



**BARRY TOWN COUNCIL  
CYNGOR TREF Y BARRI**

22 June 2020

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

**PURSUANT TO THE REQUIREMENTS OF THE ABOVE STATUTORY  
PROVISIONS, NOTICE IS HEREBY GIVEN THAT A MEETING OF BARRY  
TOWN COUNCIL TO BE HELD AT 7.00 PM ON MONDAY, 29 JUNE 2020  
AT THE PIONEER HALL, BERYL ROAD, BARRY, CF62 8DN FOR THE  
PURPOSE OF TRANSACTING THE BUSINESS SHOWN IN THE AGENDA  
SET OUT BELOW. FULL SET OF PAPERS CAN BE ACCESSED ON OUR  
WEBSITE VIA [WWW.BARRYTOWNCOUNCIL.GOV.UK](http://WWW.BARRYTOWNCOUNCIL.GOV.UK)**

**THE MEETING WILL BE HELD ACCORDANCE WITH THE PROVISIONS  
OF THE LOCAL AUTHORITIES (CORONAVIRUS) (MEETINGS) (WALES)  
REGULATIONS 2020.**

Yours faithfully

A handwritten signature in blue ink that reads "Emily Forbes".

Emily Forbes  
Chief Officer  
**AGENDA**

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

**TO NOTE:** Councillors Aviet, Bailey, Brooks, Charles, Collins, Drake, Hampton, N Hodges, Johnson, Nugent-Finn, Perkes, Rowlands, William, Wilkinson and Wright have received dispensation from the Vale

of Glamorgan Council to speak and vote on any item on this agenda relating to Reshaping of Services

Councillor Johnson has also been granted Dispensation to allow him to speak and vote on future matters appertaining to the Pioneer Hall and the proposed Community Hall at Cemetery Approach, by virtue that he is a Vale of Glamorgan Council Trustee for the Alexandra Gardens Community Association.

Councillor Rowlands has also been granted dispensation to speak only at all meetings of Barry Town Council on matters relating to the Youth Forum and the impact of the Forum on restructuring of the Youth Service and financial arrangements.

3. **To approve and sign the minutes of Full Council held on 10 February 2020**  
(Pages 3964-3977)
4. **To receive communications from the Mayor (Verbal)**
5. **To consider questions from Councillors in accordance with the provisions of Standing Order 3(e)**
6. **To consider questions/comments from Members of the public in accordance with the provisions of Standing Order 3(f)**  
**(NB: members of the press and public are not permitted to attend this meeting in line with current Welsh Government Regulations)**
7. **To consider motions submitted by Councillors**  
(None received)

#### **GOVERNANCE**

8. **To nominate Mayor Elect and Deputy Mayor Elect for the Council Year 2020/21. (Please note that the new regulations provide for the Council to determine not to elect a new Mayor with the serving Mayor and Deputy Mayor continuing in office until May 2021)**
9. **To note the Schedule of Meetings agreed until 28 September 2020**  
(Page 3978)

#### **MINUTES OF STANDING COMMITTEES AND WORKING PARTIES**

10. **To receive and note the minutes of the Planning Committee held on 18 February 2020 and to give consideration to any recommendations therein**  
(Pages 3979-3987)
11. **To receive and note the minutes of the Consultations Working Party held on 5 March 2020 and to give consideration to any**

recommendation therein

(Pages 3988-3991)

12. **To receive and note the minutes of the Halls, Cemeteries and Community Facilities Committee held on 2 March 2020 and to give consideration to any recommendations therein**  
(Pages 3992-3997)
13. **To receive and note the minutes of the Sustainable Barry Working Party held on 2 March 2020 and to give consideration to any recommendations therein**  
(Pages 3993-4002)

## **FINANCE**

14. **To receive the Schedule of Payments of Accounts for March 2020 (Final) and April 2020 to June 2020**  
(Pages 4003-4013)

(If Councillors have any queries on the attached please contact the Deputy Chief Officer prior to the meeting)

15. **To receive and note the Budget Out-Turn for the year ending 31 March 2020**  
(Pages 4014-4017)

(If Councillors have any queries on the attached please contact the Deputy Chief Officer prior to the meeting)

16. **To approve the draft Town Council Accounts and Annual Return for the year ending 31 March 2020**  
(Pages 4018-4034)

(If Councillors have any queries on the attached please contact the Deputy Chief Officer prior to the meeting)

17. **To adopt the Internal Controls Statement** (Pages 4035-4037)

18. **To receive and action the Independent Remuneration Panel Wales Annual Report 2020/21**  
(Pages 4038-4055)

## **POLICY**

19. **To approve Barry Town Council Annual Report 2019-2020**  
(To follow)
20. **To discuss the Impact of Coronavirus / Covid-19 on the Council's finances, services and engagement and consider the Council's priorities for 2020/2021**  
(Pages 4056-4060)
21. **To consider naming of the Community Building at Cemetery Approach following community feedback**  
(Verbal)

**22. Date of Next Meeting**

To note that the next meeting of Full Council is scheduled for **Wednesday 29 July 2020 at 7.00pm**

**23. 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.

**24. To review and endorse Urgent Actions and decisions taken within the Scheme of Delegation since 16 March 2020**

**(Pages 4061-4085)**

**25. To review correspondence with J.D. Wetherspoon regarding Barry Town Council's Coat of Arms and consider the Council's response**

**(Pages 4086-4091)**

- a. Letter sent to JD Wetherspoon on 13 February 2020
- b. Response received from JD Wetherspoon 27 February 2020

**26. To approve and give authority to the Chief Officer (Town Clerk) to seal the Porthkerry Cemetery Agency Agreement 2020 - 2023**

**Distribution**

The Mayor (Councillor Margaret Wilkinson) plus all other Town Councillors (22)

Others (Barry & District News, Glamorgan Gem, Barry Police and Barry Library) (4)

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

**MINUTES OF THE MEETING OF THE COUNCIL HELD ON MONDAY, 10 FEBRUARY AT 7 PM**

**PRESENT:** The Mayor (Councillor Wilkinson) together with Councillors Aviet, Bailey, Brooks, Charles, Clarke, Collins, Drake, Hawkins, N Hodges, S Hodges, Hooper, Johnson, Lloyd-Selby, Nugent-Finn, Perkes, Richardson, Rowlands, Wiliam, and Wright.

**ALSO PRESENT:** Emily Forbes - Chief Officer (Town Clerk)  
Mark Sims - Deputy Chief Officer  
Robyn Walsh - Community Engagement Officer

683. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Hampton and Payne.

684. **TO RECEIVE DECLARATIONS OF INTEREST UNDER THE COUNCIL'S CODE OF CONDUCT NOTING THE LOCAL AUTHORITIES (MODEL CODE OF CONDUCT) (WALES) ORDER 2008 AND THE LOCAL AUTHORITIES (MODEL CODE OF CONDUCT) (WALES) (AMENDMENT) ORDER 2016 ADOPTED BY COUNCIL ON 16 MAY 2017 (PAGE 16 PART 3)**

Councillors Aviet, Bailey, Brooks, Charles, Collins, Drake, N Hodges, Johnson, Nugent-Finn, Perkes, Rowlands, Wiliam, Wilkinson and Wright declared an interest in agenda item 21 (Reshaping Services) due to them being Councillors of the Vale of Glamorgan Council also and advised they had received dispensation to speak and vote on the item.

Councillors Bailey, Charles, Nugent-Finn, Rowlands and Wright declared an interest in agenda item 20 (Charter between the Vale of Glamorgan Council and Town & Community Councils) due to them being Councillors of the Vale of Glamorgan Council. They advised they had not sought dispensation and would not leave the room whilst the item was discussed.

Councillor Wiliam advised Council that he would declare an interest in agenda item 27 advising that he was a member of the chapel in question and that he was in the process of seeking dispensation from the Monitoring Officer. He advised that until he had confirmation from the Monitoring Officer that he would leave the room whilst discussions were taking place.

685. **TO APPROVE AND SIGN THE MINUTES OF THE EXTRAORDINARY MEETING OF FULL COUNCIL HELD ON 20 JANUARY 2020**

Councillor S Hodges noted that she had made members aware at the beginning of the meeting that Councillor Wiliam was on his way.

However, he was unable to gain entry into the building. Councillor S Hodges requested that this be noted and his apologies be recorded.

The Chief Officer advised members that she was able to provide them with an update in relation to minute no.'s 628(1), 628(2) and 628(4) and requested that this be discussed under Part 2 later on in the meeting.

**RESOLVED: That the minutes of the Extraordinary meeting of Full Council held on 20 January 2020 are approved and signed as a correct record, subject to the amendment above.**

686. **TO RECEIVE COMMUNICATIONS FROM THE MAYOR**

The Mayor advised members that she was hoping to host a Charity Race Night, details of which would be forwarded once available.

The Mayor also made members aware that she would host her End of Year Dinner on Friday, 1 May 2020. More details to follow.

**RESOLVED: That communications from the Mayor be received and noted.**

687. **TO CONSIDER QUESTIONS FROM COUNCILLORS (STANDING ORDER 3 (E) REFERS)**

None were received.

688. **TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC (STANDING ORDER 3 (F) REFERS)**

Barrie Shaw (a member of the public) requested that Council provide him with an update relating to the following questions put to the Mayor at a meeting of Full Council held on Monday, 2 December 2019:-

1. Will the Mayor of Barry write on behalf of this council to the Vale of Glamorgan Council, Welsh Government and Natural Resources Wales and ask for an update on the full EIA process and outstanding planning permission needed for the Barry Biomass incinerator?
2. Will the Mayor of Barry on behalf of this council write to the First Minister and our elected Assembly Members condemning the commissioning of the biomass incinerator in Barry without the full EIA process and planning permission?

The Chief Officer advised that letters requesting an update of the full EIA process and any outstanding planning permission needed for the Barry Biomass Incinerator had been sent. However, not many replies had been received.

Natural Resources Wales had responded stating that as it was now a planning matter that it was no longer within their remit, advising that

Council should wait to receive a response from Welsh Government instead.

A letter received from Councillor Neil Moore was also read to members. However, it was still not clear to members that the original questions had been answered fully.

Barrie Shaw also requested an update relating to the Council's website and when it would be available to view Full Council agendas on it.

The Chief Officer advised that she hoped it would be live in time for this meeting. However, due to the office relocation and that the website will also need translating to Welsh, it has fallen behind schedule. The Chief Officer advised members that she had a meeting scheduled Friday with the designers and that she was hopeful the website would be ready for translation soon. She also advised that hard copies of the agenda were available for the public to view at Barry Library.

Barrie Shaw responded that he was aware of this. However, when he has attempted to view the Town Council agendas at the Library, staff were unaware of where they were kept. The Chief Officer advised that she would contact the Library to ensure all staff were aware of this.

**RESOLVED that the Chief Officer contacts Barry Library to discuss public access to Town Council agendas.**

689. **TO CONSIDER MOTIONS SUBMITTED BY COUNCILLORS**

None were received.

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

7.15 pm - Members discussed and agreed to move to part 2 of the meeting in order to discuss agenda item 28 which could impact upon the Council's Draft Budget discussions (agenda item19).

**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.**

691. **TREES AT MERTHYR DYFAN CEMETERY**

Members were provided with a report regarding the Trees/Hedgerow, being the hedge that runs East to West across the Southern Cemetery boundary; the boundary is with private residential houses in St. Andrew's Road. Members were asked to discuss the next step for Barry Town Council in relation to approximately 141 trees discussed by the Halls, Cemeteries and Facilities Committee.

Members discussed the report in detail, agreeing that more information was required before they were able to make an informed decision. Members also felt that consultation with residents and the wider public would need to take place.

Members felt that some of the available options did not align with the Council's values of biodiversity and sustainability.

Members agreed that there would need to be budgetary provision made for any potential projects relating to this item and so resolved that £20,000 should be earmarked from the General Reserves to be included in the 2020/21 budget for the purpose of this project.

#### **RESOLVED**

- 1. That the Facilities and Cemeteries Manager provide a further detailed report to the Halls, Cemeteries & Community Facilities Committee providing further details, and that consultation with residents and the wider public takes place prior to a decision being made.**
- 2. That budgetary provision of £20,000 for Cemetery tree work is placed in the 2020/21 budget and that this is taken from General Reserves.**

7.42 pm – members of the press and public were invited to re-enter the meeting

692. **TO RECEIVE AND NOTE THE MINUTES OF THE PLANNING COMMITTEE'S MEETINGS HELD ON 11 DECEMBER 2019, 8 JANUARY 2020 AND 29 JANUARY 2020 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS CONTAINED THEREIN**

**RESOLVED:** That the minutes of the Planning Committee's meetings held on 11 December 2019, 8 January 2020 and 29 January 2020 be received and noted.

693. **TO RECEIVE AND NOTE THE MINUTES OF THE CONSULTATIONS WORKING PARTY MEETING HELD ON 7 JANUARY 2020 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS CONTAINED THEREIN**

**RESOLVED:** That the minutes of the Consultations Working Party's meeting held on 7 January 2020 be received and noted.

694. **TO RECEIVE AND NOTE THE MINUTES OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE MEETING HELD ON 13 JANUARY 2020 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS CONTAINED**

**THEREIN, NOTING THAT RECOMMENDATION, MINUTE NO. A199, WILL BE DISCUSSED UNDER PART 2 OF THE MEETING AT AGENDS ITEM 28**

**RESOLVED:** That the minutes of the Halls, Cemeteries and Community Facilities Committee's meeting held on 13 January 2020 be received noting that Recommendation to a meeting of Full Council at minute A 199. was discussed under part 2 of the meeting.

695.

**TO RECEIVE AND NOTE THE MINUTES OF THE SUSTAINABLE BARRY WORKING GROUP MEETING HELD ON 13 JANUARY 2020 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS CONTAINED THEREIN**

**RESOLVED:**

1. That the minutes of the Sustainable Barry Working Group meeting held on 13 January 2020 be received and noted.
2. That with immediate effect, all internal printing is undertaken in "draft mode" to reduce ink usage and cost.
3. That action sheets are reviewed to no longer involve colour printing.
4. That in future, Council documents (such as the Corporate Plan) are printed in black and white when they are printed for internal discussions and at Council meetings, with the exception of yellow printing for confidential papers.
5. That this Council requests that the Public Service Board reviews its membership to include representations from individual Town & Community Councils and that it be affirmed that as Barry Town Council serves the largest town in Wales this Council should be fully represented at the board in its own right.

696.

**TO RECEIVE AND NOTE THE MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON 20 JANUARY 2020 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS CONTAINED THEREIN**

Councillor Richardson advised that she had been in attendance at this meeting as an observer. However, this was not reflected in the minutes.

**RESOLVED:** That the minutes of the Personnel Committee's meeting held on 20 January 2020 be received and noted, subject to the amendment above.

697. **TO RECEIVE AND NOTE THE MINUTES OF THE FINANCE, POLICY AND GENERAL PURPOSES COMMITTEE MEETING HELD ON 27 JANUARY 2020 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS CONTAINED THEREIN**

**RESOLVED:**

1. That the minutes of the Finance, Policy and General Purposes Committee meeting held on 27 January 2020 be received noting that Recommendation to a meeting of Full Council at minute F228. (the Draft Budget) would be discussed in full at Agenda Item 18.
2. That the Christmas meals grant is open to all organisations providing Christmas meals to residents of Barry.

698. **TO RECEIVE AND NOTE THE MINUTES OF THE FAIRTRADE ADVISORY COMMITTEE MEETING HELD ON 30 JANUARY 2020 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS CONTAINED THEREIN**

Councillor Lloyd-Selby noted that she had forwarded her apologies to this meeting. However, this was not reflected in the minutes.

**RESOLVED:** That the minutes of the Fairtrade Advisory Committee meeting held on 30 January 2020 be received and noted, subject to the amendment above.

699. **TO RECEIVE AND NOTE THE MINUTES OF THE SHOP LOCAL BARRY ADVISORY GROUP MEETING HELD ON 6 FEBRUARY 2020 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS CONTAINED THEREIN**

**RESOLVED:**

1. That the minutes of the Shop Local Barry Advisory Group meeting held on 6 February 2020 be received and noted.
2. That a further two months of social media outsourcing, at a cost of £800 to be taken from the Shop Local Barry Advisory Committee budget 2019/20 be approved.
3. That an additional one month of social media outsourcing, for the month of April 2020, at a cost of £400 to be allocated from the Shop Local Barry Advisory Committee budget 2020/21 be approved.

4. That Dewi Sant Festival event funding of £1725 from the Shop Local Budge 2019/20 be approved, subject to Council receiving the appropriate recognition.

700. **SCHEDULE OF PAYMENTS OF ACCOUNTS FOR FEBRUARY 2020**

Members received the schedule of payments for February 2020 for approval consisting of BACS payments and direct debits in the amount of £42,408.32.

**RESOLVED:**

1. That the information relating to salary payments for December 2019 and January 2020 inclusive, which has been certified and authorised by the appropriate officers in accordance with the requirements of Standing Order 19(c), be received and noted.
2. That the schedule of payments for February 2020 consisting of BACS payments and direct debits in the amount of £42,408.32 be approved

701. **BUDGET MONITORING REPORT 1 APRIL TO 31 DECEMBER 2019**

Members received a report informing them about the Council's income and expenditure in the 2019/20 financial year as at the end of December 2019.

**RESOLVED:** That the budget monitoring report for December 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 £38,258 for 2019/20.

702. **COMMENTS RECEIVED THROUGH BUDGET CONSULTATION**

Members received the information provided to the public and the comments received during the consultation period for the draft budget 2020/21.

**RESOLVED:** That the report be received and noted.

703. **DRAFT BUDGET 2020/21**

Members received the draft budget proposal for the 2020/21 financial year.

Members were reminded that at the Council's meeting held on 2 December 2019 members approved the draft budget 2020/21 for public consultation that provisionally set a precept requirement of £1,196,579 being an increase to a Band D tax payer of 1.14%.

Councillor Brooks began discussions, stating that Council had aspirations and it was not always clear which projects would be presented to Council for consideration and so it was important that funds were kept available. Councillor Brooks proposed, with Councillor Lloyd-Selby seconding that Barry Town Council commits to raising the precept by 1% through reducing the income to the budget set aside for the Cemetery Roads Programme by £2,000. This would mean a Band D Tax Payer would pay £58.44 per year.

Councillors Bailey and S Hodges as Group Leaders of the opposition supported Councillor Brooks' proposal.

A vote was taken, of which the decision was unanimously in favour of supporting the Leader's proposal.

The Deputy Chief Officer requested that members agree that the fencing programme will be included in the 2020/21 budget for the purpose of the minutes.

**RESOLVED:**

- 1. That the draft budget be approved.**
- 2. That the fencing programme in the amount of £27,000 will be included in the 2020/21 budget, funded from the Cemetery Improvement Reserve.**
- 3. That a precept of £1,194,864 be levied on the Vale of Glamorgan Council for the 2020/21 year, equating to £58.44 per Band 'D' Council tax payer, being an increase of 1% compared to £57.86 for 2019/20.**

704.

**CHARTER BETWEEN THE VALE OF GLAMORGAN COUNCIL AND TOWN AND COMMUNITY COUNCILS FOR ADOPTION**

Members received the Charter between the Vale of Glamorgan Council and Town and Community Councils.

Councillor S Hodges made members aware of a presentation she had received at the last Community Liaison Committee meeting from Victoria Robinson regarding Planning and the Charter. She advised that there would be an allocated slot for Town & Community Councillors to make representations at Vale Planning Meetings and that the Planning Committee would be required to nominate a representative for this.

**RESOLVED:**

1. That the Charter between the Vale of Glamorgan Council and Town and Community Councils be adopted.
2. That the Planning Committee nominates a representative to attend the Vale of Glamorgan Council Planning meetings on behalf of Barry Town Council to make representations (if required) in the allocated slot provided for Town & Community Councils

705. **RESHAPING SERVICES**

None received.

Members agreed that this item should be removed from the agenda until such a time that an update is available.

**RESOLVED** that the standing item; Reshaping Services be removed from the Full Council agenda until such a time that an update is available.

706. **VE DAY 75 CELEBRATIONS**

Members were provided with a report regarding VE Day Celebrations and asked to consider whether this Council wishes to organise an event also.

Members discussed and decided that they would like to host an event and requested that Officer contact Barry at War, Royal British Legion, Barry RAF and the Merchant Navy to work in partnership.

Members discussed potentially hosting an Afternoon Tea / Dance on the square and the possibility that the event may have to be held on the Thursday prior to VE Day due to the bank holiday.

Councillor S Hodges queried whether members wished to promote grants for those in the community wishing to organise a street party as Council had done for other events such as the Queen's 90<sup>th</sup> Birthday. Members agreed up to £3,000 from the Community Grants budget.

Councillor Charles also noted that the Council may be able to access an Armed Forces Grant and that this should be explored.

**RESOLVED:**

1. That this Council will support VE Day through hosting an event on King Square, seeking partnerships with Barry at War, Royal British Legion, Barry RAF, Merchant Navy and other interested parties.

2. That grants will be offered at £4.50 per head for those in the community wishing to organise a street party and that up to £3,000 is allocated from the Community Grants budget for this purpose.

707. **DATE OF NEXT MEETING**

**RESOLVED:** That the next ordinary meeting of Full Council will be held on Monday, 6 April 2020 at 7 pm.

708. **EXCLUSION OF THE PRESS & 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.

709. **URGENT ACTIONS**

None received.

710. **TO RECEIVE AND NOTE THE MINUTES OF THE MEMORIAL HALL & THEATRE WORKING PARTY HELD ON 23 JANUARY 2020 AND GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN**

**RESOLVED:** That the minutes of the Memorial Hall and Theatre Working Party meeting held on 23 January 2020 be received and noted.

8.10 pm - Councillor Wiliam left the meeting.

711. **COSTS FOR A SURVEY OF THE TABERNACLE CHURCH, HOLTON ROAD, BARRY FOR A FUTURE HERITAGE PROJECT**

Members were provided with a report regarding the costs associated (£6,050) to conduct a survey of the Tabernacle Church, Holton Road, Barry for a future heritage project.

The Chief Officer advised members that in order to conduct the survey Council would need to authorise a virement of £6,050 from salaries to the Professional Fees budget. She further advised that in order to explore this project further and potential grant options, a survey would need to be completed.

Members were advised that there was a fair amount of interest in the building and that conducting the survey may show the vendor that the Council has serious intent.

Councillor N Hodges reminded members that the project was part of the Council's Corporate Plan.

**RESOLVED:**

1. That a virement of £6,050 is authorised from the M&S/Salaries expenditure heading to M&S/Other Professional Fees to pay the costs associated with a building survey as detailed within the report.
2. That the Chief Officer gauge interest from the Vendor's Estate Agent, confirming the Council's intent with the authorisation of a survey.

8.25 pm – Councillor Wiliam re-joined the meeting.

712.

**TO APPROVE AND SIGN THE MINUTES OF THE EXTRAORDINARY MEETING OF COUNCIL HELD ON 20 JANUARY 2020**

The Chief Officer provided members with a letter received from Nigel Connor (solicitor acting on behalf of JD Wetherspoon) dated 6 February 2020 and a draft letter written by the Council's solicitors addressing both the last meeting of Full Council (held on 20 January 2020) and the latest letter received.

8.25 pm – Councillor Brooks proposed, with Councillor S Hodges seconding that Standing Orders be moved for a period of 10 minutes.

Councillor S Hodges proposed, with Councillor Lloyd-Selby seconding that the letter drafted by the Council's solicitors should be sent with the omission of paragraph 13, with a deadline of 2 weeks by which a response should be received from JD Wetherspoon. Minutes would not be attached to the letter.

A vote was taken on the above proposal. The result of which was that the proposal was **CARRIED** by way of a majority vote.

For	-	15
Against	-	5

**RESOLVED:**

1. That the letter drafted by the Council's solicitors is sent with the omission of paragraph 13, providing a deadline of 2 weeks by which Council expect to have received a response from JD Wetherspoon.

The meeting closed at 8.35 pm.

Signed ..... Dated .....  
(Town Mayor)

DRAFT

**ACTION SHEET - FULL COUNCIL - 10 FEBRUARY 2020**

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
688	That the Chief Officer contacts Barry Library to discuss public access to Town Council agendas.	CO	05.03.20	complete
691 (1)	That the Facilities and Cemeteries Manager provide a further detailed report to the Halls, Cemeteries & Community Facilities Committee providing further details, and that consultation with residents and the wider public takes place prior to a decision being made.	F&CM	02.03.2020	Complete
691 (2)	That budgetary provision of £20,000 for Cemetery tree work is placed in the 2020/21 budget and that this is taken from General Reserves.	RFO	01.04.20	new budget prep
695 (2)	That with immediate effect, all internal printing is undertaken in "draft mode" to reduce ink usage and cost.	CEO	03.03.2020	Complete
695 (3)	That action sheets are reviewed to no longer involve colour printing.	CEO	03.03.2020	Complete
695 (4)	That in future, Council documents (such as the Corporate Plan) are printed in black and white when they are printed for internal discussions and at Council meetings, with the exception of yellow printing for confidential papers.	CEO	03.03.2020	Complete
695 (5)	That this Council requests that the Public Service Board reviews its membership to include representations from individual Town & Community Councils and that it be affirmed that as Barry Town Council serves the largest town in Wales this Council should be fully represented at the board in its own right.	CO	27.02.20	Complete and response received and further meeting arranged with Tom Bowring 12.03.20
699 (2)	That a further two months of social media outsourcing, at a cost of £800 to be taken from the Shop Local Barry Advisory Committee budget 2019/20 be approved.	CEO	11.02.2020	Complete - company informed and service ongoing
699 (3)	That an additional one month of social media outsourcing, for the month of April 2020, at a cost of £400 to be allocated from the Shop Local Barry Advisory Committee budget 2020/21 be approved.	CEO	11.02.2020	Complete - company informed and service ongoing
699 (4)	That Dewi Sant Festival event funding of £1725 from the Shop Local Budge 2019/20 be approved, subject to Council receiving the appropriate recognition.	CEO/RFO		Applicant informed of grant / awaiting payment

703 (2)	That the fencing programme in the amount of £27,000 will be included in the 2020/21 budget, funded from the Cemetery Improvement Reserve.	RFO	01.04.20	new budget prep
703 (3)	That a precept of £1,194,864 be levied on the Vale of Glamorgan Council for the 2020/21 year, equating to £58.44 per Band 'D' Council tax payer, being an increase of 1% compared to £57.86 for 2019/20.	RFO	11.02.20	complete
704 (1)	That the Charter between the Vale of Glamorgan Council and Town and Community Councils be adopted.	CO	11.02.20	complete
704 (2)	That the Planning Committee nominates a representative to attend the Vale of Glamorgan Council Planning meetings on behalf of Barry Town Council to make representations (if required) in the allocated slot provided for Town & Community Councils	Planning Committee	18.02.2020	Complete - Councillor Hawkins nominated
705	That the standing item; Reshaping Services be removed from the Full Council agenda until such a time that an update is available.	OTL		Complete
706 (1)	That this Council will support VE Day through hosting an event on King Square, seeking partnerships with Barry at War, Royal British Legion, Barry RAF, Merchant Navy and other interested parties.	CEO	Ongoing	Event Planning Started - event to be held on Thursday, 7 May
706 (2)	That grants will be offered at £4.50 per head for those in the community wishing to organise a street party and that up to £3,000 is allocated from the Community Grants budget for this purpose.	RFO	08.05.2020	Not started
711 (1)	That a virement of £6,050 is authorised from the M&S/Salaries expenditure heading to M&S/Other Professional Fees to pay the costs associated with a building survey as detailed within the report.	RFO / CO	11.02.20	complete - Lapidier instructed - survey commenced - drone survey complete; building survey 04.03.20
711 (2)	That the Chief Officer gauge interest from the Vendor's Estate Agent, confirming the Council's intent with the authorisation of a survey.	CO	11.02.20	complete - email sent and phonecall - awaiting reply
712	That the letter drafted by the Council's solicitors is sent with the omission of paragraph 13, providing a deadline of 2 weeks by which Council expect to have received a response from JD Wetherspoon.	CO	13.02.20	complete - response received and on agenda for Extraordinary meeting

**BARRY TOWN COUNCIL**  
**SCHEDULE OF MEETINGS FOR JUNE - SEPTEMBER 2020/21**

COMMITTEE	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
<b>FULL COUNCIL</b>	N	29 Jun (AC)	Wed 29 Jul	R	28* Sep								
<b>HALLS, CEMETERIES AND COMMUNITY FACILITIES</b>	O		6 Jul	E									
<b>PERSONNEL</b>	M		13 Jul	C									
<b>FINANCE, POLICY &amp; GENERAL PURPOSES</b>	E			E	14 Sep								
<b>PLANNING</b>	E		7 Jul 28 Jul	S	8 Sep 30 Sep								
<b>SHOP LOCAL (all meetings start at 6pm)</b>	T		16 Jul	S									
<b>FAIRTRADE (all meetings start at 6pm)</b>	N			-	14 Sep								
<b>MHT WORKING PARTY (all meetings start at 6pm)</b>	I			-	17 Sep								
<b>SUSTAINABLE BARRY WORKING PARTY (all meetings start at 6pm)</b>	G			-	7 Sep								
<b>COMMUNITY PLAN WORKING PARTY (all meetings start at 6pm)</b>	S		13 Jul	-									

\*ANNUAL MEETING

(AC) = Meeting will include consideration and approval of Council Accounts for 2019/20

(B)=Meeting will include consideration of Committee's draft estimates for 2020/21

(C)=Meeting will include consideration of draft estimates for 2020/21 that will then go out for public consultation

(D)=Meeting will include consideration of draft estimates for 2020/21 following public consultation and to determine Precept for 2020/21

**NB: All other Working Parties or Sub Committees which are arranged on a needs basis throughout the year will be scheduled for a Monday or Tuesday at 6pm prior to those Standing Committees already scheduled.**

**BARRY TOWN COUNCIL**

**DRAFT MINUTES OF A MEETING OF THE PLANNING COMMITTEE HELD ON TUESDAY 18 FEBRUARY 2020 AT 7PM**

**PRESENT:** Councillors Hawkins (Chair) plus Councillors Aviet, Bailey, Collins, S Hodges, Perkes and Payne

**ALSO PRESENT:** David Watkins – Planning Officer  
Rebecca Blackwell – Office Team Leader  
Councillor Hampton – Observer  
Councillor N Hodges - Observer  
Councillor Wright - Observer

PL497. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Charles

PL498. **TO RECEIVE DECLARATIONS OF INTEREST UNDER THE COUNCIL'S CODE OF CONDUCT**

None received

PL499. **TO APPROVE THE MINUTES OF THE PLANNING COMMITTEE'S MEETING HELD ON WEDNESDAY 29 JANUARY 2020**

**RESOLVED:** That the minutes of the Planning Committee's meeting held on Wednesday 29 January 2020 be approved and signed as a correct record.

Due to there being public interest of Conservation Areas the Chair brought item 9 forward.

PL500. **DISCUSSION REGARDING CONSERVATION AREAS WITHIN BARRY**

The Planning Officer gave an overview of the guide to living and working in conservation areas leaflet provided by the Vale of Glamorgan Council.

Councillor Hodges advised members the reason behind raising this issue at the Planning Committee meeting as it was raised at a recent Community Liaison meeting. Councillor S Hodges further advised that she had asked why Penarth have better protection than those conservation areas in Barry and mentioned that there is a problem in the Garden Suburb Conservation Area.

Councillor Payne advised that the Cadoxton Conservation Area works well although there is very little history being preserved in Barry.

Councillor Perks said that Garden Suburbs were developed for a specific reason and they the look of them should be preserved.

A member of the public requested permission to speak to the committee. He advised members of the general permitted development orders were introduced in 1995 where Article 4 was introduced where planning departments could apply constraints and this was the case for Penarth, which article 4 was introduced there in 2009. He asked if Barry Town Council would approach the Vale of Glamorgan council to impose an Article 4 on the Garden Suburb Conservation Area in order to protect the character.

Councillor S Hodges advised that Victoria robinson of the vale of Glamorgan Council said that the Town Council could apply for an Article 4 Order to protect Conservation Areas in Barry.

Councillor Perkes requested the Planning Officer to investigate the costs of imposing an Article 4 on Conservation Areas in Barry. The Planning officer advised that he had applied for an Article 4 order on a development in Swansea and showed members an example of an Article 4 Order for Llandaff. He also advised that it would be the responsibility of the vale of Glamorgan to impose an Article 4 order but the Town Council could pursue this with them.

Councillor S Hodges suggested that a letter be sent to the Vale of Glamorgan Council to explore the option of an Article 4 order for the Conservation Areas in Barry.

**RESOLVED:**

1. That the Planning Officer writes a letter to the Vale of Glamorgan Council
2. That the Planning Officer drafts an example of an Article 4 Order for the Conservation Areas within Barry

PL501.

**TO CONSIDER PLANNING APPLICATIONS**

**a) Planning Application No. 2019/01012/FUL**

**Location:** 19, Cennin Pedr, Barry

**Development:** 1.8m high fence to fence off area to side of property. Ground inside to be levelled to ground level of house with the addition of a retaining wall and then paved. Fencing to be same height as roadside 1.8m. Shed to be erected at the side of the property.

**RESOLVED: No objections in principle subject to the following matters;**

1. Details of any ground levelling and all engineering works on site at 19, Cennin Pedr, Barry shall be submitted to and approved by the Vale of Glamorgan Planning Department prior to commencement of development
2. Details of the fencing at 19, Cennin Pedr, Barry with particular reference to the proposed final height shall be submitted to and approved by the Vale of Glamorgan Planning and Highways Departments prior to the commencement of development.

**b) Planning Application No. 2020/00060/FUL**

**Location:** Basement flat, 100, Kingsland Crescent, Barry  
**Development:** Extension to existing bedroom to rear/side of property

Councillor S Hodges asked if we could suggest for a pitched roof to be part of the development rather than a flat roof.

**RESOLVED: No objections subject to the following;**

1. The extension having matching finishes and materials to that of the existing building/property
2. That the proposed flat roof be replaced with a pitched roof.

**c) Planning Application No. 2020/00068/FUL**

**Location:** Sleep and leisure, 258, Holton Road, Barry  
**Development:** To vary condition of planning application 2017/000995/FUL – Change of design of the entrance door/shop front design

**RESOLVED: No objection**

**d) Planning Application No. 2020/00073/FUL**

**Location:** 26, Gladlys Road, Barry  
**Development:** Proposed single storey extension to rear, two storey extension to side and extension to existing porch to existing domestic dwelling

**RESOLVED: No objections**

e) **Planning Application No. 2020/00102/FUL**

**Location:** 20, Pardoe Crescent, Barry

**Development:** Proposed single storey rear extension with associated external works

**RESOLVED: Strong Objections for the following reasons:**

1. The proposed development by virtue of its scale, size and design represents an overdevelopment of the application site
2. The proposed development by virtue of its scale, size, siting and proximity to the boundaries with neighbouring properties, would constitute an over bearing and un-neighbourly form of development, which would unacceptable impact upon the residential amenities of the occupiers.

f) **Planning Application No. 2020/00111/FUL**

**Location:** Sausage revolution, Unit 1 Atlantic Trading Estate, Barry

**Development:** Variation of Condition 4 – relating to opening hours of 2019/00720/FUL – Change of use from B1 to A3 for part of the building, internal alterations and new external escape stairs.

Councillor S Hodges raised safety concerns to the development due to it being on an industrial estate, the Planning Officer advised that in terms of planning there are no issues and this may be an issue if it goes to licencing.

**RESOLVED: No objections subject to the satisfaction of the Vale of Glamorgan Environmental Health and Licencing departments**

PL502.

**TO CONSIDER PLANNING APPLICATIONS Tabled**

a) **Planning Application No. 2019/01346/FUL**

**Location:** Mrs Marcos Café, Porthkerry Country park, Barry

**Development:** Alterations and extension to existing café and associated works.

Councillor Payne requested to know what materials the development would be built with and suggested it is built with sustainable and eco-friendly materials to be in keeping with the Country Park.

**RESOLVED: Barry Town Council reiterates that any proposed extensions and alterations to the Café must be of a sensitive design; built with environmentally friendly and sustainable materials to reflect the local character and environment of Porthkerry Park.**

In addition, Barry Town Council insist that any proposed development and alteration of the existing café must incorporate measures to ensure the safeguarding of protected species i.e bats which are associated with the existing building.

**b) Planning Application No. 2019/01434/FUL**

**Location:** 61, Buttrills Road, Barry

**Development:** Proposed 2 storey side extension and single storey rear extension

**RESOLVED: No objections**

**c) Planning Application No. 2020/00108/RG3**

**Location:** Open area in front of public conveniences and area underneath 'Witches Hat' on the eastern end of Barry Island promenade.

Councillor S Hodges raised concerns with regard to the development as Barry Island already have a lot of catering venues and mentioned that if this development is agreed then it should be suggested to them that eco-friendly disposable food ware should be used.

Councillor Payne raised concerns regarding the introduction of a mobile catering van due local groups using the area under the 'Witches Hat' such as Thai-Chi.

Members discussed the development further and a vote was taken.

No Objection – 3

Objection – 3

The Chair had the casting vote and voted in favour of No objection to the development.

**RESOLVED: No objections subject to the following;**

- **The provision of suitable waste/recycling bins next to the mobile van**
- **No music being played on site**

- Details of any seating/tables areas associated with the development to be submitted to and agreed in writing with the Vale of Glamorgan Planning department
- Details of the opening hours be agreed with the Vale of Glamorgan Council.
- The proposed location shall take account of any existing activities on site and these uses should be protected.
- The products used by the mobile van shall be eco-friendly and all plastic materials should be not be used on site.

d) **Planning Application No. 2020/00131/ADV**

**Location:** Former Waitrose, Palmerstone Road, Barry  
**Development:** High level signs to front and side elevations, sign over entrance, loading bay sign and panels to totem poles together internal graphics to shopfront

**RESOLVED: No objections subject to the following:**

- The Vale of Glamorgan Planning Department being satisfied with design and location of the proposed advertisements
- The advertisements shall only be illuminated during the opening hours of the premises to which they relate

e) **Planning Application No. 2020/00139/FUL**

**Location:** 55, Hinchsliff Avenue, Barry  
**Development:** Two storey side and rear extension and single storey rear extension. To render insulation to existing dwelling and render to match. To replace existing tiled roof with slate.

**RESOLVED: No objections**

PL503. **LOCAL PLANNING AUTHORITY DECISIONS**

**RESOLVED: That the Local Authority Decisions be received and noted.**

PL504. **APPLICATIONS DEALT WITH UNDER DELEGATED POWERS-FOR INFORMATION ONLY**

- a) Planning Application No. 2019/01306/FUL - New description & address at The Willows and 29, Park Road, Barry

The Planning Officer advised that another application had been submitted to amend the address details. He also advised that there were no changes to the development.

**RESOLVED: That the application dealt with under delegated powers be received and noted.**

- b) Planning application No. 2020/00083/FUL – Change if use from holiday cottages to standard residential use at Kestrel View and Dove Cottage, Highlight Lane, Barry

The Planning Officer advised that comments made by the committee had been taken into consideration and amendments to the gardens had been made.

**RESOLVED: That the application dealt with under delegated powers be received and noted.**

PL505.

**PRE-APPLICATION CONSULTATION APPLICATION BEFORE APPLYING FOR PLANNING PERMISSION**

- a) Proposed waste resource recovery facility and associated works at Plot C, Atlantic Trading Estate, Barry

The Planning Officer delivered his report to the members in relation to the pre-consultation application received.

Councillor S Hodges said that the report highlights the main issues that the development would cause such as traffic, transport links, noise and pollution. She also mentioned that the main route for the vehicles would be Port Road, Barry Link Road, Sully Moors Road then Hayes Road. She advised members that a member of National Resource Wales staff had notified her that the Vale of Glamorgan are arranging to have a contract with the Barry BioMass to enable them to incinerate wood waste. She felt that this was unfair to the residents of Barry who will believe that their waste is being recycled and not burnt in the incinerator so many fought to stop.

Councillor Collins raised concerns regarding the high number of vehicles what would use the main transport links of Barry and Hays Road which is a residential area.

Councillor S Hodges also made reference to the traffic study results and said that the data was from 2015 and a lot of development had occurred over the last 5 years within Barry and a more up-to-date traffic survey would be advisable.

Councillor Payne had concerns regarding the air quality in the area and made reference to the two food outlets within that area.

Councillor Perkes requested to know the quality of the sealed tanks proposed on site and what other sites had been considered for the development.

Councillor S Hodges said that the Vale of Glamorgan Council need to be honest about the intended use and proposed recycling of waste and request what their rationale behind the centre is.

Councillor Perkes asked if a representative from the Vale of Glamorgan Council could attend a meeting of this Planning Committee and present the information to members.

**RESOLVED:**

**1. Barry Town Council strongly objects to the proposed Resource Recovery Facility at Atlantic Trading Restate, Barry for the following reasons;**

- **Great concerns regarding the expected additional volume of traffic entering and exiting the site via Hayes Road, Barry. This will be an unacceptable highway hazard and be detrimental to the amenity currently enjoyed by the residents of Hayes Road, Barry and local businesses.**
- **Great concerns regarding the expected additional noise generated by the additional traffic volume and onsite operational activities to the detriment of local residents and businesses.**
- **Great concerns regarding the generation of dust generated by the proposed onsite operational activities to the detriment of local residents and businesses.**
- **Great concerns regarding the potential poor quality air quality and noxious odours generated by the onsite operational activities to the detriment of local residents and businesses.**
- **Great concerns regarding the expected additional vibration noise generated by onsite operational activities to the detriment of local residents and businesses.**
- **Great concerns that the Vale of Glamorgan Council have granted planning consent for new residential developments in close proximity of the proposed Resource Recovery Facility, and as such these sites could be adversely affected in terms of loss of residential amenity.**

- Great concerns regarding the development of the Recycling Centre may well not comply with the terms and guidance advocated within; The Well-being of Future Generations (Wales) Act 2015.

2. That the Planning Officer includes an invitation within his response to the Vale of Glamorgan and requests further information regarding the type of waste that will be recovered on site and ask what other sites have been considered for the facility.

PL506. **NOMINATIONS FOR A REPRESENTATIVE TO ATTEND THE VALE OF GLAMORGAN COUNCIL PLANNING MEETINGS ON BEHALF OF BARRY TOWN COUNCIL TO MAKE REPRESENTATIONS IF REQUIRED IN THE ALLOCATED SLOT PROVIDED FOR TOWN & COMMUNITY COUNCILS**

Members were presented with the Charter from the Vale of Glamorgan Council at a recent meeting of Full Council held on 10 February 2020 where it was discussed that there would be an allocated slot for Town & Community Councillors to make representations at Vale Planning Meetings and that the Planning Committee would be required to nominate a representative for this.

Members suggested that the Chair should be the representative for this Committee.

**RESOLVED: That the Chair of the Planning Committee be elected as the representative to attend Vale of Glamorgan Council planning meetings of behalf of Barry Town Council.**

PL507. **DATE OF NEXT MEETING**

**RESOLVED: That the date of the next meeting of the Planning Committee is scheduled for Tuesday, 10 March 2020**

Meeting closed at 8.05 pm

Signed .....  
(Chairperson)

Dated.....

## **BARRY TOWN COUNCIL**

### **DRAFT MINUTES OF A MEETING OF THE WORKING PARTY TO CONSIDER CONSULTATIONS RECEIVED HELD ON THURSDAY 5 MARCH 2020 AT 4.10 PM**

**PRESENT:** Councillors N Hodges (Chair), Clarke and Wilkinson.

**ALSO PRESENT:** Amanda Evans – Cemeteries and Facilities Manager  
Rebecca Blackwell – Office Team Leader

106. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Drake.

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

No declarations were received.

108. **TO APPROVE THE MINUTES OF THE WORKING PARTY TO CONSIDER CONSULTATIONS MEETING HELD ON 7 JANUARY 2020**

**RESOLVED:** that the minutes of the Working Party to Consider Consultations meeting held on 7 January 2020 be approved and signed as a correct record.

109. **TO CONSIDER THE FOLLOWING CONSULTATIONS**

i. **CHANGES TO PLANNING AND RELATED APPLICATION FEES**

**Q1. Do you agree with the proposed 20% increase in application fees, excluding pre-application services? If not, why not?**

Members welcomed the increase of 20% in application fees.

**Q2. Do you agree with introducing a fee of £230 for applications for Certificates of Appropriate Alternative Development, made under section 17 of the Land Compensation Act 1961? If not, why not?**

Members agreed to the introduction of a fee for applications for Certificates of Appropriate Alternative Development but asked if Barry Town Council were able to receive some of this payment as they have to hold their own Planning Committee Meetings and employ their own Planning Officer. Councillor Clarke said that there should be a variation in the fee dependant on the value of the development as the Council would be required to carry out more work on a larger application or development.

**Q3. Do you have any comments to make, or evidence to put forward in relation to the current fee regime, or any suggestions for improvements?**

Members answered no and said that the system seems to work well with changes being made through the Pre-Consultation Planning Application scheme.

**Q4. We would like to know your views on the effects that changes for planning and related applications fees would have on the Welsh language, specifically, on opportunities for people to use Welsh and on treating the Welsh language no less favourably than English.**

**What effects do you think there would be? How could positive effects be increase, or negative effects be mitigated?**

Members answered no effect would be made.

**Q5. Please also explain how you believe the proposed policy for changes to fees for planning and related applications could be formulated or changed so as to have positive effects or increased positive effects on opportunities for people to use the Welsh language on treating the Welsh language no less favourably than the English language, and no adverse effects on opportunities for people to use the Welsh language and on treating the Welsh language no less favourably than the English language.**

Members had no comments to make.

**RESOLVED: That the answers to each of the questions of the consultation be submitted by the deadline of 13 March 2020**

ii – Hinkley Point C – Proposed Dredging Operations in the Bristol Channel

Members were presented with a consultation received from EDF Energy in relation to the second phase of dredging operations in the Bristol Channel in which they welcomed comments from the Working Party.

Members discussed the consultation and wished to reiterate their objections with the dredging of the Bristol Channel and also added the following comments.

Members are concerned with the second phase of dredging of the Bristol Channel due to the Economic and Environmental damage to Barry and would like to know what other areas were considered for a disposal site as the site selected it stated to be the closest to Hinkley Point C but not the most appropriate site.

Members would like to see the original licence for the dredging of the Bristol Channel and question the research and results of the radioactive testing of the disposed mud.

Councillor Clarke raised concerns with regard to the mud that is appearing on Barry beaches as this could be coming from the disposal site as it states

within the document that it is being referred to as dispersed rather than deposited.

**RESOLVED: That the comments made are submitted before the deadline of 18 March 2020.**

110. **RESPONSES RECEIVED IN RELATION TO PREVIOUS CONSULTATIONS.**

None received

111. **DATE OF THE NEXT MEETING**

**RESOLVED: That the next meeting of the Working Party to Consider Consultations is scheduled to be held on Monday, 16 January 2020 at 5pm.**

The meeting closed at 4.45 pm

Signed..... Date.....

DRAFT

**FOR INFORMATION ONLY**

**ACTION SHEET - CONSULTATION WORKING PARTY - 5 MARCH 2020**

<b>MINUTE NO.</b>	<b>ACTION TO BE TAKEN</b>	<b>ACTION TO BE TAKEN BY</b>	<b>DATE ACTION TO BE CARRIED OUT</b>	<b>PROGRESS</b>
109 (i)	That the answers to each of the questions of the consultation be submitted by the deadline of 13 March 2020	DCO	10.03.20	Completed
109(ii)	That the comments made are submitted before the deadline of 18 March 2020.	DCO	10.03.20	Completed

**BARRY TOWN COUNCIL**

**MINUTES OF A MEETING OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE HELD ON MONDAY, 2 MARCH 2020**

**PRESENT:** Councillors N P Hodges (Chair), Aviet, Clarke, Johnson, Nugent-Finn Richardson (Vice Chair), Rowlands and Wilkinson.

**ALSO PRESENT:** Amanda Evans – Facilities and Cemeteries Manager  
Mark Sims – Deputy Chief Officer  
Rhian Burns – Administrator  
Councillor P Drake - Observer  
Councillor S Hodges – Observer

A203. **APOLOGIES FOR ABSENCE**

None were received.

A204. **DECLARATIONS OF INTEREST**

It was noted that Councillor Johnson had been granted Dispensation to allow him to speak and vote on matters appertaining to any Community Facilities owned or run by Barry Town Council, by virtue that he is a Vale of Glamorgan Council Trustee for the Alexandra Gardens Community Association.

A205. **TO APPROVE THE MINUTES OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE'S MEETING HELD ON 13 JANUARY 2020**

Councillor Johnson requested an update on the repairs to the Pioneer Hall roof. The Facilities and Cemeteries Manager advised that the work was completed.

Councillor Johnson queried whether there had been any response from the Vale of Glamorgan Council regarding the Porthkerry Cemetery agreement. The Facilities and Cemeteries Manager advised that the Chief Officer had contacted officers at the Vale of Glamorgan Council. She advised that the suggested amendments had been made to the Porthkerry Cemetery agreement and the paperwork was being drawn up by the Vale of Glamorgan legal department for the Chief Officer to sign.

**RESOLVED:** That the minutes of the Halls, Cemeteries and Community Facilities Committee's meeting held on 13 January 2020 be approved and signed as a correct record.

A206. **SCHEDULE OF PAYMENTS FOR MARCH 2020 (INTERIM)**

Members received the schedule of payments for March 2020 (Interim) consisting of cheque number 2972, direct debits and BACS payments, in the amount of £1,855.46.

**RESOLVED: That the schedule of payments for March 2020 (Interim) consisting of cheque number 2972, direct debits and BACS payments, in the amount of £1,855.46 be approved.**

A207. **BUDGET MONITORING REPORT JANUARY 2020**

Members were provided with the Committee's income and expenditure in the 2019/20 financial year as at the end of January 2020.

**RESOLVED: That the budget monitoring report for January 2020 be received, noting the projected net under-spend for the year of £64,811 in 2019/20.**

A 208. **ASH DIE BACK**

Members received information regarding the Ash Trees at Merthyr Dyfan Cemetery. The Facilities and Cemeteries Manager advised that the Ash trees at Merthyr Dyfan Cemetery had been surveyed and that advice from the Welsh Government was being followed regarding their management. She noted that they would be monitored for public safety and would only be felled if they deteriorated to such a condition that they became a hazard. She also advised that there had been some recovery of infected trees.

**RESOLVED: That the report be received and noted.**

A 209. **TRANSFER OF EXCLUSIVE RIGHT OF BURIAL (1146 - 1162 INCLUSIVE)**

**RESOLVED: That in accordance with Standing Order 27(a), authority be given for the Council's Common Seal to be applied to Transfer Deeds numbered 1146 - 1162 inclusive, granting the transfer of Exclusive Right of Burial to those named on each transfer request.**

A 210. **GRANTS OF EXCLUSIVE RIGHT OF BURIAL (13735 - 13741 INCLUSIVE)**

**RESOLVED: That in accordance with Standing Order 27(a), authority be given for the Council's Common Seal to be applied to Deeds of Exclusive Right of Burial numbered 13735 - 13741 inclusive, granting the transfer of Exclusive Right of Burial to those named on each transfer request.**

A 211. **DATE OF NEXT MEETING**

**RESOLVED:** That the date of the next meeting of the Halls, Cemeteries and Community Facilities Committee will be confirmed at the Annual Meeting of Council on 12 May 2020.

A 212. **CEMETERIES**

**Merthyr Dyfan Cemetery**

**a) Famous Notice Board**

Members were provided with the layout for the proposed notice boards to be installed at Merthyr Dyfan Cemetery. The Facilities and Cemeteries Manager advised that she had been approached to request a fourth notice board be installed.

Councillor N Hodges noted that it had been this Committee's intention to install further plaques and invited Councillor Wilkinson to speak on the matter.

Councillor Wilkinson advised that she would like to nominate Beatrice Lewis as a subject for the next notice board. She outlined Beatrice Lewis' achievements and why she felt it would be appropriate to include her. Councillor Wilkinson advised that she had received permission from the family of the late Beatrice Lewis and that costs would be covered by a group of Labour Party Members.

Members agreed that a plaque for Beatrice Lewis should be included and felt that it was appropriate that this was paid for from the Halls, Cemeteries and Community Facilities budget.

Councillor Wilkinson queried whether it would be possible for the plaque to be made by the end of April as the family wished to attend the unveiling and it was logistically difficult as they were not living locally.

Members agreed that if the base section was not ready in time one of the other notice boards could be pushed back to accommodate this.

Councillors N Hodges and Richardson agreed that they would meet with the Facilities and Cemeteries Manager and the Cemetery Supervisor to identify where the notice boards could be placed.

Members agreed that the notice boards should be unveiled individually in order to properly celebrate the accomplishments of each person.

**RESOLVED:**

- 1. That Members approved the proposed layout for the notice boards.**
- 2. That an additional notice board be created for Beatrice Lewis.**
- 3. That a budget of £297 be agreed for the supply of the notice board.**

**b) Fencing and Trees – St Andrews Road, Merthyr Dyfan Cemetery**

Members received further information as per the request from the Meeting of Full Council held on Monday 10 February 2020 regarding the fencing/Leylandi boundary at Merthyr Dyfan Cemetery.

The Facilities and Cemeteries Manager noted that she wished to re-iterate that the biodiversity of Merthyr Dyfan Cemetery would be vastly improved by the removal of this tree line and replanting with native species, supported by the Woodland Trust.

She advised that the tree surgeon and fencing contractor were both happy to attend a meeting of Full Council in order to answer any questions Members had.

Members agreed that this was an important decision and required expert advice and wider consultation with the public.

It was felt that it was more appropriate for the tree surgeon and fencing contractor to be invited to a future meeting of the Halls, Cemeteries and Community Facilities Committee and that the discussion could then be fed back to Full Council. This would allow a lengthier discussion to take place. Members agreed that all Councillors should be made aware of this and invited to attend should they wish.

**RESOLVED:**

- 1. That the information be received and noted.**
- 2. That the tree surgeon and fencing contractor be invited to attend the next meeting of the Halls, Cemeteries and Community Facilities Committee (date to be confirmed at the Annual Meeting of Council on 12 May 2020)**
- 3. That a public consultation be held over the summer to allow works to potentially commence once the nesting season is over.**

The meeting ended at 8.40 pm

Signed .....Date .....

DRAFT

**FOR INFORMATION ONLY**

**ACTION SHEET - HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE - 2 MARCH 2020**

<b>MINUTE NO.</b>	<b>ACTION TO BE TAKEN</b>	<b>ACTION TO BE TAKEN BY</b>	<b>DATE ACTION TO BE CARRIED OUT</b>	<b>PROGRESS</b>
A212 (a) (2)	That an additional notice board be created for Beatrice Lewis.	FCM		Delayed due to COVID-19
A212 (b) (2)	That the tree surgeon and fencing contractor be invited to attend the next meeting of the Halls, Cemeteries and Community Facilities Committee (date to be confirmed at the Annual Meeting of Council on 12 May 2020)	FCM		Delayed due to COVID-19
A212 (b) (3)	That a public consultation be held over the summer to allow works to potentially commence once the nesting season is over.	FCM		Delayed due to COVID-19

## **BARRY TOWN COUNCIL**

### **DRAFT MINUTES SUSTAINABLE BARRY WORKING GROUP MEETING HELD ON MONDAY 2 MARCH 2020 AT 6.00PM**

**PRESENT:** Councillor Clarke (Chairperson) together with Councillors Drake, S Hodges and Rowlands.

**ALSO PRESENT:** Emily Forbes – Chief Officer  
Robyn Walsh – Community Engagement Officer  
Rebecca Blackwell – Office Team Leader  
Councillor N Hodges – Observer

16. **APOLOGIES FOR ASBSENCE**

None received

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

None were received.

18. **MINUTES OF A MEETING HELD ON MONDAY 13 JANUARY 2020**

The Chief Officer updated members with regard to minute no. 14; A recommendation made to Full Council held on Monday, 10 February 2020 that this Council requests that the Public Service Board reviews their membership to include representations from individual Town & Community Councils and that it be affirmed that as Barry Town Council serves the largest town in Wales this Council should be fully represented at the board in its own right.

The Chief Officer informed members that she had actioned the minute and had received a response stating that a Public Service Board representative had been agreed at a previous Community Liaison Committee. However, the Chief Officer noted that this outcome was not reflective of Council's recommendation (ie Barry Town Council would like representation in their own right, not as a collective with other Town & Community Councils). It was noted that the Chief Officer had arranged a meeting with Tom Bowring of the Vale of Glamorgan Council and would discuss this matter further at this meeting.

**RESOLVED:** That the minutes of the previous meeting held on 13 January 2020, be approved and signed as a correct record.

19.

**BUTTERFLY PROJECT**

Members were provided with a report regarding a butterfly project at Merthyr Dyfan Cemetery or at Cemetery Approach.

Councillor S Hodges suggested an area of Merthyr Dyfan Cemetery could be utilised and suggested a report is placed on an agenda of the Halls, Cemeteries and Community Facilities Committee for discussion. The Community Engagement Officer advised that once a response is received from Keep Wales Tidy she will action this.

The Chief Officer advised members that there is also a piece of land on Cemetery Approach which could also be considered, subject to agreement from the Vale of Glamorgan Council.

The Chair queried who would oversee the Butterfly Project in relation to the planting and up keep. The Chief Officer advised that there is horticultural experience in house.

**RESOLVED:**

- 1. That the report be received and noted**
- 2. That a report is submitted to the Halls, Cemeteries & Community Facilities Committee outlaying the project and requesting that Committee give consideration to the placement of the garden.**

20.

**REPAIR CAFÉ – BARRY**

Members were provided with a report regarding a potential Repair Cafe being implemented in Barry.

The Community Engagement Officer advised members that since the report had been written that Awesome Wales had recently advertised that they would be starting a Repair Café on Friday 6 March and suggested to monitor how well it works and maybe suggest the Council get involved.

The Chair suggested to contact them to ask if they require assistance and to see if this group could be involved. The Community Engagement Officer advised that she would contact the owners to ask how the first one went to get feedback on how successful the Repair Café will be. Councillor S Hodges asked if they could apply for Financial Assistance. The Chief Officer said that as they are a non-profit organisation then they would be able to apply for the local community group grant, rather than the small business grant.

**RESOLVED:**

- 1. That the report be received and noted**

2. **That the Community Engagement Officer contacts the owners of Awesome Wales to request feedback to how well received the Repair Café was in their shop.**

21. **PUBLIC PARTICIPATION**

The Community Engagement Officer suggested to members to move onto item 7 to discuss the strategic approach for a Sustainable Barry and the discussion of Public Participation may fall under that item.

22. **STRATEGIC DIRECTION OF WORKING GROUP**

Members were provided with a report from the Chief Officer in relation to setting out the strategic context of the Town Council's Sustainable Barry Working Group, in order to generate discussion on the strategic direction for the group and identify areas for action and work programmes moving forward.

The Chief Officer gave an overview of the report and asked members what does the green strategy mean for Barry locally, she also made members aware of the potential issue with resources and capacity as it would require a lot of work from the Community Engagement Officer.

The Chief Officer advised to work with other businesses and asked what the role of the group would be, suggested to try and fit in with what is already there and be cautious to not raise public expectations.

The Chair suggested to invite groups to the next meeting to discuss what they want to achieve and made reference to the Public Service Board.

Councillor S Hodges said that it would be ideal for the group to find their feet before engaging with the public on what they want, Councillor S Hodges also suggested contacting the Capital City Region to ask if they would talk to us with ideas.

The Chief Officer summarised discussions and suggested the way forward would be to invite public speakers to talk to the group and formalise a way forward.

The Community Engagement Officer advised that there is not a meeting scheduled prior to the Annual Meeting in May and asked if members would like to meet before May.

**RESOLVED:**

1. **That members receive and note the contents of the report**

2. That the Community Engagement Officer arranges a meeting date prior to the Annual Meeting in May inviting speakers from different organisations (such as the Environment PSB member, Keep Wales Tidy, Capital City Region, Awesome Wales, Future Generations Commissioner, NRW and the Vale of Glamorgan Council) to discuss ideas for Sustainability in Barry.

23. **DATE OF NEXT MEETING**

To be confirmed.

The meeting closed at 6.30 pm.

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

DRAFT

**FOR INFORMATION ONLY**

**ACTION SHEET - SUSTAINABLE BARRY WORKING PARTY - 2 MARCH 2020**

<b>MINUTE NO.</b>	<b>ACTION TO BE TAKEN</b>	<b>ACTION TO BE TAKEN BY</b>	<b>DATE ACTION TO BE CARRIED OUT</b>	<b>PROGRESS</b>
19 (2)	That a report is submitted to the Halls, Cemeteries & Community Facilities Committee outlaying the project and requesting that Committee give consideration to the placement of the garden.	CDO	To be decided post Full Council	Delayed due to COVID-19
20 (2)	That the Community Engagement Officer contacts the owners of Awesome Wales to request feedback to how well received the Repair Café was in their shop.	CDO	To be decided post Full Council	Delayed due to COVID-19
22 (2)	That the Community Engagement Officer arranges a meeting date prior to the Annual Meeting in May inviting speakers from different organisations (such as the Environment PSB member, Keep Wales Tidy, Capital City Region, Awesome Wales, Future Generations Commissioner, NRW and the Vale of Glamorgan Council) to discuss ideas for Sustainability in Barry.	CDO	To be decided post Full Council	Delayed due to COVID-19

<b>FULL COUNCIL</b>	<b>29 JUNE 2020</b>	<b>AGENDA ITEM: 14</b>
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**SCHEDULE OF PAYMENTS FOR MARCH 2020 (FINAL) AND APRIL 2020 TO JUNE 2020**

**Report Author**

Mark Sims, Deputy Chief Officer

**Attached:** A. Schedule of Payments of Accounts March 2020 (5 pages)  
B. Schedule of Payments of Accounts April – June 2020 (4 pages)

**Purpose of Report**

To provide members with the schedule of payments for March 2020 (Final) and April 2020 to June 2020 for approval consisting of BACS payments and direct debits in the amount of £65,351.21 and £160,248.62

**Detailed Information**

Financial Regulation 5.2 states “The RFO shall prepare a schedule of payments of accounts, including cheques requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule on a monthly basis either to a meeting of the Town Council or any Standing Committee, depending on which meets first. The Council / Committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the Council or appropriate Committee.”

The schedule of payments for March 2020 (Final) and April 2020 to June 2020 comprising of BACS payments and direct debits in the amount of £65,351.21 and £160,248.62 is attached for approval.

Standing Order 19(c) states “Where it has been necessary to make a payment before it has been authorised by the Council, the appropriate officer shall certify such payment as to its correctness and urgency, except the salaries for which a report will be produced quarterly.”

Standing Order 19(d) states “All payments ratified under Standing Order 19(c) shall be separately included in the next schedule of payments laid before the Council.” Please find below a summary of salary payments for February 2020 to June 2020.

	<u>February</u>	<u>March</u>	<u>April</u>
Lloyds Banking Online (Net Pay)	33,278.68	32,753.68	32,918.45
HMRC	10,352.34	10,139.38	10,366.41
Cardiff Council (LGPS)	12,648.88	12,559.97	10,462.67
GMB	70.70	70.70	70.70
Unison	14.45	14.45	14.45
Prudential	<u>130.00</u>	<u>130.00</u>	<u>150.00</u>
	<u>56,495.05</u>	<u>55,668.18</u>	<u>53,982.68</u>

	<u>May</u>	<u>June</u>
Lloyds Banking Online (Net Pay)	32,986.49	33,195.27
HMRC	10,056.83	9,968.96
Cardiff Council (LGPS)	10,414.99	10,490.17
GMB	70.70	70.70
Unison	14.45	14.45
Prudential	150.00	150.00
	<u>53,693.46</u>	<u>53,889.55</u>

### **Recommendations**

1. That the information set out above relating to salary payments for February 2020 to June 2020 inclusive, which has been certified and authorised by the appropriate officers in accordance with the requirements of Standing Order 19(c), be received and noted;
2. That the attached schedule of payments for March 2020 (Final) comprising of BACS payments and direct debits in the amount of £65,351.21 be approved, subject to the relevant papers being in order.
3. That the attached schedule of payments for April 2020 to June 2020 comprising of BACS payments and direct debits in the amount of £160,248.62 be approved, subject to the relevant papers being in order.

## Schedule of Payments of Accounts For March 2020 (Final)

<u>Chq No.</u>	<u>Supplier</u>	<u>Description</u>	<u>Net</u>	<u>Vat</u>	<u>Price (£)</u>	<u>Posted To</u>
BACS	Employee No. 0185	Mileage claim 09.12.19 - 18.01.20	40.40	1.20	41.60	M&S/Officers Travel
BACS	Employee No. 0008	Mileage claim November, December and January	39.77	1.18	40.95	M&S/Officers Travel
BACS	Hi Communication	Shop Local social media management February 2020	400.00	0.00	400.00	Corporate/Shop Local
BACS	T Jones	Translation costs	118.10	0.00	118.10	M&S/Professional Fees
BACS	Employee No. 0170	Payment for training expenses	52.86	0.00	52.86	Corporate/Staff Training
BACS	Rialtas Business Software	Making Tax Digital For VAT Annual Support	59.00	11.80	70.80	M&S/Equipment Maint
BACS	Vale of Glamorgan Council	Attendance re alarm activation x 2	37.70	7.54	45.24	Pioneer/Property Maint
BACS	Geldards LLP	Legal fees re Wetherspoons dispute	1,479.00	295.80	1,774.80	M&S/Legal Fees
BACS	Clearskies Software	BACAS annual support 01.01.20 - 31.12.20	2,200.00	440.00	2,640.00	M&S/BACAS
DD	Lloyds TSB Comm Card	Staff Team Building Event	201.42	40.28	241.70	Corporate/Staff Training
DD	Lloyds TSB Comm Card	Canva annual fee	95.18	0.00	95.18	Corp/Comm Engagement
DD	Lloyds TSB Comm Card	Buffet for training course	20.00	0.00	20.00	Corporate/Staff Training
DD	Lloyds TSB Comm Card	Keys cut for Town Hall	420.00	84.00	504.00	M&S/Relocation Costs
DD	Lloyds TSB Comm Card	First Aid online training course	30.00	0.00	30.00	Corporate/Staff Training
DD	Lloyds TSB Comm Card	Refund for wallpaper for Town Hall	-80.00	-16.00	96.00	M&S/Relocation Costs
DD	Lloyds TSB Comm Card	Storage units for Town Hall	320.00	64.00	384.00	M&S/Relocation Costs
BACS	Microshade Business Cons	Citrix hosting service & Microsoft office for February 2020	577.15	115.43	692.58	M&S/Microshade Citrix
BACS	Masons Moving Group	Storage of Mayor Making Furniture February 2020	26.60	4.56	31.16	M&S/Property Maintenance
BACS	Argos Business Solutions	Chrome hooks	8.49	1.70	10.19	M&S/Relocation Costs
BACS	Acas	Workplace training 04.02.20	860.00	172.00	1,032.00	Corporate/Staff Training
DD	Sage UK Ltd	Sage Payroll maintenance cover 01.02.20 - 29.02.20	81.50	16.30	97.80	M&S/Equipment Maint
DD	Screwfix Direct	Trousers, Hi-Vis Jacket & ladies safety trainers	96.63	19.33	115.96	Cemetery/PPE
DD	Screwfix Direct	One garden spade	17.49	3.50	20.99	Cemetery/Equipment
BACS	Osco Europe Ltd	Desk stacking trays, magazine holders, pen pots	114.17	22.83	137.00	M&S/Stationery
BACS	The Good Grief Trust	Two hundred and fifty Grief Trust cards	130.00	0.00	130.00	M&S/Stationery
BACS	CJ Ball	Removal, storage and refit of memorial on RC136A	550.00	0.00	550.00	Cemetery/Property Maint
BACS	Holt JCB Ltd	Fit Multigasket and Core Plug to Bobcat S130 Skidsteer	681.38	136.28	817.66	Cemetery/Equipment Maint
BACS	Addacard Ltd	Thirty key fob pack for Town Hall	230.00	46.00	276.00	M&S/Relocation Costs
BACS	FJ Tyres	New battery for van CA57 DLU	97.50	19.50	117.00	Cemetery/Vehicle Maint
BACS	FJ Tyres	Innertube for Dumper	29.00	5.80	34.80	Cemetery/Equipment Maint
BACS	Llantwit Major Town Council	Ticket to LMTC Mayors Charity Dinner 13.02.20	20.00	0.00	20.00	Civic/Mayors Donations
BACS	Auditing Solutions Ltd	Provision of internal audit 2019/20 (Day 2)	445.00	89.00	534.00	M&S/Internal Audit
BACS	PS Building Services Ltd	Supply and install new interior office door and window	645.00	129.00	774.00	M&S/Relocation Costs
BACS	Newhall Janitorial Ltd	Two x 5L universal cleaner	10.74	2.15	12.89	Cemetery/Cleaning

## Schedule of Payments of Accounts For March 2020 (Final)

<u>Chq No.</u>	<u>Supplier</u>	<u>Description</u>	<u>Net</u>	<u>Vat</u>	<u>Price (£)</u>	<u>Posted To</u>
BACS	Newhall Janitorial Ltd	Hand towels, cream cleaner,mop buckets, toilet cleaner	<b>97.40</b>	9.48	106.88	Cemetery/Cleaning
BACS	Keep Wales Tidy	Green Flag application fee 2019/2020	<b>400.00</b>	80.00	480.00	Cemetery/Property Maint
BACS	Halls Memorials	NAMM Refix memorial on Y375	<b>420.00</b>	0.00	420.00	Cemetery/Property Maint
BACS	Holt JCB Ltd	Supply and fix new starter motor on Ausa Dumper	<b>752.00</b>	150.40	902.40	Cemetery/Equipment Maint
BACS	Cardiff County Council	Added years pension compensation and increase	<b>2,197.59</b>	0.00	2,197.59	M&S/Pension Added Years
DD	Viking Direct Plc	Ten reams A4 copier paper and pack of 50 key tags	<b>30.49</b>	6.10	36.59	M&S/Stationery
DD	British Gas Plc	Electricity supply for Pioneer Hall 01.01.20 - 31.01.20	<b>135.31</b>	6.76	142.07	Pioneer/Electricity
DD	British Gas Plc	Electricity supply for Cemetery 27.12.19 - 31.01.20	<b>358.11</b>	71.62	429.73	Cemetery/Electricity
DD	Virgin Media	Broadband service for January 2020	<b>52.70</b>	10.54	63.24	Pioneer/Broadband
DD	PHS Group plc	Hygiene services 19.03.20 - 18.06.20	<b>55.74</b>	11.15	66.89	M&S/Personal Hygiene
DD	PHS Group plc	Hygiene services 19.03.20 - 18.06.20	<b>125.47</b>	25.09	150.56	Cemetery/Personal Hygiene
DD	PHS Group plc	Hygiene services 19.03.20 - 18.06.20	<b>169.82</b>	33.96	203.78	Pioneer/Personal Hygiene
DD	Cariad Cool Water	Spring Water for Water Cooler (54L) less empties	<b>21.34</b>	4.27	25.61	M&S/Equipment
DD	BP Direct Fuels	Fuel for cemetery mowers and vehicles	<b>198.40</b>	39.67	238.07	Cemetery/Fuel
DD	Pinnacle Telecom Ltd	Telephone line & calls for 01446 738663 January 2020	<b>112.55</b>	22.51	135.06	M&S/Telephone
DD	Dwr Cymru	Water bill 28.08.19 - 06.02.20	<b>93.86</b>	0.00	93.86	Cemetery/Water
DD	Dwr Cymru	Water bill 17.08.19 - 06.02.20	<b>484.52</b>	0.00	484.52	Cemetery/Water
DD	Dwr Cymru	Water bill 08.08.19 - 04.02.20	<b>249.29</b>	0.00	249.29	Pioneer/Water
DD	Lloyds Bank Cardnet	Cardnet service charges January 2020	<b>41.95</b>	0.00	41.95	M&S/Bank Charges
DD	Lloyds Bank	Lloydslink Charges January 2020	<b>22.00</b>	0.00	22.00	M&S/Bank Charges
BACS	Passmores Solicitors	Legal fees re Lease at Town Hall	<b>1,266.00</b>	253.20	1,519.20	M&S/Legal Fees
BACS	Passmores Solicitors	First lease payment for Town Hall (16.12.19 - 31.03.20)	<b>9,466.53</b>	0.00	9,466.53	M&S/Rent & Service Costs
BACS	Hook Signs	Supply and fit two reception signs at Town Hall	<b>110.00</b>	0.00	110.00	M&S/Relocation Costs
BACS	Hook Signs	Supply and fit two years Mayors Photos / name plaques	<b>45.00</b>	0.00	45.00	M&S/Relocation Costs
BACS	One Voice Wales	Community Planning training at Council offices 07.11.19	<b>399.00</b>	0.00	399.00	Corporate/Cllr Training
BACS	One Voice Wales	Undertake salary assessment as per Personnel Ctte	<b>199.50</b>	0.00	199.50	M&S/Professional Fees
BACS	Employee Number 001	Mileage claim for January and February 2020	<b>84.27</b>	2.51	86.78	M&S/Officers Travel
BACS	Digital Systems Ltd	Photocopier copy charges 19.12.19 - 31.01.20	<b>34.89</b>	6.98	41.87	M&S/Photocopier
BACS	Digital Systems Ltd	Photocopier copy charges 31.01.20 - 29.02.20	<b>84.12</b>	16.82	100.94	M&S/Photocopier
BACS	David Evans Agricultural Ltd	Stihl cordless long reach hedge cutter	<b>202.00</b>	40.40	242.40	Cemetery/Equipment
BACS	ICCM	ICCM customer care course held at BTC 05.02.20	<b>270.00</b>	54.00	324.00	Corporate/Staff Training
BACS	Hi Communication	Shop Local social media management March 2020	<b>400.00</b>	0.00	400.00	Corporate/Shop Local
BACS	Ran Hire and Sales	Hire of excavator at Porthkerry Cemetry 14.02.20	<b>105.75</b>	21.15	126.90	Porthkerry/Property Maint
BACS	Employee No. 0174	Mileage claim 21.01.20 - 26.02.20	<b>6.94</b>	0.21	7.15	M&S/Officers Travel

### Schedule of Payments of Accounts For March 2020 (Final)

<u>Chq No.</u>	<u>Supplier</u>	<u>Description</u>	<u>Net</u>	<u>Vat</u>	<u>Price (£)</u>	<u>Posted To</u>
BACS	Employee No. 0162	Mileage claim 20.08.19 - 19.02.20	<b>82.75</b>	1.60	84.35	M&S/Officers Travel
BACS	Vale Plumbing & Heating	New piping for heating system at hall	<b>65.00</b>	0.00	65.00	Pioneer/Property Maint
BACS	Geldards LLP	Legal fees re Wetherspoons dispute	<b>1,690.60</b>	338.12	2,028.72	M&S/Legal Fees
BACS	Wales Audit Office	External Audit of Accounts 2018/19	<b>340.75</b>	0.00	340.75	M&S/External Audit Fee
2903	Cancelled Cheque	Cancelled cheque for Barry Island Primary	<b>-250.00</b>	0.00	- 250.00	Corporate/Community Grant
2914	Cancelled Cheque	Cancelled cheque for Ysgol Gwaun Y Nant	<b>-250.00</b>	0.00	- 250.00	Corporate/Community Grant
2915	Cancelled Cheque	Cancelled cheque for Ysgol Sant Baruc	<b>-250.00</b>	0.00	- 250.00	Corporate/Community Grant
BACS	Barry Island Primary	Replacement cheque re Books Grant	<b>250.00</b>	0.00	250.00	Corporate/Community Grant
BACS	Ysgol Gwaun Y Nant	Replacement cheque re Books Grant	<b>250.00</b>	0.00	250.00	Corporate/Community Grant
BACS	Ysgol Sant Baruc	Replacement cheque re Books Grant	<b>250.00</b>	0.00	250.00	Corporate/Community Grant
DD	Virgin Media	Credit for Broadband Service for February 2020	<b>-34.00</b>	-6.80	- 40.80	M&S/Broadband
DD	Screwfix Direct	One Hi-Vis bomber jacket	<b>18.33</b>	3.66	21.99	Cemetery/PPE
DD	Cariad Cool Water	Spring Water for Water Cooler (54L) less empties	<b>21.34</b>	4.27	25.61	M&S/Equipment
DD	Biffa Waste Services Ltd	Skip Rental 25.01.20 - 21.02.20	<b>594.92</b>	118.98	713.90	Cemetery/Property Maint
DD	British Gas Plc	Electricity supply for Cemetery 22.01.20 - 21.02.20	<b>178.93</b>	35.78	214.71	Cemetery/Electricity
DD	Certas Energy Ltd	Six hundred litres red diesel	<b>437.40</b>	21.87	459.27	Cemetery/Fuel
DD	Screwfix Direct	One toilet seat and pack of woodscrews	<b>19.16</b>	3.82	22.98	M&S/Relocation Costs
DD	Viking Direct Plc	Pack of hand towels	<b>27.49</b>	5.50	32.99	M&S/Stationery
DD	Lloyds TSB Comm Card	Annual card fee	<b>32.00</b>	0.00	32.00	M&S/Bank Charges
DD	Lloyds TSB Comm Card	Annual subscription for Survey Monkey	<b>340.00</b>	68.00	408.00	Corporate/Corporate Advert
DD	Lloyds TSB Comm Card	UV window film	<b>34.30</b>	6.86	41.16	M&S/Relocation Costs
DD	Lloyds TSB Comm Card	USB switch selector	<b>12.48</b>	2.50	14.98	Cemetery/Horticulture
DD	Lloyds TSB Comm Card	Mountain Ash sapling	<b>12.49</b>	2.50	14.99	Cemetery/Horticulture
DD	Lloyds TSB Comm Card	Fridge for second floor offices	<b>82.50</b>	16.50	99.00	M&S/Relocation Costs
DD	Lloyds TSB Comm Card	Ten Fairtrade Play Footballs	<b>90.00</b>	18.00	108.00	Corporate/Fairtrade
DD	Lloyds TSB Comm Card	Fire Warden e-learning courses for seven employees	<b>294.00</b>	0.00	294.00	Corporate/Staff Training
DD	Lloyds TSB Comm Card	ILCA qualification	<b>99.00</b>	19.80	118.80	Corporate/Staff Training
DD	Lloyds TSB Comm Card	Buffet for training course	<b>20.00</b>	0.00	20.00	Corporate/Staff Training
BACS	Passmores Solicitors	Additional land registration charge for Town Hall	<b>20.00</b>	0.00	20.00	M&S/Legal Fees
BACS	Aqua Air Jetting	Yellow cleaning pads for Karcher floor cleaner	<b>117.06</b>	23.41	140.47	Pioneer/Equipment Maint
BACS	Cardiff Advertiser	Events advertising for March 2020	<b>280.00</b>	56.00	336.00	Corporate/Corporate Advert
BACS	Holton Road Traders Assoc	Grant for Dewi Sant event	<b>1,725.00</b>	0.00	1,725.00	Corporate/Shop Local
BACS	PS Building Services	Roof repairs	<b>3,828.00</b>	765.60	4,593.60	Pioneer/Property Maint
BACS	PS Building Services	New security desk for reception area	<b>805.00</b>	161.00	966.00	M&S/Relocation Costs

## Schedule of Payments of Accounts For March 2020 (Final)

<u>Chq No.</u>	<u>Supplier</u>	<u>Description</u>	<u>Net</u>	<u>Vat</u>	<u>Price (£)</u>	<u>Posted To</u>
BACS	PS Building Services	Install and secure five large mounted plaques	<b>210.00</b>	42.00	252.00	M&S/Relocation Costs
BACS	ACAS	Employment Law update course 06.04.20	<b>110.00</b>	0.00	110.00	Corporate/Staff Training
BACS	Tudur Jones	Welsh language translation service	<b>383.75</b>	0.00	383.75	M&S/Professional Fees
BACS	Microshade Business Cons	Citrix hosting service & Microsoft office for March 2020	<b>577.15</b>	115.43	692.58	M&S/Microshade Citrix
BACS	A2B Taxis	Taxi fare Barry to Cardiff 21.02.20	<b>36.16</b>	7.23	43.39	Civic/Mayors Travel
BACS	Masons Moving Group	Storage charge for one container for March 2020	<b>28.44</b>	4.87	33.31	M&S/Property Maintenance
BACS	Hook Signs	Design and supply 50 warning signs	<b>80.00</b>	0.00	80.00	Cemetery/Property Maint
BACS	Instant Promotion UK	One 8m x 4m Gazebo and one 3m x 3m Gazebo	<b>2,860.60</b>	570.12	3,430.72	Corp/Comm Engagement
DD	Sage UK Ltd	Sage Payroll maintenance cover 01.03.20 - 31.03.20	<b>93.24</b>	18.65	111.89	M&S/Equipment Maint
BACS	Vodafone	Monthly rental of four mobile phones & calls for February 2020	<b>73.88</b>	14.78	88.66	M&S/Telephone
DD	Pinnacle Telecom Ltd	Telephone line & calls for 01446 738663 February 2020	<b>29.00</b>	5.80	34.80	M&S/Telephone
DD	BP Direct Fuels	Fuel for cemetery vehicle YS17 CTZ	<b>58.06</b>	11.61	69.67	Cemetery/Fuel
DD	Cariad Cool Water	Spring Water for Water Cooler (54L) less empties	<b>21.34</b>	4.27	25.61	M&S/Equipment
DD	Pitney Bowes	Underpayment surcharge	<b>1.24</b>	0.00	1.24	M&S/Postage
BACS	Lloyds Bank Cardnet	Cardnet service charges 01.02.20 - 29.02.20	<b>22.43</b>	0.00	22.43	M&S/Bank Charges
DD	Virgin Media	Broadband service for February 2020	<b>52.67</b>	10.54	63.21	Pioneer/Broadband
DD	Viking Direct Plc	A4 sign holder, notepads, sticky tape and pack of pens	<b>32.76</b>	6.55	39.31	M&S/Stationery
DD	Nisbetts	Six packs of Jantex centre feed blue roll	<b>35.94</b>	7.18	43.12	Cemetery/Cleaning
DD	Lloyds Bank	Lloyds Banning Online Charges 01.02.20 - 29.02.20	<b>24.40</b>	0.00	24.40	M&S/Bank Charges
DD	British Gas	Electricity supply 01.02.20 - 29.02.20	<b>296.59</b>	59.31	355.90	Cemetery/Electricity
DD	British Gas	Electricity supply 01.02.20 - 29.02.20	<b>126.17</b>	6.30	132.47	Pioneer/Electricity
BACS	Tindle Newspapers	Advert in Gem 27.02.20 re Annual Grants	<b>315.00</b>	63.00	378.00	Corporate/Corporate Advert
BACS	Happy Embroidery	One sweatshirt, one fleece and two polo shirts	<b>65.00</b>	13.00	78.00	Cemetery/PPE
BACS	Employee No. 0185	Mileage claim 22.01.20 - 13.03.20	<b>54.91</b>	1.64	56.55	M&S/Officers Travel
BACS	Employee No. 0158	Mileage claim 24.10.19 - 13.03.20	<b>30.62</b>	0.91	31.53	M&S/Officers Travel
BACS	Dragon Fire and Security	Attend site to resolve issue with tamper on input	<b>110.00</b>	22.00	132.00	M&S/Property Maint
BACS	Barry Advertiser	Fifty Notice of Interment forms	<b>35.00</b>	7.00	42.00	M&S/Stationery
DD	Viking Direct Plc	Twenty two lever arch files & fifteen reams of copier paper	<b>83.53</b>	16.71	100.24	M&S/Stationery
DD	Nisbetts	Two packs of Jantex White C fold hand towells	<b>30.76</b>	6.15	36.91	M&S/Cleaning
DD	Screwfix Direct	One litre of pre work cream cartridge	<b>13.33</b>	2.66	15.99	Cemetery/PPE
DD	Pitney Bowes Ltd	Lease payment for franking machine	<b>111.19</b>	22.24	133.43	M&S/Equipment
DD	BP Direct Fuels	Fuel for cemetery vehicle CA57 DLU	<b>41.41</b>	8.28	49.69	Cemetery/Fuel
BACS	Memo Arts Centre	Archive storage for January - March 2020	<b>1,314.00</b>	262.80	1,576.80	M&S/Rent
BACS	Vale Foodbank	Donation re Covid-19 support in the community	<b>5,000.00</b>	0.00	5,000.00	Corporate/Community Grant

### Schedule of Payments of Accounts For March 2020 (Final)

<u>Chq No.</u>	<u>Supplier</u>	<u>Description</u>	<u>Net</u>	<u>Vat</u>	<u>Price (£)</u>	<u>Posted To</u>
BACS	Hook Signs	Supply one Lectern in timber & twenty five plot signs & posts	422.00	0.00	422.00	Cemetery/Property Maint
BACS	Teleshore Ltd	Four speed braces (for shoring)	235.00	47.00	282.00	Cemetery/Property Maint
BACS	Halls Memorials	Supply and fit GOR Octagonal planter plaque	90.00	0.00	90.00	Cemetery/Property Maint
BACS	Shaws & Sons Ltd	Index to Register of Burials	168.00	33.60	201.60	M&S/Stationery
DD	Newhall Janitorial Ltd	Two packs of 2ply toilet roll	19.12	3.82	22.94	M&S/Cleaning
BACS	Tindle Newspapers	Advert in Gem 20.02.20 re Recruitment Advert	635.00	127.00	762.00	Corporate/Corporate Advert
BACS	Tindle Newspapers	Advert in Gem 20.02.20 re Mayor's support for Marie Curie	52.00	10.40	62.40	Corporate/Mayors Advert
BACS	Tudur Jones	Welsh language translation service	403.00	0.00	403.00	M&S/Professional Fees
BACS	Teleshore Ltd	Cover for Hydraulic shoring inc locks and chains	1,067.00	213.40	1,280.40	Cemetery/Property Maint
BACS	Digital Systems Ltd	Photocopier copy charges 29.02.20 - 31.03.20	45.82	9.16	54.98	M&S/Photocopier
BACS	Rim Motors	Supply two front driveshafts for Ford Transit CA57 DLU	250.00	50.00	300.00	Cemetery/Vehicle Maint
BACS	Tip Top Toilets Ltd	Deliver and Hire of Portaloo (02.03.20 - 31.03.20)	204.29	40.86	245.15	Porthkerry/Property Maint
BACS	Vale of Glamorgan Council	Exclusive Rights of Burial for Porthkerry Cemetery 19/20	2,464.00	0.00	2,464.00	Porthkerry/ERB
BACS	Hi Communication	Shop Local social media management March 2020	400.00	0.00	400.00	Corporate/Shop Local
BACS	Geldards LLP	Legal fees re Wetherspoons dispute	1,015.00	203.00	1,218.00	M&S/Legal Fees
DD	Viking Direct Plc	Ink cartridges for Cannon MG5750 printer	47.42	9.48	56.90	M&S/Stationery
DD	Screwfix Direct	Twenty four meters of security cable	14.98	3.00	17.98	Cemetery/Property Maint
DD	Screwfix Direct	Eight pairs of Site trousers & four Hi-Vis bomber jackets	179.90	35.98	215.88	Cemetery/Property Maint
DD	Screwfix Direct	Two pairs of waterproof overtrousers	24.15	4.83	28.98	Cemetery/Property Maint
DD	Screwfix Direct	Twelve Hi-Vis waistcoats	40.06	8.02	48.08	Cemetery/Property Maint
BACS	Green Circle	Twenty tonne sub soil (6/2/20)	240.00	40.00	280.00	Cemetery/Property Maint
BACS	Green Circle	Twenty tonne sub soil & Ten tonne screened soil (20/3/20)	550.00	110.00	660.00	Cemetery/Property Maint
BACS	Employee No. 062	Mileage claim December 2019 to March 2020	22.09	0.66	22.75	M&S/Officers Travel
DD	Biffa Waste Services Ltd	Skip Rental 22.02.20 - 27.03.20	610.11	122.02	732.13	Cemetery/Property Maint
DD	Lloyds TSB Comm Card	Various - awaiting hard copy statement	1,587.99	297.46	1,885.45	Various
BACS	Vale of Glamorgan Council	Credit re NDR demand for Town Hall 13.12.19 - 31.03.20	- 4,703.10	0.00	- 4,703.10	M&S/Rates
<b>Total For This Period</b>			<b>58,423.52</b>	<b>6,927.69</b>	<b>65,351.21</b>	
<b>Total For Previous Periods</b>			<b>342,195.48</b>	<b>36,438.41</b>	<b>378,633.89</b>	
<b>Total to 31 March 2020</b>			<b>400,619.00</b>	<b>43,366.10</b>	<b>443,985.10</b>	

### Schedule of Payments of Accounts For April - June 2020

<u>Chq No.</u>	<u>Supplier</u>	<u>Description</u>	<u>Net</u>	<u>Vat</u>	<u>Price (£)</u>	<u>Posted To</u>
BACS	Zurich Insurance	Annual Insurance renewal for 2020/21	<b>4,849.69</b>	0.00	4,849.69	M&S/Insurance
BACS	Memo Arts Centre	Core Funding Grant - Section 145 Expenditure 1 of 4	<b>37,500.00</b>	0.00	37,500.00	Corp/Core Funding to MHT
DD	Vale of Glamorgan Council	Non domestic rates demand for Cemetery Office - April	<b>36.45</b>	0.00	36.45	Cemetery/Rates
DD	Vale of Glamorgan Council	Non domestic rates demand for Cemetery - April	<b>897.25</b>	0.00	897.25	Cemetery/Rates
DD	Vale of Glamorgan Council	Non domestic rates demand for Pioneer Hall - April	<b>172.50</b>	0.00	172.50	Pioneer/Rates
BACS	One Voice Wales	Annual Membership 2020/21	<b>7,600.00</b>	0.00	7,600.00	Corporate/Subscriptions
BACS	Rialtas Business Sols	Annual maintenance and support for accounts software	<b>506.00</b>	101.20	607.20	M&S/Equipment Maint
DD	DVLA	Road Fund License for cemetery vehicle YS17 CTZ	<b>267.50</b>	0.00	267.50	Cemetery/Vehicle Tax
BACS	Vale of Glamorgan Council	Lease of accomodation at Town Hall April - June 2020	<b>7,750.00</b>	0.00	7,750.00	M&S/Rent
BACS	Bro Radio	Sponsorship agreement for 2020/21	<b>2,000.00</b>	0.00	2,000.00	Corp/Comm Engagement
BACS	Microshade Business Cons	Citrix hosting service & Microsoft office for April 2020	<b>585.15</b>	117.03	702.18	M&S/Microshade Citrix
BACS	Hook Signs	Supply 4 x Covid-19 cemetery rules signs	<b>80.00</b>	0.00	80.00	Cemetery/Property Maint
BACS	Newhall Janitorial Ltd	Symmetry alcohol foam hand sanitiser (6x1200ml)	<b>90.97</b>	18.19	109.16	Cemetery/Cleaning
BACS	Lapider	Professional fees for building survey at Tabernacle Church	<b>5,625.00</b>	1125.00	6,750.00	M&S/Professional Fees
DD	Sage UK Ltd	Sage Payroll maintenance cover 01.04.20 - 30.04.20	<b>85.50</b>	17.10	102.60	M&S/Equipment Maint
BACS	Newhall Janitorial Ltd	Symmetry alcohol foam hand sanitiser (6x1200ml)	<b>120.53</b>	24.11	144.64	Cemetery/Cleaning
BACS	One Voice Wales	Consultancy fee to undertake investigation re policy review	<b>427.50</b>	0.00	427.50	M&S/Professional Fees
DD	Virgin Media	Broadband service for April 2020	<b>51.75</b>	10.35	62.10	Pioneer/Broadband
DD	Datakom	Telephone line & calls for 01446 738663 April 2020	<b>29.00</b>	5.80	34.80	M&S/Telephone
DD	BP Direct Fuels	Annual card charge	<b>54.00</b>	10.80	64.80	Cemetery/Fuel
DD	Vodafone	Monthly rental of four mobile phones & calls for March 2020	<b>44.78</b>	8.95	53.73	M&S/Telephone
DD	ICO	GDPR/Data Protection Fee (Tier 2)	<b>55.00</b>	0.00	55.00	M&S/Professional Fees
DD	Viking Direct Plc	Ink cartridges for Cannon MG5750 printer	<b>41.97</b>	8.40	50.37	M&S/Stationery
DD	BT plc	BT Business Broadband internet 01.04.20 - 30.06.20	<b>73.20</b>	14.64	87.84	Cemetery/Broadband
DD	BT plc	Telephone line and calls for cemetery 01.04.20 - 30.06.20	<b>52.11</b>	10.42	62.53	Cemetery/Telephone
BACS	AFP Ltd	Service fire equipment at Hall	<b>76.97</b>	15.38	92.35	Pioneer/Property Maint
BACS	Celtic Mowers Ltd	Track rod end for Kubota	<b>50.24</b>	10.04	60.28	Cemetery/Equipment Maint
BACS	Cardiff County Council	Added years pension compensation and increase	<b>2,197.59</b>	0.00	2,197.59	M&S/Pension Added Years
BACS	Hi Communication	Shop Local social media management April 2020	<b>400.00</b>	0.00	400.00	Corporate/Shop Local
BACS	Tip Top Toilets Ltd	Hire of Portaloo (01.04.20 - 30.04.20)	<b>94.29</b>	18.86	113.15	Porthkerry/Property Maint
BACS	Geldards LLP	Legal fees re Wetherspoons dispute	<b>51.00</b>	10.20	61.20	M&S/Legal Fees

### Schedule of Payments of Accounts For April - June 2020

<u>Chq No.</u>	<u>Supplier</u>	<u>Description</u>	<u>Net</u>	<u>Vat</u>	<u>Price (£)</u>	<u>Posted To</u>
BACS	Vision ICT	Hosting Councillor emails July 2020 - June 2021	<b>363.00</b>	72.60	435.60	Corporate/Cllr Emails
BACS	SLCC	Annual membership fees for Deputy Chief Officer	<b>281.00</b>	0.00	281.00	M&S/Professional Fees
BACS	Holt JCB Ltd	Fit new starter motor and new battery cable on Bobcat	<b>1,018.32</b>	203.66	1,221.98	Cemetery/Equipment Maint
BACS	Ran Hire and Sales	Hire of excavator at Porthkerry Cemeterry 17.03.20	<b>100.00</b>	20.00	120.00	Porthkerry/Property Maint
BACS	Ran Hire and Sales	Hire of excavator at Porthkerry Cemeterry 24.03.20-31.03.20	<b>243.05</b>	48.61	291.66	Porthkerry/Property Maint
BACS	Ran Hire and Sales	Hire of excavator at Porthkerry Cemeterry for April 2020	<b>704.00</b>	140.85	844.85	Porthkerry/Property Maint
BACS	GCSSC Ltd	Static Guarding at Cemetery 4th, 6th and 8th May 2020	<b>870.09</b>	174.02	1,044.11	Cemetery/Property Maint
BACS	Vale of Glamorgan Council	Contribution towards Cemetery Approach Community Bldg	<b>35,748.69</b>	0.00	35,748.69	Spec Proj/New Comm Bldg
BACS	Hook Signs	Supply 3 x Covid-19 cemetery re-opening signs	<b>98.00</b>	0.00	98.00	Cemetery/Property Maint
BACS	Hi Speed Training	Health and Safety E-Learning for 24 staff	<b>972.00</b>	194.40	1,166.40	Corporate/Staff Training
BACS	Mallows Beauty Ltd	Hand sanitiser	<b>160.00</b>	32.00	192.00	Cemetery/Cleaning
DD	Virgin Media	Broadband service for May 2020	<b>51.29</b>	10.26	61.55	Pioneer/Broadband
DD	BP Direct Fuels	Fuel for cemetery mowers and vehicles	<b>66.16</b>	13.23	79.39	Cemetery/Fuel
DD	PHS Group plc	Hygiene services 19.06.20 - 18.09.20	<b>173.67</b>	34.73	208.40	Pioneer/Personal Hygiene
DD	PHS Group plc	Hygiene services 19.06.20 - 18.09.20	<b>131.79</b>	26.36	158.15	Cemetery/Personal Hygiene
DD	PHS Group plc	Hygiene services 19.06.20 - 18.09.20	<b>55.74</b>	11.15	66.89	M&S/Personal Hygiene
DD	Sage UK Ltd	Sage Payroll maintenance cover 01.05.20 - 31.05.20	<b>85.50</b>	17.10	102.60	M&S/Equipment Maint
DD	Sage UK Ltd	Cedit for Sage Payroll maintenance cover 01.01.20 - 31.03.20	<b>-7.74</b>	-1.55	9.29	M&S/Equipment Maint
DD	Vodafone	Monthly rental of four mobile phones & calls for April 2020	<b>41.48</b>	8.30	49.78	M&S/Telephone
DD	Datakom	Telephone line & calls for 01446 738663 May 2020	<b>29.00</b>	5.80	34.80	M&S/Telephone
BACS	Employee No. 001	Reimbursement WFH expenses - printer and laptop stands	<b>77.46</b>	15.51	92.97	M&S/Equipment
BACS	Employee No. 001	WFH allowances for 18.03.20 - 31.05.20	<b>63.75</b>	0.00	63.75	M&S/Officers Travel & Subs
BACS	Employee No. 008	WFH allowances for 18.03.20 - 31.05.20	<b>63.75</b>	0.00	63.75	M&S/Officers Travel & Subs
BACS	Employee No. 185	WFH allowances for 18.03.20 - 31.05.20	<b>63.75</b>	0.00	63.75	M&S/Officers Travel & Subs
BACS	Employee No. 158	WFH allowances for 18.03.20 - 31.05.20	<b>63.75</b>	0.00	63.75	M&S/Officers Travel & Subs
BACS	Employee No. 162	WFH allowances for 18.03.20 - 31.05.20	<b>63.75</b>	0.00	63.75	M&S/Officers Travel & Subs
BACS	Employee No. 156	WFH allowances for 18.03.20 - 31.05.20	<b>63.75</b>	0.00	63.75	M&S/Officers Travel & Subs
BACS	Employee No. 190	WFH allowances for 18.03.20 - 31.05.20	<b>35.53</b>	0.00	35.53	M&S/Officers Travel & Subs
BACS	Employee No. 188	WFH allowances for 18.03.20 - 31.05.20	<b>38.25</b>	0.00	38.25	M&S/Officers Travel & Subs
BACS	Mallows Beauty Ltd	Hand sanitiser	<b>97.50</b>	19.50	117.00	M&S/Cleaning
BACS	Hook Signs	Supply 2 x Covid-19 Porthkerry cemetery re-opening signs	<b>74.00</b>	0.00	74.00	Porthkerry/Property Maint

### Schedule of Payments of Accounts For April - June 2020

<u>Chq No.</u>	<u>Supplier</u>	<u>Description</u>	<u>Net</u>	<u>Vat</u>	<u>Price (£)</u>	<u>Posted To</u>
BACS	Microshade Business Cons	Citrix hosting service & Microsoft office for May 2020	<b>585.15</b>	117.03	702.18	M&S/Microshade Citrix
BACS	Newhall Janitorial Ltd	10 litres AS2 spray and wipe, 10 litres bleach & disinfectant	<b>18.88</b>	3.78	22.66	Cemetery/Cleaning
BACS	Seton UK Ltd	Slow 10mph sign	<b>18.90</b>	3.78	22.68	Cemetery/Property Maint
BACS	ACAS	Credit note for cancelled training	<b>-175.00</b>	0.00	- 175.00	Corporate/Staff Training
DD	BP Direct Fuels	Fuel for cemetery mowers and vehicles	<b>52.57</b>	10.51	63.08	Cemetery/Fuel
BACS	Cariad Cool Water	FMAX C/C Water Cooler rental and sanitisation fee	<b>54.09</b>	10.82	64.91	M&S/Equipment
BACS	Employee Number 001	Mileage claim for March, April and May 2020	<b>63.12</b>	1.88	65.00	M&S/Officers Travel & Subs
BACS	Employee Number 008	Mileage claim for February, March, April and May 2020	<b>51.13</b>	1.52	52.65	M&S/Officers Travel & Subs
BACS	Newhall Janitorial Ltd	Symmetry alcohol foam hand sanitiser (6x1200ml)	<b>120.53</b>	24.11	144.64	Cemetery/Cleaning
BACS	Tip Top Toilets Ltd	Hire of Portaloo (01.05.20 - 31.05.20)	<b>97.43</b>	19.49	116.92	Porthkerry/Property Maint
BACS	Caer Health	Occupational Health Referral 28.04.20	<b>75.00</b>	0.00	75.00	M&S/Professional Fees
BACS	ACAS	ACAS Webinar 16.06.20 - Transition from lockdown	<b>75.00</b>	0.00	75.00	Corporate/Staff Training
BACS	Ran Hire and Sales	Hire of excavator at Porthkerry Cemetary for May 2020	<b>736.00</b>	147.20	883.20	Porthkerry/Property Maint
BACS	Employee Number 185	Mileage claim for March, April and May 2020	<b>44.18</b>	1.32	45.50	M&S/Officers Travel & Subs
DD	Vale of Glamorgan Council	Non domestic rates demand for Cemetery Office - May	<b>36.00</b>	0.00	36.00	Cemetery/Rates
DD	Vale of Glamorgan Council	Non domestic rates demand for Cemetery - May	<b>896.00</b>	0.00	896.00	Cemetery/Rates
DD	Vale of Glamorgan Council	Non domestic rates demand for Pioneer Hall - May	<b>177.00</b>	0.00	177.00	Pioneer/Rates
BACS	Dragon Fire and Security	Attend to replace door contact	<b>118.00</b>	23.60	141.60	Cemetery/Property Maint
BACS	TCRM Technology Ltd	Annual hosting and management fees for website	<b>150.00</b>	30.00	180.00	Corporate/Website
BACS	Newhall Janitorial Ltd	Symmetry alcohol foam hand sanitiser (6x1200ml)	<b>120.53</b>	24.11	144.64	Cemetery/Cleaning
BACS	UGO Ltd	Seven wheelchairs	<b>1,219.93</b>	243.98	1,463.91	Cemetery/Equipment
BACS	Hook Signs	Supply seventy nine Covid-19 signs and one banner	<b>683.00</b>	0.00	683.00	Cemetery/Property Maint
DD	Viking Direct Plc	Ink cartridges for Cannon MG5750 printer	<b>41.74</b>	8.34	50.08	M&S/Stationery
DD	Nisbets Ltd	Five x Jantex centre feed blue roll	<b>44.95</b>	8.99	53.94	Cemetery/Cleaning
DD	BNP Paribas Leasing Soluti	Town Hall telecoms system lease 07.07.20 - 06.10.20	<b>384.06</b>	76.91	460.97	M&S/Telephone
DD	Datakom	Telephone line & calls for 01446 738663 June 2020	<b>29.00</b>	5.80	34.80	M&S/Telephone
DD	Vodafone	Monthly rental of four mobile phones & calls for May 2020	<b>41.48</b>	8.30	49.78	M&S/Telephone
BACS	Gates n Railings	Supply and fit palisade fencing to cemetery boundary	<b>6,835.00</b>	1,367.00	8,202.00	Spec Proj/Cem Fencing
BACS	Newhall Janitorial Ltd	Symmetry alcohol foam hand sanitiser (6x1200ml)	<b>241.06</b>	48.22	289.28	Cemetery/Cleaning
BACS	Newhall Janitorial Ltd	D10 750ml refill bottles	<b>16.03</b>	3.20	19.23	Cemetery/Cleaning
BACS	Auditing Solutions Ltd	Provision of internal audit 2019/20 (Day 3)	<b>445.00</b>	89.00	534.00	M&S/Internal Audit

### Schedule of Payments of Accounts For April - June 2020

<u>Chq No.</u>	<u>Supplier</u>	<u>Description</u>	<u>Net</u>	<u>Vat</u>	<u>Price (£)</u>	<u>Posted To</u>
BACS	AWB Electrical Ltd	Electrical installation condition inspection and report	<b>1,090.00</b>	218.00	1,308.00	All/Property Maintenance
BACS	Roman Solutions	Five x Snowden 2 metre brown benches	<b>1,915.85</b>	383.17	2,299.02	Spec Proj/Cem Benches
BACS	Fields in Trust	Annual Membership 2020/21	<b>54.17</b>	10.83	65.00	Corporate/Subscriptions
BACS	Microshade Business Cons	Citrix hosting service & Microsoft office for June 2020	<b>585.15</b>	117.03	702.18	M&S/Microshade Citrix
BACS	Memo Arts Centre	Capital Grant Funding - Section 145 Expenditure	<b>22,800.00</b>	0.00	22,800.00	Corp/Capital Grant to MHT
DD	Vale of Glamorgan Council	Non domestic rates demand for Cemetery Office - June	<b>36.00</b>	0.00	36.00	Cemetery/Rates
DD	Vale of Glamorgan Council	Non domestic rates demand for Cemetery - June	<b>896.00</b>	0.00	896.00	Cemetery/Rates
DD	Vale of Glamorgan Council	Non domestic rates demand for Pioneer Hall - June	<b>177.00</b>	0.00	177.00	Pioneer/Rates
DD	Virgin Media	Broadband service for June 2020	<b>51.29</b>	10.26	61.55	Pioneer/Broadband
<b>Total for period 1 April 2020 - 30 June 2020</b>			<b>154,657.44</b>	<b>5,591.18</b>	<b>160,248.62</b>	

<b>FULL COUNCIL</b>	<b>29 JUNE 2020</b>	<b>AGENDA ITEM: 15</b>
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## **BUDGET OUT-TURN REPORT 31 MARCH 2020**

### **Report Author**

Mark Sims, Deputy Chief Officer

**Attached:** A. Draft Budget Out-Turn Report March 2020 (2 pages)  
B. Council Reserves as at 31 March 2020 (1 Page)

### **Purpose of Report**

To inform members about the Council's income and expenditure in the 2019/20 financial year as at the end of March 2020.

### **Background Information**

On the following pages is the budget out-turn report March 2020, indicating actual income and expenditure at the end of month twelve in the 2019/20 financial year after closing down the accounts.

Also attached is a summary of the Council Reserves as at 31 March 2020.

### **Recommendation**

Members are requested to receive the draft budget out-turn report for March 2020, indicating actual income and expenditure at to the end of month twelve in the 2019/20 financial year, noting the net underspend (surplus for the year) of **£107,160** for 2019/20.

**Budget Out-Turn For Year Ending 31st March 2020.**

<b><u>Income</u></b>	
Precept	1,166,550
Bank Interest	3,261
Interment Fees	76,508
Exclusive Right of Burials	25,384
Memorial Fees	20,765
Transfer of Exclusive Right of Burials	2,003
Hire of Chapel	847
War Graves	78
Cemetery Lodge Rent	5,256
Other Miscellaneous Income	4,346
Cemetery Improvement Fee	2,950
Porthkerry Agreement	10,570
Lettings	19,680
Lettings - Old Pioneers Club via S137	1,117
Grants Receivable	20,836
<b>Total Income</b>	<b>1,360,151</b>
<b><u>Expenditure</u></b>	
Salaries	662,015
Pension Added Years Costs	8,786
Personal Hygiene Facilities	1,756
Personal Protective Equipment / Clothing	2,173
Cleaning Products	1,425
Officers Travel and Subsistence	1,672
Rates	17,889
Water	3,071
Rent	19,905
Electricity	12,467
Gas	2,017
Telephone	3,594
Postage	2,180
Printing and Stationery	2,631
Insurance	5,672
Photocopier Costs	3,307
Property Maintenance and Improvements	38,345
Equipment	11,240
Equipment Maintenance	11,383
Bank Charges	702
Audit Fees - Internal	1,335
Legal Fees	7,961
Audit Fees - External	341
Professional Fees	7,955
General Salaries Contingency	32,532
Health and Safety	1,352
Internet Broadband	1,137
Election Costs	5,535
BACAS Burials System Annual Maintenance	2,200
Microshade Citrix	7,023
Welsh Translation Service	0
Horticulture	280
Vehicle Maintenance	866
Haulage and Fuel	3,584
Vehicle Tax and Insurance	523

**Budget Out-Turn For Year Ending 31st March 2020.**

Philadelphia Cemetery	0
Interest on PWLB Loan	3,721
Capital Repayment on PWLB Loan	16,921
Treework Maintenance	10,160
Cemetery Roads Maintenance	1,995
Memorial Safety Advertising	0
Cemetery Subscriptions	845
Cemetery Refunds	708
New Play Equipment	0
Civic Hospitality	2,189
Mayor's Hospitality	74
Mayor's Medallions and Plaques	1,798
Photographical Services	200
Mayor's Allowance inc. On Cost	1,608
Deputy Mayor's Allowance inc. On Cost	500
Mayor's Travel	40
Mayor's Donations	674
Mayor's Advertising	320
Civic Gifts	0
Core Funding to Memorial Hall Theatre	150,000
Capital Grant to Memorial Hall Theatre	18,600
Corporate Events	50,977
Corporate Advertising and Marketing	4,250
Corporate Engagement Strategy	4,209
Shop Local Campaign	8,881
Community Grants	42,170
Grant to Pioneers Club re use of hall	1,117
Website Costs	150
Fairtrade Campaign	265
Corporate Subscriptions	7,816
Councillor Training	619
Staff Training	14,663
Councillor Allowances	900
Councillor Tablets	792
Councillor Emails	380
Staff Suggestion Scheme	0
Barry Youth Action	-3,000
Dementia Friendly Project	470
Cemetery Fencing - Rear Gate to Buttrills Field	0
Cemetery Benches	3,203
Engagement of Tree Consultant	1,380
Office Relocation Costs (Prev Yr in General Reserve)	19,040
Cemetery Approach Community Building (Prev Yr in Acquisitio	9,192
Rounding Error	-4
Miscellaneous	101
Transfer To Earmarked Reserves	14,950
Transfer From Earmarked Reserves	-24,737
<b>Total Expenditure</b>	<b>1,252,991</b>
<b><u>SUMMARY</u></b>	
<b>Income</b>	<b>1,360,151</b>
<b>Expenditure</b>	<b>1,252,991</b>
<b>Surplus (Deficit) for the Year (To General Reserve)</b>	<b>107,160</b>

**Council Reserves as at 31 March 2020**

<b>Description of Reserves</b>	<b>Balance at 01.04.19</b>	<b>Contribution to reserve</b>	<b>Contribution from reserve</b>	<b>Balance at 31.03.20</b>
Cemetery Improvement Reserve	31,401	2,950	-	34,351
Acquisition Reserve	164,114	-	(9,191)	154,923
Plant and Machinery Reserve	11,850	-	-	11,850
Shop Local Reserve	10,010	-	(10,010)	-
Election Reserve	12,306	10,000	(5,535)	16,771
Place Plan Reserve	3,000	-	-	3,000
Cemetery Roads Replacement (NEW)	-	2,000	-	2,000
General Reserve	366,643	107,160	-	473,803
<b>Total</b>	<b>599,324</b>	<b>122,110</b>	<b>(24,736)</b>	<b>696,698</b>

<b>FULL COUNCIL</b>	<b>29 JUNE 2019</b>	<b>AGENDA ITEM: 16</b>
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## **DRAFT TOWN COUNCIL ACCOUNTS FOR YEAR ENDING 31 MARCH 2020**

### **Report Author**

Mark Sims, Deputy Chief Officer

- Attached:**
- A. Statement of Accounts for the year ended 31 March 2020 (9 pages)
  - B. Annual Return for the year ended 31 March 2020 (7 pages)

### **Purpose of Report**

To provide members with the draft Town Council accounts and the Annual Return for the year ending 31 March 2020 for approval prior to their submission to the external auditors, Grant Thornton.

### **Background Information**

In accordance with the Accounts and Audit (Wales) Regulations 2014, the Council shall prepare in accordance with proper practices a statement of accounts for each year.

On the following pages are the draft financial statements and the annual return for the year ending 31 March 2020 for approval, prior to their submission to the external auditors, Grant Thornton.

### **Recommendation**

That the draft financial statements and annual return for the year ending 31 March 2020 be approved, prior to their submission to the external auditors, Grant Thornton.

**Barry Town Council**

**Financial Statements**

**For the year ended 31 March 2020**

**Barry Town Council**

**Statement of Responsibilities**

**31 March 2020**

**The Town Council is required:-**

To make arrangements for the proper administration of its financial affairs and to ensure that one of its officers has the responsibility for the administration of those affairs. At this Council that officer is the Deputy Chief Officer / Responsible Financial Officer.

To manage its affairs to secure economic, efficient and effective use of resources and to safeguard its assets.

**The Responsible Financial Officer's Responsibilities**

The R.F.O. is responsible for the preparation of the Council's Financial Statements that will present a true and fair view of the financial position of the Council as at 31 March 2020 and its income and expenditure for the year then ended.

In preparing the Financial Statements the Deputy Chief Officer / Responsible Financial Officer has:-

Selected suitable accounting policies and then applied them consistently.

Made judgements and estimates that are reasonable and prudent.

Kept proper accounting records, which were up to date, and

Taken reasonable steps for the prevention and detection of fraud and other irregularities.

**Responsible Financial Officer's Certificate**

I further certify that the Unaudited Financial Statements present a true and fair view of the financial position of Barry Town Council at 31 March 2020, and its income and expenditure for the year ended 31 March 2020.

Signed .....

V M Sims

Deputy Chief Officer / Responsible Financial Officer

Date .....

**Barry Town Council**

**Income and Expenditure Account**

**31 March 2020**

<b>2019</b>		<b>2020</b>
<b>£</b>		<b>£</b>
	<b>INCOME</b>	
1,044,949	Precept on District Council	1,166,550
115,182	Merthyr Dyfan Cemetery	125,924
9,283	Porthkerry Cemetery	12,072
10,312	Agency Work	10,570
18,561	Pioneer Hall	20,797
3,441	Interest and Investment Income	3,261
1,209	Grants Receivable	20,836
1,232	Other Income	141
<u>1,204,169</u>		<u>1,360,151</u>
	<b>EXPENDITURE</b>	
444,373	Corporate Management and Support	473,597
389,134	Merthyr Dyfan Cemetery	391,369
205,600	Grant Funding to Memorial Hall	168,600
17,181	Porthkerry Cemetery	17,785
33,843	Pioneer Hall	36,994
10,576	Planning	9,570
35,871	Capital Spending	38,882
12,229	Training	15,282
45,739	Community Grants	43,287
36,479	Community Engagement and Events	32,077
10,153	Christmas Festivities	11,889
8,672	Corporate Advertising and Marketing	4,250
8,530	Website	150
5,956	Cloud Computing	7,023
4,543	Loan interest	3,721
5,474	Mayors Expenses	5,295
3,000	Barry Youth Action	0
2,881	Councillor Allowances	3,008
<u>1,280,234</u>		<u>1,262,778</u>
	<b>General Fund</b>	
409,674	Balance at 1 April 2019	366,643
<u>1,204,169</u>	Add: Total Income	<u>1,360,151</u>
1,613,843		1,726,794
<u>1,280,234</u>	Deduct: Total Expenditure	<u>1,262,778</u>
333,609		464,016
<u>33,034</u>	Transfer (to) / from Earmarked Reserves	<u>9,787</u>
<u>366,643</u>	General Reserve Balance as at 31 March 2020	<u>473,803</u>

**Barry Town Council**

**Balance Sheet**

**31 March 2020**

<b>2019</b>		<b>2020</b>
<b>£</b>		<b>£</b>
	<b>Current Assets</b>	
4,258	Debtors / Prepayments	30,532
8,998	VAT Control	13,811
327	Accrued Interest	170
126,847	Current Account	487,420
5,000	Purple Shoots Investment	5,000
520,000	CCLA Public Sector Deposit Fund	200,000
530	Cash in Hand	467
667	Franking Machine in Hand	0
<u>666,627</u>		<u>737,400</u>
	<b>Current Liabilities</b>	
(22,110)	Creditors	(7,404)
(2,531)	Receipts in Advance	(1,330)
(18,569)	Accrued Expenses	(8,454)
(23,393)	PAYE and other Payroll Expenses	(22,915)
(700)	Staff Savings Scheme	(600)
<u>599,324</u>	<b>Total Net Assets</b>	<u>696,698</u>
	<b>Represented by:-</b>	
232,681	Earmarked Reserves	<b>222,895</b>
<u>366,643</u>	General Reserve	<b>473,803</b>
<u>599,324</u>		<u>696,698</u>

The Financial Statements represent a true and fair view of the financial position of the Council as at 31 March 2020, and of its Income and Expenditure for the year.

These accounts were approved by the Council on 29th June 2020

Signed .....

Councillor M R Wilkinson  
Town Mayor

Signed .....

V M Sims  
Deputy Chief Officer / Responsible Financial Officer

Date .....

Date .....

**Barry Town Council**

**Notes to the Accounts**

**31 March 2020**

**1. Assets**

For this purpose assets are defined as land and buildings, vehicles, plant and machinery and equipment with a value of £500 or more.

During the year the following asset expenditure was made, at the cost shown:

3 x Dell Inspiron 15 3593 Laptops	1,137
35 Chairs for Council Chamber	2,675
4 x Honda 18" Pushmowers	1,356
4 x Makita Brushcutters	1,140
1 x Husqvarna 365 20" Chainsaw	549
5 x Office Chairs	642
6 x Desks for Loft	1,355
Christmas Lights	20,836

One item was disposed of through the year (listed below) expect where they were replaced,

Towed Sprayer	754
---------------	-----

At 31 March 2020 the following assets were held:-

**Freehold Land and Buildings**

Pioneer Hall	109,000
Merthyr Dyfan Cemetery - Lodge & Office	185,600
Merthyr Dyfan Cemetery - Messroom	38,540
Merthyr Dyfan Cemetery - Chapel	152,200
Merthyr Dyfan Cemetery - Garage & Workshop	202,000
	<u>687,340</u>

**Vehicles and Equipment**

3 x Ride on Mowers	17,410
Bobcat S130 Skid Loader	15,349
Ausa AMG300 dumper	12,450
Computers	6,300
JCB 8030ZR Mini Excavator	23,850
Ford Transit Connect Van	6,100
Karcher BR 40/10 Floor Cleaner	1,499
8' x 4' Plastic Groundsheets (4)	1,672
2 x Mowers	970
Hayter Mower	485
Blower	410
Burials Computer System	6,800
2 x Honda Push Mowers	598

**Barry Town Council**

**Notes to the Accounts**

**31 March 2020**

2 x Makita Brushcutters	758
1 x Makita Brushcutters	369
Hand Held Memorials Tester	2,195
MDBG CCTV Equipment	2,145
Chapel Lighting	8,355
2 x Mulching Mowers	1,323
2 x AS 470 Mulching Mowers	1,474
2 x Stihl BR600 Blowers	712
Stihl Cordless Pruner (2018/19)	717
Shoring (2018/19)	12,416
Ford Transit 350 Tipper (25.09.18)	18,150
22 x Lenovo Tab 4 10 Tablets (2018/19)	4,588
3 x Dell Inspiron 15 3593 Laptops	1,137
35 Chairs for Council Chamber	2,675
4 x Honda 18" Pushmowers	1,356
4 x Makita Brushcutters	1,140
1 x Husqvarna 365 20" Chainsaw	549
5 x Office Chairs	642
6 x Desks for Loft	1,355
Christmas Lights	20,836
	<hr/>
	176,785

**Infrastructure Assets**

Cemetery Extension	397,960
Cemetery Road & Fencing	110,925
Cemetery Approach Gardens	247,473
Cremated Remains Section	12,441
Cremated Remains Sanctum Panorama	9,210
Fair Trade Town Signs	2,498
	<hr/>
	780,507

**Community Assets**

Merthyr Dyfan Cemetery	1
Philadelphia Cemetery	1
Mace & Stand	1
Mayor's Chain	1
Mayoress's Chain	1
	<hr/>
	5
	<hr/>
	1,644,637

**Barry Town Council**

**Notes to the Accounts**

**31 March 2020**

**2. Borrowings**

At the close of business on 31 March 2020 the following loans to the council were outstanding:

<b>Lender</b>	<b>Loan Period</b>	<b>Years Remaining</b>	<b>Amount Borrowed</b>	<b>Amount Outstanding</b>
Public Works Loan Board	20 years from February 2005	5	209,267	52,317
Public Works Loan Board	15 years from March 2007	2	96,860	12,914

**3. Lease Obligations**

At 31 March 2020 the Council had no lease(s) in operation.

**4. Debtors**

At the 31 March 2020 debts of £34,593 were outstanding and due to the Council. The age of the debts were:-

VAT less than 3 months old	13,811
Less than 3 months old	14,166
3 - 6 months old	6,499
Over 6 months old	117
	<u>34,593</u>

**5. Tenancies**

During the year the following tenancies were held:

**Council as landlord**

<b>Tenant</b>	<b>Property</b>	<b>Rent p.a.</b>	<b>Repairing / Non-Repairing</b>
Mr CT Boffy	Cemetery Lodge	5,256	Non-Repairing

**Council as tenant**

<b>Landlord</b>	<b>Property</b>	<b>Rent p.a.</b>	<b>Repairing / Non-Repairing</b>
Vale of Glamorgan Council	Offices at Town Hall	3,591	Repairing
Memorial Hall & Theatre	Offices at Memorial Hall	16,314	Repairing

**Barry Town Council**

**Notes to the Accounts**

**31 March 2020**

**6. S137**

Section 137 of the Local Government Act 1972 (as amended) enables the council to spend up to the product of £ 8.12 (year ended 31 March 2019 - £7.86) per head on the electoral roll in any one year for the benefit of people in its area on activities or projects not specifically authorised by other powers.

The total amount available for this purpose was 292,669

Expenditure was incurred for the following purposes:

Grants to Local Organisations	0
Community Activities	<u>1,117</u>
	<u>1,117</u>

**7. Grants**

The Town Council provided other grants to local organisations and businesses under the Local Government Act 1972 (Sections 144 and 145), The Local Government Miscellaneous Provisions) Act 1974 (Section 19) and in accordance with the provisions of the Power of Wellbeing, Sections 1-5 of the Local Government Act 2000.

Expenditure was incurred for the following purposes:

Grants to Local Organisations	39,170
Grants to Local Business	<u>3,000</u>
	<u>42,170</u>

**8. Agency Work**

During the year the Council undertook the following agency work on behalf of other authorities:

Vale of Glamorgan Council - Porthkerry Cemetery Maintenance	<u>10,570</u>
	<u>10,570</u>

A final claim for reimbursement to 31 March 2020 has been made.

During the year the Council commissioned no agency work to be performed by other authorities.

**9. Advertising and Publicity**

The following costs for advertising and publicity were incurred during the year.

Recruitment advertising	935
Other advertising	3,635
Council Website	<u>150</u>
	<u>4,720</u>

**Barry Town Council**

**Notes to the Accounts**

**31 March 2020**

**10. Pensions**

For the year 2019/20 the Council's contributions equal 25.0% of employees' pensionable pay.

**11. Earmarked Reserves**

	<b>Balance at 01/04/2019</b>	<b>Transfers In</b>	<b>Transfers Out</b>	<b>Balance at 31/03/2020</b>
Shop Local Reserve	10,010	0	(10,010)	0
Election Reserve	12,306	10,000	(5,535)	16,771
Cemetery Roads Reserve	0	2,000	0	2,000
Place Plans Reserve	3,000	0	0	3,000
Plant & Machinery Reserve	11,850	0	0	11,850
Cemetery Improvement Reserve	31,401	2,950	0	34,351
Acquisition Reserve	164,114	0	(9,191)	154,923
<b>Total Earmarked Reserves</b>	<b>232,681</b>	<b>14,950</b>	<b>(24,736)</b>	<b>222,895</b>

# Community and Town Councils in Wales Annual Return for the Year Ended 31 March 2020

## LANGUAGE PREFERENCE

Please indicate how you would like us to communicate with you during the audit. Note that audit notices will be issued bilingually.

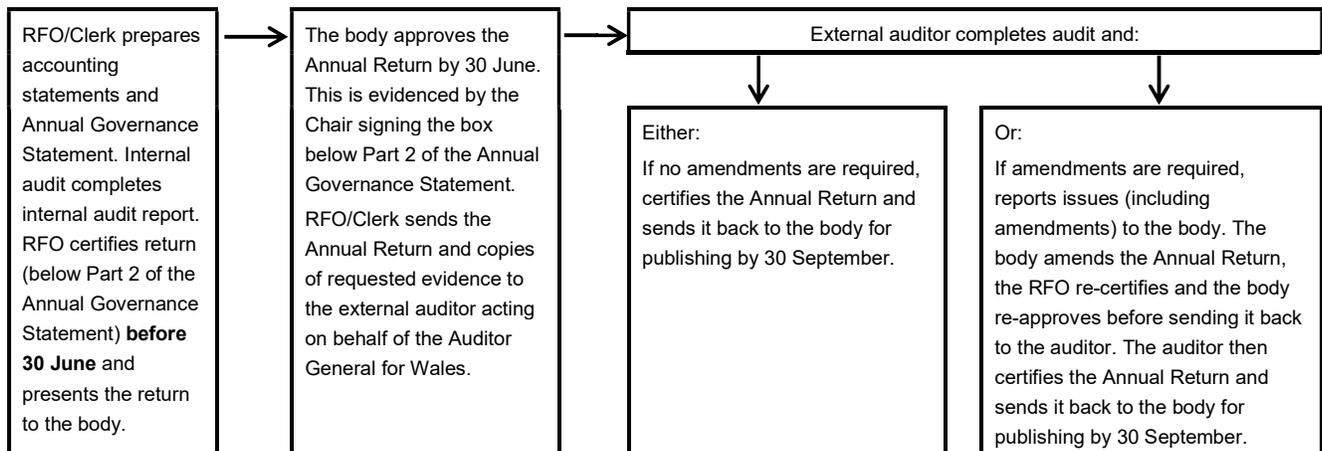
		<b>Yes</b>	<b>No</b>			<b>Yes</b>	<b>No</b>			<b>Yes</b>	<b>No</b>
<b>ENGLISH</b>	<input checked="" type="radio"/>	<input type="radio"/>		<b>WELSH</b>	<input type="radio"/>	<input type="radio"/>		<b>BILINGUALLY</b>	<input type="radio"/>	<input type="radio"/>	

## THE ACCOUNTS AND AUDIT PROCESS

Section 12 of the Public Audit (Wales) Act 2004 requires community and town councils (and their joint committees) in Wales to make up their accounts each year to 31 March and to have those accounts audited by the Auditor General for Wales. Regulation 14 of the Accounts and Audit (Wales) Regulations 2014 states that smaller local government bodies i.e. those with annual income and expenditure below £2.5 million must prepare their accounts in accordance with proper practices.

For community and town councils and their joint committees, proper practices are set out in the One Voice Wales/Society of Local Council Clerks publication **Governance and accountability for local councils in Wales – A Practitioners’ Guide** (the Practitioners’ Guide). The Practitioners’ Guide requires that they prepare their accounts in the form of an Annual Return. This Annual Return meets the requirements of the Practitioners’ Guide.

The accounts and audit arrangements follow the process as set out below.



Please read the guidance on completing this Annual Return and **complete all sections highlighted pink** including BOTH sections of the Annual Governance Statement.

## APPROVING THE ANNUAL RETURN

There are two boxes for certification and approval by the body. The second box is only required if the Annual Return has to be amended as a result of the audit. You should only complete the top box before sending the form to the auditor.

The council must approve the Annual Return BEFORE the accounts and supporting documents are made available for public inspection under section 30 of the Public Audit (Wales) Act 2004.

The Auditor General for Wales’ Audit Certificate and report is to be completed by the auditor acting on behalf of the Auditor General. It **MUST NOT** be completed by the Clerk/RFO, the Chair or the internal auditor.

Audited and certified returns are sent back to the body for publication and display of the accounting statements, Annual Governance Statement and the Auditor General for Wales’ certificate and report.

# Accounting statements 2019-20 for:

Name of body: BARRY TOWN COUNCIL

	Year ending		Notes and guidance for compilers
	31 March 2019 (£)	31 March 2020 (£)	
<b>Statement of income and expenditure/receipts and payments</b>			
1. Balances brought forward	675389	599324	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	1044949	1166550	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	159220	193601	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	643085	694547	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and related expenses eg. termination costs.
5. (-) Loan interest/capital repayments	21463	20642	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	615686	547589	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	599324	696698	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
<b>Statement of balances</b>			
8. (+) Debtors and stock balances	13583	44513	<b>Income and expenditure accounts only:</b> Enter the value of debts owed to the body and stock balances held at the year-end.
9. (+) Total cash and investments	653044	692887	<b>All accounts:</b> The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	67303	40702	<b>Income and expenditure accounts only:</b> Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	599324	696698	<b>Total balances should equal line 7 above:</b> Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	1606509	1644637	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	82152	65231	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
14. Trust funds disclosure note	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A	The body acts as sole trustee for and is responsible for managing (a) trust fund(s)/assets (readers should note that the figures above do not include any trust transactions).

## Annual Governance Statement (Part 1)

We acknowledge as the members of the Council, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2020, that:

	Agreed?			'YES' means that the Council/Board/Committee:	PG Ref
	Yes	No*			
1. We have put in place arrangements for: <ul style="list-style-type: none"> <li>effective financial management during the year; and</li> <li>the preparation and approval of the accounting statements.</li> </ul>	<input type="radio"/>	<input type="radio"/>		Properly sets its budget and manages its money and prepares and approves its accounting statements as prescribed by law.	6, 12
2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.	<input type="radio"/>	<input type="radio"/>		Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	6, 7
3. We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the Council/Board/Committee to conduct its business or on its finances.	<input type="radio"/>	<input type="radio"/>		Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.	6
4. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014.	<input type="radio"/>	<input type="radio"/>		Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit.	6, 23
5. We have carried out an assessment of the risks facing the Council/Board/Committee and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input type="radio"/>	<input type="radio"/>		Considered the financial and other risks it faces in the operation of the body and has dealt with them properly.	6, 9
6. We have maintained an adequate and effective system of internal audit of the accounting records and control systems throughout the year and have received a report from the internal auditor.	<input type="radio"/>	<input type="radio"/>		Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	6, 8
7. We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Council/Board/Committee and, where appropriate, have included them on the accounting statements.	<input type="radio"/>	<input type="radio"/>		Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.	6
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.	<input type="radio"/>	<input type="radio"/>		Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors.	6, 8, 23
9. Trust funds – in our capacity as trustee, we have: <ul style="list-style-type: none"> <li>discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit.</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.	3, 6

\* Please provide explanations to the external auditor on a separate sheet for each 'no' response given; and describe what action is being taken to address the weaknesses identified.

## Annual Governance Statement (Part 2)

	Agreed?			'YES' means that the Council/Board/ Committee:
	Yes	No*	N/A	
1. We have prepared and approved minutes for all meetings held by the Council (including its committees) that accurately record the business transacted and the decisions made by the Council or committee.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Has kept and approved minutes in accordance with Schedule 12, Paragraph 41 of the Local Government Act 1972.
2. We have ensured that the Council's minutes (including those of its committees) are available for public inspection and have been published electronically.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Has made arrangements for the minutes to be available for public inspection in accordance with section 228 of the Local Government Act 1972 and has published the minutes on its website in accordance with section 55 of the Local Government (Democracy) (Wales) Act 2013.

\* Please delete as appropriate.

### Council approval and certification

The Council is responsible for the preparation of the accounting statements in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014 and for the preparation of the Annual Governance Statement.

<p><b>Certification by the RFO</b></p> <p>I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Council/Board/Committee, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2020.</p>	<p><b>Approval by the Council</b></p> <p>I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:</p>
	<b>Minute ref:</b>
<b>RFO signature:</b>	<b>Chair of meeting signature:</b>
<b>Name:</b>	<b>Name:</b>
<b>Date:</b>	<b>Date:</b>

### Council re-approval and re-certification (only required if the Annual Return has been amended at audit)

<p><b>Certification by the RFO</b></p> <p>I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Council, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2020.</p>	<p><b>Approval by the Council</b></p> <p>I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:</p>
	<b>Minute ref:</b>
<b>RFO signature:</b>	<b>Chair of meeting signature:</b>
<b>Name:</b>	<b>Name:</b>
<b>Date:</b>	<b>Date:</b>

## Auditor General for Wales' Audit Certificate and report

The external auditor conducts the audit on behalf of, and in accordance with, guidance issued by the Auditor General for Wales. On the basis of their review of the Annual Return and supporting information, they report whether any matters that come to their attention give cause for concern that relevant legislation and regulatory requirements have not been met.

We certify that we have completed the audit of the Annual Return for the year ended 31 March 2020 of:

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### External auditor's report

[Except for the matters reported below]\* On the basis of our review, in our opinion, the information contained in the Annual Return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

[[These matters along with]\* Other matters not affecting our opinion which we draw to the attention of the body and our recommendations for improvement are included in our report to the body dated \_\_\_\_\_.]

### Other matters and recommendations

On the basis of our review, we draw the body's attention to the following matters and recommendations which do not affect our audit opinion but should be addressed by the body.

(Continue on a separate sheet if required.)

**External auditor's name:**

**External auditor's signature:**

**Date:**

**For and on behalf of the Auditor General for Wales**

\* Delete as appropriate.

## Annual internal audit report to:

Name of body: BARRY TOWN COUNCIL

The internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2020.

The internal audit has been carried out in accordance with the Council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
1. Appropriate books of account have been properly kept throughout the year.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	See Report
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	See Report
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	See Report
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	See Report
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	See Report
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	See Report
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	See Report
8. Asset and investment registers were complete, accurate, and properly maintained.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	See Report

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
9. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	See Report
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	See Report
11. Trust funds (including charitable trusts). The Council/Board/Committee has met its responsibilities as a trustee.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	N/A

**For any risk areas identified by the Council/Board/Committee (list any other risk areas below or on separate sheets if needed) adequate controls existed:**

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
12. Insert risk area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
13. Insert risk area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
14. Insert risk area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text

\* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\* If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

[My detailed findings and recommendations which I draw to the attention of the Council/Board/Committee are included in my detailed report to the Council/Board/Committee dated 13/6/2020.] \* Delete if no report prepared.

### Internal audit confirmation

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2018-19 and 2019-20. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit:	<i>Chris Hackett for Auditing Solutions Ltd</i>
Signature of person who carried out the internal audit:	<i>C Hackett</i>
Date:	<i>13/6/2020</i>

<b>FULL COUNCIL</b>	<b>29 JUNE 2020</b>	<b>AGENDA ITEM: 17</b>
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## **ANNUAL REVIEW OF INTERNAL CONTROLS**

### **Report Author**

Mark Sims, Deputy Chief Officer

### **Purpose of Report**

The purpose of this report is for members to approve the annual review of the effectiveness of the Council's system of internal control.

### **Detailed Information**

There is a requirement under the Accounts and Audit (Wales) Regulations 2014 that local government bodies must conduct a review at least once in a year of the effectiveness of its system of internal control. The findings of the review must be considered by the members of the body meeting as a whole.

The review is a vital part of improving governance and accountability with internal audit being an integral part of the system of internal control.

The importance of the review is to understand the role of the internal audit and to ensure the person undertaking the role is concentrating on the key risk areas relevant to the Council. The review must reflect the council's internal audit needs and usage. It should provide sufficient assurance for the council that internal audit's work meets required standards and is effective.

The areas of work that the internal audit covers is:-

- Maintenance of Accounting Records and Bank Reconciliations
- Review of Corporate Governance
- Review of Expenditure
- Assessment and Management of Risk
- Precept Determination and Budgetary Control
- Review of Income
- Salaries and Wages
- Investments and Loans
- Year End Accounts

The starting point for the review should be an assessment against the internal audit standards set out below.

- Scope of internal audit – The terms of reference and the extent of the work undertaken by internal audit

- Independence – The extent to which the internal audit is able to carry out the audit without undue influence or conflict of interest
- Competence – The ability and experience of the internal auditor to undertake the work
- Relationship – The clarity of relationships between the council, the clerk, the RFO and the internal audit
- Audit Planning and Reporting – The effectiveness of the audit plan and reporting procedures

One Voice Wales in partnership with the Society of Larger Local Councils produced 'Governance and accountability for local councils in Wales – A Practitioners' Guide (2011)' that included two checklists to assist councils in carrying out an annual internal audit review. It covers the two principal aspects of the review being compliance with standards and overall effectiveness.

Officers consider that the current internal audit arrangements meet the standards and effectiveness required as detailed below.

#### Scope of internal audit

Internal audit has direct access to those charged with governance.

Reports are made in own name to management.

Internal audit does not have any other role within the council.

Internal audit work takes into account both the council's risk assessment and wider internal control arrangements.

Internal audit work covers the council's anti-fraud & corruption arrangements.

#### Competence

There is no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity.

#### Relationships

The Chief Officer (Town Clerk) and Deputy Chief Officer / Responsible Financial Officer are consulted on the internal audit plan.

Respective responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters.

The responsibilities of council members are understood; training of members is carried out as necessary.

#### Planning and reporting

The annual internal audit plan properly takes account of all the risks facing the council.

Internal audit has reported in accordance with the plan.

### Internal audit work is planned

Planned internal audit work is based on risk assessment and designed to meet the council's needs.

### Understanding the whole organisation, its needs and objectives

The annual audit plan demonstrates how audit work will provide assurance for the council's Annual Governance Statement.

### Be seen as a catalyst for change

Internal audit supports the council's work in delivering improved services to the community.

### Add value and assist the organisation in achieving its objectives

The council makes positive responses to internal audit's recommendations and follows up with action where this is called for.

### Be forward looking

In formulating the annual audit plan, national agenda changes are considered. Internal audit maintains awareness of new developments in the services, risk management and corporate governance.

### Be challenging

Internal audit focuses on the risks facing the council. Internal audit encourages managers/members to develop their own responses to risks, rather than relying solely on audit recommendations.

### Ensure the right resources are available

Adequate resource is made available for internal audit to complete its work. Internal audit understands the council and the legal and corporate framework in which it operates.

### **Recommendations**

Members are requested to receive the aforementioned information and approve the annual review of internal control.

FULL COUNCIL	29 JUNE 2020	AGENDA ITEM: 18
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## INDEPENDENT REMUNERATION PANEL WALES ANNUAL REPORT 2020/21

### Report Author

Mark Sims, Deputy Chief Officer

- Attached:**
- A. Section 13 of the Independent Remuneration Panel for Wales Annual Report 2020-21 (9 pages)
  - B. One Voice Wales Guide on Payments to Members of Town and Community Councils 2019-20 (4 pages)
  - C. Councillor Opt Out Form relating to Payment of £150 as a contribution to costs and expenses (Determination 42)

### Purpose of Report

The purpose of this report is to advise members of the Independent Remuneration Panel for Wales' Annual Report 2020/21 that provides for Payments to Members of Community and Town Councils.

### Detailed Information

On 19 February 2020 officers received an email from Leighton Jones, Secretariat to the Independent Remuneration Panel for Wales, providing a link to the IRP Wales' Annual Report 2020-21.

Section 13 deals with Payments to Members of Community and Town Councils and is attached as an appendix. The IRP Wales Annual Report 2020/21 includes nine determinations applicable to Barry Town Council. **Three are mandatory with six not mandated that each require a formal decision of Council each year.** A Council can adopt any, or all, of the **non-mandated** determinations but if it does make such a decision, it must apply to all its members. In all cases, any individual member may make a personal decision to decline part, or all, of the entitlement to any of these payments (both mandated or not-mandated payments) by giving notice in writing to the proper officer of the council. A community or town council member wishing to decline payments must themselves write to their proper officer to do so (Paragraph 13.8). A template has been created and included at the end of this report for members to use if they wish to decline payments.

### **IRPW Annual Report Determinations**

The Town Council is **mandated** to make available a payment to each of their members of £150 per year as a contribution to costs and expenses (Determination 42), make available an annual payment of £500 each to a minimum of 1 and a maximum of 5 members in recognition of specific responsibilities (Determination 43) and must provide for the reimbursement of necessary costs for the care of dependent children

and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month (Determination 48).

The Determinations are copied below for reference and the Town Council is required to make a formal decision on the Determinations not mandated (45, 46, 47, 49 and 50) in addition to agree the number of positions to receive the payment of senior salary in recognition of specific responsibilities (Determination 41)

42. All community and town councils **must** make available a payment to each of their members of £150 per year as a contribution to costs and expenses.

**(Mandated)**

43. Community and town councils in Group A **must** make available an annual payment of £500 each to a minimum of 1 and a maximum of 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.

**(Mandated for a minimum of 1 and a maximum of 5 members)**

**(Council to determine number of Councillor positions to receive senior salary payment for specific responsibilities. Please note that Determination 49 and 50 below allows payment of senior salary to Civic Head and Deputy Civic Head in addition to receiving payment for Civic Head / Deputy Civic Head)**

*For 2019/20 - Payment of the senior salary payment of £500 for specific responsibilities be agreed for the Leader of Council*

45. Community and town councils **can make payments** to each of their members in respect of travel costs for attending approved duties. Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances as below:

- 45p per mile up to 10,000 miles in the year.
- 25p per mile over 10,000 miles.
- 5p per mile per passenger carried on authority business.
- 24p per mile for private motor cycles.
- 20p per mile for bicycles.

**(Council to determine if payment in respect of travel costs for attending approved duties is to be agreed)**

*For 2019/20 - Payment in respect of travel costs for attending approved duties be agreed*

46. If a community or town council resolves that a particular duty requires an overnight stay, it **can authorise** reimbursement of subsistence expenses to its members at the maximum rates set out below on the basis of receipted claims:

- £28 per 24-hour period allowance for meals, including breakfast where not provided.
- £200 – London overnight.

- £95 – elsewhere overnight.
- £30 – staying with friends and/or family overnight.

**(Council to determine if reimbursement of subsistence expenses where an overnight stay has been approved, is to be agreed)**

*For 2019/20 - Reimbursement of subsistence expenses where an overnight stay has been approved, be agreed.*

47. Community and town councils **can pay** financial loss compensation to each of their members, where such loss has occurred, for attending approved duties as follows:

- Up to £55.00 for each period not exceeding 4 hours.
- Up to £110.00 for each period exceeding 4 hours but not exceeding 24 hours.

**(Council to determine if payment of financial loss compensation for attending approved duties is to be agreed)**

*For 2019/20 - Payment of financial loss compensation for attending approved duties be agreed.*

48. All community and town councils **must** provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement must be for the additional costs incurred by members in order for them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer.

**(Mandated)**

49. Community and town councils **can** provide a payment to the mayor or chair of the council up to a maximum of £1,500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.

**(Council to determine if payment to Mayor/Chair of the Council up to a maximum of £1,500 is to be agreed)**

*For 2019/20 - Payment to Mayor/Chair of the Council up to a maximum of £1,500 be agreed.*

50. Community and town councils **can** provide a payment to the deputy mayor or deputy chair of the council up to a maximum amount of £500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.

**(Council to determine if payment to Deputy Mayor/Deputy Chair of the Council up to a maximum of £500 is to be agreed)**

*For 2019/20 - Payment to Deputy Mayor/Deputy Chair of the Council up to a maximum of £500 be agreed.*

Also attached for information is a guide prepared last year for 2019/20 by One Voice Wales in conjunction with the Independent Remuneration Panel for Wales to assist Clerks manage the process of paying allowances to Councillors based on the determinations contained in the IRPW's annual report. They hope that members find this to be of assistance.

One Voice Wales is continuing its efforts to seek a blanket dispensation for all Councils in respect of the payment of tax of the basic allowance of £150.

### **Recommendation**

Members are **required** to:

1. Determine the number of Councillor positions to receive senior salary payment of £500 for specific responsibilities, Minimum of 1 (**Mandated**) up to maximum of 5 (Determination 43)
2. Determine if payment in respect of travel costs for attending approved duties be agreed (Determination 45)
3. Determine if reimbursement of subsistence expenses where an overnight stay has been approved, be agreed (Determination 46)
4. Determine if payment of financial loss compensation for attending approved duties to be agreed (Determination 47)
5. Determine if payment to Mayor or Chair of the Council up to a maximum of £1,500 be agreed (Determination 49)
6. Determine if payment to Deputy Mayor or Deputy Chair of the Council up to a maximum of £500 be agreed (Determination 50)

## 13. Payments to Members of Community and Town Councils

- 13.1 The Panel recognises a wide variation in geography, scope and scale across the 735 community and town councils in Wales, from small community councils with relatively minimal expenditure and few meetings to large town councils with significant assets and responsibilities.
- 13.2 The Panel has met with over 304 Councillors and Clerks representing 302 community and town councils in 17 meetings it held across Wales. The discussions re-confirmed the widely held view that the roles individual councils undertake varied significantly and in accordance with this wide variation, the responsibilities and accountabilities of councillors must also vary. Councillors managing income or expenditure of £1million and those delivering significant services, including some that might have been delegated from principal councils, are operating in a much more complex environment than a council with an annual budget of less than £30,000.
- 13.3 In the 2018 Annual Report the Panel formed 3 groups of community and town councils to reflect these differences based on the level of income or expenditure, whichever is the highest, in the previous financial year. These remain unchanged as set out in Table 9.

**Table 9: Community and Town Council Groupings**

<b>Community and Town Council Group</b>	<b>Income or Expenditure in 2019-2020 of:</b>
A	£200,000 and above
B	£30,000 - £199,999
C	Below £30,000

- 13.4 In order to act and carry out duties as a member of a community or town council all persons are required to make a formal declaration of acceptance of office. Following this declaration, members of community or town councils are then holders of elected office and occupy a role that is part of the Welsh local government structure. It is important to note that a person who follows this path is in a different position to those in other forms of activity, for example such as volunteering or charitable work, typically governed by the Charity Commission for England and Wales.
- 13.5 Under the Local Government (Wales) Measure 2011, community and town councils are relevant authorities for the purpose of remuneration.
- 13.6 Consequently, individuals who have accepted office as a member of a community or town council are entitled to receive payments as determined by the Independent Remuneration Panel for Wales. It is the duty of the proper officer of a council (usually the Council Clerk) to arrange for correct payments to be made to all individuals entitled to receive them.

- 13.7 Members should receive monies to which they are properly entitled as a matter of course. There must be no requirement for individuals to 'opt in' to receive payments.
- 13.8 An individual may decline to receive part, or all, of the payments if they so wish. This must be done in writing and is an individual matter. A community or town council member wishing to decline payments must themselves write to their proper officer to do so.
- 13.9 The Panel considers that any member who has personal support needs or caring responsibilities should be enabled to fulfil their role. Therefore, the Panel is mandating reimbursement of cost of care for all members of community and town councils as set out in Determination 48.
- 13.10 In each community and town council the proper officer should ensure there is ready access to proper reimbursements of costs of care to enable those eligible for reimbursement to participate in the democratic process. It is inappropriate for councils or councillors to create a climate, or otherwise pressurise others, in order to prevent persons accessing any monies to which they are entitled that may support them to participate in local democracy.
- 13.11 Members in receipt of a Band 1 or Band 2 senior salary from a principal council cannot receive any payment from any community or town council, other than travel and subsistence expenses and reimbursement of costs of care. However, this does not preclude them from holding a senior role (Leader, Deputy Leader) without payment.
- 13.12 Table 10 sets out the actions that community and town councils must take annually in respect of each determination that follows.

### **Payments towards costs and expenses**

- 13.13 The Panel continues to mandate a payment of £150 as a contribution to costs and expenses for members of all community and town councils.
- 13.14 For the avoidance of doubt this determination now includes all councils. Receipts are not required for these payments.

**Determination 42: All community and town councils must make available a payment to each of their members of £150 per year as a contribution to costs and expenses.**

## Senior roles

- 13.15 The Panel recognises that specific member roles especially within the larger community and town councils, for example a committee chair, will involve greater responsibility. It is also likely that larger councils will have a greater number of committees, reflecting its level of activity. The Panel has therefore determined that councils in Group A must make available a payment for a minimum of one senior role and a maximum of five senior roles of £500 each. Councils in Groups B and C can pay up to five responsibility payments (of up to £500) for specified roles.
- 13.16 In all cases, a Councillor can only have one payment of £500 regardless of how many senior roles they hold within their Council.

**Determination 43: Community and town councils in Group A must make available an annual payment of £500 each to a minimum of 1 and a maximum of 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.**

**Determination 44: Community and town councils in Groups B or C can make an annual payment of up to £500 each to up to 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.**

- 13.17 Where a person is a member of more than one community or town council, they are eligible to receive the £150 and, if appropriate, £500 from each council of which they are a member.

## Reimbursement of travel costs and subsistence costs

- 13.18 The Panel recognises there can be significant travel and subsistence costs associated with the work of community and town council members, especially where the council area is geographically large and/or when engaging in duties outside this area. Each council has an option to pay travel and subsistence costs including travel by taxi if this is the only, or most appropriate, method of transport. Where a council does opt to pay travel and subsistence costs, the following determinations apply.

**Determination 45: Community and town councils can make payments to each of their members in respect of travel costs for attending approved duties.<sup>7</sup> Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances as below:**

- 45p per mile up to 10,000 miles in the year.
- 25p per mile over 10,000 miles.
- 5p per mile per passenger carried on authority business.
- 24p per mile for private motor cycles.
- 20p per mile for bicycles.

**Determination 46: If a community or town council resolves that a particular duty requires an overnight stay, it can authorise reimbursement of subsistence expenses to its members at the maximum rates set out below on the basis of receipted claims:**

- £28 per 24-hour period allowance for meals, including breakfast where not provided.
- £200 – London overnight.
- £95 – elsewhere overnight.
- £30 – staying with friends and/or family overnight.

### **Compensation for financial loss**

13.19 The Panel has retained the facility which councils may pay as compensation to their members where they suffer financial loss when attending approved duties. This figure has been updated in line with the most recent Office for National Statistics Annual Survey of Hours and Earnings - median salary for full time employees in Wales and the Average Actual Weekly Hours of Work for full-time workers (seasonally adjusted). Members must be able to demonstrate that the financial loss has been incurred. Each council has an option to pay compensation for financial loss and where it does the following determination applies.

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<sup>7</sup> Where a member who is on official business is driven by a third party (not a member or officer of that authority), the member can claim mileage at the prescribed rates plus any parking or toll fees provided the authority is satisfied that the member has incurred these costs.

**Determination 47: Community and town councils can pay financial loss compensation to each of their members, where such loss has occurred, for attending approved duties as follows:**

- **Up to £55.50 for each period not exceeding 4 hours**
- **Up to £110.00 for each period exceeding 4 hours but not exceeding 24 hours**

### **Reimbursement of the costs of care**

- 13.20 The purpose of this is to enable people who have personal support needs and or caring responsibilities to carry out their duties effectively as a member of an authority. The Panel believes that the additional costs of care required to carry out approved duties should not deter people from becoming and remaining a member of an authority or limit their ability to carry out the role.
- 13.21 All members should be entitled to reimbursement of their care costs, up to the maximum of £403 per month, for activities that the individual council has designated official business or an approved duty. This might include, for example, appropriate and reasonable preparation and, or, travelling time. It is a matter for individual councils to determine specific arrangements to implement this.
- 13.22 The Panel recognises the issues relating to the publication of this legitimate expense. This is reflected in the change in the requirement for publication set out in Annex 4. To support current members and to encourage diversity the Panel urges authorities to promote and encourage greater take-up of the reimbursement of costs of care.

**Determination 48: All community and town councils must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement must be for the additional costs incurred by members to enable them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer.**

### **Civic Head and Deputy Civic Head**

- 13.23 Civic heads are senior posts within community and town councils. In addition to chairing major meetings the civic head is the 'ambassador' representing the council to a variety of institutions and organisations. The Panel requires that members should not have to pay themselves for any cost associated with carrying out these duties. This requirement also applies in respect of deputy civic heads.

- 13.24 The Panel recognises the wide range of provision made for civic heads in respect of transport, secretarial support, charitable giving and clothing – we consider these to be the council's civic budgets.
- 13.25 Funding decisions in relation to these civic budgets are not matters of personal remuneration for the post holder but relate to the funding required for the tasks and duties to be carried out. Councils remain free to set civic budgets at whatever levels they deem appropriate for the levels of civic leadership they have in place.
- 13.26 For the avoidance of doubt, costs in respect of, for example, transport (physical transport or mileage costs), secretarial support, charitable giving (purchasing tickets, making donations or buying raffle tickets) and clothing are not matters of personal remuneration for the individual holding the senior post. These should be covered by the civic budget.
- 13.27 Recognising that some mayors and chairs of community and town councils and their deputies are very active during their year of office, the Panel has determined that community and town councils can make a payment to the individuals holding these roles.
- 13.28 This is a personal payment to the individual and is entirely separate from covering the costs set out above.
- 13.29 The Panel has determined that the maximum payment to a chair or mayor of a community or town council is £1,500. The maximum payment to a deputy mayor or chair is £500.

**Determination 49: Community and town councils can provide a payment to the mayor or chair of the council up to a maximum of £1,500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.**

**Determination 50: Community and town councils can provide a payment to the deputy mayor or deputy chair of the council up to a maximum of £500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.**

## Making Payments to members

- 13.30 Table 10 sets out each of the above determinations and if a decision is required by the council in respect of each one.
- 13.31 In respect of the mandated payments where no decision is required by a council, members should receive monies to which they are properly entitled as a matter of course.
- 13.32 Where a decision is required by the council, this should be done at the first meeting following receipt of the Annual Report.
- 13.33 A council can adopt any, or all, of the non-mandated determinations but if it does make such a decision, it must apply to all its members.
- 13.34 When payments take effect from is set out in paragraphs 13.38 to 13.40 below.
- 13.35 On receipt of the draft Annual Report the previous autumn, councils should consider the determinations for the next financial year and use this to inform budget plans.

**Table 10**

<b>Determination Number</b>	<b>Is a decision required by council?</b>
<b>42</b> All community and town councils must make available a payment to each of their members of £150 per year as a contribution to costs and expenses.	No - the payment of £150 is mandated for every member unless they advise the appropriate officer that they do not want to take it in writing.
<b>43</b> Community and town councils in Group A must make available an annual payment of £500 each to a minimum of 1 and a maximum of 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.	Yes – a council must decide how many payments of £500 it will make – to between 1 and 5 members unless they advise the appropriate officer in writing that they do not want to take it.
<b>44</b> Community and town councils in Groups B or C can make an annual payment of up to £500 each to up to 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.	Yes – it is optional to pay it for up to 5 members and, if it is paid, the amount (up to £500) must be decided.
<b>45</b> Community and town councils can make payments to each of their members in respect of travel costs	Yes – the payment of travel costs is optional.

	for attending approved duties.	
<b>46</b>	If a community or town council resolves that a particular duty requires an overnight stay, it can authorise reimbursement of subsistence expenses to its members.	Yes – the payment of overnight subsistence expenses is optional.
<b>47</b>	Community and town councils can pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties.	Yes – the payment of financial loss allowance is optional.
<b>48</b>	All community and town councils must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month.	No - the payment is mandated for every member if they are eligible to claim, and wish to do so.
<b>49</b>	Community and town councils can provide a payment to the mayor or chair of the council up to a maximum of £1,500.	Yes – the payment to a Civic Head is optional.
<b>50</b>	Community and town councils can provide a payment to the deputy mayor or deputy chair of the council up to a maximum amount of £500.	Yes – the payment to a Deputy Civic Head is optional.
<b>51</b>	Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is Leader, Deputy Leader or Executive Member) cannot receive any payment from any community or town council, other than travel and subsistence expenses and reimbursement of costs of care.	No - Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is Leader, Deputy Leader or Executive Member) can only receive travel and subsistence expenses and reimbursement of costs of care; if they are eligible to claim, and wish to do so.

13.36 All members are eligible to be paid the £150 as set out in Determination 42 from the start of the financial year; unless they are elected later in the financial year, in which case they are eligible for a pro-rata payment from that date.

13.37 Other amounts payable to members in recognition of specific responsibilities or as a civic head or deputy civic head as set out in Determinations 43,44, 48 and 49 are payable from the date when the member takes up the role during the financial year.

13.38 It is a matter for each council to make, and record, a policy decision in respect of:

- when the payment is actually made to the member;
- how many payments the total amount payable is broken down into;
- and whether and how to recover any payments made to a member who leaves or changes their role during the financial year.

13.39 Payments in respect of Determinations 43, 44, 45 and 46 are payable when the activity they relate to has taken place.

13.40 As stated in paragraph 13.8 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.

**Determination 51: Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is Leader, Deputy Leader or Executive Member) cannot receive any payment from any community or town council, other than travel and subsistence expenses and reimbursement of costs of care.**

### **Publicity requirements**

13.41 There is a requirement on community and town councils to publish details of all payments made to individual members in an annual Statement of Payments for each financial year. This information must be published on council noticeboards and or websites (with easy access) and provided to the Panel by email or by post no later than 30 September following the end of the previous financial year. The Panel draws attention to the requirements stipulated at Annex 4. The Panel is concerned that a significant number of councils are still in breach of this requirement.



Un Llais Cymru



One Voice Wales

**Payments to Members  
of Community and Town Councils  
Implementing the Determinations of  
The Independent Remuneration Panel for Wales**

## **PAYMENTS TO MEMBERS OF COMMUNITY AND TOWN COUNCILS**

### **IMPLEMENTING THE DETERMINATIONS OF THE INDEPENDENT REMUNERATION PANEL FOR WALES**

#### **A Guide for Councils**

1. The Panel publishes its final Annual Report prior to the commencement of each financial year. The report contains a separate section dealing with payments to members of community and town councils.

#### **BUDGET MAKING**

2. Councils are required to produce an annual budget from which it can determine the level of the precept that will be collected on its behalf from council taxpayers by the principal council. The Council should therefore consider the amount to be included in the budget for member allowances as part of this process. The draft annual report from the Panel will have been published before the deadline for finalising the annual budget and this will assist Councils in estimating the appropriate budget requirement for member allowances.

#### **DECISION MAKING**

3. When the final report for any given financial year is published, Council Clerks should ensure that its contents relating to community and town councils are included on the agenda of the next Council or appropriate Committee meeting. With the exception of the basic allowance which is currently set at £150 for 2019/20 which must be paid to members (unless they decide to opt out) and reimbursement of costs of care, the Council will need to consider the other determinations and decide which of them it wishes to adopt and what conditions will apply to the allowance adopted. Its decisions should be recorded in the minutes of the meeting.
4. Members wishing to decline to receive part, or all, of the payments should do so in writing to the Clerk. Clerks may find it helpful to design a simple 'opt out' form for use by members. It is important to note that is inappropriate for Councils or Councillors to create a climate, or otherwise pressurise others, in order to prevent persons accessing any monies to which they are entitled.
5. ***It is important to note that 'dual-hatted' members receiving a Band 1 or 2 Senior salary from a principal council cannot receive a payment from any community or town council. However this does not preclude them from holding a senior role.***
6. In the case of payments for **SENIOR ROLES**, Councils with income and expenditure above £200k **must** make an annual payment of £500 each to a minimum of 1 and a maximum of 5 members in recognition of specific responsibilities which is in addition to the £150 basic allowance. The Council

must determine the rationale for granting senior allowances (e.g. Committee Chair) and the basis of the decision should be recorded in the minutes. For Councils with income and expenditure below £200k, Councils can but do not have to make a Senior Responsibility allowance of up to a maximum of 5 members which is in addition to the £150 basic allowance.

7. In the case of all other determinations contained in the Annual Report, with the exception of those listed in the foregoing paragraphs, Councils are granted permissive authority to adopt allowances relating to travel costs, subsistence allowances, financial loss compensation, mayor/chair allowance and deputy mayor/deputy chair allowance based on the maximum amounts given under each of the determinations.

### **PAYMENT PROCESSING**

8. Once the Council has made its decisions in relation to the allowances which are 'optional,' the responsibility rests with the Clerk/RFO to arrange for the processing of payments at appropriate intervals during the year.
9. In the case of reimbursement of expenses, payment will need to be processed after a claim has been submitted and duly authorised. The timing of payments relating to allowances can be more flexible and Councils may choose to pay them in quarterly and half yearly sums or at the end of the financial year. The basic, senior role, mayor/chair and deputy mayor/deputy chair allowances are taxable and in order to reduce the costs of processing the allowances, it may be more cost effective to pay the allowances in one sum rather than at regular intervals during the year. This is however, a matter for Councils to determine.
10. In the case of members taking up office during a financial year or those that leave during a financial year, the Council should adopt a policy as to how allowances should be paid in such circumstances. The policy should be documented in the minutes of the meeting where the policy was adopted.

### **PUBLICITY AND REPORTING**

11. After the end of the financial year, Councils must arrange for details of all payments made to members to be published on their noticeboards and website. By no later than 30 September following the end of the previous financial year, the Independent Remuneration Panel for Wales must be informed of the payments made during the year. A monitoring return (pro forma) will be circulated from One Voice Wales to all Clerks shortly after the end of the financial year for completion and submission to the Panel by the statutory deadline. This pro forma can be downloaded from the Panel's website <https://gov.wales/town-and-community-councils-pro-forma> and amended each year.



## ABOUT ONE VOICE WALES

One Voice Wales is the national representative organisation for Community and Town Councils throughout Wales. The vision subscribed to by One Voice Wales is:

*“Working with local councils in Wales to shape places communities want to live in”*

One Voice Wales aims to support Community and Town Councils in achieving this vision and has adopted the following Mission Statement to guide its work:

*“To represent the interests of Community and Town Councils; raise awareness and understanding of this primary tier of government; and work collaboratively with our partners to ensure the sector contributes fully to the goal of developing dynamic and sustainable communities in Wales.”*

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**BARRY TOWN COUNCIL  
COUNCILLOR ALLOWANCE**

In accordance with the Independent Remuneration Panel for Wales Annual Report Councillors will receive an annual allowance of £150 to meet costs incurred such as those relating to printing of documents, telephone calls and general consumables.

There is no need to make a claim for the allowance as must be automatically paid unless you choose to opt out of receiving the payment.

If you wish to opt out of receiving the allowance, please complete the details below and return to the Chief Officer (Town Clerk).

**OPT OUT**

Name: .....

Address: .....

I wish to opt out of receiving an allowance of £150 in respect of the financial year ending 31 March 2021

Signed.....

Date..... 2020

(Please hand in the completed form to the Chief Officer (Town Clerk))

(Note - The allowance is taxable and will be paid through PAYE)

<b>FULL COUNCIL</b>	<b>29 JUNE 2020</b>	<b>AGENDA ITEM: 20</b>
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**THE IMPACT OF CORONAVIRUS / COVID-19 ON THE COUNCIL'S FINANCES, SERVICES AND ENGAGEMENT AND THE IMPACT ON THE COUNCIL'S PRIORITIES FOR 2020/2021**

**Report Author**

Emily Forbes, Chief Officer (Town Clerk)

**Purpose of Report**

The purpose of this report is to assess the impact of the Coronavirus Pandemic on the Council's finances, services, engagement and priorities. There have been a number of challenges and opportunities presented through this huge period of change not only for the Council but society as a whole.

**Detailed Information**

**1. Economic Impact**

**Pioneer Hall**

From a financial perspective, looking at loss of income specifically, the Pioneer Hall closure to 31 July 2020 will result in a loss of - £8,400.

Assuming Line dancing, Weightwatchers and Yoga return on 1 September and Bridge Club, Parents and Toddlers and Children's Parties (2 parties on both days) from 1 October, with a possible return of Old Pioneers Club and Friends and Neighbours from 1 January 2021 (due to social distancing measures), a plausible worst case scenario would be a loss of - £12,450

**Cemeteries**

After the Financial Crisis in 2008 income was significantly reduced for 18-24 months and many families were unable to afford to have a headstone straight after the funeral. Understandably the cost of funeral is unavoidable if a death occurs but families didn't have the money to purchase the headstone and it took a few years to get back to the pre-financial crisis levels.

Initially it may be prudent to assume an amount of -£11,000 as loss of income for Memorial Masons being 50% of budget.

**Covid-19 related additional expenditure**

The total for additional unplanned expenditure is currently at -£10,064

This includes cemetery gates security £3500, 4 x New laptops £1536, hire of excavator at Porthkerry Cemetery £1600, Signs £991, cleaning solutions and PPE £731, WFH allowances £649 and other miscellaneous items £1057.

In total, the financial impact position is predicted therefore to total £33,514. This could increase if further costs are associated with the emergency period and before we return to any pre-COVID-19 normal in the early Autumn.

### **Future planned activity**

Council is asked to consider the potential impact on future budgets re: planned activity which may now not take place. Examples of budgets which may be impacted include:

#### Corporate events

Christmas Lights £15,000 (possibility to save £3,000)

Planters £6,000 – (possibility that these may be removed, uncertainty of cost for 20/21)

Santa Fun Run £2,000

Fireworks £10,000

Corporate event £2,000 (including open days / Town Hall opening etc....)

#### Corporate Advertising & Marketing

Total budget of £7,250 (possible some of this budget could be repurposed)

#### Community Engagement

A number of events have been cancelled and it may be necessary to look at achieving the Community Engagement Strategy in different ways via the £7,000 budget set

#### Barry Youth Council

£3,000 budget – this project has not started and we may need to look at new ways of engaging young people's voices in democracy and local decision making

#### Dementia Friendly Projects

£6,000 budget which has not yet been earmarked for any activity

#### Council Grant Programme total £45,000

- Books for schools £10,000
- Business Support £3,000
- Christmas meals £2,700
- Green Grants £4,300
- Community and voluntary groups £25,000

The Grant round has not been allocated yet and Council may wish to look at reprioritising these allocations.

#### Community Plan

The budget for the initial phase of developing a plan is £3,000. This was set out as an initial pot to start the process. Given the new normal, Council may wish to consider putting on hold the production of a Community Plan and focus on investing time in reviewing the Community Engagement Strategy and the Corporate Plan priorities.

## **2. Social Impact**

- There are a host of wider social impacts on the people of the town of Barry which may include redundancies, unemployment, financial difficulty, increased request for Food Banks, childcare needs, home schooling of children, mental health and wellbeing, isolation, loss of social networks, friends and family support, medical needs, shielding and vulnerable people requiring support. The Council may wish to look at its Corporate Plan which is working towards the wellbeing of all people in Barry, and suggest where its post-Covid focus would be best placed.
- The Council will need to consider that many of its events and planned Community Engagement activities will be cancelled or need to be delivered in different ways; how does the Council wish to focus on the social wellbeing of people in Barry? The Community Engagement Strategy is being reviewed and the results from this will likely inform the Corporate Plan. The Council will need to consider the results of this engagement to show that we have listened and the plan is a true reflection of what the community wants.

## **3. Technological Impact**

- The Council's Corporate support team has been operating remotely for 3 months and this may lead to more requests for flexible working and working from home as staff have the technology and ability to do so.
- Team meetings and meetings with partners, other councils, forums and training have all been taking place via video conference. It may be that this format of connecting with other may be maintained in a more socially distanced workplace and therefore the Council will need to look at purchasing a specific Virtual platform (Zoom or MS Teams).
- Social media has proved important throughout the Pandemic to communicate key messages and respond to the community's concerns. The Council may wish to invest more in social media platforms and technology to enable further engagement.
- The Council's Marketing and Communications Strategy which has been in draft will be more important than ever. This will unify the Council's approach to how it communicates its values and its decision making with the public and may need further work to be relevant in a more digitalised environment.
- New Regulations have enabled temporary remote access to Council meetings; this may become the new norm in the future and training is required for all

councillors to be equipped with the technological skills to participate in remote meetings.

#### **4. Environmental Impact**

- The plans of the Sustainable Barry Working Group will need to be reshaped given that the next phase was to bring together a range of partners to assess the way forward. Given that this group's focus is on sustainability in terms of the Sustainable Duty of the Wellbeing of Future Generations Act (social, environmental and economic), it is suggested that this Working Group becomes a Covid-19 Response Committee to look at the Post-Covid Sustainability of Barry.
- The new Community Building at Cemetery Approach may not be able to be put to full use and this will impact on its income and the community's ownership of this asset.
- Council may want to consider how it can best support Town Centre / Shop Local in order to regenerate the high streets and restore public confidence in public spaces and visiting town centres.

#### **5 Legal Impact**

The legislative framework under which the Council operates now includes:

- Public Audit (Wales) Act 2004 (the 2004 Act)
- The Accounts and Audit (Wales) Regulations 2014 (the 2014 Regulations)
- The Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020 (the 2020 Regulations)

Councils should note that the 2020 Regulations will automatically lapse in May 2021. They are not to be relied upon beyond May 2021.

The Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020 has included some key changes; there has been a pause put in place for the 6-month attendance rule for Councillors, changes to the Annual Meeting of Council and changes to allow Council meetings to take place using remote attendance. Councillors have been sent these Regulations.

In response, the Annual meeting date has been moved to September 2020 and the Council has the right to choose not to elect a Mayor this Municipal Year, but to continue with the current position until May 2021. If this is the case, the Annual Meeting will be more focused on the Business to be transacted and not be split into a Mayor Making Civic Event and a separate Business meeting

### Preparation and Approval of Accounts

The Accounts and Audit Regulations require the RFO to certify the accounts and the council to approve the accounts by 30 June 2020. The annual return contains a section to be completed by the RFO and the chair to evidence this.

The Auditor General is required to set a date for the exercise of electors' rights under the 2004 Act and all councils must make their accounts open to inspection by the public for 20 working days. The council must publish a notice giving 14 days' notice of the inspection period.

These requirements are the same as previous years.

The dates set by the Regulations (as detailed above) will not be changed by Welsh Government as there is a degree of flexibility built into the Regulations. If the Council is unable to approve the accounts by 30 June, then provided it publishes the required notice on its website, it will have complied with the 2014 Regulations. It will then need to ensure that it prepares and approves the accounts as soon as possible afterwards.

**Recommendation: That Council considers the report assessing the impact of Coronavirus / Covid-19 on the Council and considers the key issues raised by officers; Council may wish to determine how it will re-set its priorities for the year ahead.**