

From 1 May 2021, the Local Government and Elections (Wales) Act 2021 sets out a statutory requirement that: As soon as reasonably practicable after a meeting of a community council, and in any event before the end of seven working days beginning with the day on which the meeting is held, the council must publish electronically a note setting out—

- (a) the names of the members who attended the meeting, and any apologies for absence;
- (b) any declarations of interest;
- (c) any decision taken at the meeting, including the outcomes of any votes.

Barry Town Council meets this duty by publishing this information in the form of draft meeting minutes which will be displayed electronically within 7 working days after the meeting. It should be noted that these minutes are DRAFT and not agreed until the next meeting.

BARRY TOWN COUNCIL

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

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

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

F316. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Rowlands

F317. **DECLARATIONS OF INTEREST**

None received

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

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

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

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

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

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

RESOLVED:

1. That the minutes of the Innovation Working Party held on 26 October 2021 be received and noted.
2. That a budget of £500 is created under the Sustainable Barry heading, for a special project to develop the grounds of the Old Church Lane green space.
3. That the Sustainable Barry Project Officer obtain and explore documentation and clarify ownership to apply for a lease of 999 years with Vale of Glamorgan Welsh Church Act Trust.
4. That the project report be shared with all group leaders

F321.

TO APPROVE THE DRAFT NOTES OF AN INFORMAL MEETING OF THE COMMUNITY PLAN WORKING PARTY HELD ON 15 NOVEMBER 2021 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

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

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

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

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

The Community Engagement Officer asked if members would consider the engagement also being promoted and answers being collected

from Social Media as it would reach a wider audience. Members agreed with the suggestions.

RESOLVED:

1. That a pilot Community Engagement Scheme is held during the Christmas Period in order to establish the needs of the Community.
2. That the Community Engagement Officer liaise with the Vale of Glamorgan Council to determine which questions would be best to ask the public during this time.
3. That engagement is started with a 'Blank Canvas'
4. That Councillors are requested to help at consultation events

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

Members were provided with the schedule of payments for November 2021 consisting of cheque number 002977, direct debits and BACS payments, in the amount of £63,210.46.

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

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

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

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

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

- a) Draft Budget 2022/23

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

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

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

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

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

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

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

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

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

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

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

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

Members were requested to consider the recommendation that the Sustainable Barry Working Party requirements for 2022/23 be £10,000. They were also updated in relation to the Sustainable Barry Project Officer role as it was to be amended and renamed as a Well-Being Project Officer responsible for a number of areas of the Council's Well-Being objectives not

solely Sustainable Barry, being made permanent from 1 April 2022 and that the associated salary costs would therefore be under M&S/Salaries not Sustainable Barry's budget.

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

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

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

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

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

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

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

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

RESOLVED:

- 1. That the Fairtrade Advisory Committee requirements for 2022/23 remain the same at £1,000.**
- 2. That a 3% increase for Merthyr Dyfan and Porthkerry Cemetery fees and charges for the financial year April 2022 to March 2023 be agreed.**
- 3. That there be no increase be made to the prices at the Pioneer Hall and Cemetery Approach Community Centre thereby retaining the hourly charges as £10 per hour and**

£20 per hour respectively and the Children's Party package to £60

4. That the Personnel Committee's draft budgets for the 2022/23 financial year be approved
5. That the M&S / Salaries expenditure budget for 2022/23 be increased to include the salary costs for the Part-Time Well-Being Projects Officer role (18½ hours) being made permanent from 1 April 2022.
6. That the Sustainable Barry Working Group's budget requirements for 2022/23 be £10,000.
7. That £10,000 be included in the draft budget for 2022/23 for the Shop Local Advisory Committee and that any balance remaining in the Shop Local Reserve continues to be 'ring-fenced' for the Shop Local Advisory Committee to use in future years.
8. That an amount of £9,200 be released from the Plant and Machinery Reserve this financial year to purchase a Kubota G2160 Ride on Mower to replace the oldest Kubota ride on mower being part exchanged
9. That the Special Projects / Cemetery Roads Improvements expenditure budget for 2022/23 be increased from £20,000 to £22,500 with the additional £2,500 being financed from the Cemetery Roads Reserve.
10. That the Special Projects/Cemetery Benches expenditure budget for 2022/23 be increased from £2,000 to £4,000 with the £4,000 being financed from the Cemetery Improvement Reserve.

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

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

Members wished to discuss a confidential item and requested that

F326. **EXCLUSION OF THE PRESS & PUBLIC**

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

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

F327.

INCLUSION OF THE PRESS & PUBLIC

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

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

F328.

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

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

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

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

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

The Deputy Chief Officer informed members of the funds remaining in the Community Grants budget and requested whether members wanted a further round of grant applications to be opened or the balance drop back to the General Reserve. from Friday 30 April 2021

until Friday 2 July 2021 or until the grant funding has been fully committed.

RESOLVED:

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

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

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

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

F330. **GDPR UPDATE**

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

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

a) Halls Committee 8 November 2021 re Headstone Policy

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

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

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

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

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

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

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

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

Members agreed to list the Goodsheds as a shopping area.

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

RESOLVED:

- 1. That a grant of £174.93 is awarded to The Tracks (traders at the Goodshed Development) for the purpose of purchasing Christmas Trees**
- 2. That the Holton Road Traders Association is awarded a grant of £1888.80 for the purpose of hosting a Christmas Market at King Square, Barry**

d) Sustainable Barry Working Group held on 17 November 2021

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

Members discussed the minutes and agreed all recommendation contained within.

RESOLVED:

- 1. That the Biodiversity Survey Project at a cost of between £840 - £1,200 be approved, and that an amphibian/reptile survey is conducted during Winter.**
- 2. That the Sustainable Project Officer confirm that the surveys completed for the Carbon Footprint also include the road map and that once this information is received a recommendation is made to the Finance, Policy and General Purposes Committee for approval.**
- 3. That the Environmental Science Day with local schools continue.**
- 4. That the Watering Can Scheme Budget be increased by £20 on top of the available £82 (bringing the available total to £102) for replacement watering cans to include 'Please Return' labels.**
- 5. That Barry Town Council becomes a Refill Partner.**
- 6. That Barry Town Council promotes the scheme in Barry Town through a social media campaign and ensure that refill businesses have the proper signage so that even residents without the Refill App are able to utilise the scheme**
- 7. Actively encourage more businesses in the wider Barry Area to offer the refill initiative, not just in Holton Rd and High Street,**
- 8. That Barry Town Council offer a start-up grant (£55 per grant) to local business to cover the cost of setting up a refill station and that this is incorporated into the Green Grants criteria.**
- 9. Identify if there are businesses and organisations that currently offer a refill scheme without being an actual Refill Station.**
- 10. That the Sustainable Projects Officer look into replacing the batteries for the Penguin Talking Bins and seek permission from the Vale of Glamorgan Council to include Barry Town Council Branding on them**
- 11. That Waste Management Data is compiled and reported on annually**
- 12. That the report be submitted to a meeting of Full Council held on 13 December 2021.**

13. That a report regarding waste disposal at the Council Community Centres is presented to a meeting of the Halls, Cemeteries & Community Facilities Committee for their consideration.

14. That the Sustainable Barry Working Party request £10,000 for the budget going forward into 2022/23 financial year.

F332. **DATE OF NEXT MEETING**

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

F333. **EXCLUSION OF THE PRESS & PUBLIC**

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

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

a) Personnel Committee 15 November 2021

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

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

The meeting closed at 8.30 pm.

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