

BARRY TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON MONDAY 28 NOVEMBER 2022 AT 7PM

PRESENT: Councillor Brooks (Chair) together with Councillors Davies-Powell, Drake, E S Goodjohn (Vice Chairperson), N Hodges, S Hodges, McKinney and Payne (Town Mayor Ex-Officio).

ALSO PRESENT: Emily Forbes – Chief Officer
Mark Sims – Deputy Chief Officer
Robyn Walsh – Engagement and Events Team Manager
Joanne Eastment – Administrator
Bob Armstrong – Dr Bob’s Balloons
Amy Greenfield – Awesome Wales (Chair of Shop Local)

F40. **APOLOGIES FOR ABSENCE**

None were received.

F41. **TO RECEIVE DECLARATIONS OF INTEREST UNDER THE COUNCILS CODE OF CONDUCT**

The Chair of Shop Local, Amy Greenfield declared an interest in relation to agenda items 5 and 15B as she is the Chair of Shop Local.

Councillor S Hodges requested clarity surrounding the conflict of interest.

The Chief Officer responded that Amy had to declare an interest due to the nature of the discussion. However, this was just for the purpose of the minutes and Amy would be able to remain in the room for the duration of the item.

Councillor Brooks added that Amy would not be able to remain in the room for agenda item 15B as this was due to the item being under part 2.

F42. **WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015**

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

F43. **TO APPROVE THE MINUTES OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE MEETING HELD ON 27 SEPTEMBER 2022**

The Deputy Chief Officer, referring to resolved points F34(a)(3) and F34 (b)(3) and requested that members consider not organising a cheque presentation for successful grant applicants in the 2022/23 financial year and instead authorise him to pay the successful applicants via BACS.

Members discussed and agreed with the Deputy Chief Officer.

RESOLVED:

- 1. That the minutes of the Finance, Policy & General Purposes Committee held on 27 September 2022 be approved and signed as correct record.**
- 2. That the Deputy Chief Officer be authorised to award the successful applicants with their respective grant monies via BACS and a cheque presentation ceremony is not held this year.**

F44.

TO RECEIVE THE MINUTES OF THE SHOP LOCAL BARRY ADVISORY COMMITTEE HELD ON 6 OCTOBER 2022 AND TO GIVE ANY CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

Councillor Brooks advised members that the Shop Local Advisory Committee had met on Thursday, 6 October to discuss their budget requirements for the 2023/24 financial year. At this meeting it was recommended to a meeting of the Finance, Policy and General Purposes Committee being held on Monday, 28 November 2022 that a budget of £20,000 is proposed for the Shop Local Barry Advisory Committee requirements for the 2023/24 financial year and that a support report is provided to highlight the reasons for an increase.

Councillor Brooks noted that the supporting report (agenda item 15b) was under part 2. However, the Chair of Shop Local (Amy Greenfield) was in attendance and was invited to propose her case to the Committee on behalf of the Shop Local Advisory Committee.

Amy Greenfield made members aware that during the Coronavirus Pandemic she set up a Facebook group for all Traders across Barry. She noted that this group had brought traders together from all shopping areas and has been a very useful tool in communicating with each other.

She also advised that in Summer 2022, she along with other Traders organised a Summer Festival which saw 20 businesses working together to put on various activities for families.

Amy explained that following on from the success of the Summer Festival, she organised a Halloween Trick or Treat Trail with support from the Shop Local Advisory Committee in the form of a grant. She noted that this event was a huge success with over 30 businesses taking part and that currently they are working on a Holton Road and High Street Christmas event.

Amy explained that she was conscious of using public funds and recognised that members were obligated to ensure best use of them. She noted that there were multiple businesses shutting down due to low

footfall and not being able to cover their overheads and utility bills due to the rising cost of living.

Amy stated (referring to the Town Council's Draft Corporate Plan 2022-2027 that is current being consulted upon) that she noted Barry Town Council were looking to develop the Shop Local Advisory Committee into a Chamber of Trade. Amy explained that she was supportive of this objective. However, in order for Traders to be self-sufficient and for the Chamber of Trade to be successful, she stated that a level of trust needed to be developed.

Amy explained to members that she had met with a number of Traders across the Town and had established the following four areas that traders believed needed to be invested in;

1. Capital Investment (For example, more Christmas Lights at Park Crescent)
2. More events throughout the year, such as Christmas, a potential Fringe Festival, Pop-Ups and being more involved in events such as Barry Pride
3. Improved marketing
4. Upskilling and Training for Traders

Bob Armstrong of Dr. Bob's Balloons commented that training was important to develop owner's business skills and that an increase in financial support from the Town Council could make huge improvements.

Councillor Brooks thanked Amy and Bob for attending and their comments. She noted that she had a few questions / comments surrounding some of the topics raised.

Councillor Brooks, with regard to "upskilling and training" noted that Traders could seek support from Business in Focus and that there were many start-up grants available. She was concerned surrounding duplication of services and that it was important to note that there are existing organisations available to Traders that they can access.

Bob Armstrong responded that he was aware of the various organisations. However, the services they offer are usually within business hours which make it difficult for Traders to attend.

Amy Greenfield commented that she agreed with Councillor Brooks' comments and this wouldn't involve duplicating services, but rather signposting Traders to the services / training available to them.

Councillor S Hodges thanked Amy for her input and highlighting the rationale behind the Shop Local Advisory Committee's budget request. She noted that the Halloween Trick or Treat Trail had been hugely successful and had increased footfall. She noted that the arts and crafts

elements of the Traders activities had been really popular and deserve the support of the Town Council to ensure they remain accessible.

Councillor S Hodges suggested that Council may wish to consider continuing to support the craft workshops, and that this could be considered under the proposed grant assistance programme for Vibrant Culture which was to be discussed later on in the agenda.

Councillor Helen Payne queried who the workshops were aimed at. Bob Armstrong responded they were to increase the profile of individual businesses and to improve skills for children within the community.

Councillor Helen Payne then queried what safeguarding processes were in place, and if none were, this would need to be a serious consideration if Traders were working closely with young people.

Amy Greenfield responded that the safeguarding of children would be taken seriously and any necessary training provided.

Councillor Helen Payne queried the outcome of the Halloween Trick or Treat Trail and whether there was any evidence to support that the event had been successful in increasing footfall.

Amy Greenfield responded that there had been a 96% attendance rate which was very good and that the event had received 99% positive feedback online.

Councillor Brooks requested clarity surrounding what the increase in budget would actually fund.

Amy Greenfield responded that as per the Council's Draft Corporate Plan, if Council were to begin the process of moving Shop Local to a Chamber of Trade then with the appropriate support – this could be very successful. However, in order to achieve this, Traders would need to see what could be achieved and this could only be done with additional funding.

Councillor Davies-Powell queried where Council would potentially locate the additional budget requested, noting that there were concerns surrounding the rising cost of living and that Council had recently advertised three additional roles, with an on-going cost of up to £88,000. She also noted that Council's projected balance for its reserve is 29% which is the extreme lower end of the advice received from the Council's Auditors.

Councillor Brooks responded that the additional salaries had been included in the 2023/24 draft budget.

Power went off at 19:33 pm
Power resumed at 19:39 pm

Councillor S Hodges referring to the £30,000 budget for Arts & Culture grants (due to be discussed later in the agenda) recommended that members consider allocating £5,000 of this for Traders to apply to host arts and craft workshops.

The Chief Officer noted that there was further discussion to be had surrounding this item under Part 2 of the agenda and suggested that members move forward with the agenda.

19:41 pm – Amy Greenfield and Bob Armstrong left the meeting.

RESOLVED: That the minutes of the Extraordinary Shop Local Barry Advisory Committee held on 6 October 2022 be received and noted.

F45. **TO RECEIVE THE SCHEDULE OF PAYMENTS FOR OCTOBER AND NOVEMBER 2022**

Members were provided with the schedule of payments for October and November 2022 consisting of direct debits and BACS payments, in the amount of £82,944.94.

RESOLVED that the schedule of payments for October and November 2022 consisting of direct debits and BACS payments in the amount of £82,944.94 be approved.

F46. **TO RECEIVE A BUDGET MONITORING REPORT TO 31 OCTOBER 2022**

Members were informed about the Council's income and expenditure in the 2022/23 financial year as at the end of October 2022.

RESOLVED that the budget monitoring report for October 2022, indicating actual income and expenditure up to the end of month seven in the 2022/23 financial year be received and noted, also noting the projected overspend of £25,573 for the 2022/23 financial year that will result in a net amount of £80,710 being transferred from reserves.

F47. **TO RECEIVE RECOMMENDATIONS FROM OTHER COMMITTEES**

a. Draft budget 2023/24

Members were provided with recommendations from the Halls, Cemeteries and Community Facilities Committee, the Personnel Committee, the Fairtrade Advisory Committee, the Shop Local Barry Advisory Committee and the Sustainable Barry Working Party relating to the Draft Budget for 2023/24.

The Deputy Chief Officer provided members with a brief overview of the various budget requests.

Members agreed to defer discussions surrounding the Shop Local budget request to agenda item 15b as a supporting report had been provided.

RESOLVED that members approve the following for inclusion in the draft budget for 2023/24;

- 1. That the Fairtrade Advisory Committee requirements for 2023/24 is £1,000.**
- 2. That the Cemetery Fees and Charges be increased by 5%.**
- 3. That no increase be made to the prices at the Pioneer Hall and the Cemetery Approach Community Centre.**
- 4. That the draft estimates for 2023/24 is agreed as confirmation of the Halls, Cemeteries and Community Facilities Committee's requirements for the 2023/24 financial year.**
- 5. That the draft budgets for the 2023/24 is agreed as confirmation of the Personnel Committee's requirements for the 2023/24 financial year.**
- 6. That a budget of £10,000 is agreed for inclusion in the Draft budget for 2023/24 for the Sustainable Barry Working Group.**

b. Request to Increase Health and Safety budget

Members were provided with a recommendation from the Personnel Committee that an additional amount of £6,900 be added to the health and safety budget to allow the Facilities and Cemeteries Manage to complete the works required following Fire Risk Assessments undertaken for all Council properties.

Councillor Brooks queried how the additional funds would be found. The Deputy Chief Officer responded that there had not been an allocation for this in the 2022/23 financial year and that the funds required would be allocated from the General Reserve.

Councillor Brooks queried if the Council was covered in terms of its insurance whilst waiting for the work contained within the report to be completed.

The Deputy Chief Officer responded that as the recommendations were being completed, this would be looked upon favourably in terms of insurance.

The Chief Officer provided members with historical information to assure them.

RESOLVED that an additional £6,900 is placed in to the health and safety budget to allow the Facilities and Cemeteries Manager to complete the works required, being funded from the General Reserves.

c. Engagement and Events Budget Considerations

Members were provided with a report that showed a clear breakdown of the budgets that the Engagement and Events Team is responsible for.

Members noted that the figures provided within the Corporate Events budget heading did not include budgetary provision to repeat the Christmas Post Office in 2023/24 and that members needed to consider whether Council wished to support this event again.

The Chair noted that the figures contained within the report should have been discussed earlier so they could have been included in the Draft Budget papers as there is now no budgetary provision for these items. The Engagement and Events Team Manager agreed with Councillor Brooks, noting that it has been a particularly busy period which had prevented a meeting between herself and the Deputy Chief Officer taking place.

Councillor S Hodges queried which budget heading, Remembrance Sunday was allocated to. The Engagement and Events Team Manager responded that this was under Civic Hospitality.

Councillor S Hodges noted that she had concerns surrounding the venue expenditure for this event and would suggest that this is looked at in further detail in the future. The Chair responded that this could be looked at in the future. However, the in-door venue was essential in case of inclement weather.

RESOLVED:

- 1. That the budget reduction in both Mayoral Donations and Advertising is noted and that these reductions now result in a new budget heading for Mayoral Chain Repairs in the amount of £700.**
- 2. That budgetary provision is not allocated for the Christmas Post Office in 2023/24.**
- 3. That the Corporate Events for 2023/24 are received and noted.**

4. That members note that new budgetary provision will need to be considered for the new Corporate Plan (2022/27) in the future.
 5. That it be noted that the Mayor's, Deputy Mayor's and Mace Bearer's robes have been identified as needing to be replaced in the near future and that this is discussed at a future meeting.
 6. That the Corporate and Civic Engagement and Events Budgets are reconfigured to be reported to Council in this revised way and that the Responsible Finance Officer is authorised to make these changes.
- d. To receive the minutes of a meeting of the Vibrant Culture Working Party held remotely on Monday, 10 October and to give consideration to any recommendations contained therein

Members were provided with the minutes of the Vibrant Culture Working Party held on Monday, 10 October and considered the recommendations within.

The Chief Officer stated that the Vibrant Culture Financial Assistance programme could be launched within the new week and that these grants would be determined at the next meeting of the Finance, Policy and General Purposes Committee to be held on 30 January 2023.

RESOLVED:

1. That £30,000 is approved for a grant assistance programme to cover Vibrant Culture in Barry, and that these grants are launched w/c 1 or 5 December and are decided at the next meeting of the Finance, Policy and General Purposes Committee scheduled to be held on 30 January 2023.
2. That £120,000 is ring-fenced for a Vibrant Culture project in 2023/2024 budget, noting that the expenditure for the 2022/2023 financial year will remain unspent and revert back to the General Reserves at the year end.

F48.

TO CONSIDER THE DRAFT BUDGET 2023/24

Members were provided with the draft budget 2023/24 for recommendation to the meeting of Full Council to be held on the 12 December 2022 that will then go out for public consultation.

RECOMMENDATION

TO A MEETING OF FULL COUNCIL TO BE HELD ON MONDAY, 12 DECEMBER 2022;

1. That the precept is increased to £1,267,209, being a 2% increase.

2. That the Draft Budget 2023/24 be approved for public consultation.

F49.

GRANTS AND DONATIONS 2022/23

Members were provided with an application from the Barry West End Cricket Club requesting grant assistance, in the amount of £3,725.

Councillor Brooks suggested that she was happy to approve the application.

Councillor S Hodges queried the amount requested for benches and seating area as she felt this is a cost which should be met by the owner of the grounds.

Councillor Davies-Powell agreed with Councillor S Hodges' concerns surrounding whose responsibility upgrading the seating area should be.

Councillor S Hodges suggested that members wish to consider approving the remainder of the grant, in the amount of £725. However, she suggested that the Deputy Chief Officer speak to the applicant to enquire further surrounding the expenditure listed for the benches and seating upgrade.

RESOLVED:

1. Under section 19 of the Local Government (Miscellaneous Provisions) Act 1976, Sub-section 3(a) from the Council's grant budget in 2022/23, in accordance with the Council's agreed criteria that Barry West End Cricket Club be awarded £725 for the purposes outlined in their grant application.

2. That the Deputy Chief Officer contact the applicant to gain further clarification surrounding the benches and seating area upgrade.

F50.

GDPR UPDATE

Members were provided with a GDPR breach that had occurred. The Deputy Chief Officer advised that individuals who had received the data had been contacted and instructed to destroy the information and all had responded to confirm that they had. He also advised that the person affected by the breach would be contacted and made aware that their personal information had been shared and advised of the steps taken to rectify the situation.

RESOLVED that the GDPR update be received and noted.

F51

SUSPENSION OF STANDING ORDER 3(aa)

RESOLVED that Standing Order 3(aa) be suspended for a period of thirty minutes.

F52. **INTERNAL AUDIT REPORT 2022/23 (FIRST INTERIM)**

Members were provided with the internal auditor's reports (first interim) for 2022/23.

RESOLVED that the internal auditor's reports (first interim) 2022/23 be received and noted.

F53. **DATE OF NEXT MEETING**

RESOLVED that the date of the next meeting of the Finance, Policy and General Purposes Committee is scheduled to be held on Monday, 30 January 2023.

F54. **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.

F55. **TO RECEIVE RECOMMENDATIONS FROM OTHER COMMITTEES**

- a. Personnel Committee, 14 November 2022 – Part-time Facilities Team Leader 5 September 2022

Members were provided with a recommendation from the Personnel Committee that an additional amount of £2,583 be added to the Cemetery Approach Community Centre/Salaries expenditure heading for 2022/23 to cover the additional costs for appointing a Facilities Team Leader instead of a Caretaker role.

RESOLVED: That an additional amount of £2,583 is added to the Cemetery Approach Community Centre/Salaries expenditure heading for 2022/23 being funded from the General Reserves to cover the additional costs for appointing a Facilities Team Leader instead of a Caretaker role is approved.

- b. Shop Local Barry Advisory Committee Budget Request – Supporting Information

Members were provided with a supporting report relating to the Shop Local Barry Advisory Committee's budget request of £20,000 for the 2023/24 financial year.

Councillor Brooks stated that she had concerns surrounding the proposal that the Shop Local Barry Advisory Committee became a

Chamber of Trade. She also noted that Shop Local had been a huge success for the Town Council and that it would be unfortunate for it to no longer exist.

The Chief Officer responded that the Town Council's Draft Corporate Plan 2022-2027 which all members agreed for public consultation included the objective that the Council look towards Shop Local becoming a Chamber of Trade and that the report was informing members of a way for this to be achieved.

Councillor S Hodges noted that she had concerns surrounding the 'Governance Framework', in particular the decision making process as traders are required to leave the room for Councillors to then make a decision, and she feels that this gives the perception of shutting the traders out, suggesting that the Chief Officer explores this further.

Councillor Brooks agreed with Councillor S Hodges' concerns.

Councillor S Hodges repeated her earlier recommendation that £5,000 is ring-fenced from the Vibrant Culture Grants money for traders to apply to host arts and crafts workshops.

Councillor Brooks responded that she felt that Traders could apply to the Vibrant Culture Grants if they wished to do so and that she did not think a specific ring-fenced amount needed to be included.

RESOLVED:

- 1. That the Shop Local Barry Advisory Committee's budget is not increased in the 2023/24 financial year and that this remains at £10,000.**
- 2. That the Chief Officer looks into the governance of this Committee and other Committee's which have public involvement and provide a report to members at a later date.**

Meeting closed at 8.53 pm.

Signed(Chairperson) Dated