

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

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

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

BARRY TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON MONDAY 3 APRIL 2023 AT 7PM

PRESENT: Councillor Brooks (Chair) together with Councillors Davies-Powell (arrived 7.18pm), Drake, E S Goodjohn (Vice Chairperson), N Hodges, S Hodges, McKinney and Payne (Town Mayor Ex-Officio) (arrived at 7.06pm).

ALSO PRESENT: Mark Sims – Deputy Chief Officer
Rebecca Blackwell – Office Team Leader
Rachel Williams – Finance Administrator

F66. **APOLOGIES FOR ABSENCE**

None were received.

F67. **TO RECEIVE DECLARATIONS OF INTEREST UNDER THE COUNCILS CODE OF CONDUCT**

RESOLVED: Councillor S and N Hodges submitted declarations of interest in item 5a as they had been mentioned in the presentation given by Have your Say Stories.

F68. **WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015**

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

F69. **TO APPROVE THE MINUTES OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE MEETING HELD ON 1 FEBRUARY 2023**

RESOLVED: That the minutes of the Finance, Policy & General Purposes Committee held on 1 February 2023 be approved and signed as correct record.

F70. **TO RECEIVE THE MINUTES OF THE INNOVATION WORKING PARTY HELD ON 7 MARCH 2023 AND TO GIVE ANY CONSIDERATION TO ANY RECOMMENDATIONS THEREIN**

The Chair provided an update from the meeting providing an overview of how the presentations from both organisations went. The Chair noted that Mack Events were asking for a one-off support grant to help them recover after Covid and to help future proof them going forward. Members at the Innovation Working Party felt that the Vibrant Culture Grant would not be able to support the total amount required and discussed the possibility of providing £17,000 from the wider Vibrant Culture budget.

Councillor Payne arrived – 7.06pm

Councillor Goodjohn raised concerns in relation to the funds coming from General Reserves, the Chair advised that the budget is allocated from the 2023/24 Vibrant Culture revenue budget heading and not general reserves.

Councillors S and N Hodges left the meeting whilst Have Your Say Stories were discussed.

The Chair advised that the Innovation Working Party felt that Have Your Say Stories did not fit the requirements of the Vibrant Culture Grants and that the concept in its current format was not appropriate for the Council to fund.

Councillor S and N Hodges returned to the meeting.

Councillor Goodjohn suggested that the 4-day working week item is not deferred to another meeting as it has circulated to a few Committees, the Chair advised that it would be discussed in more detail at the Wellbeing Working Party to be recommended to a standing committee for further discussion.

The Chair suggested that the resolution for minute numbers 15a and 16 be recorded as Recommendations.

RESOLVED:

1. That the minutes of the Innovation Working Party held on 7 March 2023 be received and noted.
2. That the grant is not awarded however feedback is provided to the applicant advising that once the venture is established, they are welcome to apply for any future grant funding they feel they may need to help sustain the project.
3. That members approve under Section 145 Local Government Act 1972 Sub-section 1(a) that £17,000 be taken from the 2023/2024 Corporate Projects/Arts, Culture and Entertainment budget as a wider long-term funding agreement, rather than a grant.
4. That in principle, the Chief Officer can explore a four-day working week further and that the discussion is taken to the Wellbeing Working Group for further detailed discussion, and that Group Leaders are happy to send the recommendation from the Innovation Working Party to the Wellbeing Working Group.

F71. **TO RECEIVE THE SCHEDULE OF PAYMENTS FOR MARCH 2023**

Members were provided with the schedule of payments for March 2023 consisting of direct debits and BACS payments, in the amount of £76,286.70.

RESOLVED: That the schedule of payments for March 2023 consisting of direct debits and BACS payments in the amount of £76,286.70 be approved.

F72. **TO RECEIVE A BUDGET MONITORING REPORT TO 28 FEBRUARY 2023**

Members were informed about the Council's income and expenditure in the 2022/23 financial year as at the end of February 2023.

RESOLVED: That the budget monitoring report for February 2023, indicating actual income and expenditure up to the end of month eleven in the 2022/23 financial year be received, noting the projected underspend of £58,106 for the 2022/23 that will result in a net amount of £3,931 being transferred from reserves.

F73. **GRANTS AND DONATIONS 2022/23**

a. Kings Coronation Street Parties

Members were provided with a breakdown of the applications received for the King's Coronation Street Party Grants.

The Deputy Chief Officer asked if members would be prepared to consider a late application which would change the total amount to £4,125 with 1,650 people attending street parties.

Members were happy to receive the late application and agreed to the applications received.

RESOLVED: That members approve the fourteen applications to celebrate the King's Coronation under the General Power of Competence, Section 24 of the Local Government and Elections (Wales) Act 2021 at a cost of £4,125 and that any further grants received be considered by group leaders (via Standing Order 31 – Urgent Business)

Councillor Davies-Powell arrived 7.18pm

b. Vibrant Culture Grant – Tabernacle Studio CIC (more information requested at a meeting held on 1 February 2023)

The Deputy Chief Officer advised that the Chief Officer had attempted to make contact to request further information in relation to the grant application received, however no further information had been received.

Councillor N Hodges noted that the application was now out of time for any further consideration.

RESOLVED: That members receive the update received in relation to the Vibrant Culture Grant – Tabernacle Studio CIC

F74.

PURCHASE OF IT EQUIPMENT

Members were provided with a report advising them of new IT equipment needed to be purchased.

The Chair asked what was the requirement of new desktop computers. The Deputy Chief Officer advised that the new desktops computers would be smaller in size and faster in terms of performance, noting that most members of the team currently have a laptop due to working from home during COVID. The Chair asked if the laptops could be utilised instead of replacing the desktop computers. The Deputy Chief Officer advised that the laptops were also of an age where they may need replacing and cost more than a desktop computer. The Chair asked what the need was for each employee to have two computers. The Deputy Chief Officer advised that some roles are more office based than others that work from home on a regular basis and for ease, one computer in the office and a laptop at home.

The Chair requested that more information is provided in relation to the request.

Councillor Davies-Powell noted that the current budget would not be sufficient to replace laptops over desktop computers. The Deputy Chief Officer added that laptops are more expensive and for the requirements the Council needs would be around £900 each.

The Deputy Chief Officer asked if members would allow for the purchase of two desktop computers for the administration office as they are office-based roles and don't always allow for home working.

Members agreed that two desktop PCs can be purchased for the administration office, however more work is undertaken in relation to the replacement of the other desktop computers.

Councillor Payne asked what staff working arrangements are and if desktops are required if they have laptops to use, suggesting that older laptops are upgraded with better software and storage.

The Chair asked if the Deputy Chief Officer explores this in more detail and report back to a future meeting.

RESOLVED:

- 1. That the Deputy Chief Officer purchases two Dell OptiPlex Micro 3000 PC's to replace the old desktop PC's in the administration office at a cost of £1,132 (subject to price increases)**
- 2. That further information in relation to the other older PCs is obtained by the Deputy Chief Officer with exploration of utilising laptops in order to reduce the need for new desktop PC's.**

F75.

GDPR UPDATE

The Deputy Chief Officer advised that there had been no breaches since the last meeting of Finance, Policy and General Purposes Committee held on 1 February 2023. The Deputy Chief Officer further advised that all office staff have now had GDPR training and will be refreshed when required.

RESOLVED that the GDPR update be received and noted.

F76.

INTERNAL AUDIT REPORT 2022/23 (SECOND INTERIM)

Members were provided with the internal auditor's report (second interim) for 2022/23

RESOLVED: That members receive and note the internal audit report (second interim) for 2022/23.

F77. **DEBTORS**

This item was moved above the line as the Deputy Chief Officer advised that the outstanding debts had been paid.

F78. **DATE OF NEXT MEETING**

RESOLVED: That the date of the next meeting of the Finance, Policy and General Purposes Committee will be agreed at the Annual Meeting scheduled to be held on Tuesday 16 May 2023.

Meeting closed at 7.45pm

Signed(Chairperson) Dated