



**BARRY TOWN COUNCIL
CYNGOR TREF Y BARRI**

3 December 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 IS TO BE HELD AT 7.00 PM ON TUESDAY, 8
DECEMBER 2020 FOR THE PURPOSE OF TRANSACTING THE
BUSINESS SHOWN IN THE AGENDA SET OUT BELOW.**

**THE MEETING WILL BE HELD ON A REMOTE BASIS IN 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. **Well-being of Future Generations (Wales) Act 2015**

(To note)

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

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

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

4. **To approve and sign the minutes the Annual Meeting of Council held on 28 September 2020**

(Pages 4483 - 4501)

5. To receive communications from the Mayor (Verbal)
6. To consider questions from Councillors in accordance with the provisions of Standing Order 3(e)
7. To consider questions/comments from Members of the public in accordance with the provisions of Standing Order 3(f)

(NB: members of the press will be invited to attend this meeting remotely in line with current Welsh Government Regulations. If members of the public have questions, they can submit them prior to the meeting and may request to attend the meeting remotely if this is reasonably practicable and manageable).

Council has received a request from the Barry Museum, regarding the metal silent soldiers that were purchased to celebrate the 100th anniversary for WW1; Council is asked to consider whether one of these could be displayed in the museum.

8. To consider motions submitted by Councillors (None received)

MINUTES OF STANDING COMMITTEES AND WORKING PARTIES

9. To receive and note the minutes of the Planning Committee held on 30 September 2020 and to give consideration to any recommendations therein
(Pages 4502 - 4509)
10. To receive and note the minutes of the Personnel Committee held on 12 October 2020 and to give considerations to any recommendations therein.
(Pages 4510 - 4517)
11. To receive and note the minutes of the Sustainable Barry Working Party held on 19 October, 16 November and 1 December 2020 and to give considerations to any recommendations therein.
(Pages 4518 - 4535)
12. To receive and note the minutes of the Halls, Cemeteries and Community Facilities Committee held on 19 October 2020 and to give consideration to any recommendations therein
(Pages 4536 - 4543)
13. To receive and note the minutes of the Shop Local Barry Advisory Committee held on 22 October 2020 and to give considerations to any recommendations therein
(Pages 4544 - 4550)

14. **To receive and note the minutes of the Finance, Policy and general Purposes Committee held on 16 November 2020 and to give consideration to any recommendations therein**
(Pages 4551 – 4559)

FINANCE

15. **Schedule of Payments of Accounts for November 2020**
(Pages 4560 - 4566)

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

16. **Budget Monitoring Reports as at 30 November 2020**
(Pages 4567 - 4570)

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

17. **Draft Budget 2021/22 (incorporating five year financial forecast)**
(Pages 4571 - 4583)

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

18. **Date of Next Meeting**

To note that the next meeting of Full Council is scheduled to be held on **Monday 22 February 2021 at 7pm**

19. **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.

20. **To note the Green Recovery Circular Economy Fund 2020-21 Application for Funding that has been submitted in consultation with Group Leaders (deadline was 1 December 2020)**
(Pages 4584 - 4602)

21. **To receive the minutes of the Innovation Working Party held on 23 November 2020 and consider recommendations therein**
(Pages 4603 - 4606)

22. **Public Services Ombudsman for Wales Update (Verbal)**

23. **Tree Consultation
(A) Tree Report**

(Pages 4607 - 4614)

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 ANNUAL MEETING OF BARRY TOWN COUNCIL HELD ON MONDAY, 28 SEPTEMBER AT 6.00 PM

PRESENT: The Retiring Mayor (Councillor Wilkinson), together with Councillors Aviet, Bailey, Brooks, Charles, Clarke, Collins, Drake, Hampton, Hawkins, N Hodges, S Hodges, Hooper, Johnson, Lloyd-Selby, Nugent-Finn, Payne (Arrived at 6.28), Perkes, Richardson, Rowlands, Wiliam and Wright.

ALSO PRESENT: Emily Forbes - Chief Officer
Mark Sims - Deputy Chief Officer
Amanda Evans - Facilities and Cemeteries Manager
Rhian Burns - Administrator

PROCEDURAL

761. **ROLL CALL**

The Chief Officer took a roll call of all those present.

762. **TO RECEIVE APOLOGIES FOR ABSENCE**

None were received.

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

None were received.

BUSINESS TO BE TRANSACTED

764. **TO ELECT A TOWN MAYOR FOR THE 2020/21 MUNICIPAL YEAR AS DIRECTED IN STATUTE, LOCAL GOVERNMENT ACT 1972 SS 15(2) AND 34(2)**

It was noted that the Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020 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.

Nominations were received for the position of Mayor of Barry Town Council for the municipal year 2020/21 as follows:

Councillor Wilkinson – nominated by Councillor Brooks and seconded by Councillor Rowlands.

A vote was taken, the result of which was that Councillor Wilkinson be elected as Town Mayor for remainder of the 2020/21 municipal year by a unanimous vote.

RESOLVED: That Councillor Wilkinson be elected as Town Mayor for remainder of the 2020/21 municipal year by a unanimous vote.

765. **TO ELECT A DEPUTY TOWN MAYOR FOR THE 2020/21 MUNICIPAL YEAR**

It was noted that the Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020 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.

Nominations were received for the position of Deputy Town Mayor of Barry Town Council for the municipal year 2020/21 as follows:-

Councillor Clarke – nominated by Councillor S Hodges and seconded by Councillor Johnson.

Councillor Rowlands – nominated by Councillor Bailey and seconded by Councillor Charles.

A vote was taken, the result of which was that Councillor Clarke be elected as Deputy Town Mayor for the 2020/21 municipal year by a majority vote of 15 to 6.

RESOLVED: That Councillor Clarke be elected as Deputy Town Mayor for the 2020/21 municipal year by a majority vote of 15 to 6.

766. **TO RECEIVE THE NEWLY ELECTED TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE**

The newly elected Deputy Town Mayor made his Declaration of Acceptance to the Office of Deputy Town Mayor, in the presence of the Chief Officer.

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

It was noted that this Act sets out the requirement for a public body to act in a manner which seeks to ensure **that the needs of the present are met without compromising the ability of future generations to meet their own needs.**

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

(a) the importance of balancing short term needs with the need to safeguard the ability to meet long term needs, especially where things done to meet short term needs may have detrimental long term effect;

(b) the need to take an integrated approach, by considering how—

(i) the body's well-being objectives may impact upon each of the well-being goals;

(ii) the body's well-being objectives impact upon each other or upon other public bodies' objectives, in particular where steps taken by the body may contribute to meeting one objective but may be detrimental to meeting another;

(c) the importance of involving other persons with an interest in achieving the well-being goals and of ensuring those persons reflect the diversity of the population of the part of Wales in relation to which the body exercises functions;

(d) how acting in collaboration with any other person (or how different parts of the body acting together) could assist the body to meet its well-being objectives, or assist another body to meet its objectives;

(e) how deploying resources to prevent problems occurring or getting worse may contribute to meeting the body's well-being objectives, or another body's objectives.

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

678. **TO APPROVE AND SIGN THE MINUTES OF FULL COUNCIL HELD ON 29 JULY 2020 AS A CORRECT RECORD**

RESOLVED: That the minutes of the meeting of Full Council held on 29 July 2020 are approved and signed as a correct record.

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

None were received.

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

None were received.

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

None were received.

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

The Mayor advised that she had attended a small service to commemorate the 75th anniversary of the Battle of Britain and laid a wreath at the cenotaph. She noted that she planned to write a press release to raise awareness amongst members of the public on the

activities of this Council and what was being done to support the local community.

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

683. **TO RECEIVE AND NOTE THE MINUTES OF THE PLANNING COMMITTEE'S MEETINGS HELD ON 28 JULY AND 8 SEPTEMBER 2020 AND TO CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN**

RESOLVED: That the minutes of the Planning Committee's meetings held on 28 July and 8 September 2020 are approved and signed as a correct record.

684. **TO RECEIVE AND NOTE THE MINUTES OF THE SUSTAINABLE BARRY WORKING GROUP'S MEETINGS HELD ON 7 SEPTEMBER 2020 AND TO CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN**

It was noted that the meeting of the Sustainable Barry Working Group held on 7 September 2020 was inquorate.

GOVERNANCE

APPOINTMENT OF ROLES AND COMMITTEE MEMBERSHIP

685. **TO ELECT A LEADER OF THE COUNCIL FOR 2020/21 NOTING THAT AS THERE IS NO OVERALL MAJORITY PARTY THE LEADER OF THE COUNCIL WILL BE ELECTED BY THE COUNCIL IN ACCORDANCE WITH STANDING ORDER 33(1)(B)**

Members were asked to elect a Leader noting that as there was no overall majority party that the Leader of the Council will be elected by the Council in accordance with Standing Order 33 (1)(b).

Councillor Brooks was nominated by Councillor Drake and seconded by Councillor Lloyd-Selby. A vote was taken, the result of which was that Councillor Brooks be elected as Leader of the Council for remainder of the 2020/21 municipal year by a unanimous vote.

RESOLVED: That Councillor Brooks be elected as Leader of the Council for the 2020/21 municipal year.

686. **TO APPOINT THE FOLLOWING COUNCIL COMMITTEES FOR THE ENSUING MUNICIPAL YEAR AND APPROVE THEIR TERMS OF REFERENCE**

Members felt that it would be useful to have continuity of Committee membership for the remainder of the 2020/21 municipal year and

agreed that Committee membership should remain the same as 2019/20. Committee membership was therefore agreed as follows:

1. **To appoint to the Council's Standing Committees**

a. **Finance, Policy & General Purposes**

Councillors Brooks, Drake, Hampton, N Hodges, S Hodges, Lloyd-Selby and Rowlands.

b. **Halls, Cemeteries & Community Facilities**

Councillors Aviet, Clarke, N Hodges, Johnson, Nugent-Finn, Richardson and Rowlands.

c. **Personnel**

Councillors Charles, Clarke, Payne, Perkes, Wiliam, Wilkinson and Wright.

d. **Planning**

Councillors Aviet (Gibbonsdown), Bailey (Dyfan), Collins (Castleland), Charles (Illtyd), Hawkins (Gibbonsdown), S Hodges (Baruc), Payne (Cadoc) and Perkes (Court).

2. **To appoint to Working Parties and non-standing committees**

a. **Memorial Hall & Theatre Working Party**

Councillors Aviet, Brooks, Charles, Clarke, Drake, S Hodges, and Wiliam.

b. **Fairtrade Advisory Committee**

Councillors Hampton, Hawkins, S Hodges, Johnson, Lloyd-Selby, Richardson and Wright.

(Noting that members of the public with voting rights are permitted for the Fairtrade Advisory Committee.)

c. **Local Investment Committee**

Councillors Bailey, Brooks, N Hodges, S Hodges, Hooper, Lloyd-Selby and Nugent-Finn.

d. **Reshaping of Services Working Party**

Councillors Hawkins, S Hodges, Johnson, Lloyd-Selby, Nugent-Finn, Richardson and Rowlands.

e. Shop Local Barry Advisory Committee

Councillors Collins, Hampton, Hawkins, S Hodges, Payne, Perkes and Wright.

(Noting that members of the public with voting rights are permitted for the Shop Local Advisory Committee)

f. Welsh Language Working Party

Councillors Payne, Rowlands and Wiliam.

g. Working Party to Consider Consultations Received

Councillors Charles, Clarke, Drake, N Hodges and Wilkinson.

h. Innovation Working Party

Councillors Bailey, Brooks, Drake and N Hodges.

i. Sustainable Barry Working Party

Councillors Clarke, Drake, S Hodges, Lloyd-Selby, Payne, Rowlands and Wright

RESOLVED:

1. That the above members be appointed to Committees for the ensuing municipal year as per Standing Order 4(g) appendix 1.
2. That the Terms of Reference for each Committee be approved.

687.

TO ELECT THE CHAIRPERSONS AND VICE-CHAIRPERSONS OF THE STANDING COMMITTEES LISTED ABOVE

Members felt that it would be useful to have continuity of Chairpersons and Vice-Chairpersons for the remainder of the 2020/21 municipal year and agreed that these positions should remain the same as 2019/20. Chairpersons and Vice-Chairpersons were therefore agreed as follows:

Finance Policy & General Purposes

Councillor Brooks was nominated as Chairperson of the Finance, Policy & General Purposes Committee.

RESOLVED: That Councillor Brooks be elected Chairperson of the Finance, Policy & General Purposes Committee for the municipal year of 2020/21.

Councillor Lloyd-Selby was nominated as Vice-Chairperson of the Finance, Policy & General Purposes Committee.

RESOLVED: That Councillor Lloyd-Selby be elected Vice-Chairperson of the Finance, Policy & General Purposes Committee for the municipal year of 2020/21.

Halls, Cemeteries & Community Facilities

Councillor N Hodges was nominated as Chairperson of the Halls, Cemeteries & Community Facilities Committee.

RESOLVED: That Councillor N Hodges be elected as Chair of the Halls, Cemeteries & Community Facilities Committee for the municipal year of 2020/21.

Councillor Richardson was nominated as Vice-Chairperson of the Halls, Cemeteries & Community Facilities Committee.

RESOLVED: That Councillor Richardson be elected as Vice-Chairperson of the Halls, Cemeteries & Community Facilities Committee for the municipal year of 2020/21.

Personnel

Councillor Charles was nominated as Chairperson of the Personnel Committee for the municipal year of 2020/21.

RESOLVED that Councillor Charles be elected as Chair of the Personnel Committee for the municipal year of 2020/21.

Councillor Payne was nominated as Vice-Chairperson of the Personnel Committee by Councillor Perkes and seconded by Councillor Charles.

RESOLVED that Councillor Payne be elected as Vice-Chairperson of the Personnel Committee for the municipal year of 2020/21.

Planning

Councillor Hawkins was nominated as Chairperson of the Planning Committee.

RESOLVED that Councillor Hawkins be elected as Chairperson of the Planning Committee for the municipal year of 2020/21.

Councillor Perkes was nominated as Vice-Chairperson of the Planning Committee.

RESOLVED that Councillor Perkes be elected as Vice-Chairperson of the Planning Committee for the municipal year of 2020/21.

It was also RESOLVED that Chairs of all Working Parties and Non-Standing Committees would remain as per 2019/20 positions for continuity and consistency.

688. **TO APPOINT REPRESENTATIVES ON OUTSIDE BODIES**

Members felt that it would be useful to have continuity of representation on outside bodies for the remainder of the 2020/21 municipal year and agreed that these positions should remain the same as 2019/20. Representatives on outside bodies were therefore agreed as follows:

Barry YMCA

Councillor Hawkins
Councillor Payne

Barry Youth Council (when active)

Councillor Wilkinson (Town Mayor)
Councillor Payne (Representative)
Councillor Johnson (Substitute)

Gibbonsdown Children's Centre

Councillor Wilkinson (Town Mayor)
Councillor Clarke
Councillor Perkes

Society of Local Council Clerks - Larger Local Council Forum

Councillor Wilkinson (Town Mayor)

One Voice Wales

Councillor S Hodges (Representative)
Councillor Brooks (Representative)
Councillor Rowlands (Substitute)

One Voice Wales - Larger Local Councils Meeting

Councillor Hawkins

Public Services Board Workshops/Events

Councillor Lloyd-Selby (Representative)
Councillor S Hodges (Substitute)

Barry Sense of Place Board

Councillor S Hodges (Representative)
Councillor Payne (Substitute)

Town Centre Forum

Councillor Hooper (Representative)
Councillor Payne (Substitute)

Glamorgan Voluntary Service Network

Councillor Wilkinson (Town Mayor)

Vale of Glamorgan Biodiversity Partnership

Councillor N Hodges (Chair of Halls, Cemeteries & Community Facilities Committee)
Councillor Richardson (Vice-chairperson of Halls, Cemeteries & Community Facilities Committee)

Vale of Glamorgan Destination Management Partnership

Councillor N Hodges (Representative)

Vale of Glamorgan Community Liaison Committee

Councillor S Hodges (Representative)
Councillor Perkes (Substitute)

Vale of Glamorgan Project Board (Cemetery Approach)

Councillor N Hodges (Chair of Halls, Cemeteries & Community Facilities Committee)

RESOLVED:

1. That the above appointments be agreed
2. That letters are sent to each organisation to notify them of the Council's representatives and request that future notifications of meetings be forwarded to the relevant representative(s) and the Chief Officer.

689.

SCHEDULE OF TOWN MEETINGS FOR 2020/21

Members were requested to consider the schedule of Town Council meetings for 2019/20. The Chief Officer noted that in preparation of these, there were a number of clashes with Vale of Glamorgan Council meetings this year. Members suggested amendments and additions to the schedule of meetings.

RESOLVED:

1. That the Schedule of Town Council meetings for 2020/21 be amended to avoid those clashes noted with Vale of Glamorgan Council meetings.
2. That the amended Schedule of Town Council meetings for 2020/21 be circulated to all Members.

3. That the amended Schedule of Town Council meetings for 2020/21 be uploaded to the Town Council website for access by members of the public.

690.

TO REVIEW AND ADOPT THE COUNCIL'S SCHEME OF DELEGATION 2020 NOTING A REQUIRED DECISION ON DELEGATED EXPENDITURE TO THE CHIEF OFFICER (TOWN CLERK)

Members received the Council's Scheme of Delegation. The Chief Officer requested that the emergency expenditure outside of the agreed budget that she was able to authorise be increased from £3,000 to £5,000. She advised that this would take into account emergency planning requirements and enable swifter action.

RESOLVED:

1. That the emergency expenditure that could be authorised by the Chief Officer be increased from £3,000 to £5,000.
2. That the Council's Scheme of Delegation be noted and re-adopted.

691.

TO CONFIRM THE COUNCIL'S CHEQUE SIGNATORIES FOR 2020/21

Members were requested to determine the Council's cheque signatories for 2020/21.

Councillor Brooks
 Councillor Charles
 Councillor N Hodges
 Councillor Hooper
 Councillor Perkes

Plus either	Emily Forbes	-	Chief Officer
	Mark Sims	-	Deputy Chief Officer

RESOLVED: That the following are Council cheque signatories for 2019/20:-

Any two of

- Councillor Brooks**
- Councillor Charles**
- Councillor N Hodges**
- Councillor Hooper**
- Councillor Perkes**

Plus either	Emily Forbes	-	Chief Officer
or	Mark Sims	-	Deputy Chief Officer

692. **TO CONFIRM THE COUNCIL'S CHEQUE SIGNATORIES FOR**

Members were requested to determine the cheque signatories for the Mayor's Charity Account for 2020/21.

Councillor Wilkinson (Town Mayor)

Plus either or:- Emily Forbes (Chief Officer)
Mark Sims (Deputy Chief Officer)

RESOLVED: That the following are cheque signatories for the Mayor's Charity Account for the ensuing municipal year:-

Councillor Wilkinson (Town Mayor)

**Plus either Emily Forbes (Chief Officer)
 or Mark Sims (Deputy Chief Officer)**

Councillor Payne joined the meeting.

693. **TO RE-ADOPT THE TOWN COUNCIL'S CIVIC PROTOCOL**

RESOLVED: That the Town Council's Civic Protocol be approved and re-adopted.

694. **TO RECEIVE AND APPROVE THE TOWN COUNCIL'S RISK REGISTER**

Members were provided with a report containing the Town Council's Risk Assessments Register. The Chief Officer noted that the key additions were risk assessments relating to Covid-19.

RESOLVED: That the Town Council's Risk Assessment Register be received and approved.

695. **TO RECEIVE INTERNAL AUDIT REPORTS 2019/20 (SECOND INTERIM) AND (FINAL REPORT)**

Members were advised that Auditing Solutions Ltd undertook their second visit for 2019/20 on 21 January 2020 providing their report prior to the March lockdown. They completed the internal audit work for 2019/20 remotely during June 2020 and 'signed off' the Annual Return that was presented to the Council's meeting on 29 July 2020.

A copy of the internal auditor's reports for 2019/20 (Second Interim) and (Final Report) was attached for consideration. The reports provide a summary of the work undertaken on the three visits and based on the work completed the internal auditor has concluded that the Council continues to maintain adequate and effective internal control arrangements.

RESOLVED:

1. That the internal audit reports 2019/20 (Second Interim) and (Final Report) be received and noted.
2. That Auditing Solutions Ltd be reappointed as internal auditor for 2020/21.

POLICIES

696. **TO REVIEW AND ADOPT THE TOWN COUNCIL'S STAFF HANDBOOK – NOTING UPDATED POLICIES WHICH HAVE BEEN AGREED BY FINANCE, POLICY & GENERAL PURPOSES COMMITTEE AND THE UNIONS THROUGHOUT THE YEAR**

Members were asked to consider the Town Council's Staff Handbook.

RESOLVED: That the Staff Handbook be noted and adopted.

STRATEGY

697. **TO REVIEW A REPORT ON THE COUNCIL'S COVID-19 FUTURE STRATEGY AND CONSIDER ITS APPROACH**

Members received a draft future strategy for dealing with the continuing and possibly worsening impact of Covid-19 /Coronavirus on the Council's operations and to plan for a local or further national lockdown.

Members felt that a staff presence should be maintained in the office. The Chief Officer advised that she would consult with staff members on how this could be done safely.

Members of the Planning Committee agreed that whilst it would be appropriate for some planning applications to be decided by the Planning Officer under the scheme of delegation, that any potentially contentious applications should still be subject to committee discussion.

Resolved: That recommendations for arrangements and actions to be put in place from 1 October 2020 to 1 January 2021 and to be monitored and reviewed on an ongoing basis.

697. **TO RECEIVE AND NOTE THE TOWN COUNCIL'S CURRENT CORPORATE PLAN 2017/22 AND TO RE-PRIORITISE OBJECTIVES PARTICULARLY RELATING TO THE IMPACT OF COVID-19/CORONAVIRUS. NOTING THAT OFFICERS RECOMMEND THAT THE COUNCIL FOCUSES ON A LIMITED**

NUMBER OF OUTCOMES FOR THE REMAINDER OF THE MUNICIPAL YEAR (TO MAY 2021)

The Chief Officer noted that the priority of Barry Town Council's work in recent months had been in supporting the well-being goals of 'A Resilient Barry' and 'A Sustainable Barry'. She suggested that the workstreams initiated by the Sustainable Barry Working Group remain the focus of the Council's work for the remainder of the municipal year.

Members agreed with this suggestion and highlighted the need for the public to be made aware of the work carried out by this Council to support the community.

Members requested that the discussion also cover agenda item 30 (TO RECEIVE AND NOTE THE TOWN COUNCIL'S CURRENT AGREED COMMUNITY ENGAGEMENT STRATEGY 2017/22 AND AGREE OFFICER'S RECOMMENDATION THAT A WORKSHOP IS HELD WITH COUNCILLORS TO UPDATE AND REFRESH ITS ACTION PLAN IN ORDER TO REALIGN PRIORITIES WITH THE COUNCIL'S ABILITY TO ENGAGE IN THE CURRENT CLIMATE).

Members agreed with this suggestion and highlighted the need for the public to be made aware of the work carried out by this Council to support the community.

Councillor Clarke requested that additional meetings of the Sustainable Barry Working Group be added to the schedule of meetings as there is a lot of work for this Group to take forward.

Councillor Payne noted that a shift away from physical events and engagement was required with more of a focus on digital inclusion.

RESOLVED:

- 1. That the work streams initiated by the Sustainable Barry Working Group remain the focus of this Council's work for the remainder of the 2020/21 municipal year and that the Chief Officer take these priorities to the Sustainable Barry Working Party for action areas to be considered**
- 2. That additional meetings of the Sustainable Barry Working Group be added to the Schedule of Meetings.**
- 3. That a workshop is held with Councillors to update and refresh its action plan in order to realign priorities with the Council's ability to engage in the current climate.**

698.

TO RECEIVE AND AGREE THE SCHEDULE OF PAYMENTS

Members received the schedule of payments for September 2020 for approval consisting of BACS payments, direct debits and cheque number 002973 in the amount of £50,628.98.

RESOLVED:

- 1. That the information set out above relating to salary payments for August and September 2020 inclusive, which has been certified and authorised by the appropriate officers in accordance with the requirements of Standing Order19(c), be received and noted;**
- 2. That the attached schedule of payments for September 2020 comprising BACS payments direct debits and cheque number 002973 in the amount of £50,628.98 be approved, subject to the relevant papers being in order.**

699.

BUDGET MONITORING REPORT TO 31 AUGUST 2020

Members received information about the Council's income and expenditure in the 2020/21 financial year as at the end of August 2020.

RESOLVED: That the budget monitoring report for August 2020, indicating actual income and expenditure up to the end of month five in the 2020/21 financial year be received, noting the projected overspend of £27,207 for 2020/21.

700.

TO RECEIVE AND NOTE A COVID-19 RECOVERY FUND REPORT

Members received an overview of how successful the Covid-19 Recovery Fund has been and an update on what has been allocated and what funds were remaining.

Councillor S Hodges noted that she felt the Covid-19 Recovery Fund had been very successful and that grants had been delivered to businesses and organisations quickly.

Councillor Brooks echoed Councillor S Hodges' remark and added that she had pleased to see a broad range of businesses and organisations applying for the fund.

She noted that she felt it would be beneficial to publicise the assistance given to these businesses and organisations.

The Chief Officer suggested reallocating the £10,000 budget set aside for the Fireworks Fiesta to the main Covid-19 Recovery Grants pot. Members agreed with this proposal and noted the total unallocated money remaining in the Covid-19 Recovery Fund was at a balance of £23,000 that should also be allocated to the main Covid-19 Recovery Grants pot. Council felt that £33,000 remaining in the Grants pot was

sufficient for the following months and if this depleted quickly over the next few months then this would be reviewed at the meeting of Full Council in December 2020.

RESOLVED:

1. That £10,000 in the Covid-19 Recovery Fund is reallocated from the Fireworks Fiesta into Grants pot.
2. That the unallocated balance of the Covid-19 Recovery Fund in the amount of £23,000 be allocated into the Grants pot.
3. That the budget remaining in the Covid-19 Recovery Fund be reviewed at a meeting of Full Council in December 2020.

701. **ANNUAL UPDATE REPORT ON CEMETERIES AND FACILITIES**

Members were provided with an update on the Cemeteries and Facilities services and work programmes during 2019/20.

Councillor N Hodges noted that the report reflected how much work had been carried out at the cemetery during 2019/20.

Members thanked the Facilities and Cemeteries Manager and the Cemetery Team for their work.

Members noted that it would be useful for Full Council to have an annual report of the main work streams taking place across the Cemeteries and Facilities team.

RESOLVED: That the update on Cemeteries and Facilities be received and noted and a report is prepared on an annual basis.

702. **TO NOTE REPORTS FROM REPRESENTATIVES SERVING ON OUTSIDE BODIES ARE AVAILABLE FOR INSPECTION IN THE LEVER ARCH FILE KEPT IN THE MAIN OFFICE**

RESOLVED: That reports from representatives serving on Outside Bodies are available for inspection.

703. **ANNUAL STAFF AND COUNCILLOR TRAINING REPORT**

Members received a report detailing the training taken between March 2019 and September 2020.

RESOLVED: That the report be received and noted.

704. **DATE OF NEXT MEETING**

RESOLVED: That the next meeting of Full Council will be held on Tuesday, 8 December 2020 at 7 pm.

705. **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.

706. **TO RECEIVE AND NOTE THE MINUTES OF THE MEMORIAL HALL & THEATRE WORKING PARTY HELD ON 9 SEPTEMBER 2020 AND TO CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN**

Members discussed the proposals brought forward by the Memorial Hall & Theatre at the meeting, for the provision of the venue's possible programme. Members felt that a more creative approach to providing services was required and that the terms of the funding agreement were not currently being delivered.

Members requested that a meeting with all the Memorial Hall & Theatre's trustees present be arranged in order to discuss these concerns and put in place a way forward.

RESOLVED:

1. That the minutes of the meeting of the Memorial Hall & Theatre Working Party held on 9 September 2020 be received and noted.
2. That the Chief Officer write to the Trustees of the Memorial Hall & Theatre's to request a meeting.

707. **TO RECEIVE CORRESPONDENCE FROM J.D. WETHERSPOON**

RESOLVED: That the correspondence from J.D. Wetherspoon be received and noted.

708. **PUBLIC SERVICES OMBUDSMAN SUMMARY REPORT**

RESOLVED: That the Public Services Ombudsman Summary Report be received and noted.

The meeting closed at 7.28 pm.

Signed

Dated
(Town Mayor)

ACTION SHEET - FULL COUNCIL - 28 September 2020

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
689 (1)	That the Schedule of Town Council meetings for 2020/21 be amended to avoid those clashes noted with Vale of Glamorgan Council meetings.	CO	05.10.20	Complete
689 (2)	That the amended Schedule of Town Council meetings for 2020/21 be circulated to all Members.	CO	05.10.20	Complete
689 (3)	That the amended Schedule of Town Council meetings for 2020/21 be uploaded to the Town Council website for access by members of the public.	DCO	05.10.20	Complete
695 (2)	That Auditing Solutions Ltd be reappointed as internal auditor for 2020/21.	DCO	02.12.20	Complete
697 (1)	That the work streams initiated by the Sustainable Barry Working Group remain the focus of this Council's work for the remainder of the 2020/21 municipal year and that the Chief Officer take these priorities to the Sustainable Barry Working Party for action areas to be considered.	CO	19.10.20	Complete
697 (2)	That additional meetings of the Sustainable Barry Working Group be added to the Schedule of Meetings	CO	05.10.20	Complete
697 (3)	That a workshop is held with Councillors to update and refresh it's action plan in order to realign priorities with the Council's ability to engage in the current climate.	CO	New Year	not started
700 (1)	That £10,000 in the Covid-19 Recovery Fund is reallocated from the Fireworks Fiesta into Grants pot.	DCO	01.10.20	Complete
700 (2)	That the unallocated balance of the Covid-19 Recovery Fund in the amount of £23,000 be allocated into the Grants pot.	DCO	01.10.20	Complete
700 (3)	That the budget remaining in the Covid-19 Recovery Fund be reviewed at a meeting of Full Council in December 2020.	CO	08.12.20	due to over subscription this was reviewed at FPGPC 16.11.20

706 (2)	That the Chief Officer write to the Trustees of the Memorial Hall & Theatre's to request a meeting.	CO	20.10.20	complete
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BARRY TOWN COUNCIL

DRAFT MINUTES OF A MEETING OF THE PLANNING COMMITTEE HELD ON WEDNESDAY 30 SEPTEMBER 2020 AT 7PM

PRESENT: Councillors Hawkins (Chair) plus Councillors Charles, S Hodges, Payne and Perkes.

ALSO PRESENT: David Watkins – Planning Officer
Rebecca Blackwell – Office Team Leader

PL536. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Aviet and Bailey

PL537. **TO RECEIVE DECLARATIONS OF INTEREST UNDER THE COUNCIL'S CODE OF CONDUCT**

Declaration of interest was received from Councillor Perkes in relation to Planning Application No. 2020/00963/FUL due to knowing the applicants.

PL538. **WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015**

That the Well-Being of Future Generations (Wales) Act information be received and noted

PL539. **TO APPROVE THE MINUTES OF THE PLANNING COMMITTEE'S MEETING HELD ON TUESDAY 3 SEPTEMBER 2020**

RESOLVED: That the minutes of the Planning Committees meeting held on Tuesday 3 September 2020 be approved and signed as a correct record.

PL540. **TO CONSIDER PLANNING APPLICATIONS**

a) **Planning Application No. 2020/00641/FUL**

Location: Westbro, 36, Pencodtre Road, Barry

Development: REVISED PLANS & APPLICATION FORMS

Extension and alterations of existing three-bedroom dormer bungalow into three-bedroom house.

RESOLVED: No objections subject to the satisfaction of the Vale of Glamorgan Council Highways department regarding off street car parking provision.

b) Planning Application No. 2020/00722/FUL

Location: College Fields Nursing Home, College Fields Close, Barry

Development: Variation of Condition 1 (5 Year Time Limit) and Condition 6 (Approved Plans) of Planning Permission 2014/00132/FUL: Three storey extension to side of the existing building to provide a new kitchen facility, an eight person lift to all floors, eight ensuite bedrooms, two communal day rooms, alter the existing kitchen to provide three disabled accessible WC's on the ground floor, relocation of the existing hair dressing salon, an additional bedroom and two under croft disabled parking spaces

Councillor Collins raised concerns in relation to the noise disturbance to residents.

RESOLVED: No objections subject to the following requirement;

1. **The external and internal construction work shall only be undertaken between the hours of 08:00 – 16:00 (Monday to Friday); 08:00 -12:00(Midday) (Saturday); No working on Sunday and Bank Holidays.**
2. **The community facilities for residents of the College Fields Nursing Home shall be protected and enhanced wherever possible during and after completion of the approved construction works.**

c) Planning Application No. 2020/00839/FUL

Location: 35, Heol Eryr Mor, Barry

Development: Conservatory to the rear of the property

RESOLVED: No objections

d) Planning Application No. 2020/00866/FUL

Location: 8, Cambridge Street, Barry

Development: Demolish existing lean-to bathroom/porch. Construct new single storey extension to side and rear of dwelling and associated works

RESOLVED: No objections

e) Planning Application No. 2020/00955/FUL

Location: 19, Port Road East, Barry

Development: Proposed single storey extension to front and side, disability living application

RESOLVED: no objections

f) Planning Application No. 2020/00958/FUL

Location: 24, West Walk, Barry

Development: Proposed two storey side and single storey rear extension, dormer extension with Juliet balcony to rear, together with entrance porch and associated works

Councillor Collins raised concerns in relation to privacy of the neighbours.

RESOLVED: Barry Town Council objects to the proposed development for the following reasons:

- 1. The proposals are an overdevelopment of the dwelling and would unbalance the future symmetry of the pair of semi-detached dwellings**
- 2. The proposals will be detrimental to the existing character and design of both the dwelling and the street scene**
- 3. The proposals appear to conflict with guidance and advice within the adopted Vale of Glamorgan Council SPG, residential and Householder Development.**

g) Planning Application No. 2020/00963/FUL

Location: 99, Princes Street, Barry

Development: To build a single width garage to rear garden and rebuild existing retaining walls to improved strength specification

RESOLVED: No objections subject to the following:

- 1. The proposed garage be used for private use and not commercial/business use**
- 2. Details of the proposed strengthened retaining wall be submitted to and approved in writing by the Vale of Glamorgan Planning and engineers' departments**

h) Planning Application No. 2020/00978/FUL

Location: 6, St. Nicholas Road, Barry

Development: Conversion of existing building into 3. No apartments and creation of external amenity space, including associated external alterations

Councillor S Hodges advised that works had commenced on site. Councillor Charles raised concerns in relation to the lack of parking.

RESOLVED: Barry Town Council objects for the following reasons;

- **The proposed conversion of the building to 3 apartments is an overdevelopment of the site.**
- **The proposed development fails to comply with the guidelines relating to car parking and amenity space as advocated within the adopted Vale of Glamorgan Supplementary Planning Guidance (SPG) documents;**
 - 1. Parking Standards, (March 2019).**
 - 2. Residential and Householder Development (April 2018).**

i) Planning Application No. 2020/00981/FUL

Location: 75, Hinchsliff Avenue, Barry

Development: Proposed two storey lateral extension to form a dining room, utility and lounge and two bedrooms and study

Councillor S Hodges raised concerns to the scale and size of the proposed extension.

RESOLVED: Barry Town Council strongly objects to the proposed development for the following reasons;

- 1. It will unbalance the symmetry of the pair of semi-detached dwellings.**
- 2. The proposed development is an overdevelopment of the site and will be detrimental to the existing character and design of both the dwelling and the street scene.**
- 3. The proposals appear to conflict with guidance and advice within the adopted Vale of Glamorgan Council SPG, Residential and Householder Development.**

j) Planning Application No. 2020/00989/FUL

Location: Halsden, 172, Port Road East, Barry

Development: Retention and completion of single storey extension to side and rear, raised patio, additional structure to rear of extension (summer house) and loft conversion including dormer, new gable and new window arrangement

Councillor Collins raised concerns in relation to the privacy of the neighbours.

RESOLVED: Barry Town Council strongly objects to the proposed development for the following reasons:

- 1. The proposed development is clearly an unacceptable overdevelopment of the application site**
- 2. The proposed development will adversely affect the privacy and amenity of neighbouring properties.**

Councillor Payne joined the meeting at 7.30pm

k) Planning Application No. 2020/00994/FUL

Location: 57, Romilly Park Road, Barry

Development: Two storey side and rear extensions with side and rear dormer loft conversion and balcony to front dormer

RESOLVED: Barry Town Council strongly objects to the proposed development for the following reasons:

- 1. The proposals appear to be an overdevelopment of the application site; could adversely affect the privacy and amenity of neighbours and adversely affect the street scene**
- 2. The proposed side extensions will unbalance the symmetry of the pair of semi-detached dwellings**
- 3. The proposals appear to conflict with guidance and advice within the adopted Vale of Glamorgan Council SPG, Residential and Householder Development**
- 4. The proposed development will adversely affect the privacy and amenity of neighbouring properties**

l) Planning Application No. 2020/01000/FUL

Location: Maeshyfyrd, Buttrills Road, Barry

Development: Proposed two storey side extension with Juliet balconies to front and rear

RESOLVED: Barry Town Council strongly objects for the following reasons:

- 1. Unbalance the symmetry of the pair of semi-detached dwellings**
- 2. The flat roof will be detrimental to the existing character and design of both the dwelling and the street scene**
- 3. The proposals appear to conflict with guidance and advice within the adopted Vale of Glamorgan Council SPG, Residential and Householder Development**

m) Planning Application No. 2020/01013/FUL

Location: 53, Porth Y Castell, Barry

Development: Two storey side extension, replacing single storey garage and single storey rear extension

RESOLVED: No objections subject to the Vale of Glamorgan Planning and Highways departments being satisfied with the proposed new vehicular arrangements to 53, Porth Y Castell, Barry and that the proposed finishes of the development shall be agreed in writing with the Vale of Glamorgan Planning department prior to works commencing on site.

n) Planning Application No. 2020/01014/LBC

Location: College Fields Nursing Home, College Fields Close, Barry

Development: Three storey extension to side of the existing building to provide a new kitchen facility, an 8 person lift to all floors, 8 en-suite bedrooms, 2 communal day rooms, alter the existing kitchen to provide three disabled accessible WC's on the ground floor, relocation of the existing hair dressing salon, an additional bedroom and two under croft disabled parking spaces.

RESOLVED: No objections subject to the following requirement;

- 1. The external and internal construction work shall only be undertaken between the hours of 08:00 –**

16:00 (Monday to Friday); 08:00 -12:00(Midday) (Saturday); No working on Sunday and Bank Holidays.

- 2. The community facilities for residents of the College Fields Nursing Home shall be protected and enhanced wherever possible during and after completion of the approved construction works.**

o) Planning Application No. 2020/01039/FUL

Location: 8, Heol Fioled, Barry

Development: Conversion of an integral double garage into additional living accommodation for an elderly relative. This will include replacement of the two garage doors with brickwork and windows and a side facing window inserted

RESOLVED: No objections

p) Planning Application No. 2020/01040/FUL

Location: 344, Barry Road, Barry

Development: Double extension consisting of 2 no. bedrooms/1 no. dining/and study

RESOLVED: No objections

q) Planning Application No. 2020/01041/FUL

Location: 78, Colcot Road, Barry

Development: Proposed two storey and single storey rear additions, plus internal remodelling of the dwelling

RESOLVED: No objections

PL541. TO CONSIDER PLANNING APPLICATIONS TABLED

RESOLVED: None received

PL542. LOCAL PLANNING AUTHORITY DECISIONS

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

PL543. TOWN AND COUNTRY PLANNING (CONTROL OF ADVERTISEMENTS) REGULATIONS 1992 – PLANNING APPEAL

- a) Proposed advert, Ty Verlon Industrial Estate, Barry**

RESOLVED: That the Planning Appeal be received and noted

PL544. **APPLICATIONS DEALT WITH UNDER DELEGATED POWERS-
FOR INFORMATION ONLY**

None

PL545. **DATE OF NEXT MEETING**

Members were made aware at the Annual Meeting of Council held on Monday 28 September 2020 that due to the ongoing Coronavirus Pandemic committee meetings will be held remotely with the suggestion of Planning Applications being dealt with under the scheme of delegation. Whilst members were happy for those applications with little concern to be managed under the scheme of delegation, they wished to discuss those which may be contentious. Members then asked what would be considered as contentious. The Planning Officer asked members if they would be happy to continue with being advised of the applications received to date via email and if they wished to discuss a particular application, a meeting could be arranged.

RESOLVED: That the Scheme of Delegation will be implemented for the period between October and December 2020 with applications that members require a discussion on will be raised to the Planning Officer with a meeting organised to discuss contentious items.

Meeting closed at 7.50 pm

Signed
(Chairperson)

Dated.....

BARRY TOWN COUNCIL

DRAFT MINUTES OF THE PERSONNEL COMMITTEE HELD ON MONDAY 12 OCTOBER 2020 AT 7.00 PM

PRESENT: Councillors Charles (Chairperson) together with Councillors Clarke, Payne (Vice Chair – arrived at 7.05), Perkes, William, Wilkinson (arrived at 19.37) and Wright

ALSO PRESENT: Emily Forbes - Chief Officer
Mark Sims – Deputy Chief Officer
Amanda Evans – Facilities and Cemeteries Manager
Rhian Burns – Administrator
Councillor N Hodges - Observer

R245. **APOLOGIES FOR ABSENCE**

None received.

R246. **DECLARATIONS OF INTEREST**

Councillor N Hodges noted that whilst he was not a member of the committee he was the LEA representative for Ysgol Sant Baruc (Agenda Item 12)

R247. **WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015**

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

R 248 **TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD ON 28 JULY 2020**

RESOLVED: That the minutes of a meeting of the Personnel Committee held on 28 July 2020 be approved and signed as a correct record.

R 249 **PETITIONS POLICY**

Members received a proposed Petitions Policy. The Chief Officer advised members this had been explored following petition presented to Council regarding the naming on the Cemetery Approach Community Centre. She requested that members agree the numbers of signatories that would be required for a petition to be raised at a Council meeting.

Councillor Perkes noted that she felt the number of signatories should be significant enough to warrant raising and suggested a number of 100 signatories.

Councillor Clarke suggested a graded approach with the following actions to take place dependent on number of signatories

- 1 – 20 – dealt with as correspondence.
- 21 – 100 – a written response by a senior officer.
- 101 – 500 – raised at the most appropriate committee meeting.
- 501 plus – raised at a meeting of full council.

Councillor Perkes noted that thought should be given to the nature of the petition as well as numbers of signatories.

Councillor Payne noted that petitions relating to marginal issues experienced by small numbers of people may receive small numbers of signatories but nonetheless may still be important.

Councillor William noted that he liked the idea of a graded response. He also noted that the best way for the public to have issues debated at Council meetings was to approach individual Councillors and ask for the issue to be placed on the agenda.

The Chief Officer advised that under the terms of the policy any petition received would only be put forward for debate and not necessarily agreed with.

A vote was taken on Councillor Clarke's proposal of a graded approach. The result of which were –

For – 2

Against - 2

RECOMMENDED: To a meeting of the Finance, Policy and General Purposes Committee that the Petitions Policy be approved and adopted with the petition numbers and responses included being the graded response outlined above.

R 250

PENSIONS AND RETIREMENT POLICY

Retirement and Pensions Policy for consideration.

RECOMMENDED: To a meeting of the Finance, Policy and General Purposes Committee that the Petitions Policy be approved and adopted subject to staff and union review.

R 251

BUDGET MONITORING REPORT AUGUST 2020

Members received a budget monitoring report to 31 August 2020, indicating actual income and expenditure up to the end of month five in the 2020/21 financial year.

RESOLVED: That the budget monitoring report for August 2020 be received, noting the projected out-turn for the year is to be underspent by £31,550.

R 252

DRAFT BUDGET ESTIMATES FOR 2021/2022

Members received the draft Personnel budget estimates for 2021/22.

The Chief Officer left the meeting for a Training item to be discussed.

It was reported that with a new trainee now in place, as well as the requirements to achieve Silver Charter for the Bereaved Accreditation for our Cemetery, there are a number of training courses required to be delivered over the next few years which are externally accredited for staff. Excavator training is particularly expensive as well as Skid Steer and Forward Tipping Dumper Truck training required.

It was suggested that an additional £4,000 is included in the budget for 2021/22. Members agreed that they were in favour of the suggested training budget allocation for Cemetery staff.

At the Chief Officer's Appraisal Panel last year, Appraisers agreed that the Chief Officer could explore a new Masters Programme being designed by the team who run ILCA, CiLCA and the Community Governance Degree at Level 6. The Masters Level qualification (at Level 7) is being developed to be delivered from April 2021 through the SLCC's partnership with De Montfort University who accredit the other Clerk's Qualifications. The Costs are yet to be confirmed, but estimated to be £3,500 per annum for 2 years for 2021/22 and 2022/23.

Members discussed the information and felt they would need to receive a business case showing the benefit to the Council for the suggested training budget allocation before inclusion within the Training Budget for 2021/22 and 2022/23. This would need to be submitted before the Draft Budget is finalised at the December 2020 meeting.

RESOLVED: That the Chief Officer circulate a business case to Personnel Committee members showing the benefit to the Council for the suggested training allocation before inclusion in the Training budget for 2021/22.

RECOMMENDED:

- 1. That an additional £4,000 is included in the budget for 2021/22 for the purpose of training for Cemetery staff.**
- 2. To the Finance, Policy and General Purposes Committee meeting being held on 16 November 2020 that the draft budgets for the 2021/22 financial year be approved.**

R 253 **COVID-19 RISK ASSESMENT**

Members received a Covid-19 related risk assessment.

RESOLVED: That the Covid-19 risk assessment be received and noted.

R 254. **DATE OF NEXT MEETING**

RESOLVED: That the next meeting of the Personnel Committee will be reviewed in September 2020, noting that a short meeting will take place to discuss the resolved item at agenda item R 252.

R 255. **EXCLUSION OF PRESS AND PUBLIC**

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

R 256. **MINOR AUTHORITY REPRESENTATIVE VACANCIES AND APPLICATION – YSGOL SANT BARUC**

Members discussed the advertisement of future Minor Authority Representative vacancies. The Chief Officer outlined the costs involved in advertising in the press. Members felt that social media and school and community noticeboards should be utilised in the first instance.

Members were provided with a list of Minor Authority Representative vacancies. Members considered two applications received in relation to Ysgol Sant Baruc and a vote took place, the results of which were –

For Sara Dodd – 1
For Helen Jennings – 5

Members received an application that had been submitted for Palmerston Primary School. Members considered the application and agreed to appoint the applicant.

Members were advised that Cadoxton Primary School had requested authority to appoint a Minor Authority Representative themselves. Members agreed that Cadoxton Primary School would be able to put forward a new representative, but that this Council should have final approval of the appointment. Due to timescales, the Committee agreed the application could be circulated and agreed electronically.

RESOLVED:

1. That Helen Jennings is appointed the Minor Authority Representative for Ysgol Gwaun Y Nant and that Helen Jennings is advised that she has been successful in the appointment of the Minor Authority Representative role on behalf of Barry Town Council.
2. That Kate Clark is appointed the Minor Authority Representative for Palmerston Primary School and that Kate Clark is advised that she has been successful in the appointment of the Minor Authority Representative role on behalf of Barry Town Council.
3. That Cadoxton Primary School be able to suggest a Minor Authority Representative, noting that this Council retains the final approval of the appointment and that the application could be circulated and agreed electronically.

R 257 **TOIL**

Members were provided with the current levels of TOIL for officers with a breakdown of accrual and TOIL taken since last reported.

RESOLVED: That the levels of TOIL for officers be received and noted.

R 258 **NJC PAYSCALES AND ANNUAL LEAVE**

Members were advised of the new NJC Pay Agreement which contained implications for the Council's allocation of Annual Leave.

RESOLVED: That the Personnel Committee agrees to an equitable approach across the organisation giving each person an additional 1 day annual leave (on entry to the organisation) [pro rata'd for part time staff] to be added to their leave entitlement from 1 April 2020, with the 5 days leave after 5 years continuous service remaining as it is.

R 259 **REWARD AND RECOGNITION OF STAFF THROUGHOUT COVID-19 PANDEMIC**

Members were asked for their views on the reward and recognition of Council Staff delivering services in the challenging environment presented by the Covid-19 / Coronavirus Pandemic.

Councillor Wilkinson arrived at the meeting.

Members felt that a one off extra day's holiday, to be taken during the Christmas/New Year shutdown would be an appropriate reward to staff.

RESOLVED: That an extra day's holiday to be taken over the Christmas/New Year period be added to all staff's holiday allowance for the 2020/21 period.

R 260

CONSULTATION WITH CEMETERY STAFF

Members were asked to resolve a way forward on how the cemetery would be secured during the summer opening hours.

Members discussed the responses given by staff members during the consultation.

The Chair advised that she felt that asking staff to carry out two 11.00 – 7.00 shifts per month was not too onerous and that as a service provider to the population of Barry it was important to respond to the needs of people visiting the cemetery.

Councillor Clarke noted that it should be considered whether any staff would leave if a variation of contractual hours were implemented as this would have budget implications via recruitment and training.

Councillor Wiliam noted that he did not feel any of the reasons given by staff were conclusive enough to retain the current working hours.

Councillor Payne noted that she felt given the current uncertainty with ongoing restrictions due to Covid-19 it was not the best time to be making changes to working hours and that the status quo should be maintained.

Councillor N Hodges noted that whilst he was disappointed with the response from staff, using the external contractor had gone well and he would be happy for this to continue.

Councillor Perkes advised that she felt the wants of the staff should be listened to and that there should be no changes to their working hours made. She noted that the costs for the external contractor were not unreasonable.

Councillor Wright noted that she did not feel that any of the reasons given by the staff were strong enough to prevent a change in working hours.

Councillor Wilkinson queried whether the external contractor was able to continue the service going forward and what the cost would be. The Cemeteries and Facilities Manager advised that the external contractor would be able to carry out the service but would need to raise their hourly rate if only attending for two evenings per week rather than five.

Councillor Wiliam left the meeting.

The Chair proposed that a variation of contractual hours be implemented. A vote took place, the result of which were –

For – 3

Against – 3

The Chair took the casting vote and the motion was passed.

RESOLVED: That a variation of contractual hours worked be implemented whereby 8 members of staff cover Thursday and Friday gate closing on a rota (approx. 13 11:00 – 19:00 shifts per Team member across the 6 month period). That the Chief Officer is authorised to liaise with staff and unions and via ACAS to move to a variation of contract process with staff if required.

R 261

RETIREMENT UPDATE

Members received an update on the retirement plans of a staff member.

RESOLVED: That the update be received and noted.

Cllr Clarke and Cllr Perkes (as Members of the Council's Appeals Panel) left the meeting before the next item was discussed.

R 262

DISCIPLINARY AND GRIEVANCE UPDATE

The Chief Officer provided members with an update on an ongoing disciplinary and grievance issue. She advised members that investigations by an external party had taken place to allow a thorough, unbiased report to be produced. She also noted that ACAS had been consulted throughout the process and that numerous steps and strategies had been put in place to attempt to resolve the matter. The Grievance had not been upheld by the Chief Officer and was now being appealed by the individual.

RESOLVED: That the update be received and noted.

The meeting closed at 20.20pm

Signed

Dated

FOR INFORMATION ONLY

ACTION SHEET - EXTRAORDINARY PERSONNEL COMMITTEE -12 OCTOBER 2020

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
R 249	To a meeting of the Finance, Policy and General Purposes Committee that the Petitions Policy be approved and adopted with the petition numbers and responses included being the graded response outlined above.	CO	16.11.20	complete
R 250	To a meeting of the Finance, Policy and General Purposes Committee that the Pensions Policy be approved and adopted subject to staff and union review.	CO	16.11.20	complete
R 252 (1)	That the Chief Officer circulate a business case to Personnel Committee members showing the benefit to the Council for the suggested training allocation before inclusion in the Training budget for 2021/22.	CO	08.12.20	in progress
R 252 (2)	That an additional £4,000 is included in the budget for 2021/22 for the purpose of training for Cemetery staff.	DCO/RFO	16.11.20	complete
R 252 (3)	To the Finance, Policy and General Purposes Committee meeting being held on 16 November 2020 that the draft budgets for the 2021/22 financial year be approved.	CO		

BARRY TOWN COUNCIL

DRAFT MINUTES OF A MEETING OF THE SUSTAINABLE BARRY WORKING GROUP HELD ON MONDAY 19 OCTOBER 2020 AT 6PM

PRESENT: Councillor Clarke (Chairperson) together with Councillors S Hodges, Lloyd-Selby and Drake.

ALSO PRESENT: Emily Forbes – Chief Officer
Hannah Linton – Trainee Administrator
Councillor N Hodges – Observer
Councillor Johnson – Observer
Councillor Perkes – Observer

35. **APOLOGIES FOR ASBSENCE**

Apologies were received from Councillors Rowlands and Payne.

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

None were received.

37. **COVID-19 Recovery Fund Update**

The Chief Officer provided members with an update in relation to the COVID-19 Recovery Fund and advised that £112,000 had currently been allocated for Community Organisations and Local Traders. It was noted that the COVID-19 Recovery Fund is to be reviewed at a meeting of Full Council on 8 December 2020 to request additional funding due to its success.

The Chief Officer confirmed that a budget of £5,000 had been allocated for the purchase of Shop Local, Love Barry and Barry Making Waves bunting to be displayed in the shopping areas which will replace the Christmas lights after they are taken down. Members were happy with this recommendation and requested to include the new Vale Town Centres PR campaign of Shop Safe to be included in the bunting logos.

Councillor S Hodges noted that it was disappointing that this recommendation had taken so long to be approved, but it made sense to put this up after the Christmas lights and was happy that the project it is now moving forward. She also noted her concern that the bunting would need to be of sufficient quality to last throughout the year and queried what the turnaround for this bunting to be produced and installed would be.

The Chief Officer advised that she had spoken to the Vale of Glamorgan Council and that the bunting would need to be A3 size. She also advised that there would be no need for a graphic designer as the logos would be taken from

the designs of Shop Local, Love Barry and the Vale's Shop Safe. This means the turn-around for producing the bunting would be quicker once a local supplier had been sourced. The Chief Officer will seek a local provider that can produce the bunting at the required size and that it be produced with a weather durable material.

The Chair requested an update on the suggestion raised at the last Sustainable Barry Working Party committee meeting in regards to a marquee being purchased for the Holton Road shopping area.

The Chief Officer advised members that markets and events during the Christmas period have all been cancelled around Barry and the Vale, and purchasing a marquee for a similar reason would be very unlikely due to its use being designated as an outdoor event.

Further to recent suggestions made, the Chief Officer suggested that Christmas music could be played throughout both Holton Road and High Street shopping areas to provide shoppers a Christmas feel whilst shopping during the Christmas Period with the Covid-19 restrictions in place. Members were advised that this could be delivered by local supplier JPL Sound who are providing a quote for High Street. Responses from the committee were encouraged.

Councillor Lloyd-Selby agreed that the Christmas music would be good for an atmosphere, but was also concerned for the residents around both Holton Road and High Street in terms of noise disturbance.

Councillor S Hodges was in agreement with Councillor Lloyd-Selby in regards to the local residents in these areas, as there are residents above and close to the shops. Councillor S Hodges requested that other ways are explored to provide Christmas music to the shops in both Holton Road and High Street.

The Chief Officer noted that local radio station Bro Radio have suggested that they could broadcast their Christmas show, which would be more content, interviews and music and suggested this topic could be discussed at the next Shop Local Advisory Group meeting scheduled to be held on 22 October 2020.

Councillor Perkes requested confirmation in relation to a music licence and if it would be included in the quote given to the Town Council or would the quote be for equipment only. Councillor Perkes also suggested providing the music on a Saturday throughout these areas, instead of a continuous loop for the whole week as the music everyday would be too much noise for the residents in the area.

Councillor Lloyd-Selby agreed with the suggestion made by Councillor Perkes and requested that playing the Christmas music at certain times and on certain days be explored so that the impact on local residents are kept to a minimum

The Chief Officer advised members that Holton Road traders seemed happy with the suggestion of Christmas music being played within the shopping area

and that the quotation requested from JPL would include the installation and removal of the equipment provided.

Councillor Johnson commented that whilst playing Christmas music would provide a great shopping environment having it played continuously for 8 weeks would be too long. He also advised that providing a marquee would help local shoppers whilst they wait to gain access to shops during the colder months and people would be less likely to wait in winter conditions.

Councillor Perkes was in agreement with Councillor Johnson advising that the marquee would be for people queuing and not used for shopping/market stalls.

Councillor Lloyd-Selby asked members to consider the effect on elderly people who would be unable to stand out in the cold and rely on local shops during the Christmas period. She also suggested contacting Age Concern to explore options for the elderly.

Councillor Lloyd-Selby suggested a ticketing system for traders to provide shoppers and suggested that this would help with queuing. She also suggested exploring coverings along Holton Road and High Street instead of a marquee and the provision of portable heating to help encourage local residents to shop in Holton Road and High Street areas instead of shopping online.

The Chair asked if all members were in agreement with putting these suggestions forward to the Shop Local Advisory Group and also the Vale of Glamorgan Council for consideration.

RECOMMENDATION:

- 1. That a recommendation is made to the Shop Local Advisory Committee in relation to playing Christmas music on Holton Road and High Street during the Christmas period for consideration**
- 2. That a recommendation is made to the Shop Local Advisory Group to review the suggestion of a marquee / covering for local shoppers whilst queuing in both Holton Road and High Street shopping areas due to the restrictions imposed due to the effects of Covid-19.**
- 3. That the Chief Officer explores the option of using a local supplier to produce the Shop Local bunting using a durable, weatherproof material.**

38. VALE TOWN CENTRE PR CAMPAIGN UPDATE

The Chief Officer suggested to members that both agenda items 6 and 7 be discussed at the same time as they were linked. The Chief Officer noted that as well as the Town Council's Shop Local and Love Barry campaign at a local level, there had been the launch of a Vale PR Campaign to increase awareness

of shopping locally and that the Vale of Glamorgan have released tool kits for promotion and also kits to local traders with the 'Shop Safe' logo.

The Chief Officer also advised members that the Welsh Government's Transforming Towns Campaign is also trying to raise awareness of local amenities and local shopping in certain towns across Wales including Barry. The Welsh Government is delivering this through the TRI Funding of £400,000 (allocated to the VOG Council) to help local towns across Wales.

With all these campaigns happening the Council needs to be careful on how to promote them to the town and people, clarity is required in local, regional and national projects as the marketing and messaging can be confusing to the public. B

It was noted by members that Barry Town Council has provided a lot for the town and councillors did not want it to swamp the local community with all the campaigns going forward, as Barry has been further ahead with promoting local delivery and traders and councillors felt that we need to reduce any duplications from other campaigns.

Councillor S Hodges noted that the Shop Local scheme seemed to be duplicated without even engaging with Barry Town Council prior to roll out, which seemed to result in them having a generic outcome. Councillor S Hodges put forward that the money would be better spent if it was provided to local Councils also noting that a Shop Local campaign was better delivered at a hyper local level.

Councillor Lloyd-Selby suggested going back to the Vale of Glamorgan Council to make a proposal on how Barry Town Council would use the money from the £400,000 Welsh Government TRI Funding, which they could then use as a template for other local Councils going forward.

Councillor Perkes also requested to report back to the Vale of Glamorgan Council suggesting that the money be allocated to Shop Local, suggesting that all Councils be kept updated to enable them to know exactly what and how the others are doing.

The Chair concluded that there seems to be too many people doing similar projects and wanted to know the likelihood of the Vale of Glamorgan Council providing Shop Local with the money.

The Chief Officer advised that it would be very unlikely that the money would be put towards Shop Local, with the Urban design ideas and Parklets already being suggested for the money to be used for. The Chief Officer confirmed she would compose an email to send with the ideas suggested in the meeting and also re-make the suggestion of using market huts /beach huts on the Square to help the local traders with restrictions in place.

Councillor Johnson commented that the Jam Jar survey seemed to duplicate work already being undertaken by Shop Local. He stated that the funding and

campaigns would work better being hyperlocal, focusing on each Town Council's needs. Councillor Johnson agreed with emailing both the Vale of Glamorgan Council and Welsh Government to suggest that the funding is given to local Councils. Councillor Johnson also requested information regarding the closed shops asking why are they closed and what could be done to help reopen them.

Councillor S Hodges stated that the ideas suggested at the Barry Sense of Place meeting of Parklets, benches and potted plants would not be well received by the local community and that the provision of a marquee for customers to use during the colder Christmas shopping months would be better received by Barry residents.

Councillor Drake agreed with Councillor S Hodges that the Parklet suggestion in the Barry Sense of Place meeting would not be a good idea for the local community

The Chief Officer noted that the Vale are not ruling any ideas out but already have an Urban designer for the project and are currently consulting on ideas. The Chief Officer advised that she would send an email with all the points raised in this meeting

Councillor Lloyd-Selby asked if the Town Council knew who owned the shops that are currently closed on Holton Road or if the Vale of Glamorgan Council knew who the landlords were. Councillor Lloyd-Selby also added the question as to whether the landlords would be willing to have conversations regarding opening to help start-ups or be sympathetic with leases to help fill the empty shops.

The Chair noted that this suggestion could help regenerate Holton Road and was grateful to the Chief Officer for trying to retrieve additional funding from the Vale.

RESOLVED:

- 1. That the Chief Officer write to the Vale of Glamorgan Council setting out the group's feedback re: Transforming Towns funding and Vale PR campaign and Town Council priorities; inclusive of seeking enquires as to if the landlords of the current shops closed on Holton Road are willing to discuss helping start-ups in the area, or the potential of a more sympathetic approach to the leases which could help with regenerating Holton Road.**
- 2. That the Chief Officer forward suggestions from the group to the Vale of Glamorgan Council for marquee/coverings for shoppers, market huts or beach huts on the Square, or canopies/ chairs and portable heaters for customers waiting to access the shops during the winter period.**

39. TRANSFORMING TOWNS UPDATE (WELSH GOVERNMENT)

This item was discussed at agenda item 6

40. CORPORATE PLAN PRIORITIES

At the Annual Meeting of Council it was agreed that the Corporate Plan priorities needed to be reviewed and that the Sustainable Barry Working Group would take forward this task. Members were provided with an update from the Chief Officer outlining how the workforce has managed during these difficult times and noting it will continue to be a pressured environment going forward. The Chief Officer stated that the workforce has been working well over the past 6 months and that there had been increased anxiety amongst some members of staff on returning to the office after working from home and absences. The Chief Officer proposed a short list of priorities that the Council needs to now focus on, these included Prosperous Barry with the Shop Local Funding; Digital Inclusion and maintaining access to harder to reach residents; MHT meeting with trustees to explore maximising the usage and space; the Heritage Project which was put on hold and funding needed to be explored for the next financial year; Arts Central Space which needs to be looked at in regards to consultation or progress; Cemetery Approach Community Hall has some outstanding items to be addressed and the potential of a new staff network meeting with shared learning to help with all staff and their mental health and wellbeing.

Councillor S Hodges agreed that this had been an unusual time with nothing to compare it to, and also noted that the Heritage Project would be a huge investment for the town and suggested a loan or look into other avenues to help this project along.

The Chief Officer stated that all mental health and wellbeing training would be virtual and welcomed any ideas that members may have. The Chief Officer suggested that the Council apply for a Public Works Board Loan to help with the Heritage Project and stated the importance of finishing the projects that have already started.

Councillor Johnson agreed with Councillor S Hodges and was enthused by the suggestion made regarding the Heritage Project. Councillor Johnson also advised that the Council needed to let the town know that the Council is working on projects and advertise the progress.

Councillor Perkes advised that the Heritage Project would show that Barry Town Council has confidence in the Town Centre and that it supports its future. The Chief Officer also clarified if a workshops / away day was still required; Councillor Johnson suggested the possibility of a virtual away day in order to look at the wider Corporate plan and priorities and engage all councillors.

RESOLVED:

- 1. That the list of priorities set out in the report are agreed and form the basis of a Workshop with Councillors.**
- 2. That the Chief Officer explores other possible options for funding the Heritage Project such as Public Works Board Loan.**
- 3. That the Chief Officer explores virtual away days and mental health and wellbeing training for staff and Councillors.**

Meeting closed at 7 pm.

Signed.....(Chairperson) Dated

FOR INFORMATION ONLY

ACTION SHEET - SUSTAINABLE BARRY WORKING PARTY - 19 OCTOBER 2020

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
37 (1)	That a recommendation is made to the Shop Local Advisory Committee in relation to playing Christmas music on Holton Road and High Street during the Christmas period for consideration.	CO	22.10.20	Completed
37 (2)	That a recommendation is made to the Shop Local Advisory Group to review the suggestion of a marquee / covering for local shoppers whilst queuing in both Holton Road and High Street shopping areas due to the restrictions imposed due to the effects of Covid-19.	CO	22.10.20	Completed
37 (3)	That the Chief Officer explores the option of using a local supplier to produce the Shop Local bunting using durable, weatherproof material.	CO	9.11.20	Completed
38 (1)	That the Chief Officer write to the Vale of Glamorgan Council setting out the groups feedback re: Transforming Towns funding and Vale PR campaign and Town Council priorities; inclusive of seeking enquires as to if the landlords of the current shops closed on Holton Road are willing to discuss helping start-ups in the area, or the potential of a more sympathetic approach to the leases which could help with regenerating Holton Road.	CO	20.10.20	Completed
38 (2)	That the Chief Officer forward suggestions from the group to the Vale of Glamorgan Council for marquee/coverings for shoppers, market huts or beach huts on the Square, or canopies/chairs and portable heaters for customers waiting to access the shops during the winter period.	CO	20.10.20	Completed
40 (1)	That the list of priorities set out in the report are agreed and form the basis of a Workshop with Councillors.	CO	19.10.20	Completed
40 (2)	That the Chief Officer explores other possible options for funding the Heritage Project such as Public Works Board Loan.	CO	New Year	not started

40 (3)	That the Chief Officer explores virtual away days and mental health and weelbeing training for staff and Councillors.	CO	New Year	In progress
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BARRY TOWN COUNCIL

DRAFT MINUTES OF A SUSTAINABLE BARRY WORKING GROUP MEETING HELD ON MONDAY 16 NOVEMBER 2020 (VIRTUALLY) AT 6PM

PRESENT: Councillor Clarke (Chairperson) together with Councillors S Hodges, Drake, Rowlands and Payne (joined the meeting at 18:04pm)

ALSO PRESENT: Emily Forbes – Chief Officer
Hannah Linton – Trainee Administrator
Councillor Johnson – Observer
Councillor Charles – Observer
Councillor Wilkinson – Observer
Councillor Hawkins – Observer

41. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Nugent-Finn.

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

None were received.

43. **TO RE-CAP ON DELIVERY TO DATE AND EXPLORE THE ROLE OF THIS
GROUP IN EXPLORING THE SOCIAL, ENVIRONMENTAL AND ECONOMIC
IMPACT OF COVID-19 ON:**

- **The Council's services;**
- **The Council's priorities;**
- **The Well-being of the Council's workforce and;**
- **The wider community and town of Barry as a whole**

The Chief Officer updated the Committee that the issues raised for Christmas had been discussed at the Shop Local meeting, and the sound system should be in place by Saturday 21 November or latest Saturday 28 November. The Chief Officer noted that the COVID-19 Recovery Funding had a lot of interest again for round 8 and 9, which was being put forward to the Finance Committee meeting at 7pm.

The Chair noted that there are a lot of other Committees and Public Services Board and outside meetings taking place which the Council is unaware of because no feedback is received. The Chair recommended that reports from Councillors attending these committee meetings should be fed back to the wider Council.

The Chief Officer stated that the Information Circular which used to be sent out with all information to Councillors was stopped because there was little to send out, however, this information is still filed in the office. Councillors on outside bodies will be reminded to submit their feedback.

Councillor Johnson reported that the Council does have Councillor Cuddy as their representative on the Public Services Board and should have reports received from him. Councillor Johnson recommended inviting Councillor Cuddy to a meeting to discuss with the group what has been happening on the board over the past few years.

Councillor Hodges drew attention to the fact that the Vale of Glamorgan Council has funding and seems prepared to give funding to local projects, but often does not have capacity to deliver projects. It was also recognised that the Town Council's own capacity to deliver projects is an issue and therefore recommended that a temporary member of staff to support project delivery. The Chief Officer confirmed that following discussion with Group Leaders, this would be put in place in the next few weeks from the Council's contingency budget.

RESOLVED:

- 1. That the Chief Officer invites Councillor Cuddy to a Committee meeting to discuss feedback from and engagement with the Public Services Board.**
- 2. That the Chief Officer writes to the Vale of Glamorgan Council again to request an additional representative to attend Public Services Board meetings from the Town Council.**
- 3. To note that the Chief Officer will be recruiting a temporary project officer to increase capacity to take forward projects**

44. **TO RECEIVE DETAILS OF THE GREEN RECOVERY CIRCULAR ECONOMY FUND 2020-21 AND CONSIDER IDEAS**

The Chief Officer explained to the Committee that the Welsh Government's 'Green Recovery Circular Economy Funding' had been circulated and needed to be spent by March 31st 2021. The Chief Officer suggested a recycle/repair shop and noted that Awesome Wales were interested previously in creating a Repair Café so suggested a partnership approach to try to access some of the WG funding for delivery.

The Chair stated he was happy to proceed with the application for funding from the Welsh Government.

Councillor Payne noted that there was a repair shop in Llantwit which restore items, PAT tests and recycle and would be good to contact for further information or ideas.

Councillor Charles noted that there was a similar shop already on Park Crescent that create items from recyclable materials.

RESOLVED that the Chief Officer explore and if viable, make an application for the Welsh Government Green Recovery Circular Economy Fund 2020-21.

45. **TO RECEIVE AND CONSIDER THE VALE OF GLAMORGAN COUNCIL CABINET REPORT – DEVELOPING A CLIMATE CHANGE ACTION PLAN**

The Chief Officer had circulated the VOG Cabinet Report and noted that this Working Group is tasked with looking at how the Council can impact climate change, and noted that the Council has already started with small steps. She noted these were things such as reduced colour printing and using electronic communication and reports, and also the bee habitats at the cemetery which were working extremely well. The Chief Officer asked the Committee if there were Councillors prepared to study the report in more detail alongside the previous Climate Change Action / Biodiversity audits undertaken and come back to the next meeting with any ideas to bring forward to deliver the Council's commitments.

RESOLVED that Councillors Clarke, S Hodges and Payne would form a small Working Group and come back to the next meeting with their thoughts.

46. **DATE OF NEXT MEETING**

The next meeting is scheduled to be held on Tuesday 1 December 2020 at 6pm

Meeting closed at 18:24pm.

Signed(Chairperson) Dated

FOR INFORMATION ONLY

ACTION SHEET - SUSTAINABLE BARRY WORKING PARTY - 16 NOVEMBER 2020

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
43(1)	That that Chief Officer invites Councillor Cuddy to a Committee meeting to discuss feedback from and engagement with the Public Services Board.	C/O	17/11/2020	Complete
43(2)	That the Chief Officer writes to the Vale of Glamorgan Council again to request an additional representative to attend Public Services Board meetings from the Town Council.	C/O	02/12/2020	in progress
43(3)	To note that the Chief Officer will be recruiting a temporary project officer to increase capacity to take forward projects.	C/O		In Progress
44	That the Chief Officer explore and if viable, make an application for the Welsh Government Green Recovery Circular Economy Fund 2020-21.	C/O	01/12/2020	In Progress - will update verbally at meeting
45	That Councillors Clarke, S Hodges and Payne would form a small Working Group and come back to the next meeting with their thoughts.	Clrs Clarke, S Hodges and Payne.	01/12/2020	on agenda of mtg

BARRY TOWN COUNCIL

DRAFT MINUTES OF A SUSTAINABLE BARRY WORKING GROUP MEETING HELD ON TUESDAY 1 DECEMBER 2020 (VIRTUALLY) AT 6PM

PRESENT: Councillor Clarke (Chairperson) together with, Councillors S Hodges, Drake and Lloyd-Selby

ALSO PRESENT: Emily Forbes – Chief Officer
Hannah Linton – Trainee Administrator
Councillor Cuddy – Invited representative for PSB
Councillor Johnson – Observer

47. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Rowlands and Wilkinson.

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

None were received.

49. **TO APPROVE THE MINUTES OF LAST MEETING HELD ON 16 NOVEMBER 2020**

Councillor Lloyd-Selby noted that the previous minutes did not have her attendance as present and requested an amendment.

RESOLVED: That the minutes of Sustainable Barry Working Group held on Monday 16 November 2020 be received and noted subject to the amendment being made.

50. **PUBLIC SERVICES BOARD – UPDATE**

Councillor Cuddy gave the Committee a brief report on the items sent to Councillors via email on matters from the Public Services Board. Councillor Cuddy noted that the PSB discussed budgets and stated that there is not much money for the Vale of Glamorgan areas. Councillor Cuddy also reported that the Public Services Board and Welsh Government are cooperating well, but they have not reached the Welsh Governments bi-monthly reports request. Councillor Cuddy emphasised that recent meetings have been taken over by the COVID-19 pandemic, with the meetings mainly based on the Public Health Wales updates and press releases for local towns. He noted that the main issues going forward for the Public Services Board were Larger Councils providing their annual reports under the WBFG Act legislation, the bio-diversity duty in the Environment Act and that a template has been created by One Voice Wales.

The Chief Officer noted that Barry Town Council created their own bio-diversity template prior to this information and had already submitted their S6 Report.

Councillor Cuddy also reported that the continued points in meetings with the Public Services Board were the climate change emergency and proposed Charter and initiatives towards bio-diversity.

The Chair expressed that Barry Town Council is very keen in doing all they can to help the local community, and want to make sure that their plans do not duplicate work of the PSB or fall when presented as ideas to the PSB. The Chair also queried if the representative attending the Public Services Board meetings can make decisions on behalf of all Town and Community Councils in the Vale, and whether this was the Representative's mandate?

Councillor Cuddy noted that with only receiving agendas for the Public Services Board meetings a week before, that there is no time to contact all local Councils to present the agenda and ask for their opinions and reports.

The Chair debated whether the Public Services Board believe all representatives are in fact going back to the other local Councils with the information, and if the PSB can be organised better to accommodate local Council's views and ideas. The Chair also noted that it would be beneficial if local Councils work together with the Public Services Board, and would also help Councils to see the way ideas are working.

Councillor S Hodges noted that due to Covid-19, many Committees and groups are working differently, and this opens up for Councils to attend the Public Services Board meetings via Zoom or other virtual mediums.

The Chief Officer interjected that the Public Services Board is a statutory partner but local Councils have had no communications from them. The Chief Officer wanted to know where the line of communication between Councils, representatives and the Public Services Board was during COVID-19. Other TCCs in the Vale had not received any communication, involvement in emergency planning, or been involved on any PSB strategic approach to facing the Pandemic across the Vale which was isolating and disappointing.

Councillor Cuddy noted that the responsibility was not with the Public Services Board, but that GVS had been given the responsibility for local co-ordination, but agreed he would bring the issue up with the Committee at their next meeting.

Councillor Payne interjected that the issue is still on-going, and we are not yet in a full recovery and the Public Services Board can step in with communication now to help local Councils continue their help to local communities and work in partnership.

RESOLVED: That Councillor Cuddy will raise two issues on behalf of Barry Town Council at the next Public Services Board meeting.

1. Communication with all TCCs re: Emergency Planning and a co-ordinated response to the Pandemic.

2. Suggesting that Barry Town Council should have its own representative seat on the PSB as the largest Town in the Vale, and its work which could complement the PSB Workstream Delivery.

Councillor Cuddy left the meeting.

51. COVID RECOVERY FUND UPDATE

The Chief Officer noted that the agenda item listed all applicants and their requests, and what the Council provided funding for. The Chief Officer confirmed that the funding stream had now been closed, and the Council were no longer taking applications in for this funding. It was noted that the overspend for this funding was £1,328 after round 9 was confirmed.

Councillor S Hodges thanked the Chief Officer and all the staff for their hard work with the Covid-19 Recovery Fund which was delivered quickly.

RESOLVED: That the update be received and noted.

52. FEEDBACK FROM COUNCILLOR DISCUSSION GROUP ON CLIMATE CHANGE

The Chair thanked the Councillors for volunteering themselves for the discussion group, and noted that the document provided is ambitious and lengthy with great work from the Councillors. The Chair expressed the wish to present the document to Full Council on the 8 December 2020 meeting.

Councillor S Hodges agreed with the Chair and felt the ideas provided will be good going forward for the Council to be clear about its ambitions for action against climate change.

The Chief Officer was also in agreement and noted it was a very ambitious document and perhaps could include the climate change emergency Charter raised by the PSB, and to also wait for the outcome from the 'Green Recovery Circular Economy Funding', as this could inform the wider Green Strategy to then have the document be presented to Full Council at the February meeting.

The Chair acknowledged that it would be beneficial to wait for the outcome of the 'Green Recovery Circular Economy Funding'.

Councillor Payne also preferred for the document to have more work and go to Full Council in February, and noted it would give Councillors time to read through the document provided thoroughly, absorb all the information and provide their feedback.

The Chair pointed out the expense of officer's time and staffing needed for the project and noted if it was to go ahead, it would need additional staffing and hours to complete.

The Chief Officer updated the Committee that an advert for the temporary part time Project Officer position would be going live next week, which the current contingency budget would cover for the January to March period as this was to

cover sickness absence in the CEO role. The Chief Officer noted that if the position was needed after that period the budget or additional funding would need to be looked at for April onwards.

Councillor Lloyd-Selby echoed the statements made by the Councillors and Chief Officer to wait for the Full Council meeting in February, and to go to the meeting with a clearer document and more knowledge on budgets and a fully costed proposal of actions that this Council wishes to take.

Councillor Johnson stated that if the Committee were to wait until February it would align with the Vale of Glamorgan Councils meetings, including the Charter and the Committee could review the document in January's meeting ready for the Full Council.

The Chief Officer updated the Committee that the bid for the Welsh Government 'Green Recovery Circular Economy Funding' has been submitted within the deadline, and the confirmation email and reference number had been received.

RESOLVED: That the Committee will review and consider the Climate Change Strategy at its next meeting in January in readiness to present to Full Council February 2021 meeting.

53. **DATE OF NEXT MEETING**

The next meeting is scheduled to be held on Monday 18 January 2021 at 6pm.

Meeting closed at 18:39pm.

Signed (Chairperson) Dated

FOR INFORMATION ONLY

ACTION SHEET - SUSTAINABLE BARRY WORKING PARTY - 1 DECEMBER 2020

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
50	That Councillor Cuddy will raise two issues on behalf of Barry Town Council at the next Public Services Board meeting. 1. Communication with all TCCs re: Emergency Planning and a co-ordinated response to the Pandemic. 2. Suggesting that Barry Town Council should have its own representative seat on the PSB as the largest Town in the Vale, and its work which could complement the PSB Workstream Delivery.	Councillor Cuddy		In progress
52	That the Committee will review and consider the Climate Change Strategy at its next meeting in January in readiness to present to Full Council February 2021 meeting.	C/O	22/02/2021	In progress

BARRY TOWN COUNCIL

MINUTES OF A MEETING OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE HELD ON MONDAY, 19 OCTOBER 2020

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

ALSO PRESENT: Amanda Evans – Facilities and Cemeteries Manager
Mar Sims – Deputy Chief Officer
Rhian Burns – Administrator
Councillor S Hodges – Observer

A226. **APOLOGIES FOR ABSENCE**

None were received.

A227. **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.

A228. **TO APPROVE THE MINUTES OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE'S MEETING HELD ON JULY 2020**

RESOLVED: That the minutes of the Halls, Cemeteries and Community Facilities Committee's meeting held on 2 March July 2020 be approved and signed as a correct record.

A241. **BUDGET MONITORING REPORT SEPTEMBER 2020**

Members received the Committee's income and expenditure in the 2020/21 financial year as at the end of September 2020.

RESOLVED: That the schedule of payments for September 2020 noting the projected net overspend (deficit for the year) of £29,405 in 2020/21.

A241. **DRAFT HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE ESTIMATES FOR 2020/21**

The Deputy Chief Officer advised that he took part in a webinar with the Society of Local Council Clerks (SLCC) during their Virtual National Conference 12-16 October 2020 on Budgeting in Uncertain Times. He noted that during the Q&A session many attendees had queried how a realistic budget for 2021/22 could be set due to the uncertainty of the Covid-19 pandemic. The Deputy Chief Officer advised that the panel

had advised adopting a pragmatic approach and setting two budgets setting out best and worst case scenarios for income and expenditure.

Members received two draft budgets as advised by the SLCC panel.

The Deputy Chief Officer advised that he had included no new special projects had been included in either budget with only a modest increase in cemetery fees and charges applied. He further advised that provision had been included for continuing with the Cemetery Roads project (year 2) and the Replacement Benches at the Cemetery rolling programme.

Members agreed that the scenario for the 2021/22 financial year was difficult to estimate at this point and hoped a better understanding of the situation could be reached by early next year.

RECOMMENDED: To the Finance, Policy and General Purposes Committee meeting being held on 16 November 2020 that both draft estimates as outlined below be considered for the 2021/22 financial year

- **Budget 1 with no Covid-19 allowances being a Total Net Expenditure of £383,704 or**
- **Budget 2 – with Covid-19 allowances of £ 11,000 additional expenditure for enhanced use of / additional PPE & Cleaning and Sanitisation Materials plus a reduction of budgeted income of £28,096 resulting in a Total Net Expenditure of £422,800.**

A242.

CEMETERY FEES AND CHARGES 2021/22

Members reviewed and gave consideration to the cemetery fees and charges for the financial year 1 April 2021 to March 2022.

RECOMMENDED: To the Meeting of the Finance, Policy and General Purposes Committee to be held on 16 November 2020 that an increase of 2.0% be made to the cemetery interment fees, exclusive rights of burial fees and memorial fees with NO increase to the other burial fees e.g. Babies Memorial Garden plaques, Garden of Remembrance plaques and Octagonal Planter plaques, Sanctum Panorama Columbaria, searches, duplicate deeds, transfer deeds, use of chapel etc.

RESOLVED: That the Vale of Glamorgan Council is advised of the proposed increase in the Porthkerry Cemetery fees and in particular the increase in the excavation charges (the excavation charge is a non-negotiable charge).

A 243.

PIONEER HALL CHARGES 2021/22

Members reviewed and gave consideration to the hire charges at, the Pioneer Hall for the financial year 1 April 2021 to March 2022 and agreed the implementation of charges for the newly finished Cemetery Approach Community Centre.

RECOMMENDED:

- 1. To the Meeting of the Finance, Policy and General Purposes Committee to be held on 16 November 2020 that no increase be made to the prices at the Pioneer Hall thereby retaining the hourly charges as £10 per hour and £20 per hour respectively and the Children's Party package to £60.**
- 2. To the Meeting of the Finance, Policy and General Purposes Committee to be held on 16 November 2020 that the same charges are applied for the Cemetery Approach Community Centre being £10 per hour for 8.00am – 5.00pm and £20 per hour for 5.00pm – 12 midnight (depending on times allowed as per agreement).**

RESOLVED: That a price be considered at a later date relating to provision of children's party package once the cost of a bouncy castle and / or suitable play equipment is established.

A 244.

COVID-19

Members received an update relating to what worked well and where improvements have been identified during the current pandemic. The Facilities and Cemetery Manager noted that there had been a number of lessons learned during the first phase of lockdown, that contingency planning could now benefit from. She noted the actions that had been identified and put in place.

Councillor Rowlands noted that he had received some complaints from members of the public regarding the closure of the cemetery. He advised that there was confusion regarding the roles of Barry Town Council and the Vale of Glamorgan Council with regards the cemetery. He also noted that there had been a lack of clarity in Welsh Government policy regarding the closure of the cemetery. He advised that he felt it was important to keep the cemetery open if possible during any future lockdown periods.

Councillor Johnson agreed with Councillor Rowlands and noted that it was important to balance the physical safety of the cemetery staff with the emotional needs of visitors. He added that it was important to notify the public that the cemetery would be remaining open through the two week 'Fire Break' period.

The Facilities and Cemetery Manager advised that members of the public had already been in touch to query this and that a statement

would be issued on social media to advise the continued opening of the Cemetery through the two week Fire break.

RESOLVED: That the report be received and noted.

A245. FACILITIES AND CEMETERIES UPDATE

Members received an update on a number of ongoing projects and achievements at the cemetery and halls.

The Facilities and Cemeteries Manager advised that Merthyr Dyfan Cemetery had achieved Green Flag status and that it was hoped this could be achieved for Cemetery Approach Gardens. She also noted that it was hoped the Green Flag Heritage award would also be achieved. She also advised that the ICCM Charter for the Bereaved Bronze award had been achieved, noting an increase in points from 408 to 517 since 2019. She noted that the 14 points required to achieve Silver status in 2021 had been identified and work was underway to ensure these measures were in place.

The Facilities and Cemeteries Manager advised that the tree consultation would continue until the end of October. She noted that drop in sessions had taken place for members of the public to share their views. She also noted that all of the responses submitted thus far had been in favour of removal of the trees on the proviso that the boundary be replanted with native trees.

Councillor Rowlands advised that he and Councillor Bailey had spoken to a number of residents of St Andrews Road who were unable to obtain buildings insurance for their homes due to the proximity and size of the trees.

Councillor Richardson noted that she felt it was important to advertise that this Council was fully committed to the replanting scheme.

Members agreed that the proper process for public consultation on the trees had been taken.

The Cemeteries and Facilities Manager advised members of the other ongoing projects taking place at Merthyr Dyfan Cemetery.

Councillor Johnson requested an update on the bees. The Cemeteries and Facilities Manager advised that the bees would soon be going into hibernation and that she would provide members with an update in the spring.

RESOLVED: That the report be received and noted.

A 246. TRANSFER OF EXCLUSIVE RIGHT OF BURIAL (1163-1193 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 1163 - 1193 inclusive, granting the transfer of Exclusive Right of Burial to those named on each transfer request.

A 247. GRANTS OF EXCLUSIVE RIGHT OF BURIAL (13742 – 13779 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 13742 - 13779 inclusive, granting the transfer of Exclusive Right of Burial to those named on each transfer request.

A 248. DATE OF NEXT MEETING

RESOLVED: The next meeting of the Halls, Cemeteries & Community Facilities Committee is scheduled for 11 January 2021.

A 249. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: 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.

A250. CEMETERY

a. Grave Matters

Members were provided with an appeal that has come through from a company called "Grave Matters" in order that they may continue to operate within the cemetery.

RESOLVED: That the Facilities and Cemeteries Manager contact Grave Matters to advise that they are not able to use a strimmer at either Merthyr Dyfan or Porthkerry Cemetery.

b. Ground Conditions

The Cemeteries and Facilities Manager advised members that the Cemetery Team had outlined an issue with using NN section for three depth graves. She noted that a different section had been identified where three depth burials could take place had been identified.

Members agreed that this area should be used and that a geological survey was not necessary.

RESOLVED: That section RR be used for three depth burials.

c. Roads

Members were provided with an update on the blocking off of narrow roads at Merthyr Dyfan Cemetery. The Cemeteries and Facilities Manager advised that as the roads would still need to be accessible to vehicles for funerals and maintenance a removable style barrier would be necessary.

Members agreed with this approach and raised concerns regarding their visibility. The Cemeteries and Facilities Manager advised that signage and cones could be used to improve visibility and that their installation would be advertised on social media.

RESOLVED: That ten drop down bollards be purchased at a cost of £530.

A 251. CEMETERY LODGE

Members received an update on the Merthyr Dyfan Cemetery Lodge.

RESOLVED: That the update be received and noted.

The meeting ended at 8.12 pm

Signed Date

ACTION SHEET - HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE - 19 OCTOBER 2020

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
A 241	<p>RECOMMENDED: To the Finance, Policy and General Purposes Committee meeting being held on 16 November 2020 that both draft estimates as outlined below be considered for the 2021/22 financial year</p> <ul style="list-style-type: none"> • Budget 1 with no Covid-19 allowances being a Total Net Expenditure of £383,704 or • Budget 2 – with Covid-19 allowances of £ 11,000 additional expenditure for enhanced use of / additional PPE & Cleaning and Sanitisation Materials plus a reduction of budgeted income of £28,096 resulting in a Total Net Expenditure of £422,800. 	DCO	16/11/2020	Completed
A 242	<p>RECOMMENDED: To the Meeting of the Finance, Policy and General Purposes Committee to be held on 16 November 2020 that an increase of 2.0% be made to the cemetery interment fees, exclusive rights of burial fees and memorial fees with NO increase to the other burial fees e.g. Babies Memorial Garden plaques, Garden of Remembrance plaques and Octagonal Planter plaques, Sanctum Panorama Columbaria, searches, duplicate deeds, transfer deeds, use of chapel etc.</p>	DCO	16/11/2020	Completed
A 242	<p>That the Vale of Glamorgan Council is advised of the proposed increase in the Porthkerry Cemetery fees and in particular the increase in the excavation charges (the excavation charge is a non-negotiable charge).</p>	DCO	16/11/2020	Completed
A 243 (1)	<p>RECOMMENDED: To the Meeting of the Finance, Policy and General Purposes Committee to be held on 16 November 2020 that no increase be made to the prices at the Pioneer Hall thereby retaining the hourly charges as £10 per hour and £20 per hour respectively and the Children’s Party package to £60.</p>	DCO	16/11/2020	Completed

A 243 (2)	RECOMMENDED: To the Meeting of the Finance, Policy and General Purposes Committee to be held on 16 November 2020 that the same charges are applied for the Cemetery Approach Community Centre being £10 per hour for 8.00am – 5.00pm and £20 per hour for 5.00pm – 12 midnight (depending on times allowed as per agreement).	DCO	Nov-20	Completed
A 243	That a price be considered at a later date relating to provision of children's party package once the cost of a bouncy castle and / or suitable play equipment is established.	DCO/FCM	2021/2022	on-going
A 250 a	That the Facilities and Cemeteries Manager contact Grave Matters to advise that they are not able to use a strimmer at either Merthyr Dyfan or Porthkerry Cemetery.	FCM	Oct-20	Completed
A 250 b	That section RR be used for three depth burials.	FCM	Oct-20	Completed
A 250 c	That ten drop down bollards be purchased at a cost of £530.	FCM	Oct-20	Completed

BARRY TOWN COUNCIL

DRAFT MINUTES OF A MEETING OF THE SHOP LOCAL BARRY ADVISORY COMMITTEE HELD ON THURSDAY 22 OCTOBER, 2020, AT 6PM (VIRTUALLY)

PRESENT: Councillor Perkes (Chairperson) together with Councillors S Hodges, Payne, Collins, Hawkins and Richardson;
Along with S Burnell (Awesome Wales), A Greenfield (Awesome Wales) and Chris Edwards (Town Centre Manager)

ALSO PRESENT: Emily Forbes – Chief Officer
Councillor N Hodges – Observer

SL151 **APOLOGIES FOR ABSENCE**

Apologies received from Hannah Isted – HI Communications

SL152 **DECLARATIONS OF INTEREST**

None were received

SL153. **WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015**

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

SL154 **TO APPROVE THE MINUTES OF THE LAST MEETING HELD ON 16 JULY 2020**

Chris Edwards was asked for an update on the Action Sheet in relation to Shop Wrapping of vacant shops to create a more aesthetic town centre; he advised that the Barry Making Waves Project is progressing with this action.

RESOLVED: That the minutes of the Shop Local Barry Advisory Committee held on 16 July 2020 be approved and signed as a correct record.

SL155 **DRAFT BUDGET 2021/22 (INCLUDING BUDGET MONITORING REPORT TO 30 SEPTEMBER 2020)**

Members were provided with the Committee's expenditure in the 2020/21 financial year as at the end of September 2020 and were requested to determine the Committee's requirements for inclusion in the draft budget for 2021/22.

The Chief Officer advised members of the details within the report; members suggested that the budget was increased to £15,000 for 2021/22, noting the £4,000 additional budget made available this year for Social Media and marketing.

RECOMMENDED: That a meeting of the Finance Policy and General Purposes committee scheduled to be held on 16 November 2020, that the Shop Local Budget for 2021/22 is increased to £15,000.

RESOLVED: That the budget monitoring report to 30 September be received and noted.

SL156

FEEDBACK FROM SUSTAINABLE BARRY WORKING GROUP

Members were provided with a verbal update in relation to the discussions that were held at a recent Sustainable Barry Working Group meeting held on 19 October 2020. Members discussed the next item agenda at this point as the two items were linked.

The Chief Officer set out the different campaigns at local, regional and national level.

Councillor S Hodges said that as Shop Local is a hyper-local campaign that has been running and working well, adding more campaigns into the area will get confusing, and it will also lose its impact at a Vale level.

Members discussed how the Welsh Government Transforming Towns money will be divided across shopping areas; £500k is being provided throughout five shopping areas in the Vale via the Vale of Glamorgan Council for Town Centres. Members were not pleased with the campaign being provided through Jam Jar, as they felt that the money could go to better use at a local level. They suggested using the campaigns together to get full support for Barry and inviting Town Councillors onto the Resilience Forum would be progressive.

Members noted certain points needed to be highlighted that were, the queuing and waiting areas for local traders/shoppers, and also noted that Natwest, Nationwide and Boots had queuing issues originally. It was noted that banks and building societies have created an appointment system to help with customers queuing outside in current conditions.

Chris Edwards stated that the queuing/waiting areas for shops should be a traders/independent shop issue and not an issue for the Council.

Members queried if the outside seating area at Caesars was registered by Vale of Glamorgan Council and suggested that free outdoor licenses be available for traders, including Caesars and Fountains Tea Room. Members agreed that the issue is a missed opportunity for outdoor cafes etc.

Councillor S Hodges requested confirmation if the issue of appropriate coverings for local shoppers (as the outdoor space is unusable without appropriate coverings) was also an issue for local traders and residents. Councillor S Hodges also suggested that temporary coverings could be used to develop King Square to have more of a café feel (which was always meant to be the plans).

Councillor Perkes agreed and stated that the Council feels that the need to ensure that businesses have customers have safe and dry coverings whilst they queue will help the local economy, keeping local shoppers visiting Holton Road and High Street.

S Burnell noted that 12 people were able to shop safely in their store, and stated that they do not see that the weather and queuing is going to be an issue for local shoppers. It was also noted that Wilkinsons is currently only able to sell essential products and must shut aisles where deemed non-essential.

Members noted that the capacity of shops on High Street have more pressure when it comes to space. Members stated that they were not convinced that parklets are a good recommendation and that also placing them in parking spaces would not be a good idea and recommend further consulting with traders.

RECOMMENDATION:

- 1. To take the suggestion of using the TRI Funding money towards a hyper local campaign with Shop Local to the Vale of Glamorgan Council.**
- 2. To request that Town Councillors are invited onto the Resilience Forum to input into proposals.**

SL156

CHRISTMAS 2020

i. **Christmas Lights**

Members were provided with an update from the Chief Officer in relation to the Christmas Lights for 2020

Members of the Committee noted a longer period for the Christmas Season is needed and the lights need to be erected as quickly as possible. Also the entrance to High Street needs to be examined due to the issue with catenary wires throughout High Street; a suggestion of flat lights on the walls on common entrances such as York Place, Island Road etc could help make the area brighter.

The Chief Officer suggested contacting the light contractor to look into options in regards to the ideas suggested.

Members stated that the landlords needed to make repairs to the infrastructure on shop fronts, as the masonry on many of the walls was broken and in need of repair for safety reasons.

The Chief Officer noted that the lighting contractor had suggested that icicle lights could be erected this year as the catenary wires were not strong enough to take the full lights and would explore the options to deliver this quickly; this decoration is a short term solution and the health and safety issues would need to be explored further for next year.

RESOLVED: That the Chief Officer liaise with the lighting contractor to find a short term solution to erecting Christmas lights in High Street this Year

RECOMMENDED: That £4,000 from the budget is repurposed to spend on the High Street Christmas Lights issue and that this is taken forward via Urgent Action due to timescales.

ii. **REQUEST FROM BARRY COMMUNITY CHOIR**

Members were advised that a request had been received from Barry Community Choir to perform carols/festive songs in King Square during the Christmas period. Discussions also included live streaming or virtual options for the event which could be provided by Bro Radio.

Members discussed if such an event could be carried out within legislation / safety regulations, then members were in agreement to approve the Christmas carol / festive performance request.

RESOLVED: That Officers contact the Vale of Glamorgan Council to approve the request from Barry Community Choir to perform on King Square throughout the Christmas period whilst broadcasting on the radio and live streaming on socials.

iii. **TRADERS IDEAS FOR THE FESTIVE PERIOD**

The Chief Officer provided members with an update on a music suggestion for King Square and Holton Road / High Street shopping areas. This had been discussed at Sustainable Barry Working Group and a possible budget was available as the Council was no longer purchasing the marquee allocated from the Covid-19 Recovery Fund.

Members discussed the options of Christmas music being played within the shopping areas of both Holton Road and High Street. It was noted that members had concerns in relation to the volume levels of the music that was being proposed and that there would be a suitable amount of speakers for the sound to travel.

It was also suggested that Bro Radio could broadcast their Christmas channel throughout the Festive Period. Members had also suggested

that the music is restricted to certain days and times to prevent it from being over played, potentially keeping it to Saturdays only.

Members also made a suggestion of the Council creating their own Christmas Song to be promoted on the Town Council's social media platforms and also a suggestion of a cheerful Shop Local song to be recorded by Bro Radio.

The Chair suggested that the Mayor could judge a 'Best dressed shop window' and that all shops in King Square and High Street could get involved. Another suggestion was made for the High Street traders hold a competition to get the local children involved. Members agreed that the Shop Local Facebook Page can be used to promote the trader's windows and that the public could vote for the top 5 window displays to be put forward and the Mayor would judge the Competition.

Members advised that Bro Radio have a business dictionary which is not well advertised and that more advertisement / promotion is needed to get the message of the local traders and their products out to the public.

Councillor S Hodges noted that Barry Town Council has done the best they can for local shops with the COVID-19 Recovery Fund. Members had a discussion over the Vale of Glamorgan Campaign with Jam Jar and it was discussed that the money allocated for Campaign could have been spent on local residents and traders across Barry.

Councillor S Perkes further noted that long-term publicity would be beneficial for traders and suggested that a children's competition similar to a treasure hunt could be proposed.

RESOLVED:

1) That the Chief Officer continue to liaise with JPL to determine costs and delivery of the PA system and speakers project.

2) That music and other varied content be played on Saturdays; 1st, 8th, 15th, 22nd, 29th November and 6th, 13th, 20th, 27th December, nine Saturday's in total.

3) That Bro Radio be asked to play varied content throughout the Christmas period with interviews / discussions with traders and Christmas music.

4) That the Chief Officer is authorised to spend £500 on prizes, flyers and use social media to promote both children's competition and traders Christmas window competition.

5) That HI Communications is asked to create the social media posts and marketing for the Christmas campaign and competitions

The meeting ended at

Signed (Chairperson) Date

FOR INFORMATION ONLY

ACTION SHEET - SHOP LOCAL - 22 OCTOBER 2020

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
SL155	Recommendation to a meeting of the Finance Policy and General Purposes committee scheduled to be held on 16 November 2020, that the Shop Local Budget for 2021/22 is increased to £15,000.	C/O	16.11.2020	Completed
SL156 (1)	To take the suggestion of using the TRI Funding money towards a hyper local campaign with Shop Local to the Vale of Glamorgan Council.	C/O	23.10.2020	Completed
SL156 (2)	To request that Town Councillors are invited onto the Resilience Forum to input into proposals.	C/O	23.10.2020	Completed
SL156 (i)	That £4,000 from the budget is repurposed to spend on the High Street Christmas Lights issue and that this is taken forward via Urgent Action due to timescales.	C/O	23.10.2020	Completed

BARRY TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON MONDAY, 16 NOVEMBER 2020 AT 7.00 PM

PRESENT: Councillors Drake, N Hodges, S A Hodges, Lloyd-Selby (Vice Chairperson), Rowlands and Wilkinson.

ALSO PRESENT: Emily Forbes – Chief Officer
Mark Sims – Deputy Chief Officer
Rhian Burns – Administrator
Councillor Charles - Observer
Councillor Clarke - Observer
Councillor Johnson – Observer
Councillor Payne - Observer

F244. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Brooks.

F245. DECLARATIONS OF INTEREST

None were received.

F 246. WELLBEING OF FUTURE GENERATIONS (WALES) ACT 2015

It was noted that this Act sets out the requirement for a public body to act in a manner which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.

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

the importance of balancing short term needs with the need to safeguard the ability to meet long term needs, especially where things done to meet short term needs may have detrimental long term effect;

(b) the need to take an integrated approach, by considering how—
(i) the body's well-being objectives may impact upon each of the well-being goals;
(ii) the body's well-being objectives impact upon each other or upon other public bodies' objectives, in particular where steps taken by the body may contribute to meeting one objective but may be detrimental to meeting another;

(c) the importance of involving other persons with an interest in achieving the well-being goals and of ensuring those persons reflect the diversity of the population of the part of Wales in relation to which the body exercises functions;

(d) how acting in collaboration with any other person (or how different parts of the body acting together) could assist the body to meet its well-being objectives, or assist another body to meet its objectives;

(e) how deploying resources to prevent problems occurring or getting worse may contribute to meeting the body's well-being objectives, or another body's objectives.

F247. TO APPROVE THE MINUTES OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE'S MEETING HELD ON 27 JANUARY 2020

RESOLVED: That the minutes of the Finance, Policy & General Purposes Committee's meeting held on 27 January 2020 be approved and signed as a correct record.

F 248. TO RECEIVE AND NOTE THE MINUTES OF THE SUSTAINABLE BARRY WORKING PARTY HELD ON 19 OCTOBER 2020

RESOLVED: That the minutes of the Sustainable Barry Working Party's meeting held on 19 October 2020 be received and noted.

F249. SCHEDULE OF PAYMENTS FOR NOVEMBER 2020

Members received the schedule of payments for November 2020 consisting of direct debits and BACS payments, in the amount of £40,374.69.

RESOLVED: That the schedule of payments for November 2020 consisting of direct debits and BACS payments, in the amount of £40,374.69 be approved.

F250. BUDGET MONITORING REPORT 31 OCTOBER 2020

Members received a report containing details of the Council's income and expenditure in the 2020/21 financial year as at the end of October 2020.

RESOLVED: That the budget monitoring report for October 2020, indicating actual income and expenditure up to the end of month seven in the 2020/21 financial year be received, noting the projected overspend of £108,277 for 2020/21 that will result in a net amount of £212,392 being transferred from reserves.

F251. COVID-19 RECOVERY FUND ALLOCATION

Members received an update on Covid-19 Recovery Fund expenditure and determined the future of the Fund and its financial allocation.

Members agreed that the grants scheme had been very successful and that the approach to allocate as much funding as possible to support

local businesses and community groups had been the right course of action.

The Deputy Chief Officer advised that 117 applications had been approved, with a further 25 applications pending. He noted that of these applications 119 had been received from businesses and 23 from community groups. It was agreed that one weeks' notice would be given for any further applications in the 2020/21 financial year to be made.

The Chief Officer suggested that the projected overspend in current applications of £30,949 could be balanced by utilising the £10,000 books for schools allocation and by making the following virements totalling £20,949 from existing budgets –

M&S/Cleaning £550
M&S/Postage £1,000
M&S/Stationery £1,000
M&S/Photocopier £2,000
M&S/Property Maintenance £ 2,000
M&S/Equipment £2,000
M&S/Equipment Maintenance £1,000
M&S/Welsh Translation Service £2,000
Cemetery/PPE £1,000
Cemetery/Water £1,000
Cemetery/Electricity £1,000
Cemetery/Fuel £1,000
Civic/Civic Hospitality £2,200
Civic/Medallions and Plaques £2,000
Civic/Photographical Services £250
Civic/Mayors Allowance £949

Members felt that any remaining funds should be reserved for the support of community groups who were currently not operating but would require recovery funding to allow them to restart activities.

Members agreed that it was difficult to plan for the 2021/22 as there were still so many unknown factors and that any significant decisions on the future of Grant Funding should be delayed until the Budget meeting in February 2021.

RESOLVED:

- 1. That 23 November 2020 be the cut-off date for accepting grant applications and the Covid-19 Recovery Fund be closed.**
- 2. That the projected overspend in current applications of £30,949 be balanced by utilising the £10,000 books for schools allocation and virements made from other budgets totalling £20,949 as outlined above.**

3. That a virement of £40,000 be made from the Acquisitions Reserve to the Covid-19 Recovery Fund.

F252. RECOMMENDATIONS FROM OTHER COMMITTEES – DRAFT BUDGET 2021/22

Members received recommendations from the Halls, Cemeteries and Community Facilities Committee and the Shop Local Barry Advisory Committee relating to the draft budget for 2021/22.

Members agreed that a decision on the Shop Local recommendation would be made as part of the wider discussion on the draft budget at Agenda item 10.

RESOLVED:

1. That the cemetery interment fees, exclusive rights of burial fees and memorial fees be increased by 2% from 1 April 2021.
2. That there is no increase in other cemetery fees e.g. Babies Memorial Garden plaques, Garden of Remembrance plaques and Octagonal Planter plaques, Sanctum Panorama Columbaria, searches, duplicate deeds, transfer deeds, use of chapel etc.
3. That there is no increase in the Pioneer Hall charges from 1 April 2021 thereby retaining the hourly charges as £10 per hour and £20 per hour respectively and the Children's Party package to £60.
4. That the same charges are applied to the use of the Cemetery Approach Community Hall.
5. That an additional £4,000 is included in the budget for 2021/22 for the purpose of training for Cemetery staff
6. That an additional £3,500 is included in the Corporate training budget for 2021/22, noting that the Business Case is to be agreed by the Personnel Committee electronically.

F253. DRAFT BUDGET 2021/22

Members were provided with the draft budget 2021/22 for recommendation to the meeting of Full Council to be held on 8 December 2020 that would then go out for public consultation.

The Deputy Chief Officer noted that he had attended a webinar with the Society of Local Council Clerks (SLCC) during their Virtual National Conference 12-16 October 2020 on Budgeting in Uncertain Times. The panel had advised adopting a pragmatic approach and setting two

budgets setting out best and worst case scenarios for income and expenditure for members to consider.

The Deputy Chief Officer advised that he has provided members with the 'worst case' budget scenario in order to simplify the discussion. He noted that provisional deficit for the year of £66,000 would require a 5.5% increase to the precept (this would be reduced to 4.4% with the provisional increase in the tax base of 1%. This would represent an increase of £2.57 per annum to a Band D tax payer.

Members agreed that it was very difficult to make a decision on the 2021/22 budget when so many factors being still unknown.

Councillor Lloyd-Selby noted that there were three options for balancing the budget– increasing the precept, using money from reserves or reducing spend.

Councillor Johnson noted that the draft budget would need to be discussed by Full Council in December 2020 before going out to public consultation for a final decision to be made in February 2021. He also noted that he felt that reserves should be put to best use during this period.

Members agreed that if the Cemetery Approach Community Centre was not operational it would not be necessary to recruit a staff member in the early part of the year, therefore three months staffing costs could be removed from the draft budget.

Members also felt it would be unlikely that both Halls would be closed completely for the entire year. They agreed that including three months' income for the 2021/22 financial year would be a realistic yet prudent figure.

Members agreed that the £5,000 increase to the Shop Local budget for the purpose of promotion of local businesses through social media should be included in the draft budget.

RESOLVED:

- 1. That the 2021/22 draft budget be approved subject to the amendments below.**
- 2. That £5,000 be added to the Shop Local budget.**
- 3. That staffing costs for the Cemetery Approach Caretaker role be removed for the first quarter of the 2021/22 financial year.**

4. That one quarter income for the Pioneer Hall and the Cemetery Approach Community Centre be included in the draft budget 2021/22.

RECOMMENDED: To a meeting of Full Council to be held on Tuesday 8 December 2020, that a precept of £1,253,986 be levied on the Vale of Glamorgan Council which would result in the cost to a “Band D” Council-tax payer increasing to 60.68 per year, an increase of 3.8% when compared with the £58.44 paid in 2020/21.

F254. TO REVIEW AND APPROVE NEW POLICY RECOMMENDATIONS FROM OTHER COMMITTEES

- i) Personnel Committee 12 October 2020 – Petitions Policy

RESOLVED: That the Petitions Policy be agreed and adopted.

- ii) Personnel Committee 12 October 2020 - Pensions and Retirement Policy

RESOLVED: That subject to staff and union consultation the Pensions and Retirement Policy be agreed and adopted.

F255. GDPR UPDATE

The Chief Officer advised that there had been no issues or data breaches to report.

RESOLVED: That the update be received and noted.

F256. DATE OF NEXT MEETING

RESOLVED that the next meeting of the Finance, Policy and General Purposes Committee will be held on Monday, 8 February 2021.

F257. EXCLUSION OF THE PRESS AND PUBLIC

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

F258. TO DISCUSS THE MHT FUNDING AGREEMENT FOLLOWING A DISCUSSION WITH MHT TRUSTEES ON 11 NOVEMBER 2020

Members received a copy of the funding agreement between Barry Town Council and the Memorial Hall and Theatre. The Chief Officer

noted that she had also circulated financial reports received from the Memorial Hall and Theatre Trust to Members prior to the meeting.

A lengthy, detailed discussion took place. It was felt that further clarity was required regarding the Memorial Hall and Theatre Trust's income and expenditure. It was felt that this scrutiny was required due to the large sums of public money involved.

Concerns around the governance of the Memorial Hall and Theatre were also raised and the lack of invitation to the Leader of the Council to Ordinary Board meetings as per Grant Agreement.

Members agreed that the Chief Officer should write to the Memorial Hall and Theatre Manager and Trustees to set out these issues in more detail and invite them to a meeting to discuss. It was agreed that a representative from each group would also attend. The following Councillors were nominated for this ; Councillors Brooks, Johnson and Rowlands.

Members agreed that the final quarter grant funding payment should not be made until Council was satisfied that the conditions of the Grant Agreement were being fulfilled by the Memorial Hall and Theatre Trust.

RESOLVED: That the Chief Officer seek legal advice on suspending the final quarter grant funding payment pending a meeting with the Memorial Hall and Theatre Manager and Trustees to discuss the concerns raised to seek reassurances that Grant Conditions are being complied with.

The meeting closed at 8.36pm.

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

FOR INFORMATION ONLY

ACTION SHEET - FINANCE, POLICY & GENERAL PURPOSES COMMITTEE - 16 NOVEMBER 2020

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
F 251 (2)	That the projected overspend in current applications of £30,949 be balanced by utilising the £10,000 books for schools allocation and virements made from other budgets totalling £20,949 as outlined above.	DEO	30.11.20	Completed
F 251 (3)	That a virement of £40,000 be made from the Acquisitions budget to the Covid-19 Recovery Fund.	DEO	30.11.20	Completed
F 252 (1)	That the cemetery interment fees, exclusive rights of burial fees and memorial fees be increased by 2% from 1 April 2021.	DEO	30.11.20	Completed
F 252 (2)	That there is no increase in other cemetery fees e.g. Babies Memorial Garden plaques, Garden of Remembrance plaques and Octagonal Planter plaques, Sanctum Panorama Columbaria, searches, duplicate deeds, transfer deeds, use of chapel etc.	DEO	30.11.20	Completed
F 252 (3)	That there is no increase in the Pioneer Hall charges from 1 April 2021 thereby retaining the hourly charges as £10 per hour and £20 per hour respectively and the Children's Party package to £60.	DEO	30.11.20	Completed
F 252 (4)	That the same charges are applied to the use of the Cemetery Approach Community Hall.	DEO	30.11.20	Completed
F 252 (5)	That an additional £4,000 is included in the budget for 2021/22 for the purpose of training for Cemetery staff.	DEO	30.11.20	Completed
F 252 (6)	That an additional £3,500 is included in the Corporate training budget for 2021/22, noting that the Business Case is to be agreed by the Personnel Committee electronically.	DEO	30.11.21	Completed
F 253 (2)	That £5,000 be added to the Shop Local budget.	DEO	30.11.20	Completed
F 253 (3)	That staffing costs for the Cemetery Approach Caretaker role be removed for the first quarter of the 2021/22 financial year.	DEO	30.11.20	Completed

F 253 (4)	That one quarter income for the Pioneer Hall and the Cemetery Approach Community Centre be included in the draft budget 2021/22	DEO	30.11.20	Completed
F 253	RECOMMENDED: To a meeting of Full Council to be held on Tuesday 8 December 2020, that a precept of £1,253,986 be levied on the Vale of Glamorgan Council which would result in the cost to a "Band D" Council-tax payer increasing to 60.68 per year, an increase of 3.8% when compared with the £58.44 paid in 2020/21	DEO	08.12.20	Completed - On Agenda

FULL COUNCIL	8 DECEMBER 2020	AGENDA ITEM: 15
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SCHEDULE OF PAYMENTS FOR DECEMBER 2020

Report Author

Mark Sims, Deputy Chief Officer

Attached: A. Schedule of Payments of Accounts December 2020 (5 pages)

Purpose of Report

To provide members with the schedule of payments for December 2020 for approval consisting of BACS payments and direct debits in the amount of £14,641.00.

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 November 2020 comprising BACS payments and direct debits, in the amount of £14,641.00 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 October and November 2020.

	<u>October</u>	<u>November</u>
Lloyds Commercial Banking Online (Net Pay)	35,104.32	35,931.99
Inland Revenue	11,330.18	11,429.40
Cardiff Council (LGPS)	11,144.72	11,431.76
GMB	72.85	72.85
Unison	14.45	14.45
Prudential	150.00	150.00
	<u>57,816.52</u>	<u>59,030.45</u>

Recommendations

1. That the information set out above relating to salary payments for October and November 2020 inclusive, which has been certified and authorised by the appropriate officers in accordance with the requirements of Standing Order19(c), be received and noted;
2. That the attached schedule of payments for December 2020 consisting of BACS payments and direct debits in the amount of £14,641.00, be approved, subject to the relevant papers being in order.

Schedule of Payments of Accounts For December 2020

<u>Chq No.</u>	<u>Supplier</u>	<u>Description</u>	<u>Net</u>	<u>Vat</u>	<u>Price (£)</u>	<u>Posted To</u>
DD	Lloyds Credit Card	Kirkland water for cemetery staff	24.98	5.00	29.98	Cemetery/Covid-19 Expenditure
DD	Lloyds Credit Card	Laptop Stands for homeworking	47.46	9.51	56.97	M&S/Equipment
DD	Lloyds Credit Card	Chemical spill kit (10litre)	21.64	4.34	25.98	Cemetery/Equipment
DD	Lloyds Credit Card	Two pack of 2 way radios	41.68	8.34	50.02	Cemetery/Equipment
DD	Lloyds Credit Card	Warning tape	66.25	13.25	79.50	Cemetery/Property Maintenance
DD	Lloyds Credit Card	Strimmer Cord	26.64	5.34	31.98	Cemetery/Equipment Maint
DD	Lloyds Credit Card	Yellow marker paint spray	48.24	9.66	57.90	Cemetery/Property Maintenance
DD	Lloyds Credit Card	Cable ties	1.50	0.30	1.80	Cemetery/Property Maintenance
DD	Lloyds Credit Card	Landscaping rake	38.32	7.67	45.99	Cemetery/Equipment
DD	Lloyds Credit Card	Garden rake	14.12	2.83	16.95	Cemetery/Equipment
DD	Lloyds Credit Card	Norton 360 antivirus for 20 users	66.66	13.33	79.99	M&S/Equipment
DD	Lloyds Credit Card	Refund re cancelled order for Face Masks	-58.25	-11.65	- 69.90	Cemetery/Covid-19 Expenditure
DD	Lloyds Credit Card	Umbrella	15.99	0.00	15.99	Cemetery/PPE
DD	Lloyds Credit Card	Portable Appliance Testing equipment	190.00	38.00	228.00	Pioneer/Equipment
DD	Lloyds Credit Card	Kirkland water for cemetery staff	21.64	4.34	25.98	Cemetery/Covid-19 Expenditure
DD	Lloyds Credit Card	Antibacterial Wipes	53.34	0.00	53.34	Cemetery/Covid-19 Expenditure
DD	Lloyds Credit Card	Annual credit card fee	32.00	0.00	32.00	M&S/Bank Charges
DD	Lloyds Credit Card	Grass seed	38.95	0.00	38.95	Cemetery/Property Maintenance
DD	Lloyds Credit Card	Drill bit	6.16	1.24	7.40	Cemetery/Equipment
DD	Lloyds Credit Card	Drill bit	5.50	1.10	6.60	Cemetery/Equipment
DD	Lloyds Credit Card	Roof Felt	53.29	10.66	63.95	Cemetery/Property Maintenance
DD	Lloyds Credit Card	Zoom subscription	119.90	0.00	119.90	M&S/Equipment
DD	Lloyds Credit Card	Safety boots	77.46	15.49	92.95	Cemetery/PPE
DD	Lloyds Credit Card	Corner brace brackets	38.28	7.68	45.96	Cemetery/Property Maintenance
DD	Lloyds Credit Card	Microwave	60.50	12.10	72.60	CA Building/Equipment
DD	Lloyds Credit Card	Bin for new hall	21.64	4.34	25.98	CA Building/Equipment
DD	Lloyds Credit Card	New equipment for Community Centre	73.77	14.75	88.52	CA Building/Equipment
DD	Lloyds Credit Card	New equipment for Community Centre	25.83	5.16	30.99	CA Building/Equipment
DD	Lloyds Credit Card	New equipment for Community Centre	4.99	1.00	5.99	CA Building/Equipment

Schedule of Payments of Accounts For December 2020

<u>Chq No.</u>	<u>Supplier</u>	<u>Description</u>	<u>Net</u>	<u>Vat</u>	<u>Price (£)</u>	<u>Posted To</u>
DD	Lloyds Credit Card	Sign labels	4.17	0.83	5.00	Cemetery/Covid-19 Expenditure
DD	Lloyds Credit Card	New equipment for Community Centre	10.82	2.17	12.99	CA Building/Equipment
DD	Lloyds Credit Card	New equipment for Community Centre	7.87	1.58	9.45	CA Building/Equipment
DD	Lloyds Credit Card	New equipment for Community Centre	12.98	2.60	15.58	CA Building/Equipment
DD	Lloyds Credit Card	E-learning courses	94.99	19.00	113.99	Corporate/Staff Training
DD	Lloyds Credit Card	E-learning courses	40.00	8.00	48.00	Corporate/Staff Training
DD	Lloyds Credit Card	New equipment for Community Centre	57.42	11.49	68.91	CA Building/Equipment
DD	Lloyds Credit Card	New equipment for Community Centre	2.04	0.41	2.45	CA Building/Equipment
DD	Lloyds Credit Card	New equipment for Community Centre	38.46	7.70	46.16	CA Building/Equipment
DD	Lloyds Credit Card	New equipment for Community Centre	62.48	12.50	74.98	CA Building/Equipment
DD	Lloyds Credit Card	New equipment for Community Centre	5.36	1.07	6.43	CA Building/Equipment
DD	Lloyds Credit Card	New equipment for Community Centre	4.49	0.90	5.39	CA Building/Equipment
DD	Lloyds Credit Card	Bike rack / stand for cemetery	34.92	6.98	41.90	Cemetery/Property Maintenance
DD	Lloyds Credit Card	New equipment for Community Centre	43.57	8.72	52.29	CA Building/Equipment
DD	Lloyds Credit Card	Kirkland water for cemetery staff	16.64	3.34	19.98	Cemetery/Covid-19 Expenditure
DD	Lloyds Credit Card	Black hammer safety boots	22.46	4.49	26.95	Cemetery/PPE
DD	Lloyds Credit Card	E-learning courses	20.00	4.00	24.00	Corporate/Staff Training
DD	Lloyds Credit Card	Shop Local Domain Name	2.99	0.60	3.59	Corporate/Shop Local
DD	Lloyds Credit Card	Dettol Wipes	17.18	3.44	20.62	Cemetery/Covid-19 Expenditure
DD	Lloyds Credit Card	Table Trolley	316.66	63.32	379.98	CA Building/Equipment
DD	Lloyds Credit Card	Fridge	124.99	25.00	149.99	CA Building/Equipment
DD	Lloyds Credit Card	Dettol Wipes	32.50	6.50	39.00	Cemetery/Covid-19 Expenditure
DD	Lloyds Credit Card	Signs	18.09	3.64	21.73	Cemetery/Covid-19 Expenditure
DD	Lloyds Credit Card	Road Fund Licence	267.50	0.00	267.50	Cemetery/Vehicle Tax
DD	Lloyds Credit Card	Cemetery Computer - Currys	415.83	83.17	499.00	Cemetery/Equipment
DD	Lloyds Credit Card	Kirkland water for cemetery staff	32.60	6.52	39.12	Cemetery/Covid-19 Expenditure
DD	Lloyds Credit Card	Two A2 Acrylic Mirrors	29.16	5.83	34.99	CA Building/Equipment
DD	Lloyds Credit Card	Tea/Coffee	93.92	0.00	93.92	Cemetery/Miscellaneous
DD	Lloyds Credit Card	PPE Clothing for cemetery staff	308.20	0.00	308.20	Cemetery/PPE

Schedule of Payments of Accounts For December 2020

<u>Chq No.</u>	<u>Supplier</u>	<u>Description</u>	<u>Net</u>	<u>Vat</u>	<u>Price (£)</u>	<u>Posted To</u>
DD	Lloyds Credit Card	Ticket to Virtual Quiz	10.50	0.00	10.50	Civic/Mayors Donations
DD	Lloyds Credit Card	Ticket to Virtual Coffee Morning	10.00	0.00	10.00	Civic/Mayors Donations
DD	Lloyds Credit Card	Clothes Racks for cemetery	40.00	8.00	48.00	Cemetery/Equipment
DD	Lloyds Credit Card	Protective clothing for new starter	33.21	6.64	39.85	Cemetery/PPE
DD	Lloyds Credit Card	Harness for brushcutters	16.58	3.32	19.90	Cemetery/PPE
DD	Lloyds Credit Card	Pink film for Chapel Lights	11.89	2.38	14.27	Cemetery/Property Maintenance
DD	Lloyds Credit Card	Blue film for Chapel Lights	11.74	2.36	14.10	Cemetery/Property Maintenance
DD	Lloyds Credit Card	2 x Huawei Cases	15.38	3.09	18.47	M&S/Equipment
DD	Lloyds Credit Card	Sight Test	30.00	0.00	30.00	M&S/Health and Safety
BACS	JPL Sound & Comm	Installation Service of Sound system	1,425.00	285.00	1,710.00	CA Building/Equipment
BACS	JPL Sound & Comm	Installation Service of Loop induction system	300.00	0.00	300.00	CA Building/Equipment
BACS	Cardiff Council	Pension Increase and Compensation	2,234.97	0.00	2,234.97	M&S/Added Years Costs
BACS	SLCC	Emotional Resilience training	30.00	6.00	36.00	Corporate/Staff Training
BACS	ACAS	Managing Employee Mental Health training	175.00	0.00	175.00	Corporate/Staff Training
BACS	Happy Embroidery	One Bizweld Jacket	40.00	8.00	48.00	Cemetery/PPE
BACS	Dragon F&S	Replacement surface plastic contact	8.00	1.60	9.60	Pioneer/Property Maint
BACS	Dragon F&S	Alarm battery replacement	30.00	6.00	36.00	Cemetery/Property Management
BACS	RBL	Wreaths for Remembrance Service	147.00	0.00	147.00	Civic/Mayors Donations
BACS	Vale of Glamorgan Council	Renewal of Domain Names (English and Welsh)	80.00	16.00	96.00	Corporate/Website
BACS	Vale of Glamorgan Council	Annual pest control contract	287.50	57.50	345.00	Cemetery/Property Maint
BACS	David Evans Agriculture	Manual Head and Adapter	89.56	17.91	107.47	Cemetery/Equipment Maint
BACS	Vale of Glamorgan Council	Treatment for wasp nest	41.67	8.33	50.00	Cemetery/Property Maint
BACS	Vale of Glamorgan Council	Attendance re activation of Intruder Alarm	19.80	3.96	23.76	Pioneer/Property Maint
BACS	Digital Services	Callout charge (via telephone) for photocopier repair	40.00	8.00	48.00	M&S/Photocopier
BACS	HI Communications	Shop Local social media Management	400.00	0.00	400.00	Corporate/Shop Local
BACS	RTPI	Annual subscription	315.00	0.00	315.00	M&S/Professional Fees
BACS	David Evans Agriculture	Replacement digger key	13.12	2.62	15.74	Cemetery/Equipment Maint
BACS	David Evans Agriculture	Install beacon to Kubota TG1860	250.00	50.01	300.01	Cemetery/Equipment Maint
BACS	SLCC	SLCC/OVW Virtual Conference delegate fee	45.00	9.00	54.00	Corporate/Staff Training

Schedule of Payments of Accounts For December 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	SLCC	SLCC Virtual Practitioners Conference delegate fee	75.00	15.00	90.00	Corporate/Staff Training
BACS	D.J Mac Neice & Co Ltd	Twenty x Print a Plate plaques and stands	343.55	0.00	343.55	Cemetery/Property Maint
BACS	Employee No. 001	WFH allowance for November 2020	26.00	0.00	26.00	M&S/Covid-19 Expenditure
BACS	Employee No. 008	WFH allowance for November 2020	26.00	0.00	26.00	M&S/Covid-19 Expenditure
BACS	Employee No. 185	WFH allowance for November 2020	26.00	0.00	26.00	M&S/Covid-19 Expenditure
BACS	Employee No. 158	WFH allowance for November 2020	26.00	0.00	26.00	M&S/Covid-19 Expenditure
BACS	Employee No. 162	WFH allowance for November 2020	26.00	0.00	26.00	M&S/Covid-19 Expenditure
BACS	Employee No. 156	WFH allowance for November 2020	26.00	0.00	26.00	M&S/Covid-19 Expenditure
BACS	Employee No. 190	WFH allowance for November 2020	26.00	0.00	26.00	M&S/Covid-19 Expenditure
BACS	Employee No. 188	WFH allowance for November 2020	15.60	0.00	15.60	M&S/Covid-19 Expenditure
BACS	Employee No. 001	WFH allowance for December 2020	26.00	0.00	26.00	M&S/Covid-19 Expenditure
BACS	Employee No. 008	WFH allowance for December 2020	26.00	0.00	26.00	M&S/Covid-19 Expenditure
BACS	Employee No. 185	WFH allowance for December 2020	26.00	0.00	26.00	M&S/Covid-19 Expenditure
BACS	Employee No. 158	WFH allowance for December 2020	26.00	0.00	26.00	M&S/Covid-19 Expenditure
BACS	Employee No. 162	WFH allowance for December 2020	26.00	0.00	26.00	M&S/Covid-19 Expenditure
BACS	Employee No. 156	WFH allowance for December 2020	26.00	0.00	26.00	M&S/Covid-19 Expenditure
BACS	Employee No. 190	WFH allowance for December 2020	26.00	0.00	26.00	M&S/Covid-19 Expenditure
BACS	Employee No. 188	WFH allowance for December 2020	15.60	0.00	15.60	M&S/Covid-19 Expenditure
DD	Vale of Glamorgan Council	Non domestic rates demand for Cemetery Office - Decem	36.00	0.00	36.00	Cemetery/Rates
DD	Vale of Glamorgan Council	Non domestic rates demand for Cemetery - December	896.00	0.00	896.00	Cemetery/Rates
DD	Vale of Glamorgan Council	Non domestic rates demand for Pioneer Hall - December	177.00	0.00	177.00	Pioneer/Rates
DD	BP Direct Fuels	Fuel for cemetery mowers and vehicles	59.83	11.97	71.80	Cemetery/Fuel
DD	British Gas Plc	Electricity supply 29.09.20 - 28.10.20	44.82	2.24	47.06	Cemetery/Electricity
DD	British Gas Plc	Electricity supply for Pioneer Hall 01.09.20 - 21.09.20	50.02	2.50	52.52	Pioneer Hall/Electricity
DD	British Gas Plc	Electricity supply for Pioneer Hall 22.09.20 - 21.10.20	76.59	3.82	80.41	Pioneer Hall/Electricity
DD	British Gas Plc	Gas supply for Pioneer Hall 28.07.20 - 29.10.20	121.83	6.09	127.92	Pioneer Hall/Gas
DD	Lloyds Bank	Cardnet fees for September 2020	12.34	0.00	12.34	M&S/Bank Charges
DD	Lloyds Bank	Cardnet fees for October 2020	12.29	0.00	12.29	M&S/Bank Charges
DD	Lloyds Bank	Bank charges for September 2020	35.00	0.00	35.00	M&S/Bank Charges

Schedule of Payments of Accounts For December 2020

<u>Chq No.</u>	<u>Supplier</u>	<u>Description</u>	<u>Net</u>	<u>Vat</u>	<u>Price (£)</u>	<u>Posted To</u>
DD	Lloyds Bank	Bank charges for October 2020	24.20	0.00	24.20	M&S/Bank Charges
DD	Virgin Media	Broadband service for October 2020	32.00	6.40	38.40	Pioneer/Broadband
DD	Virgin Media	Alarm line rental and calls for October 2020	16.26	3.25	19.51	Pioneer Hall/Alarm Line
DD	BP Direct Fuels	Fuel for cemetery mowers and vehicles	61.96	12.39	74.35	Cemetery/Fuel
DD	BP Direct Fuels	Fuel for cemetery mowers and vehicles	33.26	6.66	39.92	Cemetery/Fuel
DD	PHS Group plc	Hygiene services 19.12.20 - 18.03.20	173.67	34.73	208.40	Pioneer Hall/Personal Hygiene F
DD	PHS Group plc	Hygiene services 19.12.20 - 18.03.20	55.74	11.15	66.89	M&S/Personal Hygiene Facilities
DD	PHS Group plc	Hygiene services 19.12.20 - 18.03.20	131.79	26.36	158.15	Cemetery/Personal Hygiene Fac
DD	Screwfix	Dunlop wellington boots	19.16	0.83	19.99	Cemetery/PPE
DD	British Gas Plc	Electricity supply for 22.09.20 - 21.10.20	118.92	5.94	124.86	Cemetery/Electricity
DD	Biffa Waste Services Ltd	Skip Rental 26.09.20 to 23.10.20	725.41	145.08	870.49	Cemetery/Property Maint
DD	Viking	Brother TN2310 cartridge and pack of AAA batteries	40.98	8.20	49.18	M&S/Stationery
DD	Vodafone	Monthly rental of four mobile phones & calls for Novembe	98.78	19.80	118.58	M&S/Telephone
Total For This Period			13,335.29	1,305.71	14,641.00	
Total For Previous Periods			287,564.18	20,061.65	307,625.84	
Total to 8 December 2020			300,899.47	21,367.37	322,266.84	

FULL COUNCIL	8 DECEMBER 2020	AGENDA ITEM: 16
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BUDGET MONITORING REPORT 1 APRIL TO 30 NOVEMBER 2020

Report Author

Mark Sims, Deputy Chief Officer

Attached: A. Budget Monitoring Report November 2020 (2 pages)
 B. Projected Reserves at 31 March 2020 (as at 2 December 2020) (1 page)

Purpose of Report

To inform members about the Council's income and expenditure in the 2020/21 financial year as at the end of November 2020.

Background Information

On the following pages is the budget monitoring report November 2020, indicating actual income and expenditure up to the end of month eight in the 2020/21 financial year.

In addition, the projected out turn for the current financial year is provided highlighting anticipated overspends and under-spends on various budget headings currently projecting a net overspend of **£46,464** (£11,823 less expenditure with £34,641 less income) that will result in a net amount of £190,580 being transferred from reserves rather than an amount of £144,616 in the revised budget for 2020/21 (£23,615 in original budget). Members are requested to note the following items that form a major part of the variance in funds being transferred from reserves.

New money from General Reserve re Covid-19 Recovery Fund	£80,500
New money from Acquisition Reserve re Covid-19 Recovery Fund	£40,000
Cemetery Approach Building (Previous Year in Acquisition Reserve)	£35,749
Cemetery Approach Building F&F (Previous Year in Acq Reserve)	£15,000
Additional expenditure re Covid-19	<u>£19,999</u>
Total	<u>£191,248</u>

Also included is a current projection of the Council's reserves at 31 March 2021 based on the Budget Monitoring Report November 2020.

Recommendation

Members are requested to receive the budget monitoring report for November 2020, indicating actual income and expenditure up to the end of month eight in the 2020/21 financial year, noting the projected overspend of **£46,464** for 2020/21 that will result in a net amount of £190,580 being transferred from reserves.

Budget Monitoring Report November 2020

Gross Income								
Description	Item No.	Budget	Income	Income	Balance	Budget	Year End	Projected
		12 Months	8 Months	Expenditure		For Year	Projections	Variance
		£	£	£	£	£	£	£
Bank Interest	1	2,000	249	0	-1,751	2,000	579	-1,421
Interment Fees	1	75,141	43,842	0	-31,299	75,141	68,889	-6,252
Exclusive Right of Burials	2	27,557	19,297	0	-8,260	27,557	28,483	926
Memorial Fees	3	23,616	11,768	0	-11,848	23,616	17,067	-6,549
Transfer of Exclusive Right of Burials	4	1,800	960	0	-840	1,800	1,710	-90
Hire of Chapel	5	770	0	0	-770	770	0	-770
War Graves	6	78	78	0	0	78	78	0
Cemetery Lodge Rent	7	5,465	3,504	0	-1,961	5,465	5,256	-209
Other Miscellaneous Income	8	2,000	929	0	-1,071	2,000	1,000	-1,000
Grants Receivable	10	0	1,625	0	1,625	0	1,625	1,625
Porthkerry Agreement	3	10,781	12,888	0	2,107	10,781	12,888	2,107
Lettings	1	26,826	5,088	0	-21,738	26,826	5,088	-21,738
Lettings - Old Pioneers Club via S137	2	1,270	0	0	-1,270	1,270	0	-1,270
Total Income		177,304	100,228	0	-77,076	177,304	142,663	-34,641
Net Expenditure								
Description	Item No.	Budget	Expenditure	Expenditure	Balance	Budget	Year End	Projected
		12 Months	8 Months	Expenditure		For Year	Projections	Variance
		£	£	£	£	£	£	£
Total Net Expenditure		1,338,980	823,412	604,467	-88,899	1,338,980	1,385,444	-46,464
Transfer to / (from) reserves		(144,116)				(144,116)	(190,580)	
Amount to be met from Precept		1,194,864				1,194,864	1,194,864	
Our revised net budget for the year is £1,338,980 with actual expenditure for the 8 months to 30 November 2020 of £823,412 and committed expenditure of £604,467 with an amount of budgeted income yet to be received of £77,076 noting that an amount of £144,116 will be drawn down from reserves.								
Our projected out-turn for the year produces an overspend of £46,464 (£11,823 more expenditure with £34,641 less income). This will result in a net amount of £190,580 being transferred from reserves rather than transferring £144,116 from reserves noting that an additional amount of £80,500 was approved from the General Reserve during the year to add with £69,500 of repurposed existing budgets to create the COVID-19 Recovery Fund and a further £40,000 from reserves for the COVID-19 Recovery Fund.								

Projected Reserves for 31 March 2021 (as at 2 December 2020)

Description of Reserves	Balance at 01.04.20	Contribution to reserve	Contribution from reserve	Balance at 31.03.21
Cemetery Improvement Reserve	34,341	2,000	(28,916)	7,425
Acquisition Reserve	154,923	47,000	(90,749)	111,174
Plant and Machinery Reserve	11,850	10,000	-	21,850
Shop Local Reserve	-	-	-	-
Election Reserve	16,771	10,000	-	26,771
Place Plan Reserve	3,000	-	-	3,000
Cemetery Roads Reserve	2,000	3,000	-	5,000
General Reserve	473,803		(142,915)	330,888
Total	696,688	72,000	(262,580)	506,108
	Net Position		(190,580)	

FULL COUNCIL	8 DECEMBER 2020	AGENDA ITEM: 17
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DRAFT BUDGET 2021/22 – INCORPORATING FIVE YEAR FORECAST

Report Author

Mark Sims, Deputy Chief Officer

Attached: A. Draft Budget 2021/22 (10 Pages)

Purpose of Report

To consider the Town Council's draft budget for 2021/22 that will go out for public consultation from 21 December 2020 to 31 January 2021. The draft budget will then be considered at the Town Council's meeting on 22 February 2021 to determine the precept to be levied on the Vale of Glamorgan Council.

Background

At the Finance, Policy and General Purposes Committee's meeting held on 16 November 2020 members received the draft budget 2021/22 for recommendation to the meeting of Full Council to be held on 8 December 2020.

On the following pages is a projected out-turn for 2020/21, as at 2 December 2020, and the draft budget for 2021/22 for consideration. The projected out-turn for 2020/21 results in a deficit of £190,580 being transferred from reserves rather than the original intention to transfer £23,616 from reserves that during the year was revised to £144,116 due to an additional amount of £80,500 being agreed to be transferred from the General Reserve for the COVID-19 Recovery Fund to add to £69,500 of repurposed funds within the Council's annual revenue budget thereby creating a £150,000 Fund with a further £40,000 being agreed to be transferred from the Acquisition Reserve for the COVID-19 Recovery Fund and further in year virements increasing the Covid-19 Recovery Fund to £208,278. In the table below is a breakdown showing the movements to / from reserves with the projected balances as at 31 March 2021.

Reserve	Balance as at 01.04.20	Contribution to Reserve	Contribution from Reserve	Balance as at 31.03.21
Cemetery Improvement	34,341	2,000	28,916	7,425
Acquisition	154,923	47,000	90,749	111,174
Plant & Machinery	11,850	10,000	0	21,850
Election	16,771	10,000	0	26,771
Place Plan	3,000	0	0	3,000
Cemetery Roads Renewal	2,000	3,000	0	5,000
General	473,803	0	142,915	330,888
Total	696,688	72,000	262,580	506,108

It is generally accepted that general (un-earmarked) revenue reserves usually lie within a range of three to twelve months (i.e. between 25% and 100%) of gross expenditure.

With gross expenditure for 2020/21 of £1,403,722 the general reserve should lie within a range between £350,930 and £1,403,722 however the general reserve is projected to decrease from £473,803 to £330,888 representing a level of 24% of gross expenditure, so below the generally accepted range.

Members will need to consider whether to include any provision in the draft budget to increase the General Reserve or whether they are prepared to have a balance below the generally accepted level.

Officers consider that the other reserves form a safety net in a worst case scenario if members choose not to increase the General Reserve during 2021/22 however it is worth noting that we are still waiting on a final bill from the Vale of Glamorgan Council relating to the building costs of the new Cemetery Approach Community Centre that could be in the region of £100,000 so the Acquisition Reserve could reduce to circa £11,000.

The draft budget comprises gross expenditure of £1,403,722 with income from services amounting to £144,736 producing a net expenditure budget of £1,253,986.

Adjustments in the draft budget incorporating a worst case scenario re COVID-19 allowances are:

Additional expenditure for enhanced use of PPE and extra cleaning	£13,000
Loss of income – Merthyr Dyfan Cemetery Memorial Fees	£11,274
Loss of income – Porthkerry Cemetery Memorial Fees	£ 770
Loss of income – Pioneer Hall Lettings	£18,020
Loss of income – Cemetery Approach Community Centre Lettings	£ 4,076
Total Impact of COVID-19 Adjustments included in Draft Budget	<u>£47,140</u>

The above items that are incorporated in the draft budget assume a worst case scenario with the pandemic continuing throughout all of 2021/22 with Continued Washing / Sanitising, Use of Face Masks / Gloves etc. and Social Distancing being the main preventative measures enforced to control the pandemic. Officers have not included consequences of a further FULL NATIONAL LOCKDOWN experienced from March to July 2020 that could potentially result in the Cemetery closing to the general public and requiring External Security to assist during any reopening phase. In addition, as has been experienced in 2020/21 adjustment have been made to reflect that it would be highly unlikely to have the Pioneer Hall and Cemetery Approach Community Centre open generating income.

Members are requested to determine a position in relation to each of the items above and whether to include provisions within the draft budget for 2021/22 as each item has a financial impact and knock on consequence to the bottom line and precept requirement levied on the tax-payer.

If the precept remained at £1,194,864 (2020/21 level) then a net operating deficit for the year of £59,122 would need to be taken from reserves.

We have received provisional notification from the Vale of Glamorgan Council of the tax base for Barry for 2021/22 as 20,666. The current tax base (2020/21) is 20,446.

The Council would need to set a precept of £1,253,986 to cover the net operating deficit and balance the budget that would represent an increase to a Band D tax payer of 3.8%.

Recommendation

Members are requested to approve the draft budget for public consultation that provisionally sets a precept requirement of £1,253,986 being an increase to a Band D tax payer of 3.8%.

Draft Budget 2021/22 Summary

	2020/21	2020/21	2021/22	2022/23	2023/24	2024/25
	Budget	Out-Turn	Budget	Budget	Budget	Budget
Expenditure	Revised					
Management and Support Services	473,974	473,487	501,394	516,969	536,172	556,323
Planning	11,100	13,053	17,460	17,900	18,760	19,600
Merthyr Dyfan Cemetery	413,667	411,745	427,222	418,135	434,187	450,799
Porthkerry Cemetery	16,690	18,453	16,690	16,690	16,690	16,690
Pioneer Hall	40,528	34,192	39,069	39,764	43,110	42,518
Community Building at Cemetery Approach Gardens	19,738	17,844	54,205	62,657	65,348	68,169
Corporate	255,717	246,771	306,863	270,375	245,386	220,398
Civic	3,092	3,092	9,819	9,819	9,819	9,819
Special Projects	281,778	309,470	31,000	11,000	11,000	11,000
	1,516,284	1,528,107	1,403,722	1,363,309	1,380,472	1,395,316
Income						
Management and Support Services	2,000	579	500	500	500	500
Merthyr Dyfan Cemetery	129,677	115,281	116,466	112,897	115,154	117,364
Porthkerry Cemetery	17,531	21,715	21,770	22,048	22,332	22,622
Pioneer Hall	23,020	5,088	5,000	21,750	21,750	21,750
Community Building at Cemetery Approach Gardens	5,076	0	1,000	10,000	10,000	10,000
Precept	1,194,864	1,194,864	1,253,986	1,253,986	1,253,986	1,253,986
	1,372,168	1,337,527	1,398,722	1,421,181	1,423,722	1,426,222
Net Operating Deficit / (Surplus) for the Year (Expenditure less Income)	144,116	190,580	5,000	(57,873)	(43,250)	(30,906)
Movement of Council Reserves to Offset the Net Operating Deficit for the Year						
Addition to Cemetery Improvement Reserves from in year charges		2,000				
Addition to Plant and Machinery Reserve (F268 (4) refers) - From General Reserve	10,000	10,000	-	-	-	-
Creation of New Cemetery Roads Replacement Reserve (Min No. F50 (a) (7) refers) - From General Reserve	3,000	3,000	-	-	-	-
Addition to Election Reserve	10,000	10,000	-	-	-	-
From Cemetery Improvement Reserve for Replacement Fencing	(27,000)	(27,000)	-	-	-	-
From Acquisition Reserve for Cemetery Approach Gardens New Community Building	-	(50,749)	-	-	-	-
Addition to Acquisition Reserve for Reshaping of Services Agenda 2020/21	47,000	7,000	-	-	-	-
From Cemetery Improvement Reserve for Seat Replacement (F224 (4) refers)	(2,000)	(1,916)	(2,000)	-	-	-
From Place Plan Reserve to fund expenditure (Min No. 673 (4) refers)	-	-	(3,000)	-	-	-
Net surplus (deficit) for the year to (from) General Reserve	(185,116)	(142,915)	-	57,873	43,250	30,906
Deficit for the Year to be funded from Reserves or Increase in Precept 2019/2020						
Deficit for the Year to be funded from Reserves or Increase in Precept 2020/2021	0	0				
Deficit for the Year to be funded from Reserves or Increase in Precept 2021/2022			0	0	0	0

Draft Budget 2021/22 Management & Support

EXPENDITURE								
Description	Item No.	2020/21 Budget	2020/21 Out-Turn Projected	2021/22 Budget	2022/23 Budget	2023/24 Budget	2024/25 Budget	
Salaries	1	345,265	330,356	353,300	370,210	388,720	408,150	
Pension Added Years Costs	2	9,049	9,049	9,320	9,600	9,888	10,185	
Personal Hygiene Facilities	3	600	600	600	600	600	600	
Personal Protective Equipment / Clothing	4	300	300	300	300	300	300	
Cleaning Products	5	550	550	1,100	1,100	1,100	1,100	
Officers Travel and Subsistence	6	2,400	2,400	2,400	2,400	2,400	2,400	
Rent	9	31,000	36,256	36,256	36,256	36,256	36,256	
Telephone	12	2,600	2,600	2,600	2,600	2,600	2,600	
Postage	13	1,000	1,000	2,000	2,000	2,000	2,000	
Printing and Stationery	14	1,500	1,500	2,500	2,500	2,500	2,500	
Insurance	15	5,000	5,000	5,000	5,000	5,000	5,000	
Photocopier Costs	16	3,000	3,000	5,000	5,000	5,000	5,000	
Property Maintenance and Improvements	17	2,000	2,000	4,000	4,000	4,000	4,000	
Equipment	18	3,000	3,000	5,000	5,000	5,000	5,000	
Equipment Maintenance	19	2,200	2,200	3,200	3,200	3,200	3,200	
Bank Charges	20	800	487	800	800	800	800	
Audit Fees (Internal)	21	1,380	1,380	1,425	1,425	1,425	1,425	
Legal Fees	22	6,000	6,000	6,000	6,000	6,000	6,000	
Audit Fees (External)	23	460	460	460	460	460	460	
Other Professional Fees	24	6,000	11,625	6,000	6,000	6,000	6,000	
General Salaries Contingency (All Depts)	25	30,000	30,000	30,000	30,000	30,000	30,000	
Health & Safety Fees	26	5,000	5,000	5,000	5,000	5,000	5,000	
Internet	27	2,880	1,912	2,880	2,880	2,880	2,880	
Election Costs	28	0	0	0	0	0	0	
BACAS Burials System Annual Maintenance	29	2,550	2,550	2,550	2,550	2,550	2,550	
MicroShade Citrix	30	7,440	7,551	7,703	8,088	8,492	8,917	
Welsh Translation Service	31	2,000	2,000	4,000	4,000	4,000	4,000	
COVID-19 EXPENDITURE	32	0	4,711	2,000	0	0	0	
Total Expenditure		473,974	473,487	501,394	516,969	536,172	556,323	
INCOME								
Description	Item No.	2020/21 Budget	2020/21 Out-Turn Projected	2021/22 Budget	2022/23 Budget	2023/24 Budget	2024/25 Budget	
Bank Interest	1	2,000	579	500	500	500	500	
Total Income		2,000	579	500	500	500	500	

Draft Budget 2021/22 Planning

EXPENDITURE									
<u>Description</u>	<u>Item No.</u>	<u>2020/21</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>		
		<u>Budget</u>	<u>Out-Turn</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>		
			<u>Projected</u>						
Salaries	1	10,500	13,053	16,860	17,300	18,160	19,000		
Officers Travel	2	600	0	600	600	600	600		
Total Expenditure		11,100	13,053	17,460	17,900	18,760	19,600		

Draft Budget 2021/22 Merthyr Dyfan Cemetery

EXPENDITURE								
Description	Item No.	2020/21 Budget	2020/21 Out-Turn Projected	2021/22 Budget	2022/23 Budget	2023/24 Budget	2024/25 Budget	
Salaries	1	318,100	304,433	316,895	324,500	340,725	357,500	
Personal Hygiene Facilities	2	350	550	350	550	550	550	
Personal Protective Equipment / Clothing	2	2,150	1,650	3,150	3,150	3,150	3,150	
Cleaning Products	2	500	300	500	500	500	500	
Rates	3	9,622	9,320	9,600	9,888	10,184	10,490	
Water	4	2,000	2,000	3,000	3,000	3,000	3,000	
Electricity & Gas	5	4,550	4,050	5,550	5,550	5,550	5,550	
Telephone	6	240	360	240	240	240	240	
Property Maintenance and Improvements	7	25,000	25,000	25,000	25,000	25,000	25,000	
Horticulture	8	800	800	800	800	800	800	
Equipment	9	5,000	7,355	6,625	6,625	6,625	6,625	
Plant & Equipment Maintenance	10	9,500	9,500	9,500	9,500	9,500	9,500	
Vehicle Maintenance	11	1,200	1,200	1,200	1,200	1,200	1,200	
Haulage and Fuel	12	3,175	3,175	4,175	4,175	4,175	4,175	
Vehicle Tax and Insurance	13	549	535	552	569	586	603	
Philadelphia Cemetery Maintenance	14	500	500	500	500	500	500	
Interest on PWLB Loans	15	2,899	2,899	2,077	1,338	851	365	
Capital Repayment on PWLB Loans	16	16,921	16,921	16,921	10,464	10,464	10,464	
Treework Maintenance	17	6,195	6,195	6,195	6,195	6,195	6,195	
Cemetery Roads Maintenance	18	3,000	1,000	3,000	3,000	3,000	3,000	
Memorial Safety Advertising	19	250	0	250	250	250	250	
Subscriptions	20	850	625	850	850	850	850	
Broadband Internet	21	316	292	292	292	292	292	
COVID-19 Expenditure	22	0	13,085	10,000	0	0	0	
Total Expenditure		413,667	411,745	427,222	418,135	434,187	450,799	
INCOME								
Description	Item No.	2020/21 Budget	2020/21 Out-Turn Projected	2021/22 Budget	2022/23 Budget	2023/24 Budget	2024/25 Budget	
Interment Fees	1	69,901	62,062	65,195	65,195	66,499	67,829	
Exclusive Right of Burials	2	27,557	28,483	29,774	29,774	30,369	30,977	
Memorial Fees	3	22,106	15,067	11,274	7,684	7,838	7,995	
Transfer of Exclusive Right of Burials	4	1,800	1,710	1,800	1,710	1,800	1,800	
Hire of Chapel	5	770	0	770	770	770	770	
War Graves	6	78	78	78	78	78	78	
Cemetery Lodge Rent	7	5,465	5,256	5,574	5,686	5,800	5,915	
Other Miscellaneous Income	8	2,000	1,000	2,000	2,000	2,000	2,000	
Grants Receivable	9	0	1,625	0	0	0	0	
Cemetery Improvement Fee	10	3,180	2,000	2,000	2,000	2,000	2,000	
Total Income		129,677	115,281	116,466	112,897	115,154	117,364	

Draft Budget 2021/22 Porthkerry Cemetery

EXPENDITURE								
Description	Item No.	2020/21 Budget	2020/21 Out-Turn Projected	2021/22 Budget	2022/23 Budget	2023/24 Budget	2024/25 Budget	
Salaries	1	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Officers Travel and Subsistance	2	0	0	0	0	0	0	0
Property Maintenance and Improvements	3	1,490	1,490	1,490	1,490	1,490	1,490	1,490
Haulage and Fuel	4	200	200	200	200	200	200	200
COVID-19 Expenditure	5	0	1,763	0	0	0	0	0
Total Expenditure		16,690	18,453	16,690	16,690	16,690	16,690	16,690
INCOME								
Description	Item No.	2020/21 Budget	2020/21 Out-Turn Projected	2021/22 Budget	2022/23 Budget	2023/24 Budget	2024/25 Budget	
Interment Fees	1	5,240	6,827	7,854	7,854	7,854	7,854	7,854
Memorial Fees	2	1,510	2,000	770	786	801	817	
Porthkerry Agreement	3	10,781	12,888	13,146	13,409	13,677	13,950	
Total Income		17,531	21,715	21,770	22,048	22,332	22,622	

Draft Budget 2021/22 Pioneer Hall

EXPENDITURE								
<u>Description</u>	<u>Item No.</u>	<u>2020/21</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	
		<u>Budget</u>	<u>Out-Turn</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
			<u>Projected</u>					
Salaries	1	25,725	22,056	25,770	26,410	27,700	29,050	
Personal Hygiene Facilities	2	700	700	700	700	700	700	
Personal Protective Equipment / Clothing	2	200	100	200	200	200	200	
Cleaning Products	2	400	200	400	400	400	400	
Rates	3	1,823	1,766	1,819	1,874	1,930	1,988	
Water	4	650	350	650	650	650	650	
Electricity	5	1,520	1,020	1,520	1,520	1,520	1,520	
Gas	6	1,250	1,250	1,250	1,250	1,250	1,250	
Alarm Telephone Line	7	360	360	360	360	360	360	
Broadband	8	400	400	400	400	400	400	
Property Maintenance and Improvements	9	3,500	2,000	3,500	3,500	3,500	3,500	
Equipment	10	500	500	500	500	500	500	
Equipment Maintenance	11	500	250	500	500	500	500	
New Play Equipment	12	3,000	3,000	1,000	1,000	3,000	1,000	
COVID-19 Expenditure	12	0	240	500	500	500	500	
Total Expenditure		40,528	34,192	39,069	39,764	43,110	42,518	
INCOME								
<u>Description</u>	<u>Item No.</u>	<u>2020/21</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	
		<u>Budget</u>	<u>Out-Turn</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
			<u>Projected</u>					
Lettings	1	21,750	5,088	5,000	21,750	21,750	21,750	
Lettings - Pioneer Club via S137	2	1,270	0	0	0	0	0	
Total Income		23,020	5,088	5,000	21,750	21,750	21,750	

Draft Budget 2021/22 Community Building

EXPENDITURE								
Description	Item No.	2020/21 Budget	2020/21 Out-Turn Projected	2021/22 Budget	2022/23 Budget	2023/24 Budget	2024/25 Budget	
Salaries	1	12,400	0	44,312	52,707	55,340	58,100	
Personal Hygiene Facilities	2	450	225	450	450	450	450	
Personal Protective Equipment / Clothing	3	100	50	100	100	100	100	
Cleaning Products	4	200	100	200	200	200	200	
Rates	5	1,838	460	1,893	1,950	2,008	2,069	
Water	6	400	100	400	400	400	400	
Electricity	7	1,500	375	1,500	1,500	1,500	1,500	
Alarm Telephone Line	8	350	88	350	350	350	350	
Property Maintenance and Improvements	9	1,500	450	1,500	1,500	1,500	1,500	
Equipment	10	500	15,500	2,000	2,000	2,000	2,000	
Equipment Maintenance	11	500	0	500	500	500	500	
Broadband	12	0	297	500	500	500	500	
COVID-19 Expenditure	13	0	200	500	500	500	500	
Total Expenditure		19,738	17,844	54,205	62,657	65,348	68,169	
INCOME								
Description	Item No.	2020/21 Budget	2020/21 Out-Turn Projected	2021/22 Budget	2022/23 Budget	2023/24 Budget	2024/25 Budget	
Lettings	1	5,076	0	1,000	10,000	10,000	10,000	
Total Income		5,076	0	1,000	10,000	10,000	10,000	

Draft Budget 2021/22 Corporate

EXPENDITURE								
Description	Item No.	2020/21 Budget	2020/21 Out-Turn Projected	2021/22 Budget	2022/23 Budget	2023/24 Budget	2024/25 Budget	
Core Funding to Memorial Hall Theatre	1	150,000	150,000	150,000	125,000	100,000	75,000	
Capital Grant to Memorial Hall Theatre	2	22,800	22,800	0	0	0	0	
Corporate Events	3	19,000	19,000	35,000	35,000	35,000	35,000	
Corporate Advertising and Marketing	4	3,250	3,250	7,250	7,250	7,250	7,250	
Community Engagement Strategy	5	7,000	7,000	7,000	7,000	7,000	7,000	
Shop Local Campaign	6	14,000	14,000	15,000	10,000	10,000	10,000	
Community Grants	7	0	0	45,000	45,000	45,000	45,000	
Grant to Pioneers Club	8	1,270	0	1,270	1,270	1,270	1,270	
Website Costs	9	2,000	1,000	2,000	2,000	2,000	2,000	
Fairtrade Campaign	10	1,000	1,000	1,000	1,000	1,000	1,000	
Subscriptions	11	8,925	8,366	9,371	9,371	9,371	9,371	
Councillors Training	12	2,000	1,000	2,000	2,000	2,000	2,000	
Staff Training	13	16,000	16,000	23,500	20,000	20,000	20,000	
Councillors Allowances	14	3,300	1,200	3,300	3,300	3,300	3,300	
Councillor Tablets	15	792	792	792	792	792	792	
Councillor Emails	16	380	363	380	391	403	415	
Staff Suggestion Scheme	17	500	500	500	500	500	500	
Sustainable Barry Initiative (Minute number 65)	18	500	500	500	500	500	500	
Place Plan (Minute number 673(4) refers)	19	3,000	0	3,000	0	0	0	
Total Expenditure		255,717	246,771	306,863	270,375	245,386	220,398	

Draft Budget 2021/22 Civic

EXPENDITURE								
<u>Description</u>	<u>Item No.</u>	<u>2020/21</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	
		<u>Budget</u>	<u>Out-Turn</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
			<u>Projected</u>					
Civic Hospitality	1	0	0	2,200	2,200	2,200	2,200	
Mayor's Hospitality	2	500	500	500	500	500	500	
Mayor's Medallions	3	0	0	2,000	2,000	2,000	2,000	
Photographical Services	4	0	0	250	250	250	250	
Mayor's Allowance inc. On Cost	5	0	0	1,619	1,619	1,619	1,619	
Deputy Mayor's Allowance inc. On Cost	6	500	500	500	500	500	500	
Mayor's Travel	7	200	200	500	500	500	500	
Mayor's Donations	8	642	642	1,000	1,000	1,000	1,000	
Mayor's Advertising	9	750	750	750	750	750	750	
Civic Gifts	10	500	500	500	500	500	500	
Total Expenditure		3,092	3,092	9,819	9,819	9,819	9,819	9,819

Draft Budget 2021/22 Special Projects

EXPENDITURE								
Description	Item No.	2020/21 Budget	2020/21 Out-Turn Projected	2021/22 Budget	2022/23 Budget	2023/24 Budget	2024/25 Budget	
Barry Youth Action	1	1,500	0	3,000	3,000	3,000	3,000	
Dementia Friendly Projects	2	3,000	3,000	6,000	6,000	6,000	6,000	
Cemetery Fencing (From Cemetery Improvement Reserve)	3	27,000	27,000	0	0	0	0	
Cemetery Roads Improvement	4	20,000	13,527	20,000	0	0	0	
Cemetery Benches (From Cemetery Improvement Reserve)	5	2,000	1,916	2,000	2,000	2,000	2,000	
Cemetery Treework	6	20,000	20,000	0	0	0	0	
COVID-19 Recovery Fund	7	208,278	208,278	0	0	0	0	
Cemetery Approach Building (Previous Year Reserves)	8	0	35,749	0	0	0	0	
Total Expenditure		281,778	309,470	31,000	11,000	11,000	11,000	