguarding Policy.

Application No. 23 (Recovery Cymru Ltd)

- xi. That a grant not be awarded due to application being in respect of staffing costs.

Application No. 27 (Vale of Glamorgan Broadcasting CIC)

- xii. That a grant not be awarded at this time and instead the Town Clerk meets with the organisation to discuss a sponsorship package whereby the organisation commits to promote at least 3 Council events per year and subject to the outcome of this meeting that £1,500 is set aside as an award amount.

Application No. 30 (Woody's Lodge)

- xiii. That a grant of £525 is awarded for the purchase of garden furniture and a vacuum.

Application No. 31 (Art 4 U)

- xiv. That a grant of £200 is awarded in respect of the "Tree of Peace and Friendship" event, subject to the Town Council being given full recognition of their support.

Application No. 33 (Barry and Vale Jazz)

- xv. That a grant of £1000 is awarded for the production of a website and promotional material.

Application No. 36 (Barry Scout and Guide Fete Committee)

- xvi. That a grant of £840 is awarded subject to Barry Town Council being included in the event programme and a stand being reserved for use by Fairtrade and Barry Town Council at the Fete.

Application No. 40 (Barry Male Voice Choir)

- xvii. That a grant of £550 is awarded for the purchase of music and promotional material.

Application No. 42 (Pukka Productions)

- xviii. That a grant not be awarded at this time and instead the organisation is contacted to provide more information.

Application No. 49 (Barry Athletic Cricket Club – Youth)

- xix. That a grant of £480 is awarded in support of the organisations "All Stars" funding.

Application No. 51 (Barry Gymnasium Ltd)

- xx. That a grant not be awarded at this time and instead the organisation is contacted to provide clarity regarding its limited status as a privately owned company.

Application No. 53 (Barry Sea Cadets Corp)

- xxi. That a grant not be awarded at this time and instead the organisation is contacted to enquire; Why they require a defibrillator? Where will it be based and have they been in contact with Bryan Foley (First Responder)?

Application No. 58 (Glamorgan Artistic Roller Skating Club)

- xxii. That a grant of £450 is awarded for the purchase of male roller skates.

Application No. 60 (Ocean Watersports Trust)

- xxiii. That a grant not be awarded at this time and instead the organisation are invited to a meeting of Council to discuss the application further and other ways in which Council may be able to support them.

RESOLVED:

2. That each organisation making application be informed of the Committee's decision accordingly, in writing, and that they be advised of a date for this year's cheque presentation ceremony which will be set once the new Town Mayor has been elected for 2017/18.
3. That the Responsible Finance Officer looks to source a laptop to purchase on behalf of application 1.
4. That the Town Clerk ensures that application 3 have secured sufficient funding prior to awarding the sum of £300.
5. That the Responsible Finance Officer looks to source two storage boxes and four trikes to purchase on behalf of applications 15 and 17.
6. That Menter Bro Morgannwg are contacted for further information in respect of their application.
7. That the Town Clerk arranges to meet with Sarah Jones of the Vale of Glamorgan Council to discuss their event schedule.
8. That applicant's 19 and 22 are contacted to seek assurances in respect of their Safeguarding policies that they have in place.
9. That the Town Clerk arranges to meet with the Vale of Glamorgan Broadcasting CIC to discuss a sponsorship package whereby the organisation commits to promote at least three Council events per year and subject to the outcome of this meeting that £1,500 is set aside as an award amount.
10. That Pukka Productions are contacted for more information in respect of their financial information.

11. That Barry Gymnasium Ltd are contacted to provide clarity regarding its limited status as a privately owned company.
12. That Barry Sea Cadet Corps are contacted to enquire; Why they require a defibrillator? Where will it be based and have they been in contact with Bryan Foley (First Responder)?
13. That Ocean Watersports Trust are invited to a meeting of Council to discuss the application further and other ways in which Council may be able to support them.

F356. GRANT MONITORING FORM

Members were reminded that at the last meeting of Committee held on Monday, 16 January 2017, it was resolved that a proportionate Monitoring Form is developed for the 2017/18 Grant Scheme with a view to evidencing the impact of the Council's investment in the Community through both qualitative and quantitative methods.

RESOLVED that the Grant Monitoring Form be approved and implemented in the 2017/18 Grant Scheme.

F357. RISK ASSESSMENTS 2016/17

Members were advised of the annual risk assessment carried out for 2016/17.

RESOLVED that the Risk Assessment Report for 2016/17 be approved and noted.

F358. 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, 10 April 2017 at 7 pm.

The meeting closed at 8.25 pm.

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

BARRY TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON MONDAY, 10 APRIL 2017 AT 7.00 PM

PRESENT: Councillor Pritchard (Chairperson) together with Councillors Davey, Drake and S Hodges

ALSO PRESENT: Emily Forbes – Town Clerk
Mark Sims – Responsible Finance Officer
Rebecca Blackwell – Administrator

F359. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Curtis, Payne and Williams.

F360. DECLARATIONS OF INTEREST

None received.

F361. TO APPROVE THE MINUTES OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE'S MEETING HELD ON 27 MARCH 2017

UPDATES ARISING FROM ACTION SHEET

The Town Clerk made members aware of the following updates:-

F356 – The Town Clerk advised that the Grant Monitoring Form had been sent out with the successful grant awarded letters with a view that they are returned before the next grant awarding process.

F355 (3) – The Responsible Finance Officer advised that he had been in contact with applicant no. 1 with regard to the purchase of the laptop.

F355 (5) – The Responsible Finance Officer advised that he had been in contact with applicants 15 and 17 to enquire which type of equipment they wish to receive and that he has begun sourcing these.

RESOLVED that the minutes of the Finance, Policy & General Purposes Committee's meeting held on 27 March 2017 be approved and signed as a correct record.

F362. SCHEDULE OF PAYMENTS FOR APRIL 2017

Members were provided with the schedule of payments for April 2017 consisting of direct debits and cheque numbers 2208 to 2222 inclusive, in the amount of £28,793.81.

RESOLVED that the schedule of payments for April 2017 consisting of direct debits and cheque numbers 2208 to 2222 inclusive, in the amount of £28,793.81 be approved.

F363. BUDGET OUT-TURN REPORT MARCH 2017

Members were informed about the Council's income and expenditure in the 2016/17 financial year as at the end of March 2017 noting that information processed up to 29 March 2017 was included.

Councillor S Hodges enquired about the surplus amount of £96,321. The Responsible Finance Officer advised that the amount is likely to change due to invoices being received after 29 March 2017.

RESOLVED: that the budget out-turn report for March 2017, indicating actual income and expenditure up to the end of month twelve in the 2016/17 financial year, noting the projected underspend of £24,016 for 2016/17 be received and noted.

F364. INTERNAL AUDIT REPORT 2016/17 (SECOND INTERIM VISIT)

Members were provided with a report providing details of the internal auditor's report (interim update) for 2016/17 following their second visit on 14 March 2017.

RESOLVED: that members receive and note the internal audit report (interim update) for 2016/17.

F365. RECOMMENDATIONS FROM OTHER COMMITTEES

a) Recommendations from Personnel Committee

Members were provided with recommendations from the Personnel Committee from a meeting held on 6 March 2017.

The Chair read through all the recommendations and members agreed to approve all four listed within the report.

RESOLVED:

1. That the word "business" be amended to "organisation" under the section "Food Safety" of the Health & Safety Policy.
2. That the Health & Safety, Safeguarding and Concerns & Complaints Policies be approved, subject to the above amendment and approval from the relevant trade unions being sought.
3. That based on HMRC guidance on mobile phone expenses and benefits that two business mobile phone contracts are

purchased directly by the Council for senior staff at a cost of £44 per month based on research undertaken.

4. That 3 pay as you go mobiles are purchased at a cost of £17.99 each, and these are topped up as necessary by the Council on a monthly basis.

b) To receive and note the notes of a meeting of the Shop Local Barry Advisory Group held on 12 January 2017 and to receive any recommendations therein

Members were provided with the notes of a meeting of the Shop Local Barry Advisory Group held on 12 January 2017 and were asked to consider the recommendation made to the Finance Committee.

Councillor S Hodges asked if the Shop Local Barry Advisory Group wanted to commit expenditure to the presentation from Totally Locally. The Town Clerk advised that the group felt that there were valuable lessons to be learned and best practice to be shared, the group thought it would be a good use of the budget.

Councillor S Hodges asked if the marketing pod would have branding displayed on it. The Town Clerk advised that it would have both Shop Local branding and Barry Town Council branding displayed on the marketing pod.

Councillor S Hodges asked if the banners would be in the form of flags. The Town Clerk advised that they would be the type of advertising banners seen around the Town with the metal eyelets on them. Councillor S Hodges advised that the Vale of Glamorgan Council changed their policy regarding advertising banners and that guidance should be sought on this.

RESOLVED:

1. That £800 be allocated for a presentation from Totally Locally.
2. That £400 be allocated for the purpose of purchasing an outdoor marketing pod with every effort being made to source locally.
3. That £100 be allocated for the purpose of purchasing 4 banners for the promotion of "Shop Local" to be placed at strategic locations throughout Barry, subject to relevant permissions being sought from the Vale of Glamorgan Council and after checking the Vale of Glamorgan policy.
4. That £250 is allocated for the purpose of purchasing 1000-2000 car bumper stickers with every effort being made to source locally.

F366. COUNCIL INSURANCE – KEY PERSONNEL COVER

Members were provided with a report advising members of a new area of insurance cover being provided by the Council's insurers, Zurich Municipal.

Councillor S Hodges asked how much the Council would save if this insurance was currently in place. The Responsible Finance Officer advised that he did not have any figures to hand, however there was an incident two years ago where a member of staff was involved in a car accident and a number of weeks sick were taken. This was covered by the insurance of the other party and therefore no cost to the Council.

Members were not convinced by the additional insurance needed.

The Town Clerk suggested that a cost/benefit analysis be carried out and more information provided for members to make a decision.

RESOLVED:

1. That a cost/benefit analysis be carried out for the Key Personnel Cover for the Town Council
2. That this be referred to the next meeting of the Finance Committee.

F367. DATE OF NEXT MEETING

RESOLVED: That the next meeting of the Finance, Policy and General Purposes Committee will be agreed at the Annual Meeting due to be held on 16 May 2017.

F368. EXCLUSION OF THE PRESS AND 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.

F369. RECOMMENDATIONS FROM OTHER COMMITTEES

Halls, Cemeteries and Community Facilities Committee

Members were provided with a recommendation from the Halls, Cemeteries and Community Facilities Committee with regard to the abolition of burial fees for children.

The Responsible Finance Officer wished to include that the Deputy Town Clerk had asked if members of the Finance, Policy and General Purposes Committee would also agree to abolishing the burial fees for children within Porthkerry Cemetery.

Members agreed and it was:-

RESOLVED: That the Finance, Policy and General Purposes Committee support the recommendation made by the Halls, Cemeteries and Community Facilities Committee held on 2 April 2017 that, in light of the announcement made by the First Minister that the cost of children's burials in Wales be abolished, Barry Town Council agree that the costs associated with the interment of children and young people (0-18 years) be abolished. Further to this if there is any difference between the funding provided by the Welsh Government, once they have provided burial authorities with concise details of the policy, that Barry Town Council off-set these additional costs to ensure that no charge is made for the future interment of children and young people in Merthyr Dyfan Cemetery and Porthkerry Cemetery.

The meeting closed at 7.20 pm.

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

BARRY TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON MONDAY, 24 JULY 2017 AT 7.00 PM

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

ALSO PRESENT: Emily Forbes – Chief Officer (Town Clerk)
Mark Sims – Responsible Finance Officer
Robyn Walsh – Administrator
Rhian Burns – Administrator
Councillor Hampton (Observer)
Councillor Hawkins (Observer)

F1. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Bertin.

F2. DECLARATIONS OF INTEREST

None received.

F3. TERMS OF REFERENCE

RESOLVED that the terms of reference be approved and noted.

F4. TO ELECT A VICE CHAIRPERSON FOR THE 2017/18 MUNICIPAL YEAR

Nominations were received for the position of Vice Chairperson for the municipal year 2017/18 as follows:

Councillor Lloyd-Selby – nominated by Councillor Brooks and seconded by Councillor Drake.

Councillor Hooper – nominated by Councillor S Hodges and seconded by Councillor Hooper

A vote was taken, the result of which was that Councillor Lloyd-Selby be elected as Vice Chairperson for the 2017/18 municipal year by a majority vote.

RESOLVED that Councillor Lloyd-Selby be elected as Vice-Chairperson of the Finance, Policy and General Purposes Committee for the 2017/18 municipal year.

F5. TO APPROVE THE MINUTES OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE'S MEETING HELD ON 10 APRIL 2017

Members were advised of the following updates in relation to the action sheet;

F365(a)(3) Members were advised that the price of £22 per contract given in the minutes was only available for personal use. The cost for a business use contract would be nearer to £40 per contract per month. The Responsible Finance Officer will investigate whether the Council's current landline providers are able to offer a better deal.

F365(b)(1) Members were advised that the money allocated to the Totally Locally presentation had still not been utilised. Totally Locally had not responded to the Chief Officers request for a presentation until recently. The Chief Officer had since supplied them with future dates for the Shop Local Committee meetings and was awaiting their reply to confirm availability.

RESOLVED that the minutes of the Finance, Policy & General Purposes Committee's meeting held on 10 April 2017 be approved and signed as a correct record.

F6. SCHEDULE OF PAYMENTS FOR JULY 2017

Members were provided with the schedule of payments for July 2017 consisting of direct debits and cheque numbers 2421 to 2452 inclusive, in the amount of £27,813.80.

RESOLVED that the schedule of payments for July 2017 consisting of direct debits and cheque numbers 2421 to 2452 inclusive, in the amount of £27,813.80 be approved, subject to the relevant papers being in order.

F7. BUDGET MONITORING REPORT

Members were informed about the Council's income and expenditure in the 2017/18 financial year as at the end of June 2017.

Councillor Lloyd-Selby enquired about the deficit in income projected from the Transfer of Exclusive Right of Burials. The Responsible Finance Officer explained that the shortfall was due to the reduced cost of the Transfer fee and that this deficit should be made up by more transfers taking place as a consequence of the reduced fee.

Councillor Brooks explained to Members that at the last Budget Meeting the possibility of setting medium and long term goals had been discussed. The Responsible Finance Officer added that with the new

Corporate Plan now in place it should be possible to allocate funds up to five years in advance.

Councillor S Hodges questioned why there had been no money spent from the Corporate Events budget when it had been allocated £67,000. The Chief Officer explained that the budget was allocated based on historical figures and would cover events planned for the end of the financial year but would not necessarily all be spent.

Councillor S Hodges questioned how it would be possible to illustrate future spends accurately knowing there was such a large amount of flexibility in the budgets. The Responsible Finance Officer noted it would be difficult to pin point with complete accuracy.

Councillor S Hodges queried whether it would be possible to have a column added to the reports to show committed spend for the remainder of the year in order to make it easier for new Councillors in particular to understand. The Responsible Finance Officer confirmed it would be possible but would possibly make the report more confusing.

Councillor Hooper asked if the budget for Corporate Events was underspent every year. The Responsible Finance Officer confirmed that it had been underspent for the last three years. Councillor Hooper queried whether the budget should be revised to a more accurate figure.

Councillor S Hodges queried if advice should be taken on how the figures were presented from the auditors. The Responsible Finance Officer replied that the auditors would be satisfied as long as it was shown that the figures were being presented to Council accurately.

The Chief Officer explained that the budget for Corporate/Councillor Training will need to be increased as it had already been spent. Councillor N Hodges asked whether this budget could be overspent and then covered later in the year by a virement from another budget. The Chief Officer replied that it would be better to have the funds available upfront. Councillor Lloyd-Selby agreed it would be better to make the adjustments as the year progressed.

RESOLVED:

1. That a £1500 virement be made from the Corporate Events budget to the Councillor/Corporate Training budget.
2. That virements totalling £3,425 be approved and £9,530 be drawn down from the Cemetery Improvement Reserve to offset the Cemetery/Property Maintenance overspend relating to work on the Chapel and Lodge.

3. That the budget out-turn report for June 2017, indicating actual income and expenditure up to the end of month twelve in the 2017/18 financial year be received, noting the projected overspend of £15,120.
4. That future Budget Monitoring Reports contain an additional column detailing 'Committed Expenditure'.

F8. INTERNAL AUDIT REPORT 2016/17 (FINAL)

Members were provided with a report providing details of the internal auditor's report (final) for 2016/17 following their third visit on 21 June 2017.

RESOLVED that members receive and note the internal audit report (final) for 2016/17.

F9. COUNCIL INSURANCE – KEY PERSONEL COVER

Members were provided with further information requested following the Committee referring this item from their previous meeting held on 10 April 2017

The Responsible Finance Officer explained that the cost of Key Personnel Cover for 22 staff members would be circa £300 per annum. Councillor Brooks queried whether this price was regardless of salary and it was confirmed that this was the case. It was also explained that in the event of a claim being made the insurance would provide a capital payment directly to the Council.

Councillor N Hodges noted that a saving had been made from the Insurance budget last year following a review.

Councillor Hooper noted that although the cost of the policy was cheap he did not think the insurance was actually required for all staff.

The Responsible Finance Officer explained that the name of the policy was somewhat misleading as it would cover all staff.

Councillor Lloyd-Selby asked if it would be possible to identify Key Personnel from the staff members which would reduce the cost and make the expenditure more justifiable.

Councillor S Hodges noted that there would be a significant impact on the daily function of the Council if an accident were to occur involving multiple staff members and queried whether the insurance could be beneficial for this possibility.

Councillor Brooks asked how Key Personnel would be identified. The Responsible Finance Officer noted that would be up to Councillors.

Councillor Hooper questioned if the functioning of the Council would cease if any one member of staff was not present. He noted that £300 would not be a significant spend for the right policy but felt cover for all staff was not necessary.

RESOLVED that Key Personnel insurance is not purchased.

F10. MEMBERS ALLOWANCE 2017/18 – INDEPENDENT REMUNERATION PANEL

Members were provided with details from the Annual Report from the Independent Remuneration Panel relating to Payments to members of Community and Town Councils for 2017/18 in order to review.

The Responsible Finance Officer noted that there was no provision made in the budget for payments to Members aside from the Mayor's and Deputy Mayor's allowances.

Councillor Hooper moved to retain the Council's current stance with regard to remuneration policy as he felt it would send out the wrong message to the public to change it.

Councillor Lloyd-Selby noted that no Councillor should suffer financial hardship in order to serve the town and that in particular Carer's allowance should be made available to claim. This would send a strong message to prospective future Councillors that financial circumstances should not be a barrier to standing for election.

Councillor Rowlands questioned whether there would be an increase in the number of meetings Councillors would be expected to attend and noted that this should also be taken into account. He felt that an allowance should be available to claim if in individual circumstances it was required.

Councillor Brooks queried whether there was an element of the allowance that was voluntary for taking up.

Councillor S Hodges stated that she felt at this time it would be a wise choice to retain the status quo due to poor public perception. Councillor S Hodges also stated that a review should be carried out in around a years' time in order to ascertain if there were any increased costs to Councillors, for example printing costs.

Councillor Lloyd-Selby reiterated that she felt that Carer's allowance should be covered in the interests of equality.

Councillor Brooks stated that she felt it should be an option going forward as the majority of Councillors would not accept it if it was not required.

RESOLVED:

1. That the attached information relating to the Panel's Annual Report for 2017/18 onwards be received and noted.
2. That the report relating to the Panel's Annual Report for 2017/18 onwards be forwarded to a meeting of Full Council to be held on 4 September 2017.

F 11. RECOMMENDATIONS FROM OTHER COMMITTEES

a. Personnel Committee – 3 July 2017

The Chief Officer advised Members of a number of policies that had recently been reviewed, also advising that they had been submitted to the relevant Trade Unions (and staff consultation in the case of Sickness Absence Policy) and to date no comments had been received.

RESOLVED 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)

b. Working Party to Review the Management and Performance of the Town Council's Operations - 24 July 2017

Councillor Brooks gave a brief verbal report of the outcome of the presentation from Ocean Watersports Trust.

RESOLVED That the Chief Officer contact Ocean Watersports Trust's Consultant for more information and to enquire which funding streams they had explored and identify any they could utilise and that the outcome of these investigations are to be reported to the next meeting of the Working Party in September.

F12. EQUIPMENT REQUIREMENTS

The Chief Officer outlined the equipment needs which had been identified which are outside the initial budget set for 2017/18 Management and Support equipment cost.

RESOLVED:

1. Members agreed to purchase new TV screen, Chrome Cast and full motion bracket to replace ageing projector at an approximate cost of £458.99;
2. That members agree to purchase Computer Equipment through the usual supplier route (Dell) at a cost of £556 (excluding VAT) and two MS Office licences at circa £100.;
3. That members agree to purchase a new Noticeboard from Earth Anchors at a cost of £880;
4. That members agree to costs for Access to Work equipment as per recommendation at an approximate cost of £307.08;

RECOMMENDATION to an Extraordinary meeting of Full Council on 25th July 2017 to increase the M&S Equipment budget by £2,500 in order to purchase the new equipment agreed above and that officer's action these purchases during summer recess.

F13.

CORPORATE PLAN

The Members received the notes made during discussions in the recent One Voice Wales Training. They also received the comments from the Community Engagement exercise carried out at the Scout Fete on 1 July 2017.

The Chief Officer noted that there would be a further update to come from the Community Development Officer at the next meeting detailing upcoming work.

Councillor Lloyd-Selby stated that she felt the Community Engagement exercise had worked very well and that it was great to have such a lot of input and feedback from families and young people.

The Chief Officer stated that Barry Youth Action had also requested and been supplied with a copy of the comments in order to incorporate the feedback into their work.

RESOLVED that the attached feedback be received and noted.

F14.

DATE OF NEXT MEETING

RESOLVED That the next meeting of the Finance, Policy and General Purposes Committee is scheduled to be held on 16 October 2017.

F15.

EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED That in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest

that the press and public are excluded from the remainder of the meeting.

F16. IT PROVISION AND FUTURE OPTIONS

Councillor Lloyd-Selby highlighted that Councillors do not have any guidance to follow with regard to official business of public authorities held in private email accounts and queried if the Council could provide this.

Members received a report providing an update on current IT provision within Barry Town Council and future options to inform a discussion on Council IT requirements.

RESOLVED:

- 1 That an IT Working Party Group is formed consisting of Chief Officer, Councillor Hooper and Councillor Rowlands to meet and discuss Barry Town Council's IT provision and develop its IT Strategy.
- 2 That the Chief Officer arranges for the Council's back-up to be transferred to a new provider at a cost of £20 per month providing that the process to transfer the back-up is straight forward, if not that the Council continue with the current provider until a full review of the Council's current IT requirements has taken place.
- 3 That the Chief Officer provides Councillors with guidance from the Information Commissioner with regards to official business of public authorities held in private email accounts.

F17 ANCHOR MEMORIAL

The Members discussed the possibility of taking over maintenance for the Anchor Memorial at Barry Waterfront.

Councillor Lloyd-Selby requested that the Council monitor the state of the memorial.

RESOLVED That maintenance for the Anchor Memorial should remain with the Vale of Glamorgan Council.

F18 CEMETERY LODGE – WORKS TO REPLACE RADIATORS

Members received a report providing them with information on the condition of the radiators in the cemetery lodge.

RESOLVED That the Deputy Chief Officer is authorised to instruct the successful contractor to undertake the works in respect of the replacement radiators in the Cemetery Lodge to ensure that they are

compliant with current regulations and that the works be carried out as a priority.

F19

PIONEER HALL ROOF – ACCEPTANCE OF TENDER

Members heard information relating to the tender process for work to replace the Pioneer Hall roof, following tenders that had been opened earlier in the day.

RESOLVED:

- 1 That the extra money required is to be drawn from the reserve funds in order to carry out the necessary repairs to the roof.
- 2 That the Chief Officer seek advice on how to proceed with this matter with no further action in respect of this project being taken until such information has been received.
- 3 That the Chief Officer confirm within Council's Procurement Policy and Financial Regulations for details concerning Pre/Post Award Negotiation.

The meeting closed at 8.50 pm.

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

BARRY TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON MONDAY, 16 OCTOBER 2017 AT 7.00 PM

PRESENT: Councillors Brooks (Chairperson), Bertin, Drake, S A Hodges, Hooper, Lloyd-Selby and Rowlands

ALSO PRESENT: Emily Forbes – Chief Officer (Town Clerk)
Mark Sims – Responsible Finance Officer
Rhian Burns – Administrator
Councillor Hawkins (Observer)
Councillor Johnson (Observer)
Councillor Payne (Observer)

F20. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor N Hodges.

F21. **DECLARATIONS OF INTEREST**

None received.

F22. **TO APPROVE THE MINUTES OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE'S MEETING HELD ON 24 JULY 2017**

RESOLVED that the minutes of the Finance, Policy & General Purposes Committee's meeting held on 24 July 2017 be approved and signed as a correct record.

F23. **SCHEDULE OF PAYMENTS FOR OCTOBER 2017**

Members were provided with the schedule of payments for October 2017 consisting of direct debits and cheque numbers 2542 to 2563 inclusive, in the amount of £104,689.20.

RESOLVED that the schedule of payments for October 2017 consisting of direct debits and cheque numbers 2542 to 2563 inclusive, in the amount of £104,689.20 be approved, subject to the relevant papers being in order.

F24. **BUDGET MONITORING REPORT**

Members were informed about the Council's income and expenditure in the 2017/18 financial year as at the end of September 2017.

RESOLVED that the budget monitoring report for September 2017, indicating actual income and expenditure up to the end of month six in the 2017/18 financial year is accepted, noting the projected underspend of £147,230 for 2017/18, which is likely to change as the year progresses.

F25.

WALES AUDIT OFFICE REPORT

Members were provided with further details relating to correspondence received from Mr Anthony Barrett, Assistant Auditor General regarding Audit fees and other matters relating to the 2015-16 audit that was reported to the meeting of the Town Council on 26 June 2017.

Members had previously asked for more detail and a full report was presented to Committee offering the detail of the two areas of focus for the 2017-18 audit which included Internal Audit and use of reserves. Members noted the annual report on internal control and that the Council's Reserves Policy will require updating.

RESOLVED that members receive and note the report.

F26.

INVESTMENT STRATEGY

Members were provided with a copy of the Barry Town Council Investment Strategy.

The Chief Officer advised members that this item had been added to the agenda in order to discuss whether there was a need to update the investment strategy as a request had been made to explore whether the current strategy had an ethical framework.

Councillor Hooper queried whether investing in local businesses would be a possibility. The Responsible Finance Officer advised that this could be an option for the future as long as appropriate controls were put in place. He also advised that any investments would need to adhere to the 'Security-Liquidity-Yield' policy outlined in Appendix 6 of the Welsh Assembly Government guidance on local government investments.

Councillor Johnson queried where money from the public deposit fund was currently invested. The Responsible Finance Officer advised that the CCLA who administers the Public Sector Deposit Fund invests with a pool of 44 London based Banks. Councillor Johnson further queried whether this money was held in ethical accounts. The Responsible Finance Officer advised that the PSDF is a Qualifying Money Market Fund (QMMF) that pools funds from other Local Authorities and invests in Call Accounts, Notice Accounts, Term Deposits and Certificates of Deposit rather than stocks and shares accounts.

The Chief Officer noted that another option for investment could be the CCLA property fund. She noted that this however was only advised for longer term investments.

Councillor Hooper asked that the option of small loans to local businesses be looked into and noted that Purple Shoots were currently running a similar scheme.

RESOLVED:

1. That the option of investing in local independent businesses be explored and brought back to a future meeting of this Committee.
2. That the information in the investment strategy be received and noted.

F27.

GENERAL DATA PROTECTION REGULATION (GDPR)

Members were provided with a report to advise them of the General Data Protection Regulation (GDPR) which will come into force on 25 May 2018.

Councillor S Hodges queried whether it would be useful to include data protection as a standing agenda item for Finance Committee meetings.

Councillor Hooper questioned whether councillors had any responsibilities for data protection. The Chief Officer advised that councillors would be regarded as 'Data Controllers' and so would have data protection responsibilities and that she had previously emailed relevant data protection fact sheets and information to all Councillors advising them of their role to register individually with the ICO if necessary.

The Chief Officer advised that Senior Management Team were addressing any additional measures to ensure compliance with the GDPR and would report back on progress. There is some further work required, but generally speaking, compliance with the current legislation was of a high standard. A new confidential waste disposal contract had been entered into to ensure the correct and recorded destruction of all confidential waste.

RESOLVED:

1. That members receive and note the information provided, noting that the Chief Officer is working with staff to ensure that the Council is compliant with the General Data Protection Regulation when it comes into force in May 2018.

2. That training for councillors on data protection is sourced, particularly in relation to separating the Councillor's individual responsibilities and the Corporate body's role and responsibilities.
3. That a standing item for data protection is added to Finance, Policy & General Purposes Committee meeting agendas.

F 28.

RECOMMENDATIONS FROM OTHER COMMITTEES

a. Consultation Working Party – 12 September 2017

Members were provided with a report asking them to consider whether the Council should, as part of the duty of the Consultation Working Party, consider consultations from individual Assembly Members.

Councillor Johnson noted that the AM who had sent the consultation had followed the formal process for bringing about legislation. He noted that the consultation had been sent with the permission of the Welsh Government and that it was up to the Working Party members to decide if they wished to respond to the consultation.

The Chief Officer noted that the working party also had the option of responding to some parts of the consultation but not the entire document.

Councillor Lloyd-Selby queried whether the decision and consultation response from the Working Party should go to a Full Council meeting before being sent. The Chief Officer advised that the working party have delegated powers to consider and respond to consultations and also noted that any councillor could attend the Working Party meeting as an observer.

RESOLVED:

1. That the Chief Officer clarifies with Working Party members the legislative process and their options for responding to consultation requests.
2. That the document be returned to the Consultation working party on 30 October 2017 to decide if they will respond.

b. Personnel Committee - 25 September 2017

RESOLVED that the Model Local Resolution Protocol for Community and Town Councils be noted and the amendments made be approved.

c. Shop Local Barry – 14 September 2017

Councillor Brooks opened the discussion on the subject of the photography project proposed by Kevin Moore. She noted that the recommendation for the sponsorship of the project was dependent on the completion of a business plan with assistance from the Community Development Officer.

The Chief Officer advised members that the business plan had now been completed.

Councillor S Hodges noted that the estimated overall cost for the project is £5000 - £6000. She added that the traders were excited by the project and were already booking photo shoots.

Councillor Brooks stated that she would like to see the business plan before the money was granted.

Councillor Lloyd-Selby noted that she had concerns around the concept of anyone who requested it being included in the project. She queried whether there would be any quality checks in place.

The Chief Officer noted that the business plan was not highly detailed due to the nature of the project. She added that it might be possible to use photographs for the project for the Barry Town Council website.

Councillor Bertin noted that as Kevin Moore is a professional photographer it would be beneficial if the Council was able to utilise photographs from the project.

Councillor Payne stated that a project plan would have been more appropriate than a business plan.

Councillor Hooper expressed his concerns over recommendations put forward by the Shop Local group being so strongly questioned by the committee.

Councillor S Hodges advised members that she had suggested the figure of £2,500 as half the estimated cost of the project. She also noted that Kevin Moore was advised by the Council to give the presentation for the project to the Shop Local committee. Councillor S Hodges suggested adding a proviso to

the resolution to add that the project plan/business plan is circulated.

Councillor Lloyd-Selby stated that she felt reassured knowing that a plan was in place. She queried whether the project would still be able to go ahead albeit on a smaller scale if Kevin Moore was unable to secure the remainder of the funding he required in order that the Council still had a viable product to show for the sponsorship.

Councillor Brooks queried how closely the Community Development Officer was working with Kevin Moore. The Chief Officer advised that the Community Development Officer had met with Kevin Moore initially and had had a further meeting to look into other funding options available.

Councillor Brooks queried what checks and balances were in place to monitor the project after the granting of the sponsorship. The Chief Officer advised that all organisations were asked to update Council with a grant monitoring feedback form through the traditional grant route and that for Shop Local expenditure this was reported on by the Committee cycle to evaluate and feedback on projects.

Councillor Brooks then moved the discussion on to the High Street Christmas light switch on event. She advised members that the High Street traders had listened to feedback from members of the public and had decided to not include the stage in this year's event based on feedback.

Councillor S Hodges noted that a large part of the budget for this event was traditionally spent on the stage.

Members then discussed the recommendation to increase stock levels for Shop Local marketing materials.

The Chief Officer gave members an update on the arrangements for the business breakfast to be held in conjunction with the Small Business Saturday bus visiting the Council offices on Friday 10 November.

RESOLVED:

1. That expenditure is approved from the Shop Local budget heading of up to £2,500 for the sponsorship of a photography project titled 'A Year in Barry' with the following provisos:
 - i. That councillors have sight of the business plan drafted by Kevin Moore and the Community Development Officer.

- ii. That Kevin Moore receives ongoing support from the Community Development Officer throughout the project.
 - iii. That the project continues on a smaller scale to ensure the Council still has a viable product in the event of further funding not being sourced.
2. That expenditure is approved from the Shop Local budget of £2,500 for the sponsorship of the High Street Christmas event.
 3. That £1,000 is allocated to purchase Shop Local cotton bags, wristbands and fridge magnets for promotional purposes.
- d. Fairtrade Advisory Committee

RESOLVED:

1. That 10 Fairtrade rugby balls be purchased from Bala Sport.
2. That a Fair Trade Gold Exhibition is held on Thursday, 2 November at a cost of £35.
3. That a Fairtrade 'banner' to be used on the marketing pod be purchased at a cost of £135.

F29.

DRAFT COMMUNITY ENGAGEMENT STRATEGY

Councillor Brooks stated that although she appreciated the huge amount of work that had gone into the document she felt it was too detailed.

The Chief Officer noted that as there was currently no Community Engagement Strategy in place the draft was designed to be detailed in order to act as a framework for future activities.

Councillor Lloyd-Selby noted that the draft was useful as an internal document for Councillors but felt a second, more condensed document for the public should be produced.

Councillor Bertin noted that the strategy would help with decision making and also agreed that there was too much detail included to be engaging as a public document.

Councillor S Hodges stated that she felt the strategy needed to lay out how community engagement would be done differently going forwards.

The Chief Officer advised members that the document was intended as a preamble from a strategic perspective to receive feedback on how to proceed at an operational level.

Councillor Payne noted that the strategy would develop with feedback from the community.

Councillor Johnson noted that the draft strategy was a positive first draft and would be useful for setting out the process of community engagement but felt it was too jargon heavy.

Councillor Hooper stated that he felt that community engagement should be the most important task that Barry Town Council undertakes so it was important to get this right. He added that in his opinion there were no public bodies getting community engagement completely right and so a different, bolder approach needed to be explored.

Councillor Lloyd-Selby suggested the actions section of the document – currently at the end – be brought forward to set out the intentions of the Council for community engagement. She also highlighted the need for a more creative approach in order to reach all communities in Barry, especially those that are either unable or unwilling to engage using traditional methods of outreach.

Councillor Brooks asked Councillors to think about any ideas or support that could be given to the Community Development Officer to assist in forming the required document.

RESOLVED:

1. That the principles of the Community Engagement Strategy and commitments within it are fully supported by members;
2. That the strategy is amended as discussed and used as an internal strategy document to set direction for the Town Council and set out its process;
3. That a self-assessment is completed by the CDO to understand what is currently working and what is not working and what more can be done;
4. That a more accessible public document is created to better engage with people;
5. That the CDO is given Council's permission to be more bold in developing new and innovative ways to engage with the community;
6. That the Chief Officer provide feedback to the CDO on the positive work to date;

7. That revised documents/plans are brought back to a future meeting of this Committee.

F30. **YMCA REPRESENTATIVE UPDATES**

Councillor S Hodges informed members that she was currently the only representative to the YMCA when their constitution requests two representatives from Barry Town Council.

RESOLVED that a memo be circulated prior to the Full Council meeting on 11 December 2017 asking for potential representatives, noting the meeting time.

F31. **PROTOCOL FOR HOLDING A MINUTES SILENCE**

Members were provided with a draft Protocol for Holding a Minutes Silence at Council Meetings.

Councillor Brooks noted that former/current AM should be added to the list and also queried whether Barry Town Councillors should include all former serving Councillors rather than just those serving over the last four years.

Councillor Bertin noted that he felt that people who have made a significant contribution to Barry should also be included and that as well as AMs, the First Minister should be added to the list.

RESOLVED That the draft protocol is agreed and adopted with the following amendments:

- i. A current/former member of the Council
- ii. A current/former AM for the Vale of Glamorgan
- iii. The First Minister
- iv. Any person who has made a significant contribution to the town as determined by the Mayor in consultation with leaders of the Council
- v. The Mayor and Leaders will consider any other applications

F32. **NEIGHBOURHOOD WATCH GRANT APPLICATION**

Members were provided with an application from the Vale of Glamorgan Neighbourhood Watch Association seeking a grant of £100.

RESOLVED that the grant request of £100 be approved and awarded under the 'Promotion of Well-being' of the Local Government Act 2000, from the Council's grants budget.

F33. **SCOUTS GRANT APPLICATION**

Members were provided with an application from the Tir a Mor Scout District seeking a grant towards their adult recruitment project.

RESOLVED

1. That the application be considered at the next meeting of the Working Party to Review the Management and Performance of the Town Council's Operations.
2. That a review is undertaken of the grant application process and criteria.

F34. **DATE OF NEXT MEETING**

RESOLVED: That the next meeting of the Finance, Policy and General Purposes Committee is scheduled for 15 January 2018.

Councillor Payne left the meeting at 8.50pm.

F35. **EXCLUSION OF THE PRESS AND PUBLIC**

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

F36. **TO APPROVE THE MINUTES OF THE WORKING PARTY MEETING HELD ON 26 SEPTEMBER 2017 AND CONSIDER RECOMMENDATIONS THEREIN**

RESOLVED that the minutes of the Working Party meeting held on 26 September 2017 be received and noted.

F37. **RECOMMENDATION FROM OTHER COMMITTEES (CONFIDENTIAL)**

a. **Personnel Committee**

RESOLVED:

1. That a virement of £5,000 is allocated from reserves to increase the Councillor Training budget.
2. That the Memorial Inspector role becomes a stand-alone three day a week role commencing from 18 September 2017 and the budget for 2018/19 onwards reflect this additional £3,030.

b. IT Working Party

RESOLVED:

1. That a new website is commissioned to be designed and hosted by a local provider in Barry. The website will seek to maximise engagement, increase public awareness and participation and provide access to information transparently in the public domain. That the website budget is set for 2018/19 for £10,500 to undertake the work required and the Chief Officer is authorised to negotiate costs and specification.
2. That £792 per annum be included as a new budget for 2018/19 to set up 22 Corporate Councillor emails
3. That £4,700 be included as a new budget for 2018/19 for offsite hosting to be implemented at a cost of £1,225 for set up and a monthly cost of £288.12.
4. That £3,300 is set aside in the 2018/19 budget to purchase 22 tablets to the nearest spec to the Lenovo Tab 2 10.1" 32 GB

F38.

SUSPENSION OF STANDING ORDER 3(AA)

RESOLVED that Standing Order 3(AA) be suspended for a period of fifteen minutes.

F39.

FINANCIAL FORECASTING 2018-2021 IN LINE WITH CORPORATE PLAN

Members received a report providing them with a 4 year financial forecast/plan for 2018/19 – 2021/22 in line with the Council's Corporate Plan and Financial Regulations.

The Leader expressed a view that the background detail was missing.

The Chief Officer explained that the front sheet figures had been presented for an overview of what was likely to be required to implement the Council's ambitions for staffing and services over the next 4 years. The first column on the sheet was the current position and the spreadsheet detailed how things would change over the next 4 years with commitment to more staffing, a new community centre to build and run and new services.

RESOLVED That the detail of the report is brought to the Leader's monthly budget monitoring meeting.

F40. **FUNDING PRIVATE COMPANIES VIA GRANTS**

Members were provided with a report detailing the Chief Officer's findings on the Council's statutory powers regarding funding private companies via grants.

RESOLVED: That this item is deferred to a future meeting of the Working Party to Review the Management and Performance of the Town Council's Operations as part of the review of the Grants management process and criteria.

F41. **CEMETERY APPROACH GARDENS PROJECT UPDATE**

Members were provided with an update on the funding for the community building on Cemetery Approach.

RESOLVED: That £25,000 be allocated to the budget from the acquisitions reserve and the Funding Agreement with the Vale of Glamorgan Council be amended to reflect this.

F42. **CEMETERY APPROACH GARDENS LEASE**

Members were provided with a copy of a draft lease for the land at Cemetery Approach.

RESOLVED

1. That subject to the clarification of areas set out in the report and the completion of legal advice, that Barry Town Council is content to accept the 999 year lease;
2. That the Chief Officer confirms any responses and clarification via Group Leaders in order to finalise the lease and affix the Seal of Barry Town Council to accept the lease at the end of this process.

F43. **DEMENTIA FRIENDLY PROJECT IDEA**

Members were provided with a report providing them with details of the Memo Arts Centre's Dementia Friendly Service and possible areas of project expansion.

RESOLVED:

1. That this item be deferred to the next meeting of the Finance, Policy and General Purposes Committee on Monday 15th January 2018.
2. That the Community Development Officer explore other dementia friendly community projects that could be funded by

Barry Town Council and prepare a suite of options for the next meeting of this Committee.

F44. **ACCOMODATION UPDATE**

The Chief Officer gave members an update on the situation regarding future Council accommodation.

RESOLVED that the verbal report be received and noted.

The meeting closed at 9.15pm.

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

BARRY TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON MONDAY, 15 JANUARY 2018 AT 7.00 PM

PRESENT: Councillors Lloyd Selby (Vice Chairperson), Bertin, Drake, S A Hodges, N P Hodges (Town Mayor – Ex-officio) and Hooper.

ALSO PRESENT: Emily Forbes – Chief Officer (Town Clerk)
Mark Sims – Responsible Finance Officer
Rhian Burns – Administrator
Councillor Hampton – Observer
Councillor Johnson - Observer

F45. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Brooks and Rowlands.

F46. **DECLARATIONS OF INTEREST**

None received.

F47. **TO APPROVE THE MINUTES OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE'S MEETING HELD ON 16 OCTOBER 2017**

RESOLVED: That the minutes of the Finance, Policy & General Purposes Committee's meeting held on 16 October 2017 be approved and signed as a correct record.

F48. **SCHEDULE OF PAYMENTS FOR JANUARY 2018**

Members were provided with the schedule of payments for January 2018 consisting of direct debits and cheque numbers 2642 to 2670 inclusive, in the amount of £77,543.78.

RESOLVED that the schedule of payments for January 2018 consisting of direct debits and cheque numbers 2642 to 2670 inclusive, in the amount of £77,543.78 be approved, subject to the relevant papers being in order.

F49. **BUDGET MONITORING REPORT**

Members were informed about the Council's income and expenditure in the 2017/18 financial year as at the end of December 2017.

The Responsible Finance Officer advised that a budget meeting would be arranged for February and that any variances or virements required would be discussed then.

Councillor S Hodges queried whether the invoice for election costs had been received from the Vale of Glamorgan Council. The Responsible

Finance Officer advised that the invoice had been received and that there are sufficient funds held in reserves to cover the full amount.

RESOLVED: That the budget monitoring report for December 2017, indicating actual income and expenditure up to the end of month nine in the 2017/18 financial year be received, noting the projected underspend of £105,607 for 2017/18 resulting in £258,107 being transferred from reserves rather than the budgeted amount of £363,714 from reserves.

F50.

RECOMENDATIONS FROM OTHER COMMITTEES

a) Draft Budget 2018/19

Members were provided with recommendations from the Halls, Cemeteries and Community Facilities Committee relating to the draft budget for 2018/19.

Members of the Finance, Policy and General Purposes Committee were informed that at the Halls, Cemeteries and Community Facilities Committee meeting held on 20 November 2017, members received a report on proposed future projects to be undertaken in Merthyr Dyfan Cemetery and the Pioneer Hall, the following were discussed and recommended for inclusion on the 2018/19 Draft Budget:-

- i. **That a sum of £3,000 be added to the 2018/19 budget for the replacement of the toilets and sinks, the removal of over sink heaters and the installation of a water heating system at the Pioneer Hall, Barry.**

Members supported the recommendation.

- ii. **That a sum of £2,600 be added to the 2018/19 budget for the replacement of the two side gates with aluminium gates at the Pioneer Hall, Barry.**

Members supported the recommendation.

- iii. **That a sum of £4,500 be added to the 2018/19 budget for landscaping work to be carried out in the area surrounding the Sanctum Panorama at Merthyr Dyfan Cemetery.**

Members supported the recommendation.

- iv. **That a sum of £3,500 be added to the 2018/19 budget for the introduction of a scatter area at Merthyr Dyfan Cemetery.**

Members supported the recommendation.

- v. **That a sum of £6,000 be added to the 2018/19 budget for the creation of a pathway to the bios urn area at Merthyr Dyfan Cemetery.**

Members supported the recommendation.

- vi. **That a sum of £25,000 be added to the 2018/19 budget for repairs to be carried out on side roads at Merthyr Dyfan Cemetery.**

Members supported the recommendation.

- vii. **That an annual sum of £5,000 be placed in a Cemetery Roads Renewal Reserve in order to ensure funds are available for larger road repairs when required in future years at Merthyr Dyfan Cemetery.**

Members supported the recommendation.

- viii. **That the proposed Cemetery Fees & Charges for 2018/19 be accepted.**

Members supported the recommendation.

- ix. **That the proposed Pioneer Hall Charges for 2018/19 be accepted.**

Members supported the recommendation.

Councillor S Hodges queried the lifespan of the concrete roads at Merthyr Dyfan Cemetery and the difference with tarmacked roads. Councillor Bertin noted that a report detailing the current condition and lifespan of the existing materials used for the roads would be useful to allow for future budgeting and planning of maintenance and repair.

RESOLVED:

1. That a sum of £3,000 be added to the 2018/19 budget from General Reserves for the replacement of the toilets and sinks, the removal of over sink heaters and the installation of a water heating system at the Pioneer Hall, Barry.
2. That a sum of £2,600 be added to the 2018/19 budget from General Reserves for the replacement of the two side gates with aluminium gates at the Pioneer Hall, Barry.
3. That a sum of £4,500 be added to the 2018/19 budget from the Cemetery Improvement Fund Reserves for landscaping work to be carried out in the area surrounding the Sanctum Panorama at Merthyr Dyfan Cemetery.
4. That a sum of £3,500 be added to the 2018/19 budget from the Cemetery Improvement Fund Reserves for the introduction of a scatter area at Merthyr Dyfan Cemetery.
5. That a sum of £6,000 be added to the 2018/19 budget from the Cemetery Improvement Fund Reserves for the creation of a pathway to the bios urn area at Merthyr Dyfan Cemetery.

6. That a sum of £25,000 be added to the 2018/19 budget from General Reserves for repairs to be carried out on side roads at Merthyr Dyfan Cemetery.
7. That an annual sum of £5,000 be placed in a Cemetery Roads Renewal Reserve from General Reserves in order to ensure funds are available for larger road repairs when required in future years at Merthyr Dyfan Cemetery.
8. That the proposed Cemetery Fees & Charges for 2018/19 be accepted.
9. That the proposed Pioneer Hall Charges for 2018/19 be accepted.
10. That the Deputy Chief Officer prepares a report detailing the lifespan of the roads at Merthyr Dyfan Cemetery to assist with budgeting for future road repairs.

b) IRP Wales Draft Annual Report

Members were provided with a recommendation from the Working Party to Consider Consultations regarding the IRP Wales' Draft Annual Report 2018/19 relating to the draft budget for 2018/19.

Determination 44: £3,300 (All 22 members receive £150 for costs incurred in respect of telephone usage, IT, consumables etc.) **MANDATED**

Determination 45: £2,500 (Minimum of 1 and maximum of 5 members receive £500 specific responsibility allowance) **MANDATED**

Determination 46: Not Applicable to BTC

Determination 47: £900 (Provision for 2,000 miles at 45p per mile) **AUTHORISED**

Determination 48: £500 (Provision for subsistence rates for overnight stay) **AUTHORISED**

Determination 49: £0 (Rejected by members of Consultation Working Party) **AUTHORISED**

Determination 50: £106,392 (All 22 members eligible to receive up to £403 per month for reimbursement of necessary costs for the care of dependent children and adults provided by informal or formal carers) **MANDATED**

Determination 51: £1,500 **AUTHORISED**

Determination 52: £500 **AUTHORISED**

A lengthy discussion took place about the Determinations.

The RFO's report had stated that from a budgeting perspective in accounting, the convention of conservatism, also known as the doctrine of prudence, is a policy of anticipating possible future costs. This policy tends to understate rather than overstate net assets e.g. General Reserves, and therefore lead organisations to "play safe / show worst case scenario". If all the mandated and authorised determinations were claimed by councillors, this would require £115,592 per year and therefore, the RFO advised that prudence would suggest provision of the full amount of £115,592 in the budget 2018/19.

Councillors discussed whether this amount would be met from general reserves or by increasing the precept (or a combination of both) and felt that IRPW had put the council in a difficult position of needing to find a vast amount of additional budget to meet the new mandatory requirements, even though this may not actually be claimed.

Councillors queried if it was possible to decline the IRPW Determinations. The Chief Officer advised that this would not be possible as the Local Government Measure 2011 gives the IRPW power to enforce mandatory payments. Barry Town Council must submit an annual return to the IRP Wales providing details of Members expenses claimed during each financial year. The Chief Officer advised that provision must be made in the budget for the amounts to be payable, even if councillors choose not to accept the payments. The Chief Officer drew attention to section 13.8 which states that in all cases, any individual member may make a personal decision to elect to forgo part or all of the entitlement to any of these payments by giving notice in writing to the proper officer of the council.

The Chief Officer suggested taking a risk assessed approach to setting a budget to ensure that some provision was made, even if this was at a minimal level (such as the £150 per councillor relating to Determination 44). If throughout the year, claims for payment under other mandated Determinations were presented by Councillors, then this could be reviewed on an ongoing basis and if required, payments made or top-up from general reserves if the budget set was too low. It would need to be a trial and error process as it was unknown who would request payments throughout the year. The Chief Officer felt that this would be a measured and risk assessed approach to set the budget.

Councillor Lloyd-Selby queried whether it was possible to set a budget based on Councillors stated intentions as many would not take up remuneration, having already voted against this recently. The Responsible Finance Officer noted that this would not be possible, especially with regards to Determination 50 as it was impossible to know the future care requirements for Councillors. Picking up on the Chief Officer's advice, the Responsible Finance Officer further noted that it would be possible to budget for the other Determinations and apply an informed risk assessed approach to the requirements for Determination 50 (care costs) and reassess as necessary.

Councillor Hooper noted that he felt if Councillors were asked to choose whether or not they would claim the allowances it could amount to political bullying as Councillors who required the allowance could then feel pressurised not to accept it.

Councillor Hampton noted that as he was in receipt of an allowance as Deputy Mayor he felt he should not be involved in discussion and left the room.

Councillor Hooper suggested earmarking the full amount out of reserves for the purposes of councillor allowances, but that if this was not used by year end, then council could look at a community investment scheme whereby the full amount was invested into the local community. This would guarantee over £100,000 of investment on an annual basis into local projects.

Members felt they were unable to follow the advice of the RFO and take a prudent approach of setting a budget for £115,592 in respect of IRPW determinations. Members were neither inclined to follow the Chief Officer's suggestion of setting a minimal budget to make some provision to cover potential costs and then review this later.

Before making these decisions councillors requested the Chief Officer seek clarification from the IRPW on a number of issues.

RESOLVED:

1. That the Chief Officer seek advice from the IRPW to find out the following:
 - a. What legal authority and power does the IRPW have to enforce these mandated payments?
 - b. Is Barry Town Council legally obliged to make provision for these mandated payments in its budget?
 - c. What would the IRPW suggest BTC put in their budget?
 - d. What are the consequences of non-compliance?
 - e. If as a corporate body, Barry Town Council refused to make provision for the mandated payments, what would that mean? Would BTC be breaking the law?
2. That the recommendation from the Working Party to Consider Consultations regarding the IRP Wales' Draft Annual Report 2018/19 relating to the draft budget for 2018/19 be deferred to a meeting of Full Council on 5 February 2018 once further clarification had been sought.

Councillor Hampton re-joined the meeting.

c) Budget Monitoring Report For Personnel Committee

Members were provided with a recommendation from the Personnel Committee relating to including M&S/Salaries in the budget monitoring reports they receive.

RESOLVED: That the M&S/Salaries are included in budget monitoring reports provided to the Personnel Committee.

F51.

DRAFT BUDGET 2018/19

Members received the draft budget 2018/19 for recommendation to the meeting of Full Council to be held on 5 February 2018.

The Responsible Finance Officer advised members of the following changes that had been made to the draft budget due to the decisions made in the previous agenda item:-

Additional funding for replacement toilets, sinks and water heating system at Pioneer Hall	£3,000
Additional funding for replacement of side gates at Pioneer Hall	£2,600
Additional funding for landscaping work to be carried out in the area surrounding the Sanctum Panorama at Merthyr Dyfan Cemetery	£4,500
Additional funding for the introduction of a scatter area at Merthyr Dyfan Cemetery	£3,500
Additional funding for the creation of a pathway to the bios urn area at Merthyr Dyfan Cemetery.	£6,000
Additional funding for repairs to be carried out on side roads at Merthyr Dyfan Cemetery	£25,000
£5,000 be placed in a Cemetery Roads Renewal Reserve from General Reserves in order to ensure funds are available for larger road repairs when required in future years at Merthyr Dyfan Cemetery	£5,000

Members discussed the draft budget and the possible effects the Determinations made by the IRP would have. Councillors felt that it would be difficult to make a decision before clarity had been sought from the IRP with regards setting a budget for the Determinations.

Councillors felt that they could not approve the draft budget nor make a recommendation to Full Council to determine the precept as there were still a number of unknowns and agreed that this issue needed further discussion before being brought to Full Council.

RESOLVED: That an Extraordinary Meeting of the Finance, Policy and General Purposes Committee is held in w/c 29 January 2018, before the meeting of Full Council on 5 February 2018, to further discuss the Draft Budget 2018/2019.

F52.

INTERNAL AUDIT REPORTS 2017/2018 (FIRST INTERIM)

Members were provided with the internal auditor's report (first interim) for 2017/18. Councillors noted their thanks to the staff for their work to ensure there were no issues to report from the audit.

RESOLVED: That the internal audit report (first interim) for 2017/2018 be received and noted.

F 53.

DATA PROTECTION

The Chief Officer advised members that One Voice Wales was currently updating the training module on this topic and would be in a position to deliver training on the subject by the beginning of March.

It was noted that the Responsible Finance Officer had been nominated as Data Protection Officer. The best available training sourced to date is a four day training course followed by a one day exam at a cost of around £2,000. This course is not currently available locally. It was felt it would be best to find out if there was a more cost effective training course available and the Chief Officer was looking at options.

The Chief Officer advised that an action plan would be further discussed at Senior Management Team meetings.

Councillor Lloyd-Selby asked that Councillors were made aware of any extra responsibilities they were required to meet in advance of the General Data Protection Regulation replacing the Data Protection Act.

RESOLVED: That the update from the Chief Officer be received and noted.

F54.

DATE OF NEXT MEETING

RESOLVED: That the next meeting of the Finance, Policy & General Purposes Committee is scheduled for 26 March 2018, noting that an Extraordinary Meeting is to be arranged during w/c 29 January 2018, before the meeting of Full Council on 5 February 2018, to further discuss the Draft Budget 2018/19.

F55.

EXCLUSION OF THE PRESS AND PUBLIC

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

F56.

DEMENTIA FRIENDLY PROJECT OPTIONS

Members received a report providing them with details of three Dementia Friendly Projects. A discussion took place around the various projects and members felt it would be beneficial to support all three projects.

RESOLVED

1. That the budget set aside for Dementia Friendly Services be split as follows –

Memo Arts Centre - £1,440 to finance mini-bus hire with driver x 24 screenings to increase accessibility.

Ty Hapus - £2,505 to provide funding for the provision of the items listed under option 2 & 3 of the report

Literature Wales - £1,410 funding to establish a Digital Story Project, subject to the project being run in Barry

2. That the remaining £605 be held in a special project reserve for future dementia friendly community projects to be explored by the Community Development Officer.

F57.

LOCAL INVESTMENT OPTIONS

Members received a report detailing the options for investing in local independent businesses including findings from other local councils.

The Chief Officer noted that she had discussed the cash investment funds utilised by Barry Town Council with CCLA who had advised that governance checks are carried out on all banks.

It was felt that a group should be set up to discuss this matter further and that members of the group may wish to consider inviting representatives from Cardiff and Vale Credit Union, Purple Shoots, The Co-operative Bank and the Wales Council for Voluntary Action to discuss investment options.

RESOLVED:

1. That a Local Investment Working Group is set up to investigate the options for local investment and report back to the Finance, Policy and General Purposes Committee.
2. That membership of the Local Investment Working Group be offered out more widely and decided at a meeting of Full Council on 5 February 2018.

F58.

ANNUAL GRANTS REVIEW

Members received an update paper to set out areas of discussion which needed to be addressed either by Working Party or if minded to do so by the Finance, Policy and General Purposes Committee.

RESOLVED: That this item is delegated to a Working Party (suggested date Monday 29 January 2018 at 6pm).

The meeting closed at 8.45pm.

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

BARRY TOWN COUNCIL

MINUTES OF AN EXTRA-ORDINARY MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON TUESDAY, 30 JANUARY 2018 AT 7.00 PM

PRESENT: Councillors Lloyd-Selby (Vice Chairperson), Drake, S A Hodges, N P Hodges, (Town Mayor – Ex-officio), Hooper and Rowlands.

ALSO PRESENT: Emily Forbes – Chief Officer (Town Clerk)
Mark Sims – Responsible Finance Officer
Rhian Burns – Administrator
Councillor Hampton – Observer
Councillor Johnson – Observer
Councillor Payne - Observer

F59. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Bertin and Brooks.

F60. **DECLARATIONS OF INTEREST**

None received.

F61. **TO APPROVE THE MINUTES OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE'S MEETING HELD ON 15 JANUARY 2018**

RESOLVED: That the minutes of the Finance, Policy & General Purposes Committee's meeting held on 15 January 2018 be approved and signed as a correct record.

F62. **RECOMMENDATIONS FROM OTHER COMMITTEES**

a. IRP Wales Draft Annual Report

The Chief Officer outlined the legal advice that had been received from the National Association of Local Councils (NALC) to members. She highlighted the recommendation to realistically budget for the payments required and authorised by the IRP and that failure to do so may leave the Council exposed to the risk of a judicial review claim.

Councillor S Hodges queried what amount of money would be termed a realistic figure. The Responsible Finance Officer noted that Officers had previously suggested budgeting for the lower value determinations in their entirety and taking a risk based approach to Determination 50.

It was noted that the amounts laid out in the Determinations 51 and 52 with regards allowances paid to the Mayor and Deputy Mayor would result in a reduction of the amount currently paid by Barry Town Council.

Members raised issues with the determinations and a discussion took place. It was agreed that Members of the Finance, Policy and General Purposes Committee felt that this issue should be clearly laid out to all Councillors before being debated and voted on at the next meeting of Full Council.

The Chief Officer highlighted to members that the advice she had received during a telephone conversation with IRP Wales was that a budget to make provision for the determinations must be made regardless of whether individual councillors plan to accept the payments or disagree with the determinations on point of principle. She noted therefore that Officers advised Council to make provision in the budget for these payments to be made as Council would be acting against legislation if this was not done.

RESOLVED: That the decision to agree the amount to be included in the draft budget for 2018/19 relating to members allowances be deferred to a meeting of Full Council on 5 February 2018.

F63. **CONFIDENTIAL ITEM FROM PERSONNEL COMMITTEE**

Members requested that agenda item 8 be brought forward to consider prior to considering the draft budget 2018/19. **RESOLVED:** That agenda item 8 be considered prior to the Draft Budget 2018/19 requiring Exclusion of the Press and Public.

F64. **EXCLUSION OF THE PRESS AND PUBLIC**

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

F65. **CONFIDENTIAL ITEM FROM PERSONNEL COMMITTEE**

The Chief Officer provided members with a verbal update relating to the confidential item from the Personnel Committee held on 8 January 2018.

RESOLVED: That an amount of £66,958 is earmarked from the general reserve for the budget 2017/18 for the purposes of the confidential item recommended from the Personnel Committee held on 8 January 2018.

F66. **INCLUSION OF THE PRESS AND PUBLIC**

RESOLVED: That the press and public were able to attend for the remainder of the meeting.

F67. **DRAFT BUDGET 2018/19**

Members received a report from the Responsible Finance Officer containing the draft budget 2018/19 and background data.

Members were asked to agree a budget by the Chair. Members agreed that the draft budget could not be agreed prior to a decision being made on the determinations from the IRP Wales Draft Annual Report.

RESOLVED: That the draft budget be deferred to a meeting of Full Council to be held on Monday, 5 February 2018.

F68. **DATE OF NEXT MEETING**

RESOLVED: That the next meeting of the Finance, Policy & General Purposes Committee is scheduled for 26 March 2018.

The meeting closed at 7.53pm.

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

BARRY TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON MONDAY, 26 MARCH 2018 AT 7.00 PM

PRESENT: Councillors Brooks (Chairperson), Bertin, Drake, S A Hodges, Hooper and Lloyd-Selby.

ALSO PRESENT: Emily Forbes – Chief Officer (Town Clerk)
Mark Sims – Responsible Finance Officer
Rhian Burns – Administrator

F69. APOLOGIES FOR ABSENCE

Apologies were received from Councillors N Hodges and Rowlands.

F70. DECLARATIONS OF INTEREST

None received.

F71. TO APPROVE THE MINUTES OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE'S MEETING HELD ON 30 JANUARY 2018

RESOLVED: That the minutes of the Finance, Policy & General Purposes Committee's meeting held on 30 January 2018 be approved and signed as a correct record.

F72. SCHEDULE OF PAYMENTS FOR MARCH 2018

Members were provided with the schedule of payments for March 2018 consisting of direct debits and cheque numbers 2726 to 2745 inclusive, in the amount of £65,454.86.

RESOLVED: that the schedule of payments for March 2018 consisting of direct debits and cheque numbers 2726 to 2745 inclusive, in the amount of £65,454.86 be approved, subject to the relevant papers being in order.

F73. BUDGET MONITORING REPORT UP TO 28 FEBRUARY 2018

Members were provided with a report to inform them about the Council's income and expenditure in the 2017/18 financial year as at the end of February 2018.

Councillor S Hodges queried if there were any amounts in the 'Committed Expenditure' column which were likely not to be spent. The Responsible Finance Officer advised that there were likely a few small amounts which would likely not be spent but that the majority would be.

Councillor Hodges queried why some of the entries were marked with an asterisk. The Responsible Finance Officer advised that the entries for the Mobile Library and the Dementia Friendly Project offset one another.

Councillor S Hodges further queried why the Shop Local Campaign was marked with an asterisk. The Responsible Finance Officer noted that this asterisk was an error. He advised that the balance figure of £31,960 was the Shop Local budget available for the 2018/2019 financial year. Councillor S Hodges highlighted that the Shop Local Barry Advisory Group had been advised at their last meeting that there would be a £20,000 budget available for the campaign. The Responsible Finance Officer noted that the group had not been advised of the retraction of the £20,000 2018/19 budget.

Councillor Lloyd-Selby queried whether the Barry in Bloom proposal had been agreed on the basis of the Shop Local group being under the impression they had £30,960 in their existing budget with a further £20,000 being made available in 2018/19. Councillor Hooper advised that the Shop Local group were keen to support the proposal and this decision was not based on budget.

Councillor Lloyd-Selby queried whether the Shop Local group would still be happy to support the proposal in the knowledge that £30,960 was the entire budget for 2018/19. Councillor Hooper advised that he was confident that the Shop Local group were not expecting to receive the £30,960 remaining from the original budget as well as £20,000 from the proposed budget.

RESOLVED

- 1. That the budget monitoring report for February 2018, indicating actual income and expenditure up to the end of month eleven in the 2017/18 financial year be received, noting the projected underspend of £19,815 for 2017/18.**
- 2. That virements totalling £16,456 be approved and £16,558 from the Election Reserve and £66,958 from the General Reserve to offset the projected overspends for 2017/18 be approved.**

F74.

INTERNAL AUDIT REPORT 2017/18 (INTERIM UPDATE)

Members were provided with the internal auditor's report (interim update) for 2017/18 following their second visit on 15 February 2018. The Responsible Finance Officer advised that there had been no significant concerns or issues identified which confirmed the Council's robust governance

Councillor Hooper queried whether discussions had taken place regarding internal controls. The Chief Officer advised that internal controls were under continuous review.

Councillor Hooper queried why the internal audit was being undertaken by an external auditor. The Responsible Finance Officer noted that in accordance with the Accounts and Audit (Wales) Regulations 2014 it was a requirement to use an external auditor in order that the internal audit function is sufficiently independent of the financial controls and procedures of the council that are the subject of review

Councillor Lloyd-Selby asked to note Members' thanks to staff for their work to ensure there were no issues to report from the audit.

RESOLVED That the internal audit report (interim update) for 2017/18 be received and noted.

F75.

RECOMMENDATIONS FROM OTHER COMMITTEES

a. Personnel Committee

i. Provision of Personnel/Health & Safety Services Quotation

The Chief Officer advised members that the health checks for outdoor employees outlined in minute R87 were available without contract on a 'pay as you go' service. She noted that there was no requirement for an additional budget to cover this expenditure as there was an existing budget for Health & Safety of £1,000.

Councillor Brooks queried what the overall cost would be. The Chief Officer advised that there would be twelve members of staff covered at a total cost of £594.

RESOLVED: That Hearing, Lung, HAVS and Skin Tests are offered to outdoor employees annually at a cost of £49.50 per employee to be taken from the Health and Safety budget.

b. Shop Local

i. Promotional Maps Expenditure

Members discussed the additional expenditure requested for the design and printing of the Shop Local promotional maps.

RESOLVED: That additional expenditure of £40 (design costs) plus £337 printing costs is approved for the purpose of producing Shop Local promotional maps.

ii. Shop Local in Bloom

Councillor Hooper outlined the plans for the installation of floral displays on Holton Road and at the roundabout forming the junction with Gladstone Road, Broad Street and Gladstone Bridge, noting that this was one of the busiest junctions in Barry. He advised members that there had been concerns raised at the Shop Local meeting about the lack of floral displays in other shopping areas but noted that Holton Road was the easiest place to install displays due to the pedestrianised zone.

Councillor Hooper advised that the decision on the expenditure would need to be agreed at the meeting as a deferred decision would mean the time period for planting would be missed. He noted that this would leave a budget of approximately £18,000 in the Shop Local budget for 2018/2019.

Councillor Brooks queried how the floral displays would be set up and if Barry Town Council signage would be present. Councillor Hooper advised that the displays would be containers and hanging baskets. The Chief Officer advised that the Barry Town Council crest could be present on the containers.

Councillor Lloyd-Selby suggested incorporating the ♥Barry branding to assist familiarisation of the brand.

Councillor Hooper advised that the initial cost for 2018/19 included the planting but that there could be opportunities to explore for community engagement for next spring.

Councillor Bertin noted that he supported the idea as it would make the town more attractive and raise the profile of the Town Council.

Councillor Brooks noted that the budget should be reported on at the next meeting of the Shop Local Advisory Barry Group meeting. The Chief Officer agreed that it was important to clarify this with the group.

RESOLVED: That a budget of £13,004.47 is approved for the purpose of installing floral displays at Holton Road, Barry, also taking into consideration that the budget of which may vary.

c. Local Investment Sub Committee

i. Memorial Hall and Theatre

Members felt that this item should be discussed during Part 2 of the agenda.

RESOLVED: That agenda item 7 (c)(i) be moved to Part 2 of the agenda (Exclusion of the press and public)

- d. Working Party to Review the Management and Performance of the Town Council's Operations.

Members felt that the recommendation regarding the Community Engagement Strategy should be discussed during Part 2 of the agenda.

Councillor Brooks outlined the recommendation regarding the possible friendship with Steenbergen. She noted that the Mayor of Steenbergen had approached the Town Council through the RAFA with a view to developing a formal friendship between the towns. She advised that Members had felt that a more informal approach would be preferable and that a visit from the Mayor of Steenbergen would be arranged as a Mayoral hospitality event with numbers subject to confirmation.

Councillor Brooks then advised Members of a request from Group 617 for a grant of £700 for the purpose of sending two cadets from the 372 (Barry) RAF Air Cadets to the Steenbergen Liberation Day celebrations. She noted that Members of the Working Party had recommended granting £350 directly to the 372 (Barry) RAF Air Cadets in order to cover the costs of sending one of the cadets. She noted that it had been felt that should another request for funding be received in 2019 the Group should be asked to apply through the financial assistance process.

RESOLVED:

- 1. That a Mayoral hospitality event be arranged to welcome the Mayor of Steenbergen during his visit to Barry with numbers subject to confirmation.**
- 2. That £350 be granted to the 372 (Barry) RAF Air Cadets for the purpose of allowing one cadet to attend the Steenbergen Liberation Day on 5 & 6 May 2018.**
- 3. That the recommendation regarding the Community Engagement Strategy from agenda item 7 (d) be moved to Part 2 of the agenda (Exclusion of the press and public).**

F76.

GDPR UPDATE

Members received the GDPR Toolkit for local councils produced by NALC. The Chief Officer advised members that the toolkit contained a number of templates to assist with the implementation of the new data protection laws. She noted that the administration team had begun looking at what data was currently collected and where that data was held.

The Chief Officer noted that the Responsible Finance Officer had been appointed as the Data Protection Officer and would be undertaking training in the near future. She also noted that NALC had advised that there could be a potential conflict with an organisation's Responsible Finance Officer acting as the Data Protection Officer but SLCC had a different view, therefore this position was being maintained. The Chief Officer advised members that information management training would be arranged for all Councillors.

Councillor Hooper queried what data was currently held by Barry Town Council apart from staff data. The Chief Officer advised that burial data was an issue as historically consent had not been requested when collecting data from deed owners. However, going forward this would be resolved by including a data protection statement on interment forms.

Councillor S Hodges queried whether permission could be sought to share data as and when required. It was noted that this approach could lead to potential delays for families making funeral arrangements.

Councillor Lloyd-Selby noted that legal advice should be sought regarding this matter. Councillor Brooks queried where this advice could be sought. The Chief Officer advised that the Institute of Cemetery and Crematorium Management would be able to advise on this issue of data protection and consent regarding burial records and sharing of deed owner details.

Councillor Bertin queried how Councillors could be affected with regards personal emails and devices. The Chief Officer advised that she had sent all Councillors instructions on how to register as individual collectors of data and that there would be training on the new regulations on 8 May 2018.

Members discussed the possible effects of the GDPR on online surveys, community engagement events and social media. Councillor

Hooper noted that he understood that social media was exempt from the GDPR.

RESOLVED: That the GDPR update be received and noted.

F77. BARRY TOWN COUNCIL PUBLICATION SCHEME (ICO COMPLIANCE)

Members received a new draft of Barry Town Council's Publication Scheme which was required in law. Councillor Hodges queried where this would be displayed. The Chief Officer advised that it would be added to the website as well as being displayed in the notice board.

RESOLVED: That the Barry Town Council Publication Scheme be agreed and adopted for publication immediately.

F78. RECOMMENDATIONS FROM OTHER COMMITTEES

a. Personnel Committee

i. Declaring Gifts & Hospitality Policy

Members received the draft Declaring Gifts and Hospitality Policy. Councillor Bertin queried if this would be published on the website. The Chief Officer advised that it would be part of the Staff Handbook which would be made available on the website.

RESOLVED: That the Declaring Gifts & Hospitality Policy be approved.

ii. Working Forward Pledge

Members received a report containing details of the Equality and Human Rights Commission Working Forward Pledge.

The Chief Officer advised that the scheme deals with making workplaces the best they can be for pregnant women and mothers and looks at four key areas of:

- Leadership
- Ensuring Confident Employees
- Training and Supporting Line Managers
- Flexible Working Practices

Members felt that this would be a worthwhile pledge to sign up to.

RESOLVED: That the Working Forward Pledge is adopted by Barry Town Council and that the Chief Officer reports back to the Personnel Committee on the detail of its implementation.

iii. Training Policy

Members received the updated Training policy which, the Chief Officer advised now included Councillors training as well as staff and also contained a new section on evaluation.

RESOLVED: That the Training Policy be approved and adopted.

F79. INDEPENDENT REMUNERATION PANEL REPORT 2018

Members received the final Independent Remuneration Panel Report 2018.

RESOLVED: That the Independent Remuneration Panel Report 2018 be deferred to a meeting of Full Council on 15 May.

F80. DATE OF NEXT MEETING

RESOLVED: That the next meeting of the Finance, Policy and General Purposes Committee is scheduled to be held on 16 April 2018.

F81. EXCLUSION OF THE PRESS AND PUBLIC

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

F82. RECOMMENDATIONS FROM OTHER COMMITTEES

c. Local Investment Sub Committee

i. Memorial Hall and Theatre

Members discussed funding options for the proposed upgrades to the toilets and the introduction of a second cinema at the Memorial Hall and Theatre.

RESOLVED: £97,000 be granted to the Memorial Hall and Theatre through a three year Funding Agreement 2018/19 – 2020/21 in order to carry out the proposed upgrade of the toilet facilities with the MHT providing a breakdown of the costs of a phased approach and specific targets being met throughout the funding period.

RECOMMENDED: To a meeting of Full Council on 15 May that members are minded to support a percentage capital loan towards one third of the £88,000 required for a second cinema screen on condition that

- a. One third is applied for via an application to the VOG Council Strong Communities Grant (with Barry Town Council acting as Lead Applicant) and the final third is raised by the Memorial Hall and Theatre themselves;
- b. The Memorial Hall and Theatre provide Barry Town Council with a detailed Business Plan to demonstrate viability and profitability.
- d. Working Party to Review the Management and Performance of the Town Council's Operations

Members discussed the draft Community Engagement Strategy and the proposed budgets for consultation events and delivery of key actions contained within the strategy that have been referred from Full Council on 26 February 2018 with delegated powers.

RESOLVED:

1. That the draft Community Engagement Strategy is approved to be publicly consulted upon.
2. That a budget of £3,000 is earmarked from the Corporate Events budget in the 2017/18 financial year, for the purpose of consultation events.
3. That a budget of £15,000 is earmarked from the Corporate Events budget in the 2018/19 financial year, for the purpose of delivering the key actions contained within the strategy.
4. That following the consultation period, the Community Development Officer produces a final report collating the results received from the consultation period and final strategy is submitted to a future meeting of Full Council.

F83.

VALE YOUTH SERVICE YOUTH ACTION PROPOSAL

Members received a proposal from the Vale of Glamorgan Council Youth Services Team regarding additional funding requirements to meet the costs of Barry Youth Action in the future, following a Reshaping of the Youth Service.

A detailed discussion took place, after which members felt that more information would need to be sought in order to make a decision.

RESOLVED:

- 1. That the Chief Officer contact Penarth and Llantwit Major Town Council to seek their opinions on the proposal.**
- 2. That the Chief Officer explore options for direct provision and explore the practicalities of integrating Barry Youth Action into the Town Council's own Service provision.**
- 3. That the matter is discussed further at the meeting of the Finance, Policy and General Purposes Committee on 16 April 2018.**

The meeting closed at 8.45pm.

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

BARRY TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON MONDAY, 16 APRIL 2018 AT 7.00 PM

PRESENT: Councillors Brooks (Chairperson), Drake, N P Hodges (Ex-officio), S A Hodges, Hooper, Lloyd-Selby and Rowlands (arrived 7.05).

ALSO PRESENT: Emily Forbes – Chief Officer (Town Clerk)
Rhian Burns – Administrator
Councillor Hawkins – Observer
Councillor Johnson – Observer
Councillor Richardson - Observer

F84. APOLOGIES FOR ABSENCE

None received.

F85. DECLARATIONS OF INTEREST

Councillor S Hodges noted that with regard to the Bro Radio Sponsorship renewal she had been appointed as the Barry Town Council representative on the YMCA board, where Bro Radio was based, so did not need to leave the room for the discussion.

F86. TO APPROVE THE MINUTES OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE'S MEETING HELD ON 26 MARCH 2018

RESOLVED: That the minutes of the Finance, Policy & General Purposes Committee's meeting held on 26 March 2018 be approved and signed as a correct record.

F87. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE WORKING PARTY TO REVIEW THE MANAGEMENT AND PERFORMANCE OF THE TOWN COUNCIL'S OPERATIONS HELD ON 26 MARCH 2018 AND TO CONSIDER ANY RECOMMENDATIONS THEREIN

RESOLVED: That the minutes of a meeting of the Working Party to Review the Management and Performance of the Town Council's Operations held on 26 March 2018 be received and noted.

F88. SCHEDULE OF PAYMENTS FOR APRIL 2018

Members were provided with the schedule of payments for April 2018 consisting of direct debits and cheque numbers 2746 to 2753 inclusive, in the amount of £61,874.28.

RESOLVED: that the schedule of payments for April 2018 consisting of direct debits and cheque numbers 2746 to 2753

inclusive, in the amount of £61,874.28 be approved, subject to the relevant papers being in order.

F89. BUDGET OUT-TURN REPORT AT 31 MARCH 2018

Members were provided with a report to inform them about the Council's income and expenditure in the 2017/18 financial year as at the end of March 2018 noting that information received as at 6 April 2018 is included.

Councillor Johnson requested a breakdown of the 2017/18 salary expenditure in order to better understand the overspend from the original budget.

Members queried whether the 'Professional Advice' budget heading would be included in the 2018/19 budget. The Chief Officer advised that she understood this budget to be specifically relating to advice regarding the Biomass Permit Application but would verify the minute and advise members.

RESOLVED

- 1. That the budget monitoring report for March 2018, indicating actual income and expenditure up to the end of month twelve in the 2017/18 financial year be received, noting the projected underspend of £15,947 for 2017/18.**
- 2. That the Responsible Finance Officer provides members with a breakdown of the 2017/18 salary expenditure.**
- 3. That the Chief Officer provides members with confirmation of the wording of minute 832 regarding the budget for Professional Advice.**

F90. 2018/19 BUDGET

Members were provided with the approved Budget for 2018/19.

RESOLVED: That the approved budget for 2018/19, agreed at the meeting of the Town Council held on 26 February 2018, be received and noted.

F91. RECOMMENDATIONS FROM OTHER COMMITTEES

a. Halls Cemeteries and Community Facilities

- i. Provision of Portable Toilet at Porthkerry Cemetery

Members received a request for the release of funds from the Cemetery Improvement Fund for the provision of a

portable chemical toilet to be sited at Porthkerry Cemetery for use by the Part-time Maintenance Operative between March – October 2018/19.

It was understood that the Vale of Glamorgan Council would provide 50% of the funding.

RESOLVED: That members of the Finance, Policy & General Purposes Committee agree to a sum of £1,560 to hire a portable toilet for use at Porthkerry Cemetery being drawn down from the Cemetery Improvement fund, with any costs being provided by the Vale of Glamorgan Council being deposited back into the Cemetery Improvement Fund once received.

b. Fair trade Advisory Committee

i. Fair Hair Campaign

Councillor Johnson advised members that the Fairtrade Advisory Committee had requested a sum of £200 from the Fairtrade budget in order to purchase starter packs of Fairtrade tea and coffee to hairdressers in Barry who wished to support the Fair Hair campaign.

Councillor Brooks queried how Barry Town Council would receive recognition for these donations. Councillor Johnson advised that the Council's logo could be printed on the products along with a press release being issued.

Councillor Johnson also advised members that the Community Development Officer had proposed having an 'Unfair Funfair' at the scout fete which comprised of an unfair coconut shy, and unfair hoopla, and an unfair table football game and aims to highlight the difficulties faced by those in the developing world when they are confronted by unfair trade rules.

RESOLVED: That members of the Finance, Policy & General Purposes Committee agree to a sum of £200 to purchase started packs of Fairtrade tea and coffee to donate to hairdressers wishing to support the Fair Hair campaign.

F92.

GDPR UPDATE

The Chief Officer advised members that the Responsible Finance Officer had completed the GDPR Foundation stage training on 9 April 2018. She also noted that the SLCC had produced further templates to assist town and community councils in becoming compliant.

The Chief Officer advised members that awareness of the new regulations had been increased across the organisation and that a data audit involving the administration team was to commence on 20 April 2018.

Councillor Lloyd-Selby suggested that it may be useful to advise Councillors again on their responsibilities. The Chief Officer noted that Councillors collecting data on behalf of the Council would be covered by the Council's ICO registration. However, Councillors collecting data on behalf of their political parties, canvassing or at surgeries would need to register individually as Data Collectors. More information would be provided at the One Voice Wales training that is being arranged for 8 May 2018.

RESOLVED: That the GDPR update be received and noted.

F93.

CORPORATE PLAN REVIEW

a. Outcome of staff review session

Members received a report to feedback details of a Workshop session attended by staff to review the Corporate Plan 2017-2022 which was agreed at the 2017 Annual Meeting of Council.

The Chief Officer had been unable to organise a date for all Councillors to attend a workshop session due to councillor availability. As such, staff had reviewed progress against the corporate plan and brought it to the Finance Committee for their consideration and input.

Members discussed each objective in detail and made a number amendments.

RESOLVED: That the amendments to objectives are made as agreed and the Corporate Plan is presented for approval to the Annual Meeting of Full Council on 15 May 2018.

F94.

DATE OF NEXT MEETING

RESOLVED: That the next meeting of the Finance, Policy and General Purposes Committee will be agreed at the Council's Annual Meeting on Tuesday, 15 May 2018.

F95. EXCLUSION OF THE PRESS AND PUBLIC

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

F96. MICROSHADE VSM HOSTING

Members were provided with an update on the costs associated with Microshade VSM hosting data and software applications.

The Chief Officer advised members that there was a difference in the amount quoted originally due to the increase in office staff numbers from seven to ten.

Members discussed options for any possible future requirements for temporary staff.

RECOMMENDED: That budget provision for offsite hosting be increased by £2,500 for year one and by £550 for years two and three in order to implement the migration to offsite cloud hosting and that this is implemented via Urgent Action with Group Leaders in order to facilitate completion of the project.

RESOLVED: That the Chief Officer investigates options for accounts for temporary staff, with a view to keeping the cost as low as possible.

F97. BRO RADIO SPONSORSHIP RENEWAL PROPOSAL

Members discussed the proposal from Bro Radio for continued sponsorship for 2018/2019 from Barry Town Council. The Chief Officer highlighted the support the Council had received at events from Bro Radio throughout the year. Members agreed that they would be happy to continue the sponsorship outlined in the proposal by Bro Radio as it was good value for money and had helped in the marketing and promotion of the council over the last year.

Members then discussed the second proposal from Bro Radio regarding sponsorship of Bro Radio's Community Awards event. Members felt that the most appropriate course of action would be to direct Bro Radio to the Financial Assistance application process.

It was also felt that the presentation of the Mayor's award should not be included at the Community Awards.

RESOLVED:

1. That the proposal from Bro Radio for continued sponsorship for 2018/19 of £2,000 be agreed.
2. That Bro Radio be directed to the Financial Assistance grants process in order to apply for funding for the Community Awards event.
3. That the presentation of the Mayors Award continues to take place at the AGM.

F98.

CEMETERY APPROACH COMMUNITY BUILDING COSTS

The Chief Officer provided members with a detailed report on the tenders for the Cemetery Approach Community Building. She highlighted the significant findings and answers to questions that members had raised in previous meetings regarding tender costs.

Members discussed the costs required to realise the project and the differences in budget already agreed. The procurement process and specification was also discussed, as was the allocation of Section 106 monies and the likelihood that if not spent within a certain timeframe, these could be reallocated to another project.

RESOLVED:

1. That an Extraordinary meeting of Full Council is called prior to the Annual Meeting on 15 May 2018 for the purpose of discussing the Cemetery Approach Community Building Costs.
2. That the Chief Officer clarifies whether the VOG Council procurement process allows for pre-award clarification questions to be asked (and if not members suggest that the project is re-tendered).

RECOMMENDED:

3. To a meeting of Full Council that £75,000 is allocated from the Acquisition Reserve to complete the Cemetery Approach Community Building project.

F99.

SUSPENSION OF STANDING ORDER 3(aa)

RESOLVED that Standing Order 3(aa) be suspended for a period of ten minutes.

F100. BYA YOUTH SERVICES PROPOSAL FOLLOW UP

The Chief Officer provided Members with an update on feedback from the Youth Participation Officer answering some of Council's previous questions and initial discussions with Penarth and Llantwit Major Town Councils.

RESOLVED: That the Chief Officer makes further explorations of a potential collaborative approach with Penarth and Llantwit Major Town Councils and reports findings back to Finance Committee or Full Council.

The meeting closed at 9.10pm.

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

BARRY TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON MONDAY, 11 JUNE 2018 AT 7.00 PM

PRESENT: Councillors Brooks (Chairperson), Charles (ex-officio) Drake, S A Hodges and Hooper.

ALSO PRESENT: Emily Forbes – Chief Officer (Town Clerk)
Mark Sims – Responsible Finance Officer
Rhian Burns – Administrator
Councillor Hawkins – Observer
Councillor N Hodges - Observer

F101. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Bertin, Lloyd-Selby and Rowlands.

F102. DECLARATIONS OF INTEREST

Councillor Drake advised that as she is a Trustee on the Castleland Community Centre, she would withdraw from the meeting during the discussion around their financial assistance grant.

Councillor S Hodges advised that she was a Trustee for the YMCA but as she had been appointed by Barry Town Council she would not be required to withdraw from the meeting and could speak and vote.

F103. TO APPROVE THE MINUTES OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE'S MEETING HELD ON 16 APRIL 2018

The Chief Officer advised of updates on the Action Sheet.

F 89 (2) – a paper was circulated detailing breakdown of salary expenditure for 2017/18 as previously requested.

F 89 (3) – the Chief Officer talked through details of Minute No. 832 as requested, regarding professional advice for the Biomass No. 2 Permit Application. The Chief Officer confirmed that a total of £24,870 was earmarked for the advice budget, with £19,960 having been spent and £4,910 dropping back into General Reserves at year end on completion of the project.

RESOLVED: That the minutes of the Finance, Policy & General Purposes Committee's meeting held on 16 April 2018 be approved and signed as a correct record.

F104. TERMS OF REFERENCE

RESOLVED that the terms of reference be accepted and noted.

F105. SCHEDULE OF PAYMENTS FOR JUNE 2018 (INTERIM)

Members were provided with the schedule of payments for June 2018 consisting of direct debits and cheque numbers 2766 to 2770 inclusive, in the amount of £20,189.01.

RESOLVED: that the schedule of payments for April 2018 consisting of direct debits and cheque numbers 2766 to 2770 inclusive, in the amount of £20,189.01 be approved, subject to the relevant papers being in order.

F106. BUDGET MONITORING REPORT AT 31 MAY 2018

Members received a report containing details of the Council's income and expenditure in the 2018/19 financial year as at the end of May 2018.

RESOLVED: That the budget monitoring report for May 2018 be received, indicating actual income and expenditure up to the end of month two in the 2018/19 financial year, noting the projected overspend of £19,999 for 2018/19.

F107. GRANTS AND DONATIONS 2018/19

Members were advised that Section 137(1) of the Local Government Act 1972 permits a Town / Community Council to spend on activities for which it has no specific powers if the Council considers that expenditure is in the interests of and will bring direct benefit to the area or any part of it or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure.

Members were also reminded that at the meeting of Full Council on 19 March 2018 it was agreed that £50,000 would be placed in the 2018/19 budgets for the purpose of awarding community grants. It was noted that the £50,000 was to be allocated as follows –

- £10,000 to support local schools in the provision of non-curriculum books and reading materials.
- £35,000 to support voluntary and community grants.
- 5 x £1,000 grants to businesses in the private sector.

a) Voluntary and Community Grants

The Committee considered 56 applications for financial assistance; a report detailing under which power the Council could fund these was set out in the appendices attached to the Responsible Finance Officer's report.

Councillors questioned if any organisations had not provided all the necessary paperwork to meet the eligibility criteria, confirming that if so, they would not be awarded a grant. Also that nationally based organisations or organisations based outside of Barry would not be eligible to receive a grant unless their application specifically related to a project or service that would benefit a number of residents in Barry.

RESOLVED:

1. That in accordance with the provisions of section 137, 144 & 145 of the Local Government Act 1972 and Section 19 of the Local Government (Miscellaneous Provisions) Act 1976; Grants are awarded as follows:-

<u>Organisation</u>	<u>Amount Awarded (£)</u>
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Section 137 Local Government Act 1972

11 th Barry Sea Scout Group	1000
372 (Barry) Squadron, Air Training Corps	500
All Saints Church	1000
Amelia Trust Farm	750
Barrivale Community Aid	300
Barry and District Soroptimist	270
Barry Camera Club	150
Barry Ladies Circle	330
Barry Men's Forum	250
Barry Round Table	1000
Beautiful Barry	Deferred
Bethel Baptist Church	250
Bridgend Samaritans	200
Cadoxton Conservation Group	300
Castleland Community Association	300
Coastlands Family Church	500
Colcot Residents Association	150
Gibby Green Fingers	400
Grow Social Capital	1000
Kids Cancer Charity	550
Llamau	610
National Coastwatch	400
Royal Air Forces Association Barry Branch	375
Royal Air Forces Association Barry Branch	100
Welsh Air Ambulance Charitable Trust	380
Vale of Glamorgan Broadcasting BIC	550
Vale Plus	500

Section 144 Local Government Act 1972

Art 4 U	200
Barry & District Chrysanthemum Society	200
Barry Arts Festival	1500
Baruc Art Group	150
Barry Scout and Guide Fete Committee	1158

Section 145 Local Government Act 1972

Sub-section 1(a)

Barry Community Choir	500
Barry Ladies Choir	500
Barry Male Voice Choir	500
Billboard Ensemble	699
Music in the Vale	250
Vale Voices	500

Section 19 of the Local Government (Miscellaneous Provisions) Act 1976

Sub-section 3(a)

Barrivale Bridge Club	200
Barry Amateur Swimming Club	350
Barry Athletic AFC	1000
Barry Athletic Cricket Club	500
Barry Athletic Cricket Club – Youth	900
Barry Beavers Disabled Swimming Club	429
Barry Sea Cadet Corps	1000
Barry Town United AFC Pan Disability	1000
Barry Veterans Bowling Club	150
Cadoxton FC	250
Glamorgan Artistic Roller Skating Club	450
Motion Control Dance	500
Ocean Watersports Trust	-
Rhondda (Cold Knap) Lifeguard Club	500
Sully Ladies Bowling Club	150
Vale Surf Lifesaving Club	891
Valeways	2200
YMCA	1000

Total £29,742

Additional Information:-

Application No. 3 (Amelia Trust Farm)

- i. That a grant of £750 is awarded for the materials and tools required to build Rabbitland, noting that acknowledgement of the Councils funding of the project should be incorporated on the structure.

Application No. 4 (Art 4 U)

- ii. That a grant of £200 is awarded for the Celebration of the Sky event.

Application No. 5 (Barrivale Bridge Club)

- iii. That a grant of £200 is awarded for purchase of Duplicate boards and bar coded playing cards.

Application No. 9 (Barry and District Soroptomist)

- iv. That a grant of £270 is awarded and Council looks to purchase the projector on the organisations behalf.

Application No. 14 (Barry Beavers Disabled Swimming Club)

- v. That a grant of £429 is awarded and Council looks to purchase the laptop on the organisations behalf.

Application No. 18 (Barry Ladies Circle)

- vi. That a grant of £330 is awarded for the hire of Barry Town Football Club and for Events Organisers to dress the room.

Application No. 20 (Barry Men's Forum)

- vii. That a grant of £250 is awarded for the 50th Anniversary Celebrations.

Application No. 21 (Barry Round Table)

- viii. That a grant of £1,000 is awarded for the purchase of the Santa sleigh branded grotto and four advertising banners, noting that the Councils contribution should be incorporated in the branding.

Application No. 22 (Barry Scout and Guide Fete Committee)

- ix. That a grant of £1,158 is awarded and Council looks to purchase the chairs on the organisation's behalf.

Application No. 26 (Baruc Art Group)

- x. That a grant of £150 is awarded for the hire of three professional artists for the Art Study day.

Application No. 27 (Beautiful Barry)

- xi. That a grant not be awarded at this time and instead the Town Clerk meets with the organisation to discuss working in collaboration with Beautiful Barry under the Community Engagement Events budget as part of the ♥ Barry campaign.

Application No. 29 (Billboard Ensemble)

- xii. That a grant of £699 is awarded and Council looks to purchase the wireless microphone system and ten headset microphones on the organisation's behalf.

Application No. 33 (Castleland Community Association)

- xiii. That a grant of £300 is awarded for the provision of grass cutting.

Application No. 36 (Gibby Green Fingers)

- xiv. That a grant of £400 is awarded for the purchase of a gazebo and a wheelchair access ramp.

Application No. 38 (Grow Social Capital)

- xv. That a grant not be awarded at this time and instead the Town Clerk and Group Leaders meets with the organisation to discuss the proposal and subject to the outcome of this meeting that £1,000 is set aside as an award amount with a potential match being taken from the Community Engagement Strategy events budget.

Application No. 39 (Kids Cancer Charity)

- xvi. That a grant of £500 is awarded towards the cost of the Respite Break.

Application No. 40 (Llamau)

- xvii. That a grant of £610 is awarded to cover the cost of the Healthy Eating project noting that the Councils support should be acknowledged in the delivery of the project.

Application No. 47 (Rhondda [Cold Knap] Lifeguard Club)

- xviii. That a grant of £500 is awarded and Council looks to purchase 60 hi-viz water vests on the organisations behalf.

Application No. 50 (Vale of Glamorgan Broadcasting CIC)

- xix. That a grant of £550 is awarded for the cost of Local Hero and Volunteer Awards and Marketing for the event.

Application No. 51 (Vale Surf Life Saving Club)

- xx. That a grant of £891 is awarded for the purchase of one rescue board.

Application No. 56 (All Saints Church)

- xxi. That a grant not be awarded at this time and instead the Town Clerk contacts the organisation to discuss the proposal, noting that Council are minded to support interpretation boards and subject to the outcome of this meeting that £1,000 is set aside as an award amount, which can be awarded at the Town Clerks discretion.

- 2. That each organisation making application be informed of the Committee's decision accordingly, in writing, and that they be advised of a date for this year's cheque presentation ceremony.**

b) Grants to Businesses in the Private Sector

Members received applications from businesses requesting grant assistance.

Members were requested to consider the applications under the Power of Wellbeing, Sections 1-5 of the Local Government Act 2000, Power to do anything to promote the economic, social and environmental wellbeing of the council's area or anyone in the area.

RESOLVED:

- 1. That in accordance with the provisions of Power of Wellbeing, Sections 1-5 of the Local Government Act 2000; Grants are awarded as follows:-**

<u>Business Name</u>	<u>Amount Awarded (£)</u>
1. Hoffi Coffi Café	-
2. The Small Space Ltd	1000
3. Bluebells Florist	-
4. Caesars	-
5. Barrybados	1000

6. Cherished Memories	1000
7. John Marshall & Co (Cardiff & Barry) Ltd	1000
8. Brevedon	1000
9. Thick as Thieves Micropub	-
10. JA Hughes Solicitors	-

Additional Information:-

Application No. 2 (The Small Space Ltd)

- i. That a grant of £1000 is awarded for the installation of a canopy and exterior painting of the building.

Application No. 3 (Bluebells Florist)

- i. That a grant is not awarded but that the business is directed to Purple Shoots for professional advice.

Application No. 5 (Barrybados)

- ii. That a grant of £1000 is awarded for the design work, samples, purchase and advertisement of a re-usable range of stock.

Application No. 6 (Cherished Memories)

- iii. That a grant of £1000 is awarded for the provision of 'My Wishes' Workshops.

Application No. 7 (John Marshall & Co [Cardiff and Barry])

- iv. That a grant of £1000 is awarded for the purchase of a Lincat pie warmer and a heated serve-over-counter.

Application No. 8 (Brevedon)

- i. That a grant of £1000 is awarded for the purchase of equipment for art and craft classes including a kiln, glass equipment, safety equipment and furniture and the Council looks to purchase the items on behalf of the organisation if possible.

Application No. 9 (Thick as Thieves Micropub)

- i. That a grant is not awarded but that the business is directed to Purple Shoots for professional advice.

Application No. 10 (JA Hughes Solicitors)

- i. That a grant is not awarded as the business grants are open to companies with fewer than 10 employees.

2. That each business making application be informed of the Committee's decision accordingly, in writing, and that they

be advised of a date for this year's cheque presentation ceremony.

Councillor Charles left the meeting

F108. SUSPENSION OF STANDING ORDER 3(aa)

RESOLVED that Standing Order 3(aa) be suspended for a period of thirty minutes.

F109. RECOMMENDATIONS FROM OTHER COMMITTEES

a. Halls Cemeteries and Community Facilities

i. Request for Funding to Engage Arboriculturalist

Members received a request for funding to engage an Arboriculturalist on a similar basis to that of the Technical Adviser.

RESOLVED:

1. That the Finance, Policy & General Purposes Committee agree additional funding being drawn down from the Cemetery Improvement fund to allow officers to seek quotes initially for a suitably qualified person/company to be engaged by the Town Council in order to prepare and execute a programme of tree works over a three year period.

2. That an initial amount of £5,000 be made available from the Cemeteries Improvement Fund for additional tree works to be commenced in 2018/19.

3. That consideration be given in the new budget setting cycle for future years to increase the tree maintenance budget to incorporate the engagement of a specialist Arboriculturalist and introduction of a tree management plan.

F110. GDPR UPDATE

Members received an update on the status of the GDPR compliance work. The Responsible Finance Officer advised that a Data Audit had now been completed and that the Privacy Notice had been published on the website and a new policy drafted based on SLCC guidelines.

RESOLVED: That the GDPR update be received and the progress made be noted and the new Information and Data Protection Policy be agreed and adopted.

F111. FLAG FLYING PROTOCOL

Members received a request for Barry Town Council to fly the LGBT Flag for the month of June for Pride Month Celebrations.

Members agreed that while they were happy for the LGBT flag to be flown during the month of June, the existing items on the Flag Flying protocol should take precedence if they occurred during this time.

RESOLVED:

- 1. That the Flag Flying Protocol be amended to incorporate endeavouring to fly the LGBT Flag for the month of June to celebrate Pride Month if there are no other commitments covered in the existing protocol.**
- 2. That a budget of £50 be allocated for the purchase of a Rainbow Flag to be sourced from a Welsh flag maker.**

F112. DATE OF NEXT MEETING

RESOLVED: That the next meeting of the Finance, Policy and General Purposes Committee will be Monday 16 July 2018.

F113. EXCLUSION OF THE PRESS AND PUBLIC

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

F114. COSTS FOR TABLETS AND MAILBOXES FOR COUNCILLORS

Members were provided with an update on the costs associated with purchasing 22 tablets and electronic mailboxes for all councillors.

RESOLVED:

- 1. That the slight overspend of approximate £60 on tablets and emails is noted;**
- 2. That Managed Kaspersky end Point security is added to each tablet at an additional cost of £792 per year (budget increased);**
- 3. That Document VSMSHare is set up at a cost of £49 (budget increased);**

4. That the total overspend projected to be £841 for all three items is vired from within the Councillor Allowances budget.

The meeting closed at 8.38pm.

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

MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON MONDAY, 16 JULY 2018 AT 7.00 PM

PRESENT: Councillors Brooks (Chairperson), Drake, N Hodges and SA Hodges.

ALSO PRESENT: Emily Forbes – Chief Officer (Town Clerk)
Mark Sims – Responsible Finance Officer
Rhian Burns – Administrator
Councillor Hawkins – Observer
Councillor Johnson - Observer
Councillor Richardson – Observer
Councillor Wiliam - Observer

F115. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Lloyd-Selby.

F116. DECLARATIONS OF INTEREST

None received.

F117. TO APPROVE THE MINUTES OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE'S MEETING HELD ON 11 JUNE 2018

RESOLVED: That the minutes of the Finance, Policy & General Purposes Committee's meeting held on 11 June 2018 be approved and signed as a correct record.

F118. TO RECEIVE AND NOTE THE MINUTES OF THE WORKING PARTY TO REVIEW THE MANAGEMENT AN PERFORMANCE OF THE TOWN COUNCIL'S OPERATIONS' MEETING HELD ON 9 JULY 2018

Members discussed the recommendations to be considered at minute number 57 (Vale Youth Services) and 58 (Vale of Glamorgan Council Reshaping Services: Sustainable approach to the provision of single user outdoor sports facilities).

RESOLVED:

1. That the Chief Officer liaises with the Vale of Glamorgan Council advising that Barry Town Council wish to offer £3,000 towards the costs of Barry Youth Action.
2. That more information is requested from the Vale of Glamorgan Council with regard to each of the options supplied to the Town Council and to include:
 - A full review of the current approach
 - Clarity on outcomes achieved

- **Review of Memorandum of Understanding**
 - **Other options for delivery models moving forward**
 - **Increased participation in Barry Town Council's governance structure and priorities**
 - **Specific costs for sessions, hourly rates and ratios of workers required**
3. **That the Council responds to the Vale of Glamorgan Council with the following views:**
- **To seek clarity on the definition of single use – noting that Members felt that Maslin Park did not come under this banner and that the Rugby Club had a Public Right of Way through the field**
 - **To put forward members' concerns that this could reduce access to public open spaces, when the Council should be seeking to strengthen access**
 - **The Potential loss of community cohesion and culture**
 - **The wider Impact on communities**
 - **The need to give community groups advice, support and time to put together sustainable proposals and business support to generate further income**
 - **To raise concerns that this is happening outside of the CAT process review which in itself may have further challenges**
 - **To seek clarity on utilities, rates and charges currently made to clubs to increase the income**

F119. SCHEDULE OF PAYMENTS FOR JULY 2018 (INTERIM)

Members were provided with the schedule of payments for July 2018 (Interim) consisting of direct debits and cheque numbers 2785 to 2859 inclusive, in the amount of £57,322.25.

The Responsible Finance Officer noted that the bill for the by-election had now been received from the Vale of Glamorgan Council.

Members queried why the cost of the by-election was so high in comparison to the cost of the full election. The Responsible Finance Officer advised that the VOG Council had provided a breakdown of costs which included outlays for replacement polling stations. Members requested that more information be sought regarding the polling station costs for discussion at a meeting of Full Council on 23 July 2018.

RESOLVED:

1. **That the schedule of payments for July 2018 consisting of direct debits and cheque numbers 2785 to 2859 inclusive, in the amount of £57,322.25 be approved, subject to the relevant papers being in order.**

2. That more information be sought from the VOG Council regarding the polling station costs for discussion at a meeting of Full Council on 23 July 2018.

F120. BUDGET MONITORING REPORT AT 30 JUNE 2018

Members received a report containing details of the Council's income and expenditure in the 2018/19 financial year as at the end of June 2018.

RESOLVED: That the budget monitoring report for June 2018 be received, indicating actual income and expenditure up to the end of month three in the 2018/19 financial year, noting the projected overspend of £62,790 for 2018/19.

F121. INTERNAL AUDIT REPORT 2017/18 (FINAL UPDATE)

Members were provided with the internal auditor's report (Final update) for 2017/18 following their third visit on 7 June 2018.

RESOLVED:

1. That the internal audit report (Final update) for 2017/18 be received and noted.
2. That Auditing Solutions Ltd be re-appointed as internal auditor for 2018/19.

F122. CIVIC HOSPITALITY BUDGET

Members received a request to increase the Civic Hospitality budget from £1,500 to £2,500. The Responsible Finance Officer advised that it was felt by Officers that the Annual Cheque Presentation event would be better suited to be charged to the Corporate Events budget and the Annual Remembrance Sunday returned to the Civic Hospitality budget. He noted that a virement of £1,000 from the Corporate Events budget to the Civic Hospitality budget would cover this.

Councillor Hodges queried what the costs were for the events covered by the Civic hospitality budget. The Responsible Finance Officer advised that the main costs were for catering for the events with an additional cost for the PA system at the Remembrance Sunday event.

It was felt that a virement of £500 from the Corporate Events budget to the Civic Hospitality budget would be more appropriate.

RESOLVED:

1. That the report be received and noted.

2. That a virement of £500 from Corporate/Corporate Events budget be made to Civic/Civic Hospitality budget.

F123.

RECOMMENDATIONS FROM OTHER COMMITTEES

a. Personnel

- i. Adjustments to weekend lone working policy and risk assessment

Members were advised of a resolution made at the meeting of the Personnel Committee held on 2 July 2018 to consider and adopt the adjustments to the Lone Working Policy and Risk Assessment and approve any potential costs involved for a member of the weekday cemetery team to cover annual leave and sickness at weekends where possible.

RESOLVED:

1. That the adjustments to the Lone Working Policy and Risk Assessment as per the attached Policy & Risk Assessment be adopted, taking into account that this will result in a member of the full time, permanent weekly team providing cover when one member of the weekend team is on annual leave or absent due to sickness.
2. That weekend cover be paid at the grade 4 (weekend staff) rate of pay.

- ii. Request for Funding for Trainee Cemetery Operative College Fees

Members were advised of a resolution made at the meeting of the Personnel Committee held on 2 July 2018 to request sufficient funding for two cemetery trainees to start their training course at Bridgend College in September.

RESOLVED:

3. That an outlay of £3,750.00 be agreed from the Training Budget for 2018/19 to allow for the two Trainee Cemetery Operatives to start their college course in September at a cost of £3,750.00.
4. That members also agree to a further £3,750.00 being allocated to the training budget in 2019/20 to allow the two Trainee Cemetery Operatives to undertake the second year of the training at Bridgend College.

b. Shop Local

i. Shop Local in Bloom

Members received a request for clarification from the Shop Local Barry Advisory Committee held on 24 May 2018 on which budget the Shop Local in Bloom project should be allocated from.

It was noted that whilst the Shop Local in Bloom project was in the Corporate Plan it had not been budgeted for until 2019/20. It was therefore felt that the initial costs for the project should be paid for from the Shop Local budget as it had been delivered ahead of planned timescales but the ongoing costs would be paid from the Corporate budget.

RESOLVED:

5. That the upfront costs for the Shop Local in Bloom project be allocated to the Shop Local budget.

6. That ongoing costs for the Shop Local in Bloom project be allocated to the Corporate budget.

F124.

GDPR UPDATE

The Chief Officer advised members that privacy notices had been sent out and consents to hold data were being collected in order to put together a database of contacts. She noted that the content of the database was limited at the moment due to the number of consents received.

RESOLVED: That the GDPR update be received and noted.

F125.

RECOMMENDATIONS FROM OTHER COMMITTEES

a. Halls, Cemeteries and Community Facilities

i. Child Burial Policy

Members received a draft Child Burial Policy. The Chief Officer noted that a statement to incorporate GDPR regulations would need to be added to the policy.

RESOLVED:

1. That a statement to incorporate GDPR regulations be added to the policy.

2. That the policy be approved and adopted subject to the above amendment being made.

b. Personnel

- i. Draft Unreasonable Complaint Behaviour Policy
- ii. Draft Equality & Diversity Policy
- iii. Draft Welsh Language Scheme
- iv. Draft CCTV Policy

RESOLVED:

- 3. 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:**

-

Unreasonable Complaint Behaviour Policy
Equality & Diversity Policy
Welsh Language Scheme
CCTV Policy

F126. TREES OF PEACE AND FRIENDSHIP – TREE ADOPTION

Members received a request from Glyn Pooley in relation to adopting a Friendship Tree for either Central or East Barry.

A discussion took place and it was felt that a suitable existing tree could be located at Merthyr Dyfan Cemetery. The Hornbeam tree planted in 2017 was suggested and it was noted that a plaque could be made by Council admin staff.

Members were also advised of an email received from Woodlands Trust, via One Voice Wales asking Town & Community Councils to nominate a tree in their community for the Wales Tree of the Year competition. Members were asked to give consideration to nominating the Friendship Tree at the Knap.

RESOLVED:

- 1. That this Council does not adopt a Friendship Tree and Glyn Pooley is directed to the Financial Assistance Grants to apply for funding for the project.**
- 2. That the information on nominations for the Wales Tree of the Year competition be forwarded to Glyn Pooley.**
- 3. That a suitable plaque is created for the Hornbeam tree at Merthyr Dyfan Cemetery.**

F127. DATE OF NEXT MEETING

RESOLVED: That the next meeting of the Finance, Policy and General Purposes Committee will be Monday 24 September 2018.

F128. EXCLUSION OF THE PRESS AND PUBLIC

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

F129. RECOMMENDATIONS FROM OTHER COMMITTEES

a. Review Working Party

i. Funding Request from Mack Events

Members received a funding request from Mack Events and a discussion took place.

RESOLVED: That this Council declines the sponsorship proposal made by Mack Events and that the organisation is directed through the Small Business Grants Process in March 2019.

The meeting closed at 7.40pm.

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

MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON MONDAY, 24 SEPTEMBER 2018 AT 7.00 PM

PRESENT: Councillors Brooks (Chairperson), Bertin, N Hodges, S Hodges, Lloyd-Selby and Rowlands.

ALSO PRESENT: Angie Price – Deputy Chief Officer
Mark Sims – Responsible Finance Officer
Rhian Burns – Administrator
Councillor Hawkins – Observer
Councillor Johnson - Observer
Councillor Richardson – Observer

F130. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Drake.

F131. DECLARATIONS OF INTEREST

None received.

F132. TO APPROVE THE MINUTES OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE'S MEETING HELD ON 16 JULY 2018

Councillor Bertin noted his apologies for the previous meeting of the Finance, Policy & General Purposes Committee.

RESOLVED: That the minutes of the Finance, Policy & General Purposes Committee's meeting held on 16 July 2018 be approved and signed as a correct record.

F133. 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

Councillor S Hodges noted that members of the Local Investment Sub-Committee felt that the Council should make an investment in local businesses through Purple Shoots following the presentation.

Councillor Brooks queried if a budget had been set for funds for investment. The Responsible Finance officer advised that money would be drawn down from the Council's cash reserves. He also advised members that Purple Shoots were unable to confirm any rates of interest on the invested funds.

Councillor Brooks asked when the investment was due to begin. Councillor S Hodges noted that it would be preferable to begin as soon as possible.

Councillor Lloyd-Selby queried how long the investment period was for. The Responsible Finance Officer advised that the initial investment period was three years with a review taking place after twelve months. He also noted that Purple Shoots were happy to incorporate an exit clause into the contract with a sixty to ninety-day notice period.

Members discussed the proposed Memorial Hall and Theatre capital loan.

RESOLVED:

1. That £5,000 be invested per annum over a three-year period with an annual review before each £5,000 is invested.
2. That the Responsible Finance Officer be given delegated powers to make arrangements for the investment at the earliest opportunity.
3. That the proposed Memorial Hall and Theatre Capital Loan of £29,333 required for a second cinema be approved with an interest rate of 2% and a repayment term over a ten-year period. Noting that the remaining funding is to come from the Memo (one third) and a suggested application to the Vale of Glamorgan for a Strong Communities Grant, with Barry Town Council as the lead applicant.

F134. SCHEDULE OF PAYMENTS FOR SEPTEMBER 2018 (FINAL)

Members were provided with the schedule of payments for September 2018 (Final) consisting of direct debits and cheque numbers 2879 to 2882 inclusive, in the amount of £35,415.96.

RESOLVED: That the schedule of payments for September 2018 (Final) consisting of direct debits and cheque numbers 2879 to 2882 inclusive, in the amount of £35,415.96 be approved, subject to the relevant papers being in order.

F135. BUDGET MONITORING REPORT AT 31 AUGUST 2018

Members received a report containing details of the Council's income and expenditure in the 2018/19 financial year as at the end of August 2018.

Members discussed the decrease in cemetery income, noting that the decrease in the number of burials was part of a country wide trend.

It was felt that more should be done to market the cemetery in order to increase revenue. Members agreed that a Facebook and Twitter account should be set up for the cemetery in order to assist with this.

Councillor Lloyd-Selby noted that it would be useful to have national data comparing rates of cremation to burials.

Councillor Johnson noted that the estimates for income would need to be looked at as a negative estimate could have an impact on the amount the precept may potentially need to be increased by in future years.

RESOLVED:

1. That the budget monitoring report for August 2018 be received, indicating actual income and expenditure up to the end of month five in the 2018/19 financial year, noting the projected overspend of £60,915 for 2018/19.
2. That Twitter and Facebook pages be set up for the cemetery.

F136.

COSTS FOR A WELSH TRANSLATION SERVICE

Members were advised that the costs had not yet been received and that this item had been added to the agenda of the next meeting of Council scheduled for Monday, 1 October 2018.

RESOLVED: That the matter be deferred to a meeting of Council on Monday, 1 October 2018.

F137.

RECOMMENDATIONS FROM OTHER COMMITTEES

a. Halls, Cemeteries & Community Facilities Committee

Members received the results of a recent tree survey carried out in respect of the trees in Merthyr Dyfan Cemetery which, had been discussed by the Halls, Cemeteries and Community Facilities Committee.

Members discussed the recommendation for an Arboricultural Consultant to be engaged for a period of three years with a view to providing and implementing a tree removal and replacement programme, whilst also providing annual tree inspections.

It was felt that as the report highlighted a number of issues which needed to be addressed as a matter of urgency that a more consistent approach to the management of trees at the cemetery was required.

Councillor Johnson advised members that a resident of St Andrew's Road (one of those mentioned in the report) had attended a meeting of the Halls, Cemeteries and Community Facilities held on 4 June 2018 to discuss the matter.

RESOLVED: That the Deputy Chief Officer be authorised to seek quotations or tenders, whichever from Arboriculturists/Tree Surgeons in respect of a three-year contract to provide arboriculture services with a view to preparing and putting in place a tree removal and replacement programme, whilst also providing annual tree inspections.

F138. EXTERNAL AUDIT FOR YEAR ENDING 31 MARCH 2018

The Responsible Finance Officer advised that the auditors had not yet sent their report and that the item had been placed on the agenda of the meeting of Council scheduled for Monday, 1 October 2018 for discussion.

RESOLVED: That the item be deferred to a meeting of Full Council on Monday, 1 October 2018.

F139. GDPR UPDATE

The Responsible Finance Officer advised that the database was being built up as completed GDPR forms were being returned.

RESOLVED: That the GDPR update be received and noted.

F140. RECOMMENDATIONS FROM OTHER COMMITTEES

a. Personnel Committee

i. Draft Media Policy

Members received a draft Media policy.

RESOLVED: That the policy be approved and adopted subject to approval being sought from the relevant Trade Unions and staff being consulted for a 2-week period where necessary.

F141. MOTIONS FOR ONE VOICE WALES ANNUAL MEETING – 29 SEPTEMBER 2018

Members were requested to give consideration to the “Final Motions” being put forward at the One Voice Wales Annual General Meeting to be held on Saturday, 29 September 2018.

RESOLVED:

1. That the two representatives be given mandate to vote on the motions as follows: -

a. Barry Town Council

SUPPORT

b. Llangynog Community Council

Representatives to make a decision on how to vote at the meeting following hearing more detail on the proposal.

c. Machynlleth Town Council

SUPPORT

d. Peterston Super Ely Community Council Motion

Representatives to make a decision on how to vote at the meeting following hearing more detail on the proposal.

e. Tredegar Town Council, Pencoed Town Council and Wrexham Flint Area Committee Composite Motion

SUPPORT

f. One Voice Wales Motion

SUPPORT – up to a maximum increase of fees of 6%.

2. That representatives be given mandate to decide how to vote should changes be made to motions on the day of the meeting.

F142. DATE OF NEXT MEETING

RESOLVED: That the next meeting of the Finance, Policy and General Purposes Committee will be Monday, 26 November 2018.

F143. EXCLUSION OF THE PRESS AND PUBLIC

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

F144. BARRY YOUTH ACTION

Members received the response received from the Vale Youth Services in respect of their previous request for funding for the Barry Youth Action Group.

A detailed discussion took place surrounding the options for funding and the function of Barry Youth Action and a unanimous decision was agreed.

RESOLVED: That the Deputy Chief Officer informs the Vale Youth Service that this Council wish to continue with the proposal made to the Youth Services as agreed at a meeting of the Finance, Policy & General Purposes Committee held on Monday, 16 July 2018.

F145.

RECOMMENDATIONS FROM OTHER COMMITTEES

a. Halls, Cemeteries & Community Facilities Committee

i. Introduction of Bee Hives to Merthyr Dyfan Cemetery

Members received an update on the introduction of bees to Merthyr Dyfan Cemetery and associated costs.

RESOLVED:

- 1. That officers be authorised to proceed with the purchase of a shed and the erection of a fence and a bee hive area.**
- 2. That the associated costs for the preparation of the area and the installation of the bee hives be taken from the Cemetery Property & Maintenance Improvement Fund, with a possible virement being considered later in 2018/19 from the Special Projects for this project.**

b. Personnel Committee

i. PPE

Members received information on the current cost of daily work wear PPE for the cemetery staff and possible future savings.

RESOLVED:

- 1. 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 launder the T shirts and sweatshirts.**
- 2. That if possible a virement of £2,583 be made in order to enable officers to purchase the PPE.**
- 3. That should a virement not be possible £2,583 be taken from the General Reserves.**

ii. Technical Services Advisor

Members received a recommendation regarding the tender process undertaken on Sell2Wales for Technical Services provision.

RESOLVED: 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.

The meeting closed at 8.30pm.

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

DRAFT MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON MONDAY, 26 NOVEMBER 2018 AT 7.00 PM

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

ALSO PRESENT: Emily Forbes - Chief Officer
Mark Sims – Responsible Finance Officer
Rhian Burns – Administrator
Councillor Nugent-Finn – Observer
Glyn Pooley - Observer

F146. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Charles, and Rowlands.

F147. DECLARATIONS OF INTEREST

None received.

F148. FLAG FLYING PROTOCOL & REQUEST

As members of the public had attended specifically to discuss agenda item 13 the Chair brought this item forward.

The Chief Officer advised members that the flag flying protocol had been approved under delegated powers by the Finance, Policy and General Purposes Committee. She noted that the flag was flown permanently at the cemetery and that the Crest was used by sports teams, for example Barry Town United.

The Chief Officer highlighted the two issues she felt had been raised by this request –

- The prominence of the Barry Town flag
- The possibility of taking the flag for presentation at informal occasions.

Members asked Mr Glyn Pooley to explain how the request had come about. Mr Pooley advised that he had been in contact with a member of the public who wished to take something representing the town of Barry with him on a trip to Bhutan. It was thought that a flag would be an appropriate option but that they had been unaware that Barry had an official flag.

He noted that the issue had been raised on social media with the majority of replies indicating that many people were unaware of the flag and would like it to be raised in a more prominent position. He also noted that he had been asked if the flag was available to purchase by organisations and for flying at events. Mr Pooley advised members that an interesting debate had opened up on social media surrounding the history and meaning of the flag and whether it represented the town currently.

Members thanked Mr Pooley for his contribution and agreed that several interesting points had been made. Councillor Lloyd Selby queried who owned the symbol on the flag. The Chief Officer advised that Barry Town Council owned the Coat of Arms.

Councillor Brooks queried whether it would be better to offer other items bearing the crest for sale rather than the flag.

Councillor N Hodges suggested that the flag could be flown every day outside the Barry Town Council offices apart from those days when another flag was to be flown under the policy. He noted that there was a limited number of flag poles available in Barry and suggested gifting a flag to Jenner Park stadium. He also advised that there were a number of civic gifts that could be requested from the Mayor for presentation at formal events along with an Armorial Bearing explanation. Councillor N Hodges queried whether it would be possible to sell merchandise bearing the crest at events.

The Chief Officer advised that this would need to be explored as part of the wider marketing strategy as there may be issues with expenditure and income.

Members agreed that they felt branded items for sale would be popular with the public.

Councillor Lloyd-Selby suggested a resource for schools and events be created such as a colouring sheet bearing the crest and an explanation of the different elements and what they represent.

Mr Pooley suggested that a flag be made available for community organisations to fly at events.

Councillor Nugent-Finn noted that there was often misunderstanding from the public around the roles of the town council and the Vale Council. She noted that the flag could be an important aspect of helping the town council attain a more distinct identity.

RESOLVED:

- 1. That the Barry Town Council flag be flown every day outside the Barry Town Council offices apart from those days already laid out in the flag flying policy.**
- 2. That the member of the public who requested the flag approach the Mayor directly to request a civic gift to take to Bhutan.**
- 3. That a Barry Town Council flag be gifted to Jenner Park Stadium.**

4. That a request be made to the Vale of Glamorgan Council to ask that the Barry Town Council flag be flown at the Civic offices when a flag pole is available.
5. That the Chief Officer explores options for the sale of merchandise as part of the wider Marketing Strategy.
6. That dependent on capacity the Community Development Officer creates a resource to be used in schools and at events.

F149. TO APPROVE THE MINUTES OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE'S MEETING HELD ON 24 SEPTEMBER 2018

RESOLVED: That the minutes of the Finance, Policy & General Purposes Committee's meeting held on 24 September 2018 be approved and signed as a correct record.

F150. 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 19 NOVEMBER 2018

Councillor S Hodges noted that Councillor N Hodges had been added to the 'Also Present' list as an observer and that this should have been Councillor S Hodges.

RESOLVED: That the minutes of the Working Party to Review the Management and Performance of the Town Council's meeting held on 19 November 2018 be approved and signed as a correct record subject to the above amendment.

F151. SCHEDULE OF PAYMENTS FOR NOVEMBER 2018 (FINAL)

Members were provided with the schedule of payments for November 2018 (Final) consisting of direct debits and cheque numbers 2886 to 2887 inclusive, in the amount of £22,364.40.

RESOLVED: That the schedule of payments for November 2018 (Final) consisting of direct debits and cheque numbers 2886 to 2887 inclusive, in the amount of £22,364.40 be approved, subject to the relevant papers being in order.

F152. BUDGET MONITORING REPORT AT 31 OCTOBER 2018

Members received a report containing details of the Council's income and expenditure in the 2018/19 financial year as at the end of October 2018.

The Responsible Finance Officer noted that he had suggested areas where the full budget heading may not be spent. He also noted that repairs to the JCB had incurred an unavoidable overspend.

RESOLVED:

- 1. That the budget monitoring report for October 2018 be received, indicating actual income and expenditure up to the end of month seven in the 2018/19 financial year, noting the projected overspend of £38,182 for 2018/19.**

F153.

BY ELECTION COSTS

Members were provided with projected costs relating to potential by-election in each of the Barry wards.

The Responsible Finance Officer advised that should a by-election be required solely for a Barry Town Council Councillor then the Council would bear the full cost of the by election. He noted that the variance in costs from ward to ward was due to the electorate number and requirement for temporary polling stations. Members were asked to consider what amount should be added to election reserve for the 2019/20 financial year.

Councillor S Hodges noted that based on previous years, approximately £30,000 would be required for the 2022 election.

Councillor Lloyd-Selby suggested adding £10,000 to the election reserve going forwards from the 2019/20 financial year. Councillor S Hodges agreed, noting that this could be adjusted nearer to 2022 if the funds had not been required.

RESOLVED: That an amount of £10,000 be added to the election reserve beginning in the 2019/20 financial year.

F154.

RECOMMENDATIONS FROM OTHER COMMITTEES

- a. Halls, Cemeteries & Community Facilities Committee**
 - i. Proposed fee for the scattering of ashes in the newly established Scatter Garden at Merthyr Dyfan Cemetery**

Members received a request from the Halls, Cemeteries and Community Facilities Committee to approve a proposed fee for the interment of ashes in the newly established Scatter Garden at Merthyr Dyfan Cemetery.

RESOLVED: That the fee of £45 for the scattering of ashes in the newly established Scatter Garden at Merthyr Dyfan Cemetery be included in the 2018/19 cemetery fees and charges with immediate effect, to enable the Scatter Garden to become available for the remainder of the 2018/19 financial year and beyond.

b. Consultation Working Party – 14 November 2018

i. IRPW Draft Annual Report

Members received a recommendation from the Working Party to Consider Consultations regarding the IRPW Wales Draft Annual Report 2019/20 relating to the draft budget for 2019/20.

Councillor S Hodges noted that the amount that had been claimed for Councillor expenses for the 2018/19 financial year had been considerably less than the amount budgeted and queried what the probability of it being required in future was.

The Responsible Finance Officer advised that whilst the probability of it being claimed was low, it would be prudent to set the money aside as the Council would be required to pay expenses if they were claimed.

Councillor Lloyd-Selby noted that this issue had been discussed at length in 2017 and that since that time there had been no changes made to the determinations.

Councillor S Hodges queried whether Councillors were required to opt out of expenses every year. The Responsible Finance Officer advised that all Councillors must opt out individually every year. The Chief Officer added that the Council would be mandated to pay expenses if Councillors did not opt out in writing.

Councillor Brooks queried whether it would be possible to reduce the budget whilst still satisfying the IRPW's guidelines?

The Responsible Finance Officer advised that by taking a risk based approach it could be possible to reduce the carers allowance element.

RESOLVED: That an amount of £8,800 be included in the 2019/20 budget made up of the following elements:

Determination 37: £3,300 (All 22 members receive £150 as a contribution to costs and expenses) MANDATED

Determination 38: £500 (Minimum of 1 and maximum of 5 members receive £500 specific responsibility allowance) MANDATED

Determination 39: Not Applicable to BTC

Determination 40: £100 CAN AUTHORISE

Determination 41: £500 CAN AUTHORISE

Determination 42: £0 CAN AUTHORISE

**Determination 43: £2,400 (Risk based approach adopted)
MANDATED**

Determination 44: £1,500 CAN AUTHORISE

Determination 45: £500 CAN AUTHORISE

Total £8,800

c. Personnel Committee – 19 November 2018

i. Costs for Health & Safety Audit

Members received a request from the Personnel Committee meeting held on 19 November 2018 to spend an additional £1,590 on an external audit of health and safety policies and procedures.

Councillor Brooks queried the purpose of the audit. The Chief Officer advised that it was to ensure that current policies and procedures complied were fit for purpose and complied with current legislation.

Councillor Brooks queried whether this amount would be added to the 2019/20 budget or would represent an overspend in the 2018/19 budget. The Chief Officer advised that this would represent an overspend in the 2018/19 budget which would need a virement from elsewhere.

RESOLVED: That an additional £1,590 be spent on an external audit of health and safety policies and procedures.

d. Shop Local – 22 November 2018

No recommendations received.

e. Fairtrade – 26 November 2018

Members were provided with details of the Barry Pan-Disability Football Festival and were asked to consider a donation of ten size 5 footballs and two size 4 footballs at the organisers suggestion.

RESOLVED: That the following footballs be purchased and donated to support the Pan-Disability Football Festival –

10 x size 5 footballs @ £325

2 x size 4 footballs @ £40

F155. INTERNAL AUDIT REPORT 2018/19 (FIRST INTERIM)

Members were provided with the internal auditor's report (first interim) for 2018/19.

The report provided a summary of the work undertaken on the first visit with one recommendation requiring paperwork for the burials at Porthkerry Cemetery should be located or duplicate undertaker's interment applications/cremation certificates should be obtained for the file.

Officers are attempting to obtain duplicate copies of the relevant paperwork for the file for inspection by the internal auditor at their next visit.

Councillor Brooks asked that the staff be thanked for their work.

RESOLVED: That the internal audit report (first interim) for 2018/19 be received and agree to the internal auditor recommendation.

F156. GDPR UPDATE

The Chief Officer advised that the database was being built up as completed GDPR forms were being returned.

RESOLVED: That the GDPR update be received and noted.

F157. RECOMMENDATIONS FROM OTHER COMMITTEES

a. Personnel Committee

- i. Draft Needle-stick/Sharps Policy
- ii. Draft Hand, Arm Vibration (HAVS) Policy
- iii. White Ribbon Pledge

RESOLVED: That the above policies be approved and adopted subject to approval being sought from the relevant Trade Unions and staff being consulted for a 2-week period where necessary.

F158. CHRISTMAS LUNCHESES GRANTS FOR OLDER PEOPLES VOLUNTARY ORGANISATIONS IN BARRY

Members were requested to consider continuing the Christmas Lunches Grants for Older Peoples' Voluntary Organisations based in Barry.

Councillor S Hodges noted that she and Councillor N Hodges had attended a number of the funded lunches in 2017 and that there had been a good take up of the lunches. She also noted that it had been recognised amongst the recipients that the Town Council had filled the funding gap left by the Vale of Glamorgan Council and were very grateful.

The Chief Officer suggested that another heading could be added to the Community Grants budget.

Members agreed to set a budget of £2,700 to allow a meal allowance of £4.50 per person to a maximum of 600 people.

RESOLVED:

- 1. That a budget of £2,700 be allocated from the Community Grants budget for the purpose of funding Christmas meals for older people at a rate of £4.50 per person to a maximum of 600 people.**

F159. DATE OF NEXT MEETING

RESOLVED: That the next meeting of the Finance, Policy and General Purposes Committee will be Monday, 28 January 2019.

The meeting closed at 8.15pm.

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

MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON MONDAY, 28 JANUARY 2019 AT 7.00 PM

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

ALSO PRESENT: Emily Forbes - Chief Officer
Mark Sims – Responsible Finance Officer
Robyn Walsh – Community Development Officer
Rhian Burns – Administrator
Councillor Hawkins – Observer
Councillor Johnson – Observer
Councillor Richardson - Observer

F160. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Bertin.

F161. DECLARATIONS OF INTEREST

None received.

F162. TO APPROVE THE MINUTES OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE'S MEETING HELD ON 26 NOVEMBER 2018

RESOLVED: That the minutes of the Finance, Policy & General Purposes Committee's meeting held on 26 November 2018 be approved and signed as a correct record.

F163. SCHEDULE OF PAYMENTS FOR JANUARY 2019 (FINAL)

Councillor S Hodges queried the amount spent of Facebook boosts for the Santa Fun Run. Councillor Rowlands noted that it would be helpful for future planning to have a breakdown of the amount spent on Facebook per event and the numbers of people reached.

RESOLVED:

- 1. That a breakdown of costs for Facebook boosts and the numbers of people reached is recorded for future events.**
- 2. That the schedule of payments for January 2019 (Final) consisting of direct debits and BACS payments, in the amount of £58,341.15 be approved, subject to the relevant papers being in order.**

F164. BUDGET MONITORING REPORT 1 APRIL – 31 DECEMBER 2018

Members received a report containing details of the Council's income and expenditure in the 2018/19 financial year as at the end of December 2018.

RESOLVED:

- 1. That the budget monitoring report for December 2018 be received, indicating actual income and expenditure up to the end of month nine in the 2018/19 financial year, noting the projected overspend of £26,390 for 2018/19.**
- 2. That virements in the amount of £17,204 be approved.**

F165. RECOMMENDATIONS FROM OTHER COMMITTEES – DRAFT BUDGET 2019/20

- a. Halls, Cemeteries & Community Facilities Committee - 12 November 2018 - Proposed Future Projects to be Undertaken in Merthyr Dyfan Cemetery

Councillor N Hodges, as Chair of the Halls, Cemeteries and Community Facilities was asked to provide an overview of the recommendations for future projects at Merthyr Dyfan Cemetery.

He noted that the wall mounted heaters at the cemetery now appeared to be working and that he considered this work was unnecessary given the level of use the chapel has.

Councillor N Hodges highlighted that some of the outlay for the benches could be recouped through selling bench plaques which were popular in the newer sections.

Members agreed that new equipment in order to reduce the risk of HAV's to cemetery staff was an essential outlay.

- b. Halls, Cemeteries & Community Facilities Committee - 14 January 2019 - Proposed Future Projects to be Undertaken in Merthyr Dyfan Cemetery

Councillor Brooks noted that she understood the fencing had been found to be in a poor state of repair and would require replacement. She suggested that half of the anticipated cost of £24,500 be taken from the cemetery improvement fund budget. Members agreed that this would be a suitable use of funds from this budget.

Councillor N Hodges informed members that a quote for tree consultancy work had been received from a local business at a lower rate than that anticipated and that therefore the sum of £5,000 requested to be included in the annual Tree Maintenance budget for

2019/20 for this purpose had been reduced to £2,000. He also noted that this would be a three-year contract.

c. Halls, Cemeteries & Community Facilities Committee - 12 November 2018 - Cemetery Fees including Current and Proposed fees for Merthyr Dyfan and Porthkerry Cemeteries

Members discussed the recommendation and felt that a 5% increase in these fees would still represent an affordable rate when compared to neighbouring burial authority's fees.

d. Halls, Cemeteries & Community Facilities Committee - 12 November 2018 - Pioneer Hall Charges 2019/20

Members discussed the recommendation and felt that a 5% increase would still represent good value for money for the facilities. It was noted that the Pioneer Hall was oversubscribed and received good feedback from users. It was also noted that significant investment had been made by the Council in the Pioneer Hall in recent years.

e. Shop Local Barry Advisory Committee - 22 November 2018

Councillor Brooks suggested adding a budget heading for Shop Local in order to give recognition for the work the Shop Local Committee and traders have done. She noted that the original budget of £50,000 had been used to start up many projects.

Councillor Lloyd-Selby noted that if a new revenue stream was to be created that the traders should be consulted on what they wished to achieve. The Community Development Officer advised that Shop Local surveys had been done in 2018 and that it would be possible to carry out a comparison once this exercise was completed for 2019.

Councillor Lloyd-Selby noted that given the current situation in High Streets nationwide that the success of Shop Local campaign may be found in maintaining footfall rather than increasing it.

Councillor Johnson added that he felt the fact that Shop Local Committee meetings were still well attended and that various events had been organised was an indicator of the success of the Shop Local Committee's work.

f. Personnel Committee - 21 January 2019

Members queried why an increase in the staff training budget was required. The Chief Officer advised that this was to provide statutory excavator training to the cemetery staff. She further advised that cheaper options were being looked into.

g. Fairtrade Advisory Committee - 26 November 2018 Agenda Item 5

Councillor Johnson advised members that it had been decided that the Fairtrade Festival would not now be taking place in September 2019 due to it not being possible to secure additional funding and the volume of work required to coordinate.

RESOLVED:

1. That following advice from the Chair of the Cemeteries, Halls & Community Facilities the request for a sum of £8,000 being placed in the 2019/20 budgets for the replacement of the current heating units in the cemetery chapel be declined.
2. That a sum of £2,530 be placed in the 2019/20 budget for the purchase of ten new benches.
3. That the annual 'Cemetery Equipment' budget be increased from £3,000 to £4,000 to enable officers to purchase new equipment on a rolling programme in order to reduce the risk of HAV's to cemetery staff.
4. That a sum of £24,500 be placed in the 2019/20 budgets being part financed by £12,250 from the Cemetery Improvement Reserve for the replacement of the 280 metres of fence from the rear gate entrance to the corner of the Buttrills Playing Field.
5. That a sum of £2,000 be placed in the 2019/20 budgets for the services of a tree consultant
6. That the cemetery interment fees, exclusive rights of burial fees and memorial fees be increased by 5% from 1 April 2019.
7. That there is no increase in other cemetery fees e.g. Babies Memorial Garden plaques, Garden of Remembrance plaques and Octagonal Planter plaques, Sanctum Panorama Columbaria, searches, duplicate deeds, transfer deeds, use of chapel etc.
8. That the charges for Pioneer Hall be increased by 5% from 1 April 2019.
9. That a budget heading be added for Shop Local with an annual sum of £10,000 being added to the budget from 2019/20.
10. That the Staff Training budget be increased from £14,000 to £16,000.

11. That it be noted that this Council supports statutory and occupational training only and will not fund vocational training.

12. That the Fairtrade Committee's budget allocation for the 2019/20 financial year be set at £1,000.

F166. DRAFT BUDGET 2019/20 – 2021/22

The Responsible Finance Officer advised members of the following changes that had been made to the draft budget due to the decisions made in the previous agenda item :-

Additional funding for replacement of Cemetery Chapel heating	£8,000
Additional funding to purchase 10 new benches for Merthyr Dyfan Cemetery	£2,530
Additional funding to increase in the Cemetery Equipment budget	£1,000
Additional funding for half of the cost replacement fencing at Merthyr Dyfan Cemetery	£24,500
Additional funding for Tree Consultancy work for 2019/20	£2,000
Total	£38,030 £30,030

Members were informed that the general reserve is projected to be £309,612 as at 31 March 2019. It is generally accepted that general (un-earmarked) revenue reserves usually lie within a range of three to twelve months of gross expenditure. With gross expenditure for 2019/20 of £1,305,256 the general reserve should lie within a range of £326,314 to £1,305,256. It was proposed that Members will need to assess the level of the general reserve and consider whether the reserve level is sufficient as it is projected to be below the generally accepted range.

Members were also informed that the draft budget comprises gross expenditure of £1,305,256 with income from services amounting to £149,940 producing a net expenditure budget of £1,155,316.

The Responsible Finance Officer advised that if the precept remained at £1,044,949 (2018/19 level) then there would be a net operating deficit for the year of £110,368 as shown on the Draft Budget 2019/20 Summary page.

The Responsible Finance Officer explained that included on the Draft Budget 2019/20 Summary page is the addition of £10,000 to the Plant and Machinery Reserve, £5,000 to a New Cemetery Roads Replacement Reserve and £10,000 to the Election Reserve. In

addition, officers are suggesting an addition of £50,000 to the Acquisition Reserve for potential reshaping services from the Vale of Glamorgan Council. An amount of £13,047 is being drawn down from the Shop Local Reserve to fund the budgeted expenditure on the Shop Local Campaign. These movements in reserves increase the net operating deficit for the year to £172,321.

Members were advised that the Vale of Glamorgan Council had advised that the tax base for Barry is 20,163 for precept calculation purposes. This represents a small increase of 1.4% compared to 2018/19.

The Council will need to set a precept of £1,217,270 to cover the net operating deficit and balance the budget, with the cost to a 'Band D' Council-tax payer increasing by 65p per month. This would not address the level of the general reserve or provide funding for the recommendations from the Halls, Cemeteries and Community Facilities Committee that total £30,030 detailed earlier in the report.

Further to the suggestion earlier a sum of £12,250 is taken from the Cemetery Improvement Reserve for the replacement of the 280 metres of fence from the rear gate entrance to the corner of the Buttrills Playing Field.

The Chair made a suggestion that the £10,000 addition to the Plant and Machinery Reserve could be removed as this reserve was projected to have a balance of £11,000 on 31st March 2019 and the new van for the Cemetery had recently been purchased. Members agreed to this suggestion noting that if replacement equipment was required over the value of £11,000 the balance would need to be drawn from the General Reserve.

The Chair then suggested that as a large percentage of the Cemetery Roads had been recently upgraded that the addition to the Roads Reserve could be reduced from £5,000 to £2,000 during 2019/20.

She then noted that she felt that the £50,000 for adding to the Acquisition Fund could be removed. However, considered adding £20,000 into the General Reserve in order to maintain a three month operating reserve.

The Chief Officer noted that there was only a £2,000 contingency in the budget for the Community Building on Cemetery Approach. She advised that should the build go over budget it had been anticipated that the additional costs would be drawn from the Acquisitions Reserve.

The Chief Officer further advised that the lease had not yet been signed as the Vale of Glamorgan Council had not yet confirmed that the hall could be sub-let. Members requested that the Chief Officer follow this up and update them of the outcome.

Councillor Johnson queried where the requirement for 3-months operating reserves had come from and whether there was any legislation surrounding this. The Responsible Finance Officer advised that this was a recommendation from the Practitioners Guide produced in collaboration by One Voice Wales and the Society of Local Council Clerks.

The Chair advised members that she and Councillor S Hodges had attended a meeting of the Memorial Hall and Theatre (MHT) Committee on Thursday, 24 January. She noted that the MHT had presented a business plan containing £176,000 in funding from the Council which, was considerably higher than the £130,000 outlined in the draft budget. She noted that she felt the MHT should be supported in order to retain the staff member that had been funded by the Council for the previous three-years and suggested that the draft budget be re-examined in order to find savings to fund this.

The Chair suggested that as the Cemetery Chapel heating replacement was no longer a requirement that the £8,000 requested for this expenditure could be added to the MHT funding.

Councillor S Hodges queried whether any additional money could be saved from the Corporate Events budget and asked the Responsible Finance Officer to provide a breakdown of expenditure under this budget heading.

The Responsible Finance Officer noted that £2,000 of this budget could be removed due to the cancellation of the Fairtrade Festival. He also noted that the contracts for the Christmas lighting were due for renewal in 2019 and that a saving of approximately one third could be made by using refurbished lighting rather than new.

The Responsible Finance Officer provided members with a breakdown of the remaining spend from the Corporate Events budget.

Councillor S Hodges noted that the Santa Fun Run had increased in popularity and suggested it was now time for a charity to take over the organisation and running of the event. She noted that this event represented a large draw on staff time.

The Chief Officer advised that the organisation and running of the Santa Fun Run is one of the commitments agreed to in the Community Engagement Strategy. She also noted that in terms of engagement the Santa Fun Run reached more people than any other activity Barry Town Council carried out and was well received by the community.

Councillor Lloyd-Selby noted that the comments made on social media by the public in respect of the recent budget consultation showed that there was a lack of understanding around the Town Councils remit in comparison with the Vale of Glamorgan Council. She noted that as the Santa Fun Run was such a high profile event, that the Town Council should retain the event and seek to increase its popularity.

Councillor Rowlands suggested seeking a sponsorship partnership with local businesses through their Corporate Social Responsibility scheme. The Community Development Officer advised that this had been discussed and that a Sponsorship Policy was being put in place to allow this to potentially happen in future.

Councillor S Hodges noted that she felt the public would not be aware of the change in organiser and that the event was now too big for Council staff to continue with. Councillor N Hodges added that he felt a charity would be better placed to have the expertise to run the event and secure sponsorship.

The Chair noted that this issue would require further discussion at a future meeting of Full Council.

Members discussed the Grants budget and agreed that the Business Grants budget should be reduced from £5,000 to £3,000 and that the Community Grants budget be reduced from £35,000 to £32,000.

The Chair queried what the minimum amount required to set aside for Councillors Expenses. The Responsible Finance Officer noted it would be prudent to allocate £3,300 minimum noting that if members applied for allowances over this amount the money would need to be vired from the General Reserve. This would provide £3,500 towards the additional £20,000 for the MHT.

Members queried the Community Engagement Strategy budget. The Responsible Finance Officer advised that this budget had been reduced from a provisional amount of £15,000 to £10,000 and noted that if this budget was further reduced it would mean the Community Engagement Strategy could not be delivered.

The Chair queried whether this could be delivered for £8,000.

The Chief Officer advised that in order to reduce the budget to £8,000 the number of events and amount of community engagement would need to be reduced.

Councillor S Hodges queried where this money would be spent. The Chief Officer advised that the majority of the expenditure was on events such as the Fun Day, Big Ideas events run in conjunction with schools and the planned Meet Your Local Councillor events. She further advised that these events had very recently been consulted on and committed to.

Councillor Lloyd-Selby noted that she would prefer to allocate less money to the MHT if this meant the Council's community engagement goals could be delivered on.

Councillor Rowlands queried whether any reductions could be made to the Mayoral budgets e.g. the photography budget. The Chief Officer advised that this budget was relatively small.

167.

SUSPENSION OF STANDING ORDER 3(aa)

RESOLVED that Standing Order 3(aa) be suspended for a period of thirty minutes.

Members discussed other budgets that they felt savings could be made from and agreed that £3,000 should be removed from the Printing, Postage and Stationery budget in anticipation of savings that should be made by the reduction of papers produced due to the provision of Councillor's tablets.

The Responsible Finance Officer suggested that if the budget stream of £10,000 per year for Shop Local commenced in 2019/20 then this would free up £3,000 toward the extra £20,000 for the MHT.

Councillor Johnson noted that these savings would be added to the MHT budget and would not address the deficit in the 2019/20 budget. He queried what precept would be required to cover this deficit.

The Responsible Finance Officer advised that the deficit stood at £144,851 which would require a total precept of £1,189,800. This represented an amount of £59.01 per year for a Band D tax payer, an increase of £6.50 per year or 12.2% on the 2018/19 financial year.

Councillor N Hodges noted that the biggest expenditure would always be staffing and added that he felt that any new recruitment should not take place for the next three years.

The Chief Officer advised that workforce planning was currently in place in order to ensure there were adequately trained Cemetery staff in post prior to the planned retirement of several existing staff in 2022. She also advised that discussions had taken place at meetings of the Personnel Committee around the need for greater office staff provision. She further noted that should the Community Building project at Cemetery Approach go ahead as anticipated then staffing provision would be required to be re assessed upon completion.

The Chair noted that she did not agree with Councillor N Hodges' suggestion around recruitment.

The Chief Officer noted that the Council staff had historically been under resourced and at present all staff were working at capacity.

Councillor N Hodges queried the purpose of the General Salaries Contingency Budget. The Chief Officer advised that part of these funds had been earmarked to cover historic salary discrepancies. She further advised that the remainder was reserved in order to provide cover in the event of long term staff sickness and in order to provide overtime pay for weekend cover at the cemetery.

Members agreed to remove £2,000 from the General Salaries Contingency Budget.

The Chair queried the budget for Welsh translation. The Responsible Finance Officer advised that this was £4,000. The Chief Officer added that this was under a Service Level Agreement with Cardiff Council and was for the purpose of translating the minutes and agendas of Full Council meetings only.

Councillor N Hodges queried the situation with Barry Youth Action. The Chief Officer advised that there was a meeting scheduled for Tuesday, 12 February to discuss what could be achieved with the £3,000 funding from this Council.

Councillor Rowlands suggested reducing the Civic Photography budget by £250 and the Civic Gifts budget by £250.

The Responsible Finance Officer advised that the revised draft budget would leave a deficit of £142,851 which would represent a precept requirement of £1,187,800 being £58.91 for a Band D property.

The Chair moved to recommend the revised draft budget to a meeting of Full Council on Monday, 11 February. Councillor Lloyd-Selby seconded this.

A vote was taken, the result of which was that the motion was WON by way of a majority vote.

For – Councillors Brooks, Drake, and Lloyd-Selby

Against – None

Abstained – Councillors N Hodges, S Hodges and Rowlands

RESOLVED:

- 1. That the 2019/20 draft budget be approved subject to the amendments below.**
- 2. That a sum of £12,250 be taken from the Cemetery Improvement Reserve for the replacement of the 280 metres of fence from the rear gate entrance to the corner of the Buttrills Playing Field.**
- 3. That the £10,000 addition to the Plant and Machinery Reserve be removed.**
- 4. That the addition to the Roads Reserve be reduced from £5,000 to £2,000.**
- 5. That the £50,000 for adding to the Acquisition Fund be removed.**
- 6. That £20,000 be moved into the General Reserve in order to maintain a three month operating reserve.**
- 7. That the Chief Officer chase up the lease for the community building at cemetery approach and provide members with an update on the outcome.**
- 8. That the MHT grant be increased from £130,000 to £150,000.**
- 9. That £2,000 be removed from the Corporate Events budget due to the cancellation of the Fairtrade Festival.**

10. That a further £5,000 be removed from the Corporate Events budget and Officers investigate making savings on the Christmas Lights budget by hiring reconditioned rather than new lights.
11. That £2,000 be removed from the Small Business section of the Grants budget.
12. That £3,000 be removed from the Community Grants section of the Grants budget.
13. That the Councillors Allowances budget be set at £3,300 noting that if members applied for allowances over this amount the money would need to be vired from the General Reserve Fund.
14. That the Mayoral Advertising budget be reduced by £250
15. That the Civic Gifts budget be reduced by £250.
16. That £1,000 is removed from each of M&S/Postage, M&S Stationery and M&S/Photocopier Costs.

RECOMMENDED: To a meeting of Full Council to be held on Monday, 11 February 2019 that the precept is increased to £1,187,800 which would result in the cost to a "Band D" Council-tax payer increasing to £58.91 per year, an increase of 12% (£6.33) when compared with the £52.58 paid in 2018/19.

The meeting was adjourned at 9.00pm.

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

DRAFT MINUTES OF A RECONVENED MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON MONDAY, 11 FEBRUARY 2019 AT 6.00 PM

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

ALSO PRESENT: Emily Forbes - Chief Officer
Mark Sims – Responsible Finance Officer
Robyn Walsh – Community Development Officer
Rebecca Blackwell – Administrator
Councillor Hawkins – Observer
Councillor Johnson – Observer
Councillor Payne (arrived at 6.13pm) - Observer
Councillor Richardson (arrived at 6.07pm) – Observer

The Chair advised members that item 8 on the previous agenda was not brought over to the reconvened Finance, Policy and General Purposes Committee agenda but will be discussed. Councillor S Hodges asked for clarity with regard to discussing the item when it is not on the agenda. The Chair advised that it was on the previous agenda. The Chief Officer advised that there had been an administration error and the item was missed off the reconvened agenda. Councillor S Hodges advised that she required clarification as she had been summoned to do a task but item 8 is not on the agenda.

F168. APOLOGIES FOR ABSENCE

None received.

F169. DECLARATIONS OF INTEREST

None received.

F170. STATEMENT OF ACCOUNTS 2018/19

Members were provided with a report advising them of the changes made to the layout of the Statement of Accounts 2018/19.

The Responsible Finance Officer advised members that due to the changes of the threshold for Town and Community Councils, Barry Town Council does not need to comply with the same requirements to produce their annual accounts in the same format as larger authorities. The Chair asked if the auditors are fine with the formatting. The Responsible Finance Officer advised that the auditors are fine with the formatting and that it can be presented in a larger authority layout if needed. Councillor N Hodges asked will the same apply in respect of individual committee budgets. The Responsible Finance Officer advised that the Budget Monitoring Reports will continue to be presented in the same format as currently being provided. Councillor S Hodges asked if this would save officer time. The Responsible

Finance Officer advised that it would not save time but it would save £900 by not going through the external accountant.

RESOLVED: That members note the information received within the report and agree to produce the Town Council Annual Accounts in an Income and Expenditure format in accordance with the Accounts and Audit (Wales) Regulations 2014 from the year ending 31 March 2019 onwards.

F171. INTERNAL AUDIT REPORT 2018/19 (SECOND INTERIM REPORT)

Members were provided with the internal auditor's report (interim update) for 2018/19 following their second visit on 15 January 2019. The responsible Finance Officer provided members with an update.

RESOLVED: That members receive the internal audit report (interim update) for 2018/19 and implement the recommendations from the internal auditor.

F172. GDPR UPDATE

The Responsible Finance Officer gave members an update with regard to the Town Councils current position with regard to the GDPR. He advised that the Town Council continue to collect data and are building a database.

RESOLVED: That members receive and note the update.

F173. COMMUNITY ENGAGEMENT

i. Dementia Friends Barry

Members were provided with a report outlining a request received from the Chair of Dementia Friends Barry.

Councillor S Hodges suggested that a more appropriate option would be to offer the Financial Assistance Grant process to Dementia Friends Barry.

RESOLVED: That the Community Development Officer advises Dementia Friends Barry to apply for a Financial Assistance Grant.

ii. Request to Support a Defibrillator

Members were provided with a report regarding the opportunity to work with St. John's Ambulance to support the installation of a defibrillator at Holton Road.

The Chair suggested the Financial Assistance Grant Process to support the installation of a defibrillator.

RESOLVED: That the Community Development Officer advises the applicant to apply for a Financial Assistance Grant.

iii. Dementia Awareness Week – Virtual 5K

Members were provided with a report regarding an event which will take place throughout May in support of Dementia Action Week (20 -26 May 2019).

The Community Development Officer advised that the costs of the medals can be recouped from the registration fee.

The Chair asked for anticipated numbers. The Community Development Officer advised that she was unable to provide numbers but the medals would only be purchased following the event once the total number of participants who complete the virtual 5K is known.

Councillor S Hodges asked what would happen if the number of participants exceed the proposed budget of £600 for the medals. The Chair advised that an urgent action could be arranged to cover the shortfall.

RESOLVED: That members authorise the sum of £600 for the purchase of medals which will be reimbursed from the entry fee payable by participants.

iv. Community Engagement

Members were provided with a request relating to the Community Engagement Strategy.

The Chair asked where would the equipment be placed and what date would this happen. The Community Development Officer advised that to honour a delivery date of 31 March the order would need to be placed by 13 February but installation can take place at any time. She also advised of the potential locations of where the equipment could be installed.

The Chair asked what times would the equipment be accessible and would it be in a secured area. The Community Development Officer advised that it was the intention to place the sensory equipment at different locations around the Cemetery Approach Gardens without any fencing so that it would be accessible at all times.

Councillor S Hodges advised members that she had emailed both the Community Development Officer and the Chair of Finance to advise that in 2015 there were discussions with regard to installing play equipment at Cemetery Approach and at the time it was deemed unsuitable as Cemetery Approach is seen as a commemorative approach to the cemetery. Councillor S Hodges raised concerns with regard to the sensory equipment being noisy by nature and would have

an impact to the services provided in the cemetery, the Chapel and the proposed community building.

The Community Development Officer advised that she had received four positive responses from the residents who were consulted with one having mixed feelings.

Councillor Lloyd-Selby asked what was the result from the consultation. Councillor S Hodges said that she had not seen any evidence from cemetery users. The Chief Officer advised members that this was an opportunistic funding and that the community engagement strategy was used to identify the need for play equipment and due to the short funding window only the residents within the vicinity were consulted.

Councillor Lloyd-Selby asked if the play equipment has to be in that area, was there a possibility to place elsewhere. The Community Development Officer advised that the grant funding application was only for Cemetery Approach Gardens.

The Community Development Officer advised that the sensory play equipment is not large and is designed to enhance the senses of children.

Councillor Drake raised concerns over the installation of a mirror and would like to know the materials of it. Councillor S Hodges advised that although the bongos are small drums they can make a large amount of noise and suggested that the request be rejected.

It was then discussed about the possibility of sourcing indoor equipment that could be used in the Community Building. The Chair advised that indoor play equipment could be sourced the delegation be given to the officers to place the order before the deadline date of 13 February 2019.

RESOLVED:

- 1. That the request for sensory play equipment for Cemetery Approach Gardens be rejected.**
- 2. That Officers source indoor play equipment before the deadline of 13 February 2019.**

Meeting closed 6.30pm

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

BARRY TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON MONDAY, 25 MARCH 2019 AT 7.00 PM

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

ALSO PRESENT: Mark Sims – Responsible Finance Officer
Rhian Burns – Administrator
Councillor Hawkins – Observer
Councillor Richardson - Observer

F174. APOLOGIES FOR ABSENCE

None were received.

F175. DECLARATIONS OF INTEREST

Councillor Drake advised that as she is a Trustee on the Castleland Community Association, she would withdraw from the meeting during the discussion around their financial assistance grant.

Councillor N Hodges advised that he was involved with the organisation of walking tours with Valeways and that he would withdraw from the meeting during the discussion for their grant application.

Councillor S Hodges advised that she was a Trustee for both the YMCA and the Gibbonsdown Children's Centre but as she had been appointed by Barry Town Council she would not be required to withdraw from the meeting and could speak and vote. She also advised that she was involved with the organisation of walking tours with Valeways and would withdraw from the meeting during the discussion for their grant application.

Councillor Lloyd-Selby advised that she was involved with the running of the foodbank operated by Coastlands Family Church and would withdraw from the meeting during the discussion for their grant application. She further advised that she would withdraw from the meeting during the discussion for the Barry and District Soroptomist Group as their work would also benefit the foodbank.

Councillor Rowlands advised that he was a Trustee of the YMCA and also a member of the Barry Male Voice Choir. He noted that he would withdraw from the meeting during the discussions for the grants applications for the Barry Male Voice Choir, the Vale of Glamorgan Broadcasting CIC and the YMCA. He further noted that he would withdraw from the meeting during agenda item 11 (Bro Radio Sponsorship).

F176. TO APPROVE THE MINUTES OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE'S MEETING HELD ON 28 JANUARY 2019 AND THE RECONVENED MEETING HELD ON 11 FEBRUARY 2019

RESOLVED: That the minutes of the Finance, Policy & General Purposes Committee's meeting held on 28 January 2019 and the reconvened meeting held on 11 February 2019 be approved and signed as a correct record.

F177. SCHEDULE OF PAYMENTS FOR MARCH 2019

Members were provided with the schedule of payments for March 2019 consisting of BACS payments, direct debits and cheque numbers 2893 to 2894 inclusive, in the amount of £26,070.03.

RESOLVED: that the schedule of payments for March 2019 consisting of BACS payments, direct debits and cheque numbers 2893 to 2894 inclusive, in the amount of £26,070.03 be approved, subject to the relevant papers being in order.

F178. BUDGET MONITORING REPORT 28 FEBRUARY 2019

Members received a report containing details of the Council's income and expenditure in the 2018/19 financial year as at the end of February 2019.

RESOLVED:

- 1. That the budget monitoring report for February 2019, indicating actual income and expenditure up to the end of month eleven in the 2018/19 financial year be received, noting the projected overspend of £133 for 2018/19.**
- 2. That virements in the amount of £5,301 be approved.**

F179. GRANTS AND DONATIONS 2019/20

Members were advised that Section 137(1) of the Local Government Act 1972 permits a Town / Community Council to spend on activities for which it has no specific powers if the Council considers that expenditure is in the interests of and will bring direct benefit to the area or any part of it or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure.

Members were also reminded that at the meeting of Full Council on 11 February 2019 it was agreed that £45,000 would be placed in the 2019/20 budgets for the purpose of awarding community grants. It was noted that the £45,000 was to be allocated as follows –

- £10,000 to support local schools in the provision of non-curriculum books and reading materials.
- £32,000 to support voluntary and community grants.
- 3 x £1,000 grants to businesses in the private sector.

a) Voluntary and Community Grants

The Committee considered 46 applications for financial assistance; a report detailing under which power the Council could fund these was set out in the appendices attached to the Responsible Finance Officer's report.

It was noted that nationally based organisations or organisations based outside of Barry would not be eligible to receive a grant unless their application specifically related to a project or service that would benefit a number of residents in Barry.

RESOLVED:

1. That in accordance with the provisions of Power of Wellbeing, Sections 1-5 of the Local Government Act 2000, Section 144 & 145 of the Local Government Act 1972 and Section 19 of the Local Government (Miscellaneous Provisions) Act 1976; Grants are awarded as follows:-

<u>Organisation</u>	<u>Amount Awarded (£)</u>
<u>Power of Wellbeing, Sections 1-5 of the Local Government Act 2000</u>	
1 st Barry Sea Scout Group	500
11 th Barry Sea Scout Group	500
372 (Barry) Squadron, Air Training Corps	500
Amelia Trust Farm	750
Barrivale Community Aid	400
Barry and District Soroptimist	250.02
Barry Round Table	615
Barry Waterfront Community Residents Association 1	500
Barry Waterfront Community Residents Association 1	Nil
Bridgend Samaritans	175
Castleland Community Association	900
Coastlands Family Church	600
Gibbonsdown Community Association	551
Group 617	500
Grow Social Capital	Defer
Kids Cancer Charity	550
Menter Bro Morgannwg	500
Nells point NCI	450
Royal Air Forces Association Barry Branch	500

Tabernacle Welsh Congregational Trust	Nil
Tir a Mor Scout District	500
Welsh Air Ambulance Charitable Trust	500
Vale of Glamorgan Broadcasting BIC	260
Vale Plus	560
All Saints Church (Late application)	Nil

Section 144 Local Government Act 1972

Art 4 U	200
Barry Arts Festival	1500
Barry Scout and Guide Fete Committee	750
Baruc Art Group	180
Vale of Glamorgan Artists (Travellers Gallery Committee)	180

Section 145 Local Government Act 1972

Sub-section 1(a)

Barry Community Choir	150
Barry Ladies Choir	300
Barry Male Voice Choir	500
PUKKA Productions CIC	300
Vale Voices	500

Section 19 of the Local Government (Miscellaneous Provisions) Act 1976

Sub-section 3(a)

Barrivale Bridge Club	300
Barry Athletic Club	Nil
Barry Athletic Football Club	500
Barry Beavers Disabled Swimming Club	1000
Barry Town United AFC Pan Disability	800
Barry Veterans Bowling Club	150
Cadoxton FC	500
Cadoxton Ladies Bowls Club	400
Rhondda (Cold Knap) Lifeguard Club	400
Vale Surf Life Saving Club	898.95
Valeways	500
YMCA	1000

Total £21,569.97

Additional Information:-

Application No. 12 (Coastlands Family Church)

- i. That a grant of £600 is awarded for the purchase of 100 mattresses for Moses baskets @ 10.50 each.

Application No. 13 (Gibbonsdown Community Association)

- ii. That a grant of £551 is awarded and this Council looks to purchase the play equipment on the organisations behalf.

Application No. 14 (Group 617)

- iii. That a grant of £500 is awarded and this Council looks to purchase the laptop on the organisations behalf.

Application No. 16 (Kids Cancer Charity)

- iv. That a grant of £550 is awarded, noting that it is stipulated that evidence should be provided that this money should directly benefit a family from Barry.

Application No. 17 (Menter Bro Morgannwg)

- v. That a grant of £500 is awarded for the hire of the PA system.

Application No. 20 (Tabernacle Welsh Congregational Trust)

- vi. That a grant cannot be awarded under NALC guidelines regarding providing financial assistance for the improvements to church buildings.

Application No. 23 (Vale of Glamorgan Broadcasting CIC)

- vii. That a grant of £260 is awarded for the purchase of a printer/scanner/photocopier and volunteer identity badges and folders.

Application No. 25 (Art 4 U)

- viii. That a grant of £200 is awarded for the Celebration of the Sky event.

Application No. 27 (Barry Scout and Guide Fete Committee)

- ix. That a grant of £750 is awarded and Council looks to purchase a portable generator.

Application No. 32 (Barry Male Voice Choir)

- x. That a grant of £500 is awarded for the purchase of sheet music.

Application No. 35 (Barrivale Bridge Club)

- xi. That a grant of £300 is awarded and Council seeks to purchase a laptop on the organisations behalf.

Application No. 39 (Barry Town United AFC Pan Disability)

- xii. That a grant of £800 is awarded for the costs involved in minibus hire.

Late Application received from All Saints Church

- xiii. That a grant cannot be awarded under NALC guidelines regarding providing financial assistance for the improvements to church buildings.

- 2. That each organisation making application be informed of the Committee's decision accordingly, in writing, and that they be advised of a date for this year's cheque presentation ceremony.

F180. SUSPENSION OF STANDING ORDER 3(aa)

RESOLVED that Standing Order 3(aa) be suspended for a period of thirty minutes.

F181. GRANTS AND DONATIONS 2019/20

b) Grants to Businesses in the Private Sector

Members received applications from businesses requesting grant assistance.

Members were requested to consider the applications under the Power of Wellbeing, Sections 1-5 of the Local Government Act 2000, Power to do anything to promote the economic, social and environmental wellbeing of the council's area or anyone in the area.

RESOLVED:

- 1. That in accordance with the provisions of Power of Wellbeing, Sections 1-5 of the Local Government Act 2000; Grants are awarded as follows:-

<u>Business Name</u>	<u>Amount Awarded (£)</u>
1. 5 Star Plastering	-
2. Adventure Tours Wales	-
3. Beauty Boudoir Wales	-
4. Community Radio Wales	-
5. Homemade Wales	1000
6. The Small Space Ltd	1000

Additional Information: -

Application No. 1 (5 Star Plastering)

- i. That a grant is not awarded but that the business is directed to Purple Shoots for professional advice.

Application No. 5 (Homemade Wales)

- i. That a grant of £1000 is awarded for the refurbishment of a storage space within the business for the purpose of providing a customer-facing flexible retail and pop-up event space.

Application No. 6 (The Small Space)

- i. That a grant of £1000 is awarded for the installation of a 4K Projector.
- 2. That each business making application be informed of the Committee's decision accordingly, in writing, and that they be advised of a date for this year's cheque presentation ceremony.
- 3. That as only two grants to businesses in the private sector were awarded, officers re-advertise the remaining grant through social media and applications be received at a future meeting of the Finance, Policy and General Purposes Committee.

F182. GDPR UPDATE

The Responsible Finance Officer advised Members that the contact list continued to be added to and updated.

RESOLVED that the GDPR update be received and noted.

F183. RECOMMENDATIONS FROM OTHER COMMITTEES

- a. Halls Cemeteries and Community Facilities
 - i. Bee Keeping Policy

Members received a draft Bee Keeping Policy.

RESOLVED that the draft Bee Keeping Policy be approved.

F184. DATE OF NEXT MEETING

RESOLVED that the next meeting of the Finance, Policy and General Purposes Committee will be confirmed at the Annual Meeting of Council on 14 May 2019.

F185. EXCLUSION OF THE PRESS AND PUBLIC

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

Councillor Rowlands left the meeting.

F186. BRO RADIO SPONSORSHIP RENEWAL PROPOSAL

Members received a sponsorship proposal from Bro Radio. Members discussed the two options available and agreed to the three-year sponsorship proposal.

RESOLVED that the sponsorship proposal from Bro Radio be accepted on a three-year agreement.

Councillor Rowlands re-joined the meeting

F187. TOWN COUNCIL INSURANCE SERVICES

Members received a report detailing the renewal of the Town Council' insurance.

RESOLVED that the Council enter into a new three-year long term agreement for insurance services with Zurich Insurance.

F188. RECOMMENDATIONS FROM OTHER COMMITTEES

a. Halls Cemeteries and Community Facilities Committee

i. Summer Opening Hours – Merthyr Dyfan Cemetery

Members were asked to give consideration to a decision taken by the Halls, Cemeteries & Community Facilities Committee in relation to Summer Opening hours in 2019.

Members agreed that there was not sufficient time to fully discuss the issue and make an informed decision.

RESOLVED that the Merthyr Dyfan Cemetery Summer Opening Hours be deferred for discussion at a meeting of Full Council on 15 April 2019 with officers providing a report containing further information.

The meeting closed at 9.00pm.

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

BARRY TOWN COUNCIL

**MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES
COMMITTEE HELD ON MONDAY, 10 JUNE 2019 AT 7.00 PM**

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

ALSO PRESENT: Mark Sims – Deputy Chief Officer
Rhian Burns – Administrator

F189. APOLOGIES FOR ABSENCE

None were received.

F190. DECLARATIONS OF INTEREST

Councillors N Hodges and S Hodges declared an interest in agenda item 6B (Grants to Businesses in the Private Sector). They noted that whilst they had not been contacted by the company and had no knowledge or involvement with them that as their historic walking tours had been mentioned in the supporting document of the application. They advised that they would withdraw from the meeting for this item.

F191. TO APPROVE THE MINUTES OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE'S MEETING HELD ON 25 MARCH 2019

RESOLVED: That the minutes of the Finance, Policy & General Purposes Committee's meeting held on 25 March 2019 be approved and signed as a correct record.

F192. TERMS OF REFERENCE

Members were provided with the Terms of Reference for the Finance, Policy and General Purposes Committee.

RESOLVED: That the Terms of Reference be received and noted, pending review by the Governance Committee on 17 June 2019.

F193. BUDGET MONITORING REPORT 31 MAY 2019

Members received a report containing details of the Council's income and expenditure in the 2019/20 financial year as at the end of May 2019.

RESOLVED: That the budget monitoring report for May 2019, indicating actual income and expenditure up to the end of month two in the 2019/20 financial year be received, noting the projected overspend of £134 for 2019/20.

F194. GRANTS AND DONATIONS 2019/20

a) Voluntary and Community Grants

The Committee considered two applications for financial assistance; a report detailing under which power the Council could fund these was set out in the Deputy Chief Officer's report.

RESOLVED:

1. That in accordance with the provisions of Power of Wellbeing, Sections 1-5 of the Local Government Act 2000, and Section 19 of the Local Government (Miscellaneous Provisions) Act 1976; grants be awarded as follows

<u>Organisation</u>	<u>Amount Awarded (£)</u>
<u>Power of Wellbeing, Sections 1-5 of the Local Government Act 2000</u>	
Cadoxton Conservation Group	250
<u>Section 19 of the Local Government (Miscellaneous Provisions) Act 1976</u>	
<u>Sub-section 3(a)</u>	
Sway Dance Barry	500
Total £750	

Additional Information:-

Application No. 1 (Cadoxton Conservation Group)

- i. That a grant of £250 is awarded to cover the costs of a children's activity and prizes for the Little Hill Brock Street Annual Picnic and Fun Day.

Application No. 2 (Sway Dance Barry)

- ii. That a grant of £500 is awarded for the purchase of track suits.
2. That each organisation making application be informed of the Committee's decision accordingly, in writing, and that they be advised of a date for this year's cheque presentation ceremony.
 3. That the application process be reviewed at a meeting of the Finance, Policy and General Purposes Committee to be held on

b) Grants to Businesses in the Private Sector

Councillors N Hodges and S Hodges left the meeting.

Members received applications from businesses requesting grant assistance.

Members were requested to consider the applications under the Power of Wellbeing, Sections 1-5 of the Local Government Act 2000, Power to do anything to promote the economic, social and environmental wellbeing of the council's area or anyone in the area.

RESOLVED:

- 1. That in accordance with the provisions of Power of Wellbeing, Sections 1-5 of the Local Government Act 2000; Grants are awarded as follows:-**

<u>Business Name</u>	<u>Amount Awarded (£)</u>
1. Barrybados	1000
2. Adventure Tours Wales	-

Additional Information: -

Application No. 1 (Barrybados)

- 2. That a grant of £1000 is awarded for the purchase of wooden ice cream spoons and branded paper bags and to cover miscellaneous costs associated with working towards using fewer single use plastics.**
- 3. That each business making application be informed of the Committee's decision accordingly, in writing, and that they be advised of a date for this year's cheque presentation ceremony.**

F195. GDPR UPDATE

The Deputy Chief Officer advised Members that the contact list continued to be added to and updated.

RESOLVED: That the GDPR update be received and noted.

F196. MEMBERSHIP OF COMMITTEES – PLASTIC FREE WORKING PARTY

Members received confirmation of membership of the Plastic Free Working Party.

RESOLVED:

1. That the report be received and noted.
2. That membership of the Plastic Free Working Party is agreed.
3. That if the Plastic Free Working Party consider inviting members of the public to join the group, then this be subject to Full Council approval.

F197. DATE OF NEXT MEETING

RESOLVED that the next meeting of the Finance, Policy and General Purposes Committee will be held on 15 July 2019.

The meeting closed at 7.36pm.

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

BARRY TOWN COUNCIL

**MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES
COMMITTEE HELD ON MONDAY, 15 JULY 2019 AT 7.00 PM**

PRESENT: Councillors Brooks (Chairperson), Drake, N Hodges, S A Hodges, Lloyd-Selby and Wilkinson (arrived at 7.11pm).

ALSO PRESENT: Mark Sims – Deputy Chief Officer
Rhian Burns – Administrator

F198. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Hampton and Rowlands.

F199. DECLARATIONS OF INTEREST

None were received.

F200. TO APPROVE THE MINUTES OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE'S MEETING HELD ON 10 JUNE 2019

RESOLVED: That the minutes of the Finance, Policy & General Purposes Committee's meeting held on 10 June 2019 be approved and signed as a correct record.

F201. BUDGET MONITORING REPORT 30 JUNE 2019

Members received a report containing details of the Council's income and expenditure in the 2019/20 financial year as at the end of June 2019. The Deputy Chief Officer noted that it would be possible to provide better analysis of the salaries budget in September.

RESOLVED: That the budget monitoring report for June 2019, indicating actual income and expenditure up to the end of month two in the 2019/20 financial year be received, noting the projected underspend of £117 for 2019/20.

F202. INTERNAL AUDIT REPORT 2018/19 (FINAL REPORT)

Members received the internal auditor's report (Final Report) for 2018/19 following their third visit on 7 June 2019.

RESOLVED:

1. That the internal audit report (Final Report) for 2018/19 be received and noted.
2. That Auditing Solutions Ltd be re-appointed as internal auditor for 2019/20.

F203. GDPR UPDATE

The Deputy Chief Officer advised Members that the contact list continued to be added to and updated.

RESOLVED: That the update be received and noted.

F204. DATE OF NEXT MEETING

RESOLVED that the next meeting of the Finance, Policy and General Purposes Committee will be held on Monday, 23 September 2019.

F205. EXCLUSION OF THE PRESS AND PUBLIC

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

F206. CHRISTMAS LIGHTS 2019

Members were provided with a breakdown of the costs associated with the provision of Christmas Lights across the three main shopping areas (Holton Road, Park Crescent and High Street) and informed of an identified budget deficit. A discussion took place and Members agreed on a course of action.

RESOLVED:

- 1. That the national shops and banks on Holton Road be written to as a matter of urgency offering the option to joint fund the lights on Holton Road.**
- 2. That the Community Development Officer be authorised to make arrangements for the installation of Christmas Lights at Park Crescent, High Street and Holton Road.**
- 3. That a virement be made from the remaining Financial Assistance Grants budget to cover any deficit in the Christmas Lights budget based on costings estimated in the report.**

The meeting closed at 7.29pm.

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

BARRY TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON MONDAY, 23 SEPTEMBER 2019 AT 7.00 PM

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

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

F207. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Wilkinson.

F208. DECLARATIONS OF INTEREST

None were received.

**F209. TO APPROVE THE MINUTES OF THE FINANCE, POLICY &
GENERAL PURPOSES COMMITTEE'S MEETING HELD ON 15
JULY 2019**

Members queried whether there had been any responses from the national businesses that had been approached for a financial contribution towards the Christmas lights on Holton Road. The Deputy Chief Officer advised that none of the national businesses on Holton Road had responded with an offer of support. Members noted that this was a disappointing outcome.

RESOLVED: That the minutes of the Finance, Policy & General Purposes Committee's meeting held on 15 July 2019 be approved and signed as a correct record.

F210. BUDGET MONITORING REPORT AUGUST 2019

Members received a report containing details of the Council's income and expenditure in the 2019/20 financial year as at the end of August 2019.

RESOLVED:

- 1. That the budget monitoring report for August 2019, indicating actual income and expenditure up to the end of month five in the 2019/20 financial year be received, noting the projected underspend of £37,686 for 2019/20.**
- 2. That a virement of £3,745 be made from M&S/Salaries to M&S/General Overtime Contingency.**

F211. INTERNAL AUDIT REPORT 2019/20 (FIRST INTERIM)

Members received the internal auditor's report (first interim) for 2019/20 following their first visit on 4 September 2019. The Deputy Chief Officer advised that there had been no issues raised in the report and that the auditor was satisfied that strong controls continued to remain in place for areas looked at.

Members noted their thanks to staff for their work in achieving the positive conclusions outlined in the report.

RESOLVED: That the internal audit report (first interim) for 2019/20 be received and noted.

F212. GDPR UPDATE

The Deputy Chief Officer advised Members that the contact list continued to be added to and updated. He also noted that the retention period of documents in storage had been checked and that any unnecessary data held had been destroyed through confidential waste disposal.

RESOLVED: That the update be received and noted.

F213. REQUEST FOR PERMISSION TO USE THE TOWN COUNCILS COAT OF ARMS – BARRY KYOKUSHINKAI KARATE CLUB

Members received a request from Barry Kyokushinkai Karate Club seeking permission for the use of the Barry Coat of Arms. Members requested clarification on whether Barry Town Council had the right to grant use of the Barry Coat of Arms. They also requested a copy of the Barry Kyokushinkai Karate Club's constitution be supplied in order to ascertain if the club was being run for profit.

RESOLVED:

- 1. That clarification be provided on whether Barry Town Council have the right to grant use of the Barry Coat of Arms.**
- 2. That a copy of the Barry Kyokushinkai Karate Club's constitution be provided.**
- 3. That the matter be deferred to a meeting of the Finance, Policy and General Purposes Committee to be held on Monday, 25 November.**
- 4. That the Barry Kyokushinkai Karate Club be asked to remove the crest from their Facebook page.**

F214. FLAG FLYING PROTOCOL

Members received a request that Barry Town Council fly the LGBT flag at recognised Pride events. Members discussed the other possible options for flags to be flown for various events including Fair Trade Fortnight.

RESOLVED: That the flag flying policy be reviewed at a meeting of the Innovation Working Party to be held at such time as clarification can be received on how many flag poles will be available at Town Hall.

F215. DEMENTIA FRIENDLY PROJECT UPDATES

i. Dementia Friendly Workshops

Members received an update regarding the Dementia Friendly Workshops. It was felt that there was a good mix of events outlined to be delivered in partnership with organisations with experience and expertise in assisting people living with dementia.

RESOLVED:

- 1. That the update be received and noted.**
- 2. That the Mayor be invited to attend the events outlined in the report.**

iii. Dementia Friendly Benches (Barry Benches)

Members received an alternative project from which the remainder of the Dementia Friendly Budget can be utilised, due to the uptake of the Dementia Friendly Grants Scheme being less than anticipated. Members felt that this would not be a good use of funds from the dementia friendly budget.

RESOLVED:

- 3. That the report be received and noted.**
- 4. That the Community Engagement Officer not explore this project any further.**

F216. DATE OF NEXT MEETING

RESOLVED that the next meeting of the Finance, Policy and General Purposes Committee will be held on Monday, 25 November 2019.

F217. EXCLUSION OF THE PRESS AND PUBLIC

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

F218. DEMENTIA FRIENDLY PROJECT UPDATES

ii. Dementia Friendly Grants

Members received an application to the Dementia Friendly Grant Scheme. Members expressed concern over the capacity of a youth project to deliver a dementia project.

RESOLVED:

- 1. That an award not be granted to the applicant.**

The meeting closed at 7.32pm.

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

BARRY TOWN COUNCIL

**MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES
COMMITTEE HELD ON MONDAY, 25 NOVEMBER 2019 AT
7.00 PM**

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

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

F219. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Brooks and Wilkinson.

F220. DECLARATIONS OF INTEREST

None were received.

**F221. TO APPROVE THE MINUTES OF THE FINANCE, POLICY &
GENERAL PURPOSES COMMITTEE'S MEETING HELD ON 23
SEPTEMBER 2019**

RESOLVED: That the minutes of the Finance, Policy & General Purposes Committee's meeting held on 23 September 2019 be approved and signed as a correct record.

The Vice Chair suggested that discussions regarding agenda items 6a, 6b and 12 be taken before the draft budget was decided. Members agreed this would be the best course of action.

F222. SCHEDULE OF PAYMENTS FOR NOVEMBER 2019

Members received the schedule of payments for November 2019 consisting of cheque numbers 2966 to 2969, direct debits and BACS payments, in the amount of £80,778.38.

RESOLVED: That the schedule of payments for November 2019 consisting of cheque numbers 2966 to 2969, direct debits and BACS payments, in the amount of £80,778.38 be approved.

F223. BUDGET MONITORING REPORT 31 OCTOBER 2019

Members received a report containing details of the Council's income and expenditure in the 2019/20 financial year as at the end of October 2019.

RESOLVED: That the budget monitoring report for October 2019, indicating actual income and expenditure up to the end of month

seven in the 2019/20 financial year be received, noting the projected underspend of £34,465 for 2019/20.

F224. DRAFT BUDGET 2020/21

Members received the draft budget 2020/21 for recommendation to the meeting of Full Council to be held on 2 December 2019 including budget recommendations from other committees.

6a Roads

Members received a request to approve a budget on the proposed repair works to the roads at Merthyr Dyfan Cemetery. Members discussed the work that was required, noting that these works were essential and would only deteriorate further if repairs were not made.

RESOLVED:.

1. That a sum of £20,000 is included in the 2020/21 budget in order for new road surfacing of Area 1 at Merthyr Dyfan Cemetery.
2. That a sum of £20,000 is included in the 2021/22 budget in order for new path surfacing of Area 2 at Merthyr Dyfan Cemetery.
3. That repairs to Area 3 be carried out by the Cemetery Team with a budget of £3,000 to be taken from the current Annual budget of £3,000 for Cemetery Roads Maintenance.

6b Benches

Members received a request to approve a budget of £2,000 in 2020/21 and a further £2,000 in 2021/22 for a replacement bench programme to be completed.

Members discussed the proposal and decided this cost would be approved and met from the Cemetery Improvement Reserve.

RESOLVED:.

4. That a £2,000 budget is allocated for the bench replacement scheme in the 2020/21 budget, but that this cost is met from the Cemetery Improvement Reserve.

F225. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: That in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is

advisable in the public interest that the press and public are excluded from the remainder of the meeting.

F226. CONFIDENTIAL STAFFING RECOMMENDATIONS FROM PERSONNEL COMMITTEE 18 NOVEMBER

Members received two recommendations from the Personnel Committee from its meeting on 18 November 2019 which have budget implications.

RESOLVED:

- 1. That the Cleaner and Civic Engagement & Events Administrator positions be included within the 2020/21 draft budget proposals at the new increased hours at a combined additional budget requirement of £6,965.**
- 2. That an external Job Evaluation of the Chief Officer role is commissioned to seek an opinion on salary and substantive benchmark range is commensurate with the position (at an approximate cost of £300).**

F227. INCLUSION OF THE PRESS AND PUBLIC

RESOLVED: That the press and public were able to attend for the remainder of Part one of the meeting.

F228. DRAFT BUDGET 2020/21

The Deputy Chief Officer advised members of the following changes that had been made to the draft 2020/21 budget due to the decisions made in the previous agenda items :-

Additional funding for Cemetery Roads Improvements	£45,000 £20,000
Additional funding for Replacement Benches	£2,000
Additional Funding for increased hours to Cleaner and Civic Engagement & Events Administrator positions	£6,965
Total	£47,000 £28,695

The Chief Officer noted that the following recommendations had been made from the meeting of the Shop Local Barry Advisory Committee held on Thursday 21 November to the meeting of Full Council to be held on Monday 2 December;

- 1. That a budget of £11,000.00 for the Shop Local Barry Advisory Committee in the financial year 2020/21 to the next meeting of the Finance, Policy and General Purposes Committee to be held on Monday 25 November 2019.**

2. That any surplus money from the 2019/20 Shop Local budget be transferred for use by the Committee in 2020/21 (held in an allocated reserve to carry forward).

Members felt that it would be prudent to include these figures in the draft budget, should Council decide to approve these recommendations on Monday 2 December 2019.

Members were informed that the general reserve was projected to increase from £366,643 to £403,607. This represents a level of 30% of gross expenditure, so within the generally accepted range. Officers consider that an amount of up to £41,000 could be reallocated to other reserves to ensure sufficient funds are available within the plant and machinery reserve and the election reserve.

Members were advised that the draft budget comprises gross expenditure of £1,369,883 with income from services amounting to £177,304 producing a net expenditure budget of £1,192,579.

The Deputy Chief Officer noted that if the precept remained at £1,166,550 (2019/20 level) then there would be a net operating deficit for the year of £2,029.

He also advised that included on the Draft Budget 2020/21 Summary page was the addition of £10,000 to the Plant and Machinery Reserve, £5,000 to the New Cemetery Roads Replacement Reserve and £10,000 to the Election Reserve. Officers also suggested an addition of £47,000 to the Acquisition Reserve for potential reshaping services from the Vale of Glamorgan Council with an amount of £41,000 being drawn down from the General Reserve. These movements in reserves would increase the net operating deficit for the year to £31,029.

The Chief Officer advised members to be cautious about making any reductions to the Machinery Reserve due to the need for replacement of ageing machinery which could pose a risk to staff under HAVS regulations.

The Chief Officer advised that Barry Town Council had yet to be advised by the Vale of Glamorgan Council of the tax base for Barry for 2020/21 as this would be decided on 2 December 2019. Presently, the draft figure is 20,446 an increase on last year's 20,163.

The Deputy Chief Officer informed Members that the Council would need to set a precept of £1,197,579 to cover the net operating deficit and balance the budget which, would represent an increase to a Band D tax payer of 2.7% (subject to any adjustment based on change in tax base).

If the tax base was 20,446, this would represent an increase to a Band D tax payer of 1.5%.

Members were made aware of possible additional inclusions regarding a budget for 35 chairs for Town Hall and possible increased costs for the Community Building. These would be reported to Full Council on 2 December 2019 to include in discussions.

Members queried whether the public would be consulted on the draft budget. The Chief Officer advised that there would be an eight-week consultation period following the approval of the draft budget at the meeting of Full Council on Monday 2 December.

RECOMMENDED: To a meeting of Full Council to be held on Monday, 2 December 2019 that the precept is increased to £1,197,579 which would result in the cost to a “Band D” Council-tax payer increasing to £59.39 per year, an increase of 2.7% (£1.53) when compared with the £57.86 paid in 2019/20 noting that the decision of VOG Cabinet on 2 December 2019 may confirm the tax base as 20,446 and that if this is the case, that this would result in an increase of 1.5% (71p).

F229. GDPR UPDATE

The Chief Officer advised that staff were looking to reduce records held in archive where possible. She also noted that there had been some changes made to retention policies surrounding pension documentation.

RESOLVED: That the update be received and noted.

F230. LOCAL GOVERNMENT PENSION SCHEME REVIEW OF DISCRETIONARY POWERS UNDER LGPS REGULATIONS AS RECOMMENDED BY THE PERSONNEL COMMITTEE 18 NOVEMBER 2019

Members were provided with information regarding employer discretions within the Local Government Pension Fund (LGPS) that was considered at and recommended by the Personnel Committee at their meeting held on 18 November 2019.

Councillor Hodges noted that she had requested an example of costings at the Meeting of the Personnel Committee. The Deputy Chief Officer noted that he had contacted Cardiff Council (Pension Authority) to request advice on this matter. He advised that they were unable to supply example costings due to the high number of variables involved. The Deputy Chief Officer gave Members an example of costings from an example scenario.

Members felt that as cases would be considered on a case by case basis the Council would not be at risk by agreeing to these discretions in principle.

RESOLVED:

1. That the recommendation from the Personnel Committee's meeting held on 18 November 2019 relating to the Council's discretions under the LGPS be approved.
2. That officer be authorised to submit the Council's approved discretions to Cardiff Council (Pension Authority).

F231. RECOMMENDATIONS FROM OTHER COMMITTEES

Members were asked to approve a fee for the permit to place a small wedge memorial in a location within Merthyr Dyfan Cemetery in consultation with the Cemetery Supervisor.

RESOLVED: That the fee of £40 for the permit to place a small wedge memorial in a location within Merthyr Dyfan Cemetery be included in the 2019/20 cemetery fees.

F232. DATE OF NEXT MEETING

RESOLVED that the next meeting of the Finance, Policy and General Purposes Committee will be held on Monday, 27 January 2020.

The meeting closed at 7.58pm.

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