



**BARRY TOWN COUNCIL
CYNGOR TREF Y BARRI**

PURSUANT TO THE REQUIREMENTS OF THE BELOW STATUTORY PROVISIONS, NOTICE IS HEREBY GIVEN THAT A MEETING OF FULL COUNCIL IS TO BE HELD ON A HYBRID BASIS IN THE COUNCIL CHAMBER, TOWN HALL, KING SQUARE, BARRY, CF63 4RW AND REMOTELY ON MONDAY 9 DECEMBER 2024 COMMENCING AT 7:00PM FOR THE PURPOSE OF TRANSACTING THE BUSINESS SHOWN IN THE AGENDA SET OUT BELOW.

From 1 May 2021 The Local Government and Elections (Wales) Act 2021 makes provision for meetings to take place through a variety of arrangements, including multi-location meetings where all individuals are attending virtually and hybrid meetings where a number of individuals are attending in person at a designated location and others are attending virtually from a range of other locations. The Act makes permanent provision for remote meetings (multi-location) and electronic publication of documents

This is a public meeting and any resident of Barry may attend in person or remotely; for remote access details, please contact info@barrytowncouncil.gov.uk

Yours faithfully

**Mark Sims
Deputy Chief Officer**

*The Council welcomes correspondence in English or Welsh
Mae'r Cyngor yn croesawu gohebiaeth yn Gymraeg neu'n Saesneg*

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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, Brooks, Charles, Collins, Drake, E Goodjohn, E J Goodjohn, Hennessy, Iannucci, Johnson, Payne, Perkes, Wilkinson 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 been granted Dispensation to allow them to speak and vote on future matters appertaining to community centres, sports facilities and matters relating to arts and events within the Vale of Glamorgan.

Councillor Wilkinson has been granted Dispensation to allow them to speak and vote on future matters relating to the Local Development Plan.

3. **Well-being of Future Generations (Wales) Act 2015**

(To note)

*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 of Full Council held on Monday 14 October 2024** (Pages 2198 - 2209)
5. **To receive communications from the Mayor** (Verbal)
6. **To consider questions from Councillors in accordance with the provisions of Standing Order 3(e)** (none received)
7. **To consider questions/comments from Members of the public in accordance with the provisions of Standing Order 3(f)** (none received)

(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).

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 15 October 2024 and 5 November 2024 and to give consideration to any recommendations therein.** (Pages 2210 - 2221)
10. **To receive and note the minutes of the Planning for Barry Sub-Committee held on 15 October 2024 and give consideration to any recommendations therein.** (Pages 2222 - 2226)
11. **To receive and note the minutes of the Globally Responsible Extraordinary meeting held on 11 November 2024 and to give consideration to any recommendations therein.** (Pages 2227 - 2231)
12. **To receive and note the minutes of the Personnel Committee held on 11 November 2024 and to give consideration to any recommendations therein.** (Pages 2232 - 2238)

13. To receive and note the minutes of the Vibrant Culture Meeting held on 18 November 2024 and to give consideration to any recommendations therein. (Pages 2239 - 2246)

14. To receive and note the minutes of the Finance, Policy and General Purposes Committee held on 25 November 2024 and to give consideration to any recommendations therein. (Pages 2247 - 2253)

FINANCE

15. To approve the Schedule of Payments for December 2024 (Pages 2254 - 2260)

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

16. Budget Monitoring Report to 30 November 2024 (Pages 2261 - 2264)

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

17. To approve the Draft 2025-2026 Budget for public consultation (Pages 2265 - 2278)

(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 10 February 2025

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. Personnel Matters (To Follow)

Distribution

The Mayor (Councillor Helen Payne) plus all other Town Councillors (22)
Others (Barry & District News, Barry Police and Barry Library) (3)

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.

BARRY TOWN COUNCIL

MINUTES OF THE MEETING OF FULL COUNCIL HELD ON MONDAY 14 OCTOBER 2024 AT 7PM

PRESENT: The Mayor (Councillor Iannucci-Williams) together with Councillors Aviet, Ball, Charles, Clarke, Collins, Davies-Powell, Dancey, Drake, EJ Goodjohn, ES Goodjohn, N Hodges, S Hodges, Johnson, McKinney, Payne, Thomas, Wiliam and Wilkinson

ALSO PRESENT:

Mark Sims	Deputy Chief Officer
Lyndsey Thomas	Administrator
Emma Thorne	Engagement & Events Officer
Harri Evans	Barry Youth Council Vice Chair

465. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Brooks, Hennessy and Perkes.

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

TO NOTE: Councillors Aviet, Brooks, Charles, Collins, Drake, E Goodjohn, E J Goodjohn, Hennessy, Iannucci, Johnson, Payne, Perkes and Wilkinson 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 been granted Dispensation to allow them to speak and vote on future matters appertaining to community centres, sports facilities and matters relating to arts and events within the Vale of Glamorgan.

Councillor Wilkinson has been granted Dispensation to allow them to speak and vote on future matters relating to the Local Development Plan.

Councillors EJ Goodjohn and Hennessy have been granted Dispensation to allow them to speak and vote on future matters appertaining to community centres within the Vale of Glamorgan.

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

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

468. **TO APPROVE AND SIGN THE MINUTES OF THE FULL COUNCIL MEETING HELD ON MONDAY 29 JULY 2024**

RESOLVED: That the minutes of Full Council held on Monday 29 July 2024 be approved and signed as a correct record.

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

The Mayor thanked the Deputy Mayor for attending a variety of events on her behalf whilst she has been ill. She also informed the Council of her upcoming events, such as the Civic Service on 3 November 2024 and Christmas Concert on 15 December 2024.

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

470. **TO CONSIDER QUESTIONS FROM COUNCILLORS IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDER 3 (E)**

None were received.

471. **TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDER 3 (F)**

None were received.

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

None were received.

473. **TO RECEIVE AND NOTE THE MINUTES OF THE PLANNING COMMITTEE MEETINGS HELD ON 30 JULY 2024, 3 SEPTEMBER 2024 AND 24 SEPTEMBER 2024 AND TO CONSIDER ANY RECOMMENDATIONS THEREIN**

Councillor S Hodges advised that the committee have a recommendation that a Town Meeting is called to discuss the Biomass Incinerator once the appeal documents are live online.

Councillor S Hodges also informed Council that the Planning Committee require a clear Scheme of Delegation be approved to allow the Planning Officer to submit comments on their behalf when the committee are unable to meet.

Members expressed that they already believed this to have been in place so were happy to agree to the proposal.

RESOLVED:

1. That the minutes of the Planning Committee meetings held on 30 July 2024, 3 September 2024 and 24 September 2024 be received and noted.
2. That a Town Meeting will be called to discuss the Biomass Incinerator once the appeal documents are live online
3. That the proposed Scheme of Delegation for the Planning Committee is agreed

474. **TO RECEIVE AND NOTE THE MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON 2 SEPTEMBER 2024 AND TO CONSIDER ANY RECOMMENDATIONS THEREIN**

RESOLVED: That the minutes of the Personnel Committee meeting held on 2 September 2024 be received and noted.

475. **TO RECEIVE AND NOTE THE MINUTES OF THE EXTRAORDINARY MEETING OF THE VIBRANT CULTURE COMMITTEE HELD ON 9 SEPTEMBER 2024 AND TO CONSIDER ANY RECOMMENDATIONS THEREIN**

Councillor N Hodges informed the Council that the purpose of the meeting was to discuss the relationship with Royal British Legion.

The Deputy Chief Officer updated members regarding an indoor service following the Remembrance parade. Royal British Legion have informed Barry Town Council that they will not be hosting an indoor service.

Barry Town Council have requested that The Memo open the toilets, foyer and Hall of Remembrance for the public to use on the day. The Memo have stated that this will incur a £550 charge.

Councillor S Hodges asked if the Council could write a strongly worded letter to The Memo to remind them that the people of Barry paid for the Hall of Memories and she feels that it is disgraceful to charge them again to use the facility.

The Deputy Chief Officer advised members that legally they do not have to provide toilet facilities for the public but need to for staff.

Councillor Wilkinson pointed out that most attendees are senior citizens and should be able to access toilet facilities.

Councillor N Hodges added that Barry Town Council also paid for the toilets at The Memo. He said that Royal British Legion earn approximately £50,000 a year from the town of Barry. He feels that they should pay their way.

The Engagement and Events Officer advised members that The Memo are quoting for the use of car park, land use, and chairs as well as the facilities. She added that it is an act of kindness to provide toilet facilities and suggested that it may be worth paying the quoted amount.

Councillor Wiliam stated for clarification, the Council wish to send a letter to the Memo but he also feels that a letter is sent to Royal British Legion. He felt that they should be concentrating their energy on veterans that are living here.

Councillor S Hodges thanked the Engagement and Events Officer for her comments, adding that the likelihood is that the cost will rise year on year and that it was important to make a stand at this early juncture.

The Mayor clarified that the first recommendation is for the Council to write a strongly worded letter to The Memo, objecting to the costs being charged. Members unanimously agreed.

The Mayor then confirmed that the second recommendation was to write a letter to Royal British Legion.

Councillor N Hodges double checked that RBL were not paying anything towards the Remembrance service.

The Deputy Chief Officer confirmed that no, as it was a Barry Town Council event, they were not contributing.

Councillor Thomas asked if the Council knew how much RBL were charged last year for use of the Memo car park, toilets and land use.

Councillor Charles said that she was aware that RBL had been charged £1,500.

RESOLVED:

- 1. That the minutes of the Extraordinary meeting of the Vibrant Culture Committee meeting held on 9 September be received and noted.**
- 2. That a strongly worded letter will be sent to The Memo, objecting to the charges for the Remembrance Parade**

3. That a letter is written to Royal British Legion suggesting that they contribute financially to the Remembrance Day Parade

476. **TO RECEIVE AND NOTE THE MINUTES OF THE GLOBALLY RESPONSIBLE COMMITTEE MEETING HELD ON 16 SEPTEMBER 2024 AND TO CONSIDER ANY RECOMMENDATIONS THEREIN**

RESOLVED: That the minutes of the Globally Responsible meeting held on 16 September 2024 be received and noted.

477. **TO RECEIVE AND NOTE THE MINUTES OF THE EXTRAORDINARY PERSONNEL COMMITTEE MEETING HELD ON 23 SEPTEMBER 2024 AND TO CONSIDER ANY RECOMMENDATIONS THEREIN**

RESOLVED: That the minutes of the Extraordinary meeting of the Personnel Committee held on 23 September 2024 be received and noted.

478. **TO RECEIVE AND NOTE THE MINUTES OF THE SHOP LOCAL BARRY ADVISORY COMMITTEE HELD ON 1 OCTOBER 2024 AND TO CONSIDER ANY RECOMMENDATIONS THEREIN**

Councillor Johnson advised members that Shop Local were having a relaunch event at the Council Chambers on Wednesday 16 October 2024. He asked that any Councillors that have volunteered to deliver leaflets to please do this to spread the word to local traders.

He also informed the Council that there will be a Halloween Trail taking place on 31 October 2024. He noted that the minutes had addressed an issue with waiting for the budget monitoring paperwork from last years event. Councillor Johnson confirmed that this had since been received, allowing this year's event to proceed.

Councillor Johnson informed the Council that there was a recommendation that Council agree a cost of £1,285.50 for the Christmas broadcast service of Bro Radio, as it proved successful last year. Councillor S Hodges seconded the recommendation.

Councillor Johnson stated that the committee felt that if any grant applications for Christmas events are received they should be welcomed with the broad support of Shop Local.

Councillor Johnson commented that there were items on the draft minutes that did not need to be included as they were not agenda items.

RESOLVED:

1. That the minutes of the Shop Local Barry Advisory Committee held on 1 October 2024 be received and noted subject to changes being made
2. That Bro Radio be awarded £1,285.50 under the General Power of Competence, Section 24 of Local Governments & Elections (Wales) Act 2021, from the Council's Shop Local Budget.

479.

TO RECEIVE AND NOTE THE MINUTES OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES MEETING HELD ON 7 OCTOBER 2024 AND TO CONSIDER ANY RECOMMENDATIONS THEREIN

Councillor N Hodges informed the Council that there were a number of recommendations being sent to the next meeting of the Finance, Policy and General Purposes Committee on 25 November 2024.

He also advised that the Halls Committee recommended that the Council withdraw from the Cadoxton Community Orchard project and that a new, more suitable site to develop be considered.

Councillor Payne added that she had attended the site with other Councillors where they had spoken with local members of the community. The site had seemed very problematic, not cost-effective and she felt it was important to weigh up the limited benefit to the community.

Members unanimously agreed.

RESOLVED:

1. That the minutes of the Halls, Cemeteries and Community Facilities meeting held on 7 October 2024 be received and noted.
2. That the Council withdrawn from the Cadoxton Community Orchard project.
3. That officers identify a new, more suitable site to develop with similar project aims.

480.

BUDGET MONITORING REPORT 30 SEPTEMBER 2024

The Deputy Chief Officer provided an overview of the Budget Monitoring Report. Cemetery income for the year is projected to be

down by approximately £49,000. He advised members that this is offset by savings from salaries due to the Cemetery Review. There is a net projected overspend for the year of £5,831.

Councillor Johnson stated that as a Council they have set a substantial deficient budget this year and if things continue in the same vein, it could cause the Council to use more reserves than budgeted.

He added that previously the Council held monthly budget monitoring meetings to scrutinise the budgets in detail. He suggested that the Council may need to look at potential budgets for the second part of the financial year. If the funds are unlikely to be spent, it should be reallocated.

Councillor E S Goodjohn agreed, adding that last year the Vibrant Culture budget was not fully utilised and this year the current Arts and Culture fund is unlikely to be completely spent.

The Deputy Chief Officer commented that the Council sets its budget based on planned income and expenditure and we would normally expect to be in line with the budget during the year. He agreed that due to fluctuations outside the Council's control and changes in circumstances it would be prudent to have a more detailed review of these figures and plans as we are half way through the financial year.

Councillor Payne suggested that the Council convene a Budget Monitoring Group to examine the cost pressures they are under. Councillors Johnson and E S Goodjohn agreed.

RESOLVED:

- 1. That the budget monitoring report to 30 September 2024, indicating actual income and expenditure up to month six in the 2024/25 financial year, projecting a current overspend of £5,831 be received and noted.**
- 2. That a Budget Monitoring meeting is arranged in November, examining the current budget headings and potential re-allocation of funds, with all members invited to attend.**

481.

TO APPROVE THE SCHEDULE OF PAYMENTS TO OCTOBER 2024

Members were provided with the schedule of payments to October 2024 for approval consisting of BACS payments and direct debits in the amount of £84,938.78

RESOLVED:

- 1. That the information set out in the report relating to salary payments for July, August and September 2024 inclusive, which has been certified and authorised by the appropriate officers in accordance with the requirements of Standing Order 19(c), be received and noted;**
- 2. That the Schedule of Payments for October 2024 consisting of BACS payments and direct debits in the amount of £84,938.78 be approved.**

482.

BARRY YOUTH COUNCIL UPDATE

The Engagement and Events Officer introduced the Barry Youth Council's Vice Chair, informing members that so far Barry Youth Council has met twice, and have elected Cardiff Dogs Home as their chosen charity for the year.

Barry Youth Council will be attending Barry Town Council events as well as representing at community events. Their next event will be running a fancy-dress football shoot-out at the upcoming Halloween Witchcraft afternoon, where every participant will win a prize.

The Engagement and Events Officer advised that Barry Youth Council are hopeful to attend Christmas and St David's Day events run by Barry Town Council and would like to request an amount of £700 from the Barry Youth Council's budget to be used to purchase sweets and prizes.

Councillor Payne commented that it was really nice to see the Barry Youth Council's Vice Chair at the meeting and reiterated how good it was that Barry Town Council was liaising with the younger population again.

RESOLVED: That an amount of £700 be authorised from the Barry Youth Council expenditure heading to purchase prizes for event activities.

483.

CHRISTMAS CHARITY EVENT

The Engagement and Events Officer presented the report, informing that the original plan for the Santa Fun Run had been for it to become cost-neutral with sign-up fees but that has not happened.

She suggested that this year the Fun Run is moved to March and run as part of the St. David's Festival, with a dragon theme.

Councillor S Hodges expressed that she thought it to be a fantastic idea.

The Mayor stated that she is happy to dress as a dragon and assist with the event. She believes that it is good to try something new, especially as people tend to be so busy during the Christmas period.

Councillor E S Goodjohn enquired what the costs of the previous run events have been.

The Engagement and Events Officer provide members with the previous costs that included the Santa suits for runners, medals for participants, staging, staffing, snow, inflatable arch and first aid at paramedic level.

She added that she couldn't promise that the event would be cost-neutral but that the Council could focus on the benefit to the local community.

Councillor N Hodges pointed out that the new date would provide sufficient time to liaise with local running and parkrun groups for promotion.

RESOLVED: That the Santa Fun Run is postponed to March and rebranded as a St David's Day event

484. **DATE OF NEXT MEETING**

RESOLVED: That the next meeting of Full Council is scheduled to be held on Monday 9 December 2024

485. **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.

The Barry Youth Council Vice Chair left the meeting at 7:58pm

The meeting took a short recess at 7:58pm and reconvened at 8:06pm.

486. **ADVERTISING SPONSORSHIP**

Members were presented with a report regarding advertising sponsorship with Bro Radio. Members unanimously agreed with the report.

RESOLVED:

1. That members received and noted the report.
2. That members agreed to the sponsorship proposal.
3. That members agreed to the competition proposal.

487. **TO RECEIVE AND NOTE URGENT ACTIONS**

Members were presented with a report from the Deputy Chief Officer regarding the Christmas tree and lights for King Square this year.

RESOLVED: That members received and noted the Urgent Actions report.

488. **TO RECEIVE AND NOTE THE CONFIDENTIAL MINUTES OF THE EXTRAORDINARY PERSONNEL COMMITTEE MEETING HELD ON 23 SEPTEMBER 2024 AND TO CONSIDER ANY RECOMMENDATIONS THEREIN**

RESOLVED: That the confidential minutes of the Extraordinary meeting of the Personnel Committee held on 23 September 2024 be received and noted.

The Engagement and Events Officer and Administrator left the meeting at 8:13pm.

489. **SUSPENSION OF STANDING ORDER 3(ac)**

RESOLVED that Standing Order 3(ac) be suspended for a period of fifteen minutes.

490. **PERSONNEL MATTERS**

Members were presented with an update on Personnel Matters, but due to the confidential nature of the matter, these are held with the Chief Officer and filed separately.

RESOLVED:

1. That the update be received and noted.

- 2. That One Voice Wales be contacted to undertake an investigation relating to one of the personnel matters raised.**
- 3. That the Deputy Chief Officer arrange an Extraordinary meeting of Full Council to consider the personnel matter further following receipt of further information.**

The meeting closed at 8.45pm.

Signed Dated
(Town Mayor)

ACTION SHEET - FULL COUNCIL - 14 OCTOBER 2024

Minute No	Action to be taken	Action to be taken by	Date action to	Progress
473 (2)	That a Town Meeting will be called to discuss the Biomass Incinerator once the appeal documents are live online	PO		In Progress
475 (2)	That a strongly worded letter will be sent to The Memo, objecting to the charges for the Remembrance Parade	E&ETM	16/10/2024	Completed
475 (3)	That a letter is written to Royal British Legion suggesting that they contribute financially to the Remembrance Day Parade	E&ETM	17/10/2024	Not Required. Costs Reduced and Accepted
478 (1)	That the minutes of the Shop Local Barry Advisory Committee held on 1 October 2024 be received and noted subject to changes being made	E&EA	22/10/2024	Completed
478 (2)	That Bro Radio be awarded £1,285.50 under the General Power of Competence, Section 24 of Local Governments & Elections (Wales) Act 2021, from the Council's Shop Local Budget.	E&EA	22/10/2024	Completed
479 (2)	That the Council withdrawn from the Cadoxton Community Orchard project.	WGPO		In Progress
479 (3)	That officers identify a new, more suitable site to develop with similar project aims.	WGPO		In Progress
480 (2)	That a Budget Monitoring meeting is arranged in November, examining the current budget headings and potential re-allocation of funds, with all members invited to attend	DCO	31/10/2024	Completed
482	That an amount of £700 be authorised from the Barry Youth Council expenditure heading to purchase prizes for event activities.	E&EA	31/10/2024	Completed
486 (2)	That members agreed to the sponsorship proposal	E&EA	31/10/2024	Completed
486 (3)	That members agreed to the competition proposal	E&EA	31/10/2024	Completed
490 (2)	That One Voice Wales be contacted to undertake an investigation relating to one of the personnel matters raised	DCO		In Progress
490 (3)	That the Deputy Chief Officer arrange an Extraordinary meeting of Full Council to consider the personnel matter further following receipt of further information	DCO		In Progress

BARRY TOWN COUNCIL

**MINUTES OF A MEETING OF THE PLANNING COMMITTEE HELD ON TUESDAY
15 OCTOBER 2024 AT 7:00PM**

PRESENT: Councillor S Hodges (Chair) together with Councillors Ball (Vice-Chair), Collins, Hennessy and Thomas.

ALSO PRESENT: Greg Smart – Planning Officer
Courtney Parker – Administrator
Councillor N Hodges – Observer
Councillor D Clarke – Observer

PL268. **APOLOGIES FOR ABSENCE**

Councillor E J Goodjohn.

PL269. **TO RECEIVE DECLARATIONS OF INTEREST UNDER THE
COUNCIL'S CODE OF CONDUCT**

None received.

PL270. **WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015**

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

PL271. **TO APPROVE THE MINUTES OF THE PLANNING COMMITTEE
MEETING HELD ON 24 SEPTEMBER 2024**

RESOLVED: That the minutes of the Planning Committee's meeting held on 24 September 2024 be approved and signed as a correct record.

PL272. **TO CONSIDER PLANNING APPLICATIONS**

a) Planning Application No. 2024/00376/FUL

Location: Pets R Us, 1A, Regent Street, Barry

Development: – Conversion of part ground floor and upper floor into four self-contained flats with shop front and external alterations

The Chair commented that the historical building was in danger of falling down therefore would like to see it put to use.

Councillor Clarke mentioned that he would like to see the original look of the building retained.

RESOLVED: No objection.

b) Planning Application No. 2024/00452/FUL & 2024/00453/ADV

Location : 1-4 Romanwell Road, Island, Station Approach Rd

Development: The retention of an automated teller machine and associated signage.

RESOLVED: No objection.

c) Planning Application No. 2024/00735/FUL

Location: 46 Tynewydd Road, Barry

Development: Ground floor side extension.

RESOLVED: No objection.

d) Planning Application No. 2024/00758/FUL

Location: Christ Church Presbyterian, Tynewydd Road, Barry

Development: – Proposed change of use to retail, restaurant and staff accommodation with first floor rear extension with internal alterations.

The Planning Officer presented his report to the committee stating that the rear extension looks a lot better however the new design at the front of the building is subjective.

Councillor N Hodges added that there were plans to demolish the building and the proposed application is one of few options to have it back in use. The design needs to be fit for the applicant's purpose and he looks forward to the completion of the application.

Councillor Hennessey stated that he would prefer the frontage of the building to be kept original and that the new design was not ideal.

RESOLVED: No Objection.

e) Planning Application No. 2024/00769/FUL - 2024/00771/LBC

Location: Cole Farm, 9, Cold Knap Way, Barry

Development: – Removal and reconstruction of the chimney stacks and alteration to lean to roof structure. – Regularise the reconstruction of the chimneys and remedial works to the timber roof structure.

The Chair reiterated the Planning Officer's suggestion of waiting for the CADW report before commenting on the proposed application.

Councillor Hennessy agreed with the Chair requesting that the application is looked at again following CADW's consultation response.

RESOLVED: That Application No. 2024/00769/FUL - 2024/00771/LBC is deferred to a future meeting of the Planning Committee once CADW have produced their consultation response.

f) Planning Application No. 2024/00791/FUL

Location: The Park, Park Crescent, Barry

Development: The proposal is to form an opening in the rear elevation & install a double door to create access to the rear garden and assist the means of escape in an emergency.

RESOLVED: No Objection with members agreeing with the Planning Officer's recommendation that a ramp would be more suitable in place of steps for disabled access.

g) Planning Application No 2024/00800/FUL

Location: 256-258, Holton Road, Barry

Development: Proposed conversion of remaining existing sales/displays storage area to additional 3 no.1 bedroom flats (No's 1,3 and 4) Existing flats (No's 2,5,6,7 and 8) to remain as existing and approved 2017/00995/FUL. Storage building to the rear of property converted to bin and bike store with storage to first floor.

Councillor Collins stated that although she recognises the vast need for housing within the town she does not agreed with the proposed application.

RESOLVED: Objection on the basis that the proposal would have an unacceptable impact on the role and function of the retail centre.

h) Planning Application No. 2024/00801/FUL

Location: Premier Inn, Hood Road, Barry

Development: – Proposed extension to existing hotel to provide additional bedrooms, together with alterations to the car park and all associated works.

The Planning Officer presented his report to the committee

The Chair commented that the existing hotel was built using an exterior brick matching the neighbouring pump house and would request that a matching brickwork is used on the proposed.

RESOLVED: No objection in principle however would like to request that the brickwork is aesthetically in keeping with the existing hotel and neighbouring property.

i) Planning Application No. 2024/00818/FUL

Location: Morrisons, Penny Way, Barry

Development: Creation of charging zone, erection of EV chargers, erection of canopy, sub-station enclosure, LV panel, meter cabinet and associated works.

RESOLVED: No Objection.

j) Planning Application No. 2024/00828/RG3

Location: Florence Avenue, Barry

Development: – Proposed Extension to existing Nursery Building at Colcot Junior and Infant School.

RESOLVED: No Objection.

k) Planning Application No. 2024/00829/FUL

Location: Tabernacle Welsh Congregational Chapel, Holton Road Barry

Development: – Proposed change of use of redundant chapel to music venue and studio (Class D1 to a mixed Class D2/Sui Generis use)

The committee agreed that it would be nice to see the building in use opposed to sitting empty.

RESOLVED: No Objection.

l) Planning Application No. 2024/00853/FUL

Location: 94, Westward Rise, Barry

Development: – New Single Storey extension to the side of the property with new shed to the rear, incorporating new off-road parking

RESOLVED: No Objection.

m) Planning Application Consultation

Location: Berth 31 Port of Barry CF63 4AB

Development: – Change of Use to Wood Recycling Facility

The Chair thanked Councillor Clarke for arranging the site visit which she had recently attended. The Chair added that she felt more reassured since visiting the site and obtaining more knowledge and

information on how it would be used, she then relayed this information to the Planning Committee.

Councillor Collins commented that the additional information had alleviated any fears she had and is happy for the proposed application to go ahead.

Councillor Hennessy suggested that he would like to see more screening put in place around the site.

Councillor Clarke informed the committee that he also attended the site visit however still had multiple concerns regarding diesel fumes, air borne pollution, dust mitigation, noise mitigation and fungus spores that could develop from damp wood. Councillor Clarke added that there would be up to 60 lorries arriving and leaving the site per day causing traffic concerns, screening would also be needed due to surrounding dwellings.

Councillor Clarke advised the committee that another site visit has arranged for further discussion allowing the committee to keep their concerns open.

Councillor Hennessey commented that he would like to know what processes would be in place regarding fire as the site would be giving off a substantial amount of heat.

Councillor Clarke informed the committee that outstanding concerns can be raised at the next site visit in approximately 3 weeks' time.

RESOLVED: No objection in principle however outstanding concerns to be raised at the next site visit.

n) Planning Application No. 2024/00852/FUL

Location: Nationwide Building Society, 136 Holton Road, Barry
Development: – Installation of rear galvanised palisade gates/fence for security purposes

RESOLVED: No Objection.

o) Planning Application No. 2024/00109/FUL

Location: 5 Hazledene Close, Barry
Development: – Retrospective approval required for a feather edge garden fence that runs adjacent to the pathway.

The Chair commented that the application was for noting as an appeal has been submitted

RESOLVED: Received and noted.

PL273. **TO CONSIDER TABLED APPLICATIONS**

None received.

PL274. **LOCAL PLANNING AUTHORITY DECISIONS**

RESOLVED: That the Local Planning Authority decisions be received and noted.

PL275. **APPLICATIONS DEALT WITH UNDER DELEGATED POWERS – FOR INFORMATION ONLY**

None received.

PL276. **DATE OF NEXT MEETING**

RESOLVED: That the date of the next Planning Committee is scheduled for Tuesday 5 November 2024.

PL277. **NOTIFICATION OF PREMISES LICENCE APPLICATIONS**

None received.

Meeting closed at 7.46pm.

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

BARRY TOWN COUNCIL

MINUTES OF A MEETING OF THE PLANNING COMMITTEE HELD ON TUESDAY 5 NOVEMBER 2024 AT 7:04PM

PRESENT: Councillor S Hodges (Chair) together with Councillors Ball (Vice-Chair), Collins, E J Goodjohn, E S Goodjohn, Hennessy and Thomas.

ALSO PRESENT: Greg Smart – Planning Officer
Courtney Parker – Administrator
Councillor N Hodges – Observer
Councillor Johnson – Observer

PL278. **APOLOGIES FOR ABSENCE**

Councillor Davies - Powell.

PL279. **TO RECEIVE DECLARATIONS OF INTEREST UNDER THE
COUNCIL'S CODE OF CONDUCT**

Councillor Hennessy announced a declaration of interest in regards to any Premises Licence Applications received due to being a member of the Vale of Glamorgan Council's Licencing Committee.

Councillor E S Goodjohn announced a declaration of interest in regards to any Premises Licence Applications received due to being a member of the Vale of Glamorgan Council's Licencing Committee.

PL280. **WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015**

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

PL281. **TO APPROVE THE MINUTES OF THE PLANNING COMMITTEE
MEETING HELD ON 15 OCTOBER 2024**

RESOLVED: That the minutes of the Planning Committee's meeting held on 15 October 2024 be approved and signed as a correct record.

PL282. **TO RECEIVE AND NOTE THE MINUTES OF THE PLANNING FOR
BARRY SUB- COMMITTEE MEETING HELD ON 15 OCTOBER 2024**

RESOLVED: That the minutes of the Planning for Barry Sub-Committee's meeting held on 15 October 2024 be received and noted.

TO CONSIDER PLANNING APPLICATIONS

a) Planning Application No. 2024/00769/FUL - 2024/00771/LBC – 2024/00770/FUL

Location: Cole Farm, 9, Cold Knap Way, Barry

Development: – Removal and reconstruction of the chimney stacks and alteration to lean to roof structure. – Regularise the reconstruction of the chimneys and remedial works to the timber roof structure.

The Chair stated she was disappointed this was a retrospective application.

RESOLVED: That Barry Town Council offer no objection to the scheme but wish to strongly highlight their disappointment that this application was retrospective.

b) Planning Application No. 2024/00773/LBC

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

Development: Retain fire barriers installed in loft space and temporary external fire escape stairs.

The Planning Officer said no justification has been provided as to why no other available types of fire doors have been used.

RESOLVED: That Application No. 2024/00773/LBC is deferred to a future meeting of the Planning Committee once further information regarding fire doors are submitted by the applicant.

c) Planning Application No. 2024/00842/FUL

Location: 69 Brookfield Avenue, Barry

Development: Demolition of existing shed, infill and levelling out of existing pond and reduction in height of existing storage area to form additional terrace area.

RESOLVED: No Objection.

d) Planning Application No. 2024/00861/FUL

Location: Windrush, 8 Cold Knap Way, Barry

Development: – Proposed single storey rear extension and Juliet balcony to first floor landing.

The Chair commented there would be no detriment to neighbouring properties or impact upon parking standards.

Councillor N Hodges added there are already many different style houses within this area.

RESOLVED: No Objection.

e) Planning Application No. 2024/00881/FUL

Location: 29 Purdey Close, Barry

Development: – Proposed ground floor rear extension to enlarge bedrooms.

Councillor Ball commented that the precedent has already been set in this area therefore sees no potential issues.

RESOLVED: No Objection.

f) Planning Application No. 2024/00887/FUL

Location: Treynon, 23 Trem Y Don, Barry

Development: Proposed conservatory and single storey rear extension to existing domestic dwelling.

RESOLVED: No Objection.

g) Planning Application No 2024/00896/FUL

Location: 1-2 Baltimore House Nursing Home, Park Road, Barry

Development: Proposed three storey, 25 bedroom extension with related service facilities

The Planning Officer presented his report to the committee adding the proposed would likely have a greater footprint than the existing building.

Councillor Ball stated that the existing parking would be completely diminished and the proposed extension would be as high as the houses in Glamorgan Street.

The Chair suggested that the committee submit a strong objection along with the comments from the planning officers report.

RESOLVED: Objection, the proposal would result in a poorly designed addition that would be larger in scale than the existing properties. The extension would disrupt the pattern of

development and built form that exists between properties to the north of Park Road and should be considered to have a detrimental impact upon the visual amenity of the host dwelling and wider area. Properties to the north and west of the site would see losses to the levels or residential amenity currently enjoyed by their occupants.

h) Planning Application No. 2024/00912/FUL/RG3

Location: Land at Coldbrook Road East, Cadoxton

Development: – Application to Vary/Removal of a condition 2 (Plans) of application 2021/01743/FUL Erection of 20 Walk up units with associated car parking and works.

The Planning Officer presented his report to the committee.

Councillor E S Goodjohn commented he has no issues with the proposed as long as the ecological consideration is sound.

RESOLVED: No objection in principle however the The Vale of Glamorgan Council's ecologist and structural engineer are yet to confirm the impact of the levelling of the rear amenity area.

i) Planning Application No. 2024/00914/FUL

Location: 17 Barriars Way, Barry

Development: Single storey rear extension.

Councillor Hennessy commented that the precedent has already been set in this area and sees no potential issues.

RESOLVED: No Objection.

j) Planning Application No. 2023/00777/FUL

Location: 1-9, Hilda Street, Barry, CF62 7AQ

Development: – Proposed demolition of existing buildings. Construction of two storey block of 6 one bed self-contained flats, with cycle storage / refuse storage and amenity space. Changes in levels and construction of retaining walls.

The Chair informed the committee this application is for information only.

RESOLVED: That Planning Application No. 2023/00777/FUL be received and noted.

PL284. **TO CONSIDER TABLED APPLICATIONS**

a) Planning Application No. 2024/00775/FUL

Location: The Leisure Centre, Greenwood Street, Barry
Development: – Change of use and redevelopment of Council's Call Centre (C1V), attached to the first floor of Barry Leisure Centre, to an extension of the main gym, re-establishing access for customers. Area was formerly the Bowl Hall and linked to the main centre.

Councillor Collins said she had no issues with the proposed application as this space was previously occupied by the gym.

RESOLVED: No Objection.

PL285. **LOCAL PLANNING AUTHORITY DECISIONS**

RESOLVED: That the Local Planning Authority decisions be received and noted.

The Chair moved agenda item number 9 to the last item.

PL286. **APPLICATIONS DEALT WITH UNDER DELEGATED POWERS – FOR INFORMATION ONLY**

None received.

PL287. **DATE OF NEXT MEETING**

RESOLVED: That the date of the next Planning Committee is scheduled for Tuesday 26 November 2024.

Councillors E S Goodjohn and Hennessy left the meeting at 7:28pm.

PL288. **NOTIFICATION OF PREMISES LICENCE APPLICATIONS**

1. Application for a Premises Licence – Bier Keller 3-4 Paget Road Barry, Vale of Glamorgan CF62 5TQ The Licensing Act 2003

Councillor Thomas expressed her disappointment in the non-existent disabled access.

The Chair acknowledged Councillor Thomas' concerns over accessibility issues and suggested that the Planning Officer submit these comments.

RESOLVED: That the Premises Licence application be received and noted.

Meeting closed at 7.32pm.

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

BARRY TOWN COUNCIL

**MINUTES OF A MEETING OF THE PLANNING FOR BARRY SUB-COMMITTEE
HELD ON TUESDAY 15 OCTOBER 2024 AT 6:03PM**

PRESENT: Councillor S Thomas (Chair) together with Councillors Ball, and Hennessy

ALSO PRESENT: Greg Smart – Planning Officer
Courtney Parker – Administrator
Councillor N Hodges – Observer
Councillor S Hodges – Observer
Councillor D Clarke – Observer

12. **APOLOGIES FOR ABSENCE**

Councillor Davies-Powell.

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

None Received.

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

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

15. **TO APPROVE THE MINUTES OF THE PLANNING FOR BARRY
SUB-COMMITTEE'S MEETING HELD ON 11 JUNE 2024**

RESOLVED: That the minutes of the Planning for Barry Sub-Committee's meeting held on 11 June 2024 be approved and signed as a correct record.

16. **TO CONSIDER CONSULTATIONS**

- a) Election campaign expenditure limits for political parties at Senedd elections
- b) The valuation of houses in multiple occupation (HMOs) for Council Tax
- c) Draft Sustainable Investment Principles

d) **Implementing the Infrastructure (Wales) Act 2024**

e) **Charitable non-domestic rates relief for private schools**

RESOLVED: That members views / comments on the consultations received are provided to the Planning Officer by 22 November 2024 to then submit a Council response by the appropriate closing dates.

17. **OPPORTUNITY TO REVIEW THE VALE OF GLAMORGAN COUNCIL'S ANNUAL SELF-ASSESSMENT**

The Planning Officer provided a report for members to consider reviewing the Vale of Glamorgan Council's Annual Self-Assessment.

RESOLVED: That members views / comments on the Vale of Glamorgan Council's Annual Self-Assessment are provided to the Planning Officer by 22 November 2024 to then submit a Council response by the appropriate closing date.

18. **JOINING THE DESIGN COMMISSION FOR WALES' PLACEMAKING CHARTER**

The Planning Officer provided a report for members to consider joining the Design Commission for Wales' Placemaking Charter established by the National Assembly for Wales and advised that officers and members should undertake training regarding the placemaking charter.

RESOLVED:

1. **That the report on the Placemaking Charter be received and noted.**
2. **That the Planning Officer makes a referral for any training that should be needed to DCFW.**

RECOMMENDATION to the next meeting of Full Council being held on 9 December 2024 that the Design Commission for Wales' Placemaking Charter be adopted.

19. **UPDATE REGARDING PROGRESS OF 'PLANNING CLINIC'**

Councillor Hennessy suggested that the sub-committee reconsider this item at a future meeting following receipt of legal advice on the waiver.

RESOLVED:

- 1. That a further update on the Planning Clinic be provided to a future meeting of the sub-committee following receipt of legal advice regarding the 'waiver'.**
- 2. RECOMMENDATION to the next meeting of Full Council being held on 9 December 2024 that legal advice be obtained to review the 'waiver'.**

20.

UPDATE REGARDING THE PLACEMAKING PLAN FOR BARRY

The Planning Officer provided a report advising that he and Councillors Iannucci-Williams and S Hodges had attended a meeting with officers from the Vale of Glamorgan Council and two representatives from the appointed consultants. He commented that the meeting was very informative however, some thought is needed on how we can help the Vale of Glamorgan Council to create a document that will have the best impact on the residents of Barry.

Councillor S Hodges added that she also found the meeting very informative and believes it's extremely important that Barry Town Council remain involved.

Councillor Hennessy queried if the Vale of Glamorgan Council would be expecting any financial help from Barry Town Council.

The Planning Officer stated that the Vale of Glamorgan Council are expecting an input from Barry Town Council including raw materials and time however if there were to be any cost implications they would not be very high.

RESOLVED:

- 1. Members note the contents of the report.**
- 2. That the Planning Officer continue the data gathering assignment from the Vale of Glamorgan Council and forward the questionnaire received to Members.**

21.

UPDATE REGARDING VALE OF GLAMORGAN COUNCIL'S REPLACEMENT LOCAL DEVELOPMENT PLAN 2021-2036

Councillor N Hodges commented that Barry Town Council should be proactive in looking for burial space as many local cemetery's are now full.

Councillor Thomas informed the committee that the crematorium has now opened a burial ground therefore would like to insure full interments and interments of cremated remains are kept as affordable as possible long term.

The Planning Officer suggested submitting an application for burial space to the Vale of Glamorgan Council and recommended this gets discussed at the next Full Council meeting.

Councillor Hennessy queried the life expectancy of Merthyr Dyfan Cemetery.

Councillor N Hodges advised that it would take approximately 15 – 18 years before Merthyr Dyfan cemetery would be nearing full and that the Town Council should remain open to the possibility of new burial ground being situated within the Vale of Glamorgan.

RECOMMENDATION to the next meeting of Full Council being held on 9 December 2024 that members discuss submitting a request to the Vale of Glamorgan Council to include a provision for future burial space in Barry within the RLDP.

22. **DATE OF NEXT MEETING**

The date of the next Planning for Barry Sub-Committee is scheduled for Tuesday 25 February 2025 at 6pm

Meeting closed at 6:21 pm.

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

FOR INFORMATION ONLY

ACTION SHEET - PLANNING FOR BARRY SUB-COMMITTEE 15 OCTOBER 2024

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
16	That members views / comments on the consultations received are provided to the Planning Officer by 22 November 2024 to then submit a Council response by the appropriate closing dates.	PO	22/11/2024	In Progress
17	That members views / comments on the Vale of Glamorgan Council's Annual Self-Assessment are provided to the Planning Officer by 22 November 2024 to then submit a Council response by the appropriate closing date	PO	22/11/2024	In Progress
18(2)	That the Planning Officer makes a referral for any training that should be needed to DCFW.	PO		In Progress
18	RECOMMENDED to the next meeting of Full Council being held on 9 December 2024 that the Design Commission for Wales' Placemaking Charter be adopted.	DCO	09/12/2024	Minutes included on FC agenda
19 (1)	That a further update on the Planning Clinic be provided to a future meeting of the sub-committee following receipt of legal advice regarding the 'waiver'.	PO		In Progress
19(2)	RECOMMENDATION to the next meeting of Full Council being held on 9 December 2024 that legal advice be obtained to review the 'waiver'.	DCO	09/12/2024	Minutes included on FC agenda
20 (2)	That the Planning Officer continue the data gathering assignment from the Vale of Glamorgan Council and forward the questionnaire received to Members	PO		In Progress
21	RECOMMENDATION to the next meeting of Full Council being held on 9 December 2024 that members discuss submitting a request to the Vale of Glamorgan Council to include a provision for future burial space in Barry within the RLDP.	DCO	09/12/2024	Minutes included on FC agenda

BARRY TOWN COUNCIL

MINUTES OF THE EXTRA-ORDINARY GLOBALLY RESPONSIBLE COMMITTEE MEETING HELD ON MONDAY 11 NOVEMBER AT 6PM

PRESENT: Councillors Clarke (Chairperson), Dancey, Drake, Johnson, Payne, and Perkes.

ALSO PRESENT: Chris Mason – Engagement and Events Team Manager
Amanda Webb – Wellbeing Goals Officer
Joanne John – Engagement and Events Administrator
Councillor N Hodges - Observer
Councillor S Hodges – Observer

25. APOLOGIES FOR ABSENCE

None

26. TO RECEIVE DECLARATIONS OF INTEREST UNDER THE COUNCILS CODE OF CONDUCT

None received.

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

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

28. TO APPROVE THE MINUTES OF THE GLOBALLY RESPONSIBLE BARRY COMMITTEE MEETING HELD ON 16 SEPTEMBER 2024.

Members agreed the minutes.

RESOLVED: That the minutes of the Globally Responsible Committee held on 16 September 2024 be approved and signed as a correct record.

29. TO NOTE THE GLOBALLY RESPONSIBLE COMMITTEE'S TERMS OF REFERENCE.

RESOLVED: That the Globally Responsible Committee's Terms of Reference are agreed and noted.

30. BUDGET SETTING FOR THE FINANCIAL YEAR 2025 / 2026

The Chair requested members for any thoughts on the budget for 2025 / 2026.

Members agreed that due to current council pressures they would like to request the same budget of £19,000 for next year (£8,000 for planters and £11,000 available for projects).

The Chair agreed and confirmed the same budget be requested for 2025 / 2026 as they had for 2024 / 2025.

RECOMMENDED:

That the draft estimates for 2025/2026 are recommended to the meeting of the Finance, Policy and General Purposes Committee being held on 25 November 2024 as confirmation of the Globally Responsible Committee requirements for the 2025/26 financial year.

31. SCOPE OF GLOBALLY RESPONSIBLE COMMITTEE'S RESPONSIBILITIES (TERMS OF REFERENCE)

The Chair advised members that the committee may have a lot to discuss in the scheduled January meeting, and wanted to be prepared as possible.

Councillor Johnson raised with members that it was worth considering the history of the committee and gave a summary of why it was originally set up:

- Globally Responsible committee was set up as part of Corporate Plan
- Result of a series of different priorities passed by Council
- Fairtrade Town resulted in a specific committee being created
- Plastic Free Barry became 'Sustainable Barry'
- Council of Sanctuary became 'Town of Sanctuary'
- Rather than have three separate committees, it was chosen to merge them into one overarching committee that covered them all.

Councillor Johnson clarified that the four traditional committees of any council are:

- Finance and Policy
- Personnel
- Halls and Facilities
- Planning

Councillor Johnson continued to comment that he felt the number of Globally Responsible committee meetings left in this municipal year didn't reflect the amount of work required, and suggested that more meetings would be required to address this. Councillor Johnson also noted that the committee was fortunate to have dedicated staff resource

in the Wellbeing Projects Officer. Councillor Johnson commented that the three work streams should be included in the agenda as standing items in order to try and deal with them at a faster rate.

The Chair thanked Councillor Johnson for the background to the committee, commenting it was very helpful and accurate. The Chair clarified that a working party was agreed in the last meeting to discuss Fairtrade, but a meeting date has not yet been set. Councillor Johnson volunteered to be the lead for the Fairtrade workstream. He also offered to produce a report on it, possibly for the January meeting. The chair queried if other working groups should be set up that could then report back to the full committee. Members commented that additional working groups could mean work takes longer to complete by the time comments are reported back, and there could be issues with complying with quorate numbers, as had been the case previously. Cllr Johnson also commented that the creation of more sub-committees/working groups would be at odds with the purpose of combining the previous committees under the umbrella of the Globally Responsible Committee.

Councillor S Hodges commented that the committee model isn't to have increased sub committees, but if required it could be suggested that a sub group meets on a single occasion to discuss one topic in the form of a Task and Finish Group if it would help to move things forward.

The Chair requested that individual members take on responsibility to lead discussion on elements of the Terms of Reference. Councillor Payne agreed that she would be happy to form a working party for Town of Sanctuary with other members. Councillors Johnson, Perkes, and Dancey agreed to form the Town of Sanctuary working party alongside Councillor Payne.

The Chair advised members that he has heard a number of times in conversation from the public that they don't see Barry Town Council as being responsible for much, and felt the Globally Responsible Committee has an opportunity to make sure they are in a position to comment, and have increased visibility with constituents.

Councillor Johnson requested an update on the Auditel work and felt that as public money had been committed to this project then we should be getting value for money. The Wellbeing Goals Officer confirmed that Phase 1 is complete, Phase 2 is 80% complete and will be finished once surveys are completed, and everything for Phase 3 should be ready by the beginning of December. The Wellbeing Goals Officer was waiting for a list from Auditel to clarify who still needed to complete the survey. Following completion of the report there would be an opportunity for Councillors to meet with Auditel. Members commented that staff members should be the priority, as travel emissions by Councillors would be minimal. Members also commented that the Mayor's travel to engagements should be considered and accounted for.

RESOLVED:

- 1. That a Town of Sanctuary Working Party be formed, consisting of Councillors Payne, Perkes, Johnson and Dancey, to lead discussions on this element of the Terms of Reference (Under Delegated Powers Item 5) and provide Recommendations back to the Globally Responsible Committee.**

- 2. That members received and noted the report by the Chair. Members discussed points 1, 3, 4, 5, 6, and 7 under delegated powers.**

32. DATE OF NEXT MEETING

RESOLVED: That the next meeting of the Globally Responsible Committee is scheduled to be held on 13 January 2025 at 7pm.

Meeting closed at 18:33.

Signed (Chairperson) Dated

FOR INFORMATION ONLY

ACTION SHEET - GLOBALLY RESPONSIBLE BARRY COMMITTEE - 11 NOVEMBER 2024

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
31	Arrange a Working party meeting for a Town of Sanctuary Working party - to include Cllrs Payne, Perkes, Johnson and Dancey	GRBPO	13.01.2025	Ongoing
31	Cllr Johnson is to write a report on Fairtrade	Cllr Johnson	13.01.2025	Ongoing

BARRY TOWN COUNCIL

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD ON MONDAY 11 NOVEMBER 2024 AT 7.00 PM

PRESENT: Councillor Perkes (Chair) together with Councillors Charles, S Hodges, Johnson, Thomas, Wilkinson and Wiliam

ALSO PRESENT: Mark Sims – Deputy Chief Officer
Kathryn Thomas – Office Team Leader
Councillor N Hodges – Observer
Councillor Clarke - Observer

R173. APOLOGIES FOR ABSENCE

Apologies received from Councillor Iannucci-Williams (Town Mayor – Ex-officio).

R174. DECLARATIONS OF INTEREST

None received.

R175. WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015

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

**R176. TO APPROVE AND SIGN THE MINUTES OF THE EXTRAORDINARY
PERSONNEL COMMITTEE HELD ON 23 SEPTEMBER 2024**

RESOLVED: That the minutes of the Extraordinary Personnel Committee held on 23 September 2024 be approved and signed as a correct record.

R177. BUDGET MONITORING REPORT TO 31 OCTOBER 2024

Members were provided with the Committee's expenditure in the 2024/25 financial year as at the end of October 2024.

The Deputy Chief Officer confirmed the projected out-turn for the year is to be underspent by £10,792.

RESOLVED: The Budget Monitoring Report to October 2024 be received and noted.

R178. DRAFT BUDGET ESTIMATES FOR 2025/26

Members were provided with the draft estimates for 2025/26 with a net budget of £1,069,935.

RECOMMENDATION: That the draft estimates for 2025/26 are recommended to a meeting of the Finance, Policy and General Purposes Committee being held on 25 November 2024 as confirmation of the Personnel Committee's requirements for the 2025/26 financial year.

R179. NJC FOR LOCAL GOVERNMENT SERVICES PAY AWARD 2024 (UPDATE)

Members were provided with an update from the Deputy Chief Officer regarding the April 2024 pay award for NJC Local Government staff.

The national employers pay offer was for a flat rate increase of £1,290 for spinal points 2-43 or 2.5% for spinal points 44 upwards.

On 25 October 2024 we received notification that agreement has been reached on rates of pay applicable from 1 April 2024 (covering the period 1 April to 31 March 2025)

In accordance with the Scheme of Delegation to the Chief Officer, we have implemented the national pay award in the November 2024 payroll.

RESOLVED: That the NJC pay award 2024 update be received and noted.

R180. DRAFT NEW PROBATION POLICY (UPDATE)

Members were provided with a new draft probation policy that was Recommended to the Finance, Policy and General Purposes Committee meeting held on Monday 9 September 2024.

We undertook a 2-week consultation period with unions and staff requesting any comments to be provided with various comments received.

Councillor S Hodges asked if we should get advice from ACAS to ensure we are 100% legal in what the policy states

The Deputy Chief Officer advised that ACAS is unlikely to provide a legal opinion on our policy rather we would need to obtain legal advice from a firm of solicitors.

Councillor S Hodges said that there would obviously be a cost involved, however it is vitally important to get this right first time.

RECOMMENDED: To a meeting of the Finance Policy and General Purposes Committee being held on 25 November 2024 to obtain legal advice to confirm our legal stance on the comments received.

R181. DATE OF NEXT MEETING

RESOLVED: The date of the next meeting of the Personnel Committee is scheduled to be held on Monday 3 February 2025 at 7.00pm.

R182. 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.

R183. STAFF SICKNESS FOR THE TEN-MONTH PERIOD 1 JANUARY 2024 TO 31 OCTOBER 2024

Members were provided with information on the sickness absence from 1 January 2024 – 31 October 2024.

The report was broken down into individual departments and overall, the organisation lost 392.5 working days to sickness absence, a rate of 7.56%.

RESOLVED: That members receive and note the sickness absence report and that the appropriate Line Managers continue to monitor the sickness absence levels of all post holders, applying the Council's Sickness Absence Policy and appropriate support to staff.

Councillors Clarke and N Hodges left the room at 19:15

R184. MINOR AUTHORITY REPRESENTATIVE GOVERNOR VACANCIES

Members were provided with 5 applications in respect of 4 vacancies for Minor Authority Representatives at the following schools:

Ysgol St Baruc, Oakfield Primary School, Romilly Primary School and Cadoxton Primary School.

RESOLVED:

- 1) That Mrs Jennings be appointed the Minor Authority Representative Governor position for Ysgol St Baruc.**
- 2) That Councillor Aviet be appointed the Minor Authority Representative Governor position for Oakfield Primary School.**
- 3) That Councillor Davies-Powell be appointed the Minor Authority Representative Governor position for Romilly Primary School.**

- 4) That Councillor Clarke be appointed the Minor Authority Representative Governor position for Cadoxton Primary School.
- 5) That Barry Town Council contact Mr Chapman to enquire as to whether he would like his application kept on file for any future MAR Governor vacancies.

Councillor N Hodges returned back into the room at 19:20

R185. RECRUITMENT UPDATE

Members were provided with a recruitment update.

RESOLVED: That the recruitment update be received and noted.

R186. TO REVIEW AND AGREE AN UPDATED JOB DESCRIPTION FOR EMPLOYEE 211

Members were provided with an updated Job Description for employee number 211 for approval since the role has developed.

RESOLVED: That the updated Job Description for the employee number 211 be received and noted, and that One Voice Wales undertake a job evaluation of this role.

R187. TO CONSIDER A REQUEST FOR VOCATIONAL TRAINING

Members were provided with a request for vocational training for employee 211. Due to the confidential nature of this matter, these are held with the Chief Officer and filed separately.

RESOLVED: That the request for Vocational Training for employee 211 be deferred until after the job evaluation has been completed.

R188. THE CEMETERY LODGE LEASE/LICENCE

Members were provided with legal advice relating to the employee lease/licence dispute for the Cemetery lodge, however due to the confidential nature of this matter, these are held with the Chief Officer and filed separately.

RESOLVED:

1. That the aforementioned information, legal advice and draft written statement be received and noted.
2. That this item is referred to a meeting of the Finance, Policy & General Purposes Committee meeting on Monday 25 November 2024 as this is a tenant issue and not an employee issue.

R189. TO RECEIVE AN UPDATE OF THE EMPLOYMENT TRIBUNAL HEARD ON 25 JUNE 2024 – 29 JUNE 2024

The Deputy Chief officer gave members a verbal update on the Employment Tribunal but due to the confidential nature of this matter, these are held with the Chief Office separately.

RESOLVED: That the update be received and noted and that an email be sent to all Councillors to notify them of a possible Extraordinary Meeting of Full Council within the next 10 days.

R190. TO RECEIVE AN UPDATE ON THE CEMETERY REVIEW

The Deputy Chief officer gave members a verbal update on the Cemetery Review but due to the confidential nature of this matter, these are held with the Chief Office separately.

RESOLVED: That the Cemetery Review update be received and noted.

The meeting closed at 20:08

Signed Dated

ACTION SHEET - PERSONNEL COMMITTEE 11 November 2024

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
R178	That the draft estimates for 2025/26 are recommended to a meeting of the Finance, Policy and General Purposes Committee being held on 25 November 2024 as confirmation of the Personnel Committee's	DCO/OTL	26.11.24	Completed
R180	To a meeting of the Finance Policy and General Purposes Committee being held on 25 November 2024 to obtain legal advice to confirm our legal stance on the comments received.	DCO	26.11.24	Completed
R184 (1)	That Mrs Jennings be appointed the Minor Authority Representative Governor position for Ysgol St Baruc.	KT	08 November 2024	Completed
R184 (2)	That Councillor Aviet be appointed the Minor Authority Representative Governor position for Oakfield Primary School	KT	09 November 2024	Completed
R184 (3)	That Councillor Davies-Powell be appointed the Minor Authority Representative Governor position for Romilly Primary School	KT	10 November 2024	Completed
R184 (4)	That Councillor Clarke be appointed the Minor Authority Representative Governor position for Cadoxton Primary School	KT	11 November 2024	Completed
R184 (5)	That Barry Town Council contact Mr Chapman to enquire as to whether he would like his application kept on file for any future MAR Governor vacancies.	KT	12 November 2024	Completed
R186	That the updated Job Description for the employee number 211 be received and noted, and that One Voice Wales undertake a job evaluation of this role.	DCO	26.11.24	In progress
R188 (1)	That the aforementioned information, legal advice and draft written statement be received and noted.	DCO	26.11.24	Completed
R188 (2)	That this item is referred to a meeting of the Finance, Policy & General Purposes Committee meeting on Monday 25 November 2024 as this is a tenant issue and not an employee issue.	DCO	26.11.24	Completed

R189	That the update be received and noted and that an email be sent to all Councillors to notify them of a possible Extraordinary Meeting of Full Council within the next 10 days.	DCO	13.11.24	Completed
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BARRY TOWN COUNCIL

MINUTES OF THE VIBRANT CULTURE COMMITTEE MEETING HELD ON MONDAY 18 NOVEMBER AT 7PM

PRESENT: Councillors Brooks (Chairperson), Aviet, Ball, N Hodges, S Hodges, and, Perkes.

ALSO PRESENT: Mark Sims – Deputy Chief Officer
Chris Mason – Engagement and Events Team Manager
Joanne John – Engagement and Events Administrator
Councillor Clarke – Observer
Councillor McKinney – Observer
Councillor Payne – Observer
Jamie Bagnall – Observer (Cadstock)

20. APOLOGIES FOR ABSENCE

Councillor Davies-Powell

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

None Received

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

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

23. TO APPROVE AND SIGN THE MINUTES OF THE EXTRAORDINARY MEETING OF THE VIBRANT CULTURE COMMITTEE HELD ON 9 SEPTEMBER 2024

RESOLVED: that the minutes of the meeting of the Vibrant Culture committee held on 9 September 2024 be approved and signed as a correct record.

24. BUDGET MONITORING REPORT

The Deputy Chief Officer summarised the report outlining the four headings under this committee:

- Corporate Projects / Arts, Culture and Entertainment
- Corporate Projects / Dementia Friendly Project
- Corporate Projects / Barry Youth Action
- Civic Hospitality / Remembrance Sunday

The Deputy Chief Officer clarified that any unspent funds would go into the general reserves.

The Deputy Chief Officer advised members that the projected out-turn for 2024/25 was still to be confirmed for Barry Youth Council who hope to run an event in Spring 2025, but this would be followed up with the Engagement and Events Officer. The Chair suggested that £3,000 remain in the budget for Barry Youth Council next year

The Chair raised a concern that the Dementia Friendly Project was put in place some years ago, and perhaps should be reviewed. The Deputy Chief Officer advised members that it would be reviewed with the Wellbeing Goals Officer. Grants were originally given out, but the ambition was to become a 'Dementia Friendly Town', however this no longer exists so once reviewed a report will be submitted for consideration with ideas for feasible future projects.

The Chair raised with members whether the budget allocated to Remembrance Sunday should be reviewed. The Chair questioned whether it should be increased above this year's level of £5,000 to allow for the provision of water and bananas for those parading / standing for a period of time. The Engagement and Events Manager advised that the amount allocated would possibly need to be reviewed as the First Aid provision may be increased, as there were a small number of incidents this year that happened simultaneously. The Deputy Chief Officer advised members that the budget was previously increased up to £5,000, as it hadn't been confirmed if there would be a cost for the police to carry out the rolling road blocks, which this year there wasn't.

Members asked if the Remembrance Sunday costs noted for this year's event included staff time. The Deputy Chief Officer advised that Leadership team members would receive TOIL, and other members of staff were asked to move their contractual hours, but would also receive the relevant enhancement. The Deputy Chief Officer clarified there is a separate budget for these payments being M&S / General Salaries Contingency. Members discussed that the consideration of staffing costs raised a valid point, and that the budget / noted costs was not a fair reflection of the actual cost to the Council as they only showed external costs. The Chair suggested that going forward, an approximation of the staffing costs was included on the annual accounts. Members clarified this would only be for any partnership events, and should just be a general approximation. The Chair suggested that the budget remain at £5,000 for next year as this was the first year we had run the event, and it meant there could be a cross comparison between two years.

The Chair advised members that she had received a number of good, positive comments about the Remembrance event, and that particular mention should go to the First Aiders who acted quickly, and dealt with a number of situations. The Chair formally thanked staff for all the work

that had gone into Remembrance this year, and felt there was a positive atmosphere.

RESOLVED:

- 1. That members received and noted the budget monitoring report for October 2024, indicating actual income and expenditure up to the end of month seven in the 2024/25 financial year, noting the projected underspend of £71,333.**
- 2. That the draft estimates for 2025/2026 are recommended to the meeting of the Finance, Policy and General Purposes Committee being held on 25 November 2024 as confirmation of the Vibrant Culture Committee requirements for the 2025/26 financial year.**

25. WELSH LANGUAGE UPDATE

The Engagement and Events Manager updated members, and advised that he was new to post, but he will now progress forward with the actions. Councillor S Hodges advised that Councillor Johnson was happy to volunteer to help move things forward.

RESOLVED:

- 1. That members received and noted the report.**
- 2. That the Engagement and Events Manager will contact Councillor Johnson to help progress the actions.**

26. HERITAGE CENTRE UPDATE

The Deputy Chief Officer summarised the report and advised members that the Planning Officer will contact the museum in Pontypridd on his return to work. The Deputy Chief Officer also advised that there was a proposal for a library consultation purely focused on the Heritage Centre. This would also need to be available online, and should take place as soon as possible in the New Year.

The Chair commented that she was keen to move forward with the project, and that the data would be valuable to know what the residents of Barry would like, and for completing any funding applications. It was raised if it was too late now to do something as part of the Barry Christmas Festival. The Chair continued that any surveys should not include 'closed questions', and it should be used to find out how the public visualise a Heritage Centre.

Members commented that there was a long-term commitment to the Heritage Centre as outlined in one party's 2022 manifesto, that they were

all committed too, but through no fault of their own it had not progressed. Councillor Payne advised there is currently a thirst for the Heritage Centre, and there are a number of community organisations that carry out feasibility studies that we could look to work with.

The Chair advised that there is a new member of the team at Arts Central, which could be scope for a future partnership. Members agreed that it would be ideal to work with Arts Central, but it would continue to have short term exhibitions which would be an issue and would not align with the vision for the Heritage Centre as a permanent feature. Members suggested that a location was acquired first before there were none available, and if we had the building it would show the project was being taken seriously. A location by the docks, college, and historical buildings would put the Heritage Centre into context, and enable it to become a destination anchor building for the area development. Members advised that they were being offered donations, but had nowhere to store or display them, and that we should develop a process of accepting them for the future.

Members suggested an Extraordinary meeting is held in January to help drive the project forward. The Deputy Chief Officer advised members that in order to drive the project forward, the new Engagement and Events Manager will work with the Planning Officer when he returns. Councillor N Hodges volunteered to send suggestions for locations to the Planning Officer so that they could be researched and considered. The Chair agreed with the above and added that the Heritage Centre should be a vibrant and exciting place.

RESOLVED:

- 1. That members received and noted the report.**
- 2. That the Engagement and Events Manager will work with the Planning Officer to progress the actions, and data gathering consultations to feed into the Heritage Centre project.**
- 3. That an Extraordinary meeting to be arranged in January to focus on the Heritage Centre. Date TBC**

27. MULTICULTURAL EVENT UPDATE

The Engagement and Events Manager updated members, and advised that this project also crossed over with the Globally Responsible Committee. He continued that the Wellbeing Goals Officer had begun working on what this project might look like, and highlighted it was important to ensure that it provided an opportunity for all, and no individual or groups be excluded. The initial suggestion is to focus an event around food, potentially a form of global buffet, where national dishes can be brought to a single venue. Key partners and support

agencies would also have a presence to offer advice and information on services.

Members agreed this was a good idea as food is a good way to bring people together, and if we had a Heritage Centre, it would be the ideal venue for such an event. The Engagement and Events Manager advised that finding the right venue would be a challenge, depending on how many people we were looking to accommodate. The Chair suggested that the event should be held in the late Spring / early Summer.

RESOLVED:

- 1. That members received and noted the report.**
- 2. The Wellbeing Goals Officer will continue to develop the ideas for the event.**

27. YOUTH COUNCIL UPDATE

The Engagement and Events Manager updated members that the Youth Council are continuing to meet on a monthly basis, and since the last meeting held a football shootout activity as part of the Barry Town Council Halloween event, raising over £100 for their chosen charity, the Cardiff Dogs Home. The Engagement and Events Manager continued to comment it was pleasing and admirable to see their enthusiasm. The intention is for them to organise a small event in February half term or one that will form part of the St David's Day event.

Members suggested that we also consult the Youth Council about the Heritage Centre project to get their opinion.

RESOLVED:

- 1. That members received and noted the report.**
- 2. That the Youth Council be consulted on their opinion on the Heritage Centre project.**

28. CADSTOCK UPDATE

The Chair invited Jamie Bagnall from Cadstock to provide members with an update on future plans for the event. Jamie advised members that Jon Greatrex had retired from the event, and Jamie would now be taking over leading the organisation of the event. Jamie advised that with the funding received from Barry Town Council they had been able to grow the event, and one day hope to be in a position where the Friends of Victoria Park fund it themselves. He continued to say that it currently has a reputation for live music and drinking, but in the future they aim to create a more family friendly event. The Chair agreed this would be a

good way forward, and members commented that originally this was always the case, and the music was incidental. It was also suggested a dog free zone would be a good idea.

Members commented Cadstock was an important event for that area of Barry, but had some concerns with the traffic management, drug use, and alcohol. Jamie responded that road closures came at a cost, and would come with the growth and funding. Jamie explained that at other events he organises they are able to operate a search policy on entry due to the sale of alcohol, but as this is an event where attendees can bring their own alcohol on-site it would be a hard thing to enforce. He will look at some options for solutions.

The Chair asked ideally what funding were Cadstock looking for. Jamie confirmed that the funding required would be to ensure the event was run safely and securely. Members questioned if there was a bad weather contingency plan. Jamie confirmed that two weekends were on hold so the event could be postponed to the second date if required.

Members suggested an inclination towards long-term financial support for the event, with funding gradually reduced over time to allow the Cadstock event to become self-funded, but requested further information on the business case. The Chair agreed that Barry Town Council would like to continue to support the event.

8.09pm Councillor N Hodges left the meeting to assist Jamie Bagnall out of the building.

RESOLVED:

- 1. That members received and noted the report.**
- 2. That members agreed in principle the funding as requested for Cadstock 2025 under the condition that further financial budget details are received.**

29. HALLOWEEN EVENT 2024

The Engagement and Events Manager gave members an overview of the event that included:

- Dr Bob Balloons
- Pot Painting and Crafted Arts
- Barry Rotary Club
- Historical Tours

The Engagement and Events Manager estimated 2,500 attended, and excellent feedback was received from traders. It helped that the weather was ideal, and Halloween fell during the Half Term holidays. The event ran in line with the Shop Local Halloween trail, and the increased footfall

on Holton Road was noticeable. It was suggested a fancy-dress competition is considered for next year, and potentially increasing the times of the event.

8.12pm Councillor N Hodges returned to the meeting.

The Chair commented that our events and recognition are growing, and it is starting to pay off with fantastic attendance figures. Members agreed and added we are getting good at producing them.

RESOLVED: That members received and endorsed the report.

30. DATE OF NEXT MEETING

RESOLVED: That the next meeting of the Vibrant Culture Committee is scheduled to be held on 17 March 2025 at 7pm. However, Councillors agreed that an additional Extraordinary meeting be held in January to focus on the Heritage Centre project with the date to be confirmed.

31. EXCLUSION OF PRESS AND 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.

32. CADSTOCK AND FRIENDS OF VICTORIA PARK MEETING MINUTES 31 OCTOBER 2024

RESOLVED:

That members received and noted the minutes from Cadstock and Friends of Victoria Park.

Meeting closed at 8:17pm.

Signed (Chairperson) Dated

FOR INFORMATION ONLY

ACTION SHEET - VIBRANT CULTURE - 18 NOVEMBER 2024

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
9 and 25	That a meeting is set up with the Welsh language organisations in the Autumn to discuss how we can assist.	E&E	01/09/2024	Ongoing - new E&ETM in post - will contact Cllr Johnson to move forward on actions.
9	E&E Team Manager to contact the Vale of Glamorgan Council with regards to the 2029 Eistefddod	E&E	01/09/2024	Ongoing - awaiting new E&ETM
10	That the E&E Team Manager will contact the Vale of Glamorgan with regards to contacting multi-cultural groups.	E&E	01/09/2024	Ongoing - awaiting new E&ETM
13	That the Planning Officer will discuss possible locations with the Chief Officer	PO	01/09/2024	In Progress. Emails from PO sent
13	That Group Leaders will meet and discuss options following return from annual leave.	PO	01/09/2024	In Progress. Emails from PO sent
24 and 27	Work with Barry Youth Council to plan an event for Spring 2025	E&E O		In progress - monthly youth council meetings being held
24	Review the 'Dementia Friendly' project and report back with any feasible projects	WBG O		In progress
26	Library consultation on Heritage Centre to take place	E&ETM / PO	31/01/2025	
26	Location suggestion sent to Planning Officer	Cllr N Hodges	31/01/2025	
26	Extraordinary meeting to be held in January to discuss Heritage Centre project		31/01/2025	In progress - date suggestion submitted
27	Continue work on plans for a multicultural event	WBG O		In progress
28	That members agree in principle funding as requested for Cadstock under the condition that further financial budget details are received.			On agenda

BARRY TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON MONDAY 25 NOVEMBER 2024 AT 7.00PM

PRESENT: Councillor Brooks (Chair) together with Councillors Clarke, Drake, E S Goodjohn (Vice Chairperson) and S Hodges, Payne & Johnson.

ALSO PRESENT:

Mark Sims	–	Deputy Chief Officer
Rachel Williams	–	Finance Administrator
Kathryn Thomas	–	Admin Team Leader
Councillor N Hodges	–	Observer
Councillor Johnson	–	Observer
Councillor Payne	–	Observer

F169. **APOLOGIES FOR ABSENCE**

Councillor McKinney

F170. **TO RECEIVE DECLARATIONS OF INTEREST UNDER THE COUNCILS CODE OF CONDUCT**

RESOLVED: That no declaration of interests were received.

F171. **WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015**

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

F172. **TO APPROVE THE MINUTES OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE MEETING HELD ON 9 SEPTEMBER 2024**

RESOLVED: That the minutes of the Finance, Policy & General Purposes Committee held on Monday 9 September 2024 be approved and signed as correct record.

F173. **TO RECEIVE A BUDGET MONITORING REPORT TO 31 OCTOBER 2024**

Members were informed about the Council's income and expenditure in the 2024/25 financial year as at the end of October 2024.

RESOLVED: That the budget monitoring report for October 2024, indicating actual income and expenditure up to the end of month seven in the 2024/25 financial year, currently projecting a net underspend of £45,151, be received and noted.

F174. **TO RECEIVE A SCHEDULE OF PAYMENTS FOR NOVEMBER 2024**

Members were provided with the schedule of payments for November 2024 consisting of direct debits and BACS payments, in the amount of £23,754.22.

RESOLVED: That the schedule of payments for November 2024 consisting of direct debits and BACS payments in the amount of £23,754.22 be approved.

F175. **TO RECEIVE RECOMMENDATIONS FROM OTHER COMMITTEES**

a) Draft budget 2025/26

Members were provided with recommendations from the Halls, Cemeteries and Community Facilities Committee, the Personnel Committee, the Globally Responsible Committee and the Vibrant Culture Committee relating to the Draft Budget for 2025/26.

Members agreed to implement a 2.2% increase to all cemetery fees.

Members also agreed that the fees and charges for the Pioneer Hall and the Cemetery Approach Community Centre are not increased for 2025/26.

RESOLVED:

- 1. That the Cemetery Fees and Charges be increased by 2.2%.**
- 2. That no increase be made to the prices at the Pioneer Hall and the Cemetery Approach Community Centre.**
- 3. That the draft estimates for 2025/26 is agreed as confirmation of the Halls, Cemeteries and Community Facilities Committee's requirements for the 2025/26 financial year.**
- 4. That the draft budgets for the 2025/26 is agreed as confirmation of the Personnel Committee's requirements for the 2025/26 financial year.**
- 5. That the draft budgets for the 2025/26 is agreed as confirmation of the Globally Responsible Committee's requirements for the 2025/26 financial year.**
- 6. That the draft budgets for the 2025/26 is agreed as confirmation of the Vibrant Culture Committee's requirements for the 2025/26 financial year.**

b) Probation Policy Update

Members were requested to consider the recommendation from the Personnel Committee relating to the draft probation policy. Members discussed the draft probation policy and agreed legal advice was needed to ensure the policy is legal.

- 1. RESOLVED: That officers obtain legal advice relating to the draft probation policy (initially contact One Voice Wales for advice).**

F176.

TO CONSIDER THE DRAFT BUDGET 2025/26

Members were provided with the draft budget 2025/26 for recommending to the meeting of Full Council being held on 9 December 2024. The leader proposed two changes to the draft budget being that the Special Projects/New Electric Ride on Mower be deferred, saving £31,000 and that the Corporate Projects/Arts, Culture and Entertainment budget be reduced from £100,000 to £40,000. The leader then proposed utilising £55,000 from the Acquisition Reserve and £14,466 from the General Reserve resulting in a net budget of £1,361,865 to be funded by the precept, being a 5% increase.

RESOLVED: That the draft budget be agreed subject to the reductions of £91,000 proposed by the Leader, utilising funds from the Acquisition Reserve (£55,000) and General Reserve (£14,466) and RECOMMEND to the meeting of Full Council being held on 9 December 2024 that the precept for 2025/26 is £1,361,865 being a 5% increase.

F177.

GRANTS AND DONATIONS 2024/25

a) Christmas Meals for Voluntary Organisations

Members were requested to consider grant applications for Christmas Meals under the General Power of Competence, Section 24 of the Local Government and Elections (Wales) Act 2021. The Deputy Chief Officer advised that an amount of £3,000 has been included within the Council's budget for Community Grants (Christmas Meals).

Community Organisation	Amount Awarded
Barry Veterans Group	£210.00
Barry Nordic Walking Group	£135.00
New Colcot Community Association – Whist Drive	£125.00
New Colcot Community Association – Seniors Bingo	£280.00
Barry Women's Institute Highlight Park	£350.00
Castleland Lunch Club	£ 75.00
Friends and Neighbours	£350.00

Cadog's Corner Development Group	£350.00
Social Sisters	£350.00
Barry Rotary Club	£275.00
Barry Round Table	£350.00
Total	£2,850.00

b) Shop Local – Christmas Grants

High Street Traders Association (Christmas 2024 Publicity Campaign)	£220.00
Goodsheds (Countdown to Christmas)	£650.00
Total	£870.00

RESOLVED:

- 1. That members agree to award the various applications for Community Grants – Christmas meals, as detailed above, under the General Power of Competence, Section 24 of the Local Government and Elections (Wales) Act 2021.**
- 2. That members agree to award the High Street Traders Association £220.00 (towards the leaflet printing) from the Shop Local budget expenditure heading, under the General Power of Competence, Section 24 of the Local Government and Elections (Wales) Act 2021.**
- 3. That members agree to award the Goodsheds £650.00 (towards the decorations & balloon arch and Santa character hire x 2) from the Shop Local budget expenditure heading, under the General Power of Competence, Section 24 of the Local Government and Elections (Wales) Act 2021.**

F178.

GDPR UPDATE

The Deputy Chief Officer advised members that there was nothing to report in relation to GDPR. New staff continue to have GDPR training as part of their induction and various members of existing staff have had refresher GDPR training.

RESOLVED: That members received and noted the GDPR update.

F179.

INTERNAL AUDIT REPORT 2024/25 (FIRST INTERIM)

Members were provided with the internal auditor's reports (first interim) for 2024/25.

RESOLVED that the internal auditor's reports (first interim) 2024/25 be received and noted.

F180. **DATE OF NEXT MEETING**

RESOLVED: The date of the next meeting of the Finance, Policy and General Purposes Committee will be held on Monday 27 January 2025.

F181. **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.

F182. **CEMETERY LODGE / LICENCE DISPUTE**

Members received legal advice and a draft Written Statement for the Cemetery Lodge following the Renting Homes (Wales) Act 2016. Due to the confidential nature of this matter, further details will be held with the Chief Officer.

RESOLVED: that the Written Statement be approved and officers are authorised to issue the Written Statement to the contract holder.

F183. **BANKING AND CASH MANAGEMENT SERVICES**

Members were provided with a report from the Deputy Chief Officer in relation the Council's Banking and Cash Management Services.

Members agreed to remain with our current provider due to costs and the ease for having a local branch within the Town, across from Town Hall.

RESOLVED: That the Council's Banking and Cash Management Services continue with Lloyds Commercial Banking Group.

Meeting closed at 8.15pm.

Signed (Chairperson) Dated

FOR INFORMATION ONLY

ACTION SHEET - FINANCE, POLICY & GENERAL PURPOSES COMMITTEE - 25 NOVEMBER 2024

MINUTE NO.		ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
F175 (a)i	That the Cemetery Fees and Charges be increased by 2.2%	DCO	31 March 2025	In Progress
F175 (a)ii	That no increase be made to the prices at the Pioneer Hall and the Cemetery Approach Community Centre	DCO	31 March 2025	Complete
F175 (a)iii	That the draft estimates for 2025/26 is agreed as confirmation of the Halls, Cemeteries and Community Facilities Committee's requirements for the 2025/26 financial year	DCO	01 December 2024	Complete
F175 (a)iv	That the draft budgets for the 2025/26 is agreed as confirmation of the Personnel Committee's requirements for the 2025/26 financial year	DCO	01 December 2024	Complete
F175 (a)v	That the draft budgets for the 2025/26 is agreed as confirmation of the Globally Responsible Committee's requirements for the 2025/26 financial year	DCO	01 December 2024	Complete
F175 (a)vi	That the draft budgets for the 2025/26 is agreed as confirmation of the Vibrant Culture Committee's requirements for the 2025/26 financial year	DCO	01 December 2024	Complete
F 175 (b)	That officers obtain legal advice relating to the draft probation policy (initially contact One Voice Wales for advice).	DCO	31 December 2024	In Progress
F 176	That the draft budget be agreed subject to the reductions of £91,000 proposed by the Leader, utilising funds from the Acquisition Reserve (£55,000) and General Reserve (£14,466) and RECOMMEND to the meeting of Full Council being held on 9 December 2024 that the precept for 2025/26 is £1,361,865 being a 5% increase	DCO	01 December 2024	Complete

F177 (i)	That members agree to award the various applications for Community Grants – Christmas meals, as detailed above, under the General Power of Competence, Section 24 of the Local Government and Elections (Wales) Act 2021	DCO	09 December 2024	In Progress
F177 (ii)	That members agree to award the High Street Traders Association £220.00 (towards the leaflet printing) from the Shop Local budget expenditure heading, under the General Power of Competence, Section 24 of the Local Government and Elections (Wales) Act 2021	DCO	09 December 2024	In Progress
F177 (iii)	That members agree to award the Goodsheds £650.00 (towards the decorations & balloon arch and Santa character hire x 2) from the Shop Local budget expenditure heading, under the General Power of Competence, Section 24 of the Local Government and Elections (Wales) Act 2021	DCO	09 December 2024	In Progress
F182	That the Written Statement be approved and officers are authorised to issue the Written Statement to the contract holder.	DCO	09 December 2024	In Progress
F183	That the Council's Banking and Cash Management Services continue with Lloyds Commercial Banking Group.	DCO	09 December 2024	In Progress

FULL COUNCIL	9 DECEMBER 2024	AGENDA ITEM: 15
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SCHEDULE OF PAYMENTS FOR DECEMBER 2024

Report Author

Rachel Williams (Finance Administrator)

Attached: A. Schedule of Payments of Accounts December 2024 (5 pages)

Purpose of Report

To provide members with the schedule of payments for December 2024 for approval consisting of BACS payments and direct debits in the amount of £59,077.36

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 December 2024 comprising of BACS payments and direct debits in the amount of £59,077.36 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 2024.

	<u>October 2024</u>	<u>November 2024</u>
Lloyds Banking Online (Net Pay)	60,316.95	85,530.62
HMRC	14,376.17	24,142.54
Cardiff Council (LGPS)	14,899.28	20,919.79
GMB	59.21	59.21
Unison	7.85	7.85
Prudential	<u>100.00</u>	<u>100.00</u>
	<u>89,759.46</u>	<u>130,760.01</u>

Recommendations

1. That the information set out above relating to salary payments for October and November 2024 inclusive, which has been certified and authorised by the appropriate officers in accordance with the requirements of Standing Order 19(c), be received and noted;
2. That the attached schedule of payments for December 2024 comprising BACS payments and direct debits in the amount of £59,077.36 be approved, subject to the relevant papers being in order.

Schedule of Payments of Accounts For December 2024

Chq No.	Supplier	Description	Net	Vat	Price (£)	Posted To
BACS	Berry Smith Lawyers	Professional Charges re Cemetery Lodge	1,479.50	295.90	1,775.40	M&S/Legal Fees
BACS	Virgin Media	Broadband Charges 08.10.24 - 07.11.24	68.75	13.75	82.50	Pioneer Hall/Broadband
BACS	Cardiff Council	Pension Increase and compensation: July, August, Sept 2024	2,720.49	0.00	2,720.49	M&S/Added Years
BACS	Vale of Glamorgan	Pest Control Treatment	75.00	0.00	75.00	Cemetery/Property Maintenance
BACS	Onstage	Stage and lighting for Barry Christmas Festival 2024	5,040.00	1,008.00	6,048.00	Corporate/Corporate Events
BACS	Glamorgan Star	Poppy Appeal advert	55.00	11.00	66.00	Civic/Mayors Advertising
BACS	Churches Fire	Emergency Lightening Service	110.81	22.16	132.97	Cemetery/Property Maintenance
BACS	Churches Fire	Emergency Lightening Service	110.81	22.16	132.97	Cemetery/Property Maintenance
BACS	Churches Fire	Rechargeable Back Up Powerpack	52.50	10.50	63.00	Cemetery/Property Maintenance
BACS	Churches Fire	Rechargeable Back Up Powerpack	31.50	6.30	37.80	Cemetery/Property Maintenance
BACS	Audit Solutions	Provision of first interim - Internal audit service 2024-2025	510.00	102.00	612.00	M&S/Audit
BACS	Thomas Fattorini	Past Mayor Pendant	2,814.80	562.96	3,377.76	Civic/Mayors Medallion
DD	Welsh Water	Water bill 17.02.24 - 14.08.24	275.25	0.00	275.25	CACC/Water
DD	British Gas	Gas bill 15.09.24 - 14.10.24	114.35	5.71	120.06	Pioneer Hall/Gas
DD	UK Fuel	Fuel for Cemetery use	143.00	28.60	171.60	Cemetery/Fuel
DD	Biffa Waste	Skip hire and excess tonnage charge	192.68	38.54	231.22	Cemetery/Property Maintenance
DD	Lloyds Bank	Charges incurred for September 2024	33.10	0.00	33.10	M&S/Bank Charges
DD	Ecotricity	Electricity supply for electric vehicle charging port	110.46	5.52	115.98	Cemetery/Electricity
DD	Culligan	Water cooler rental charge at cemetery	101.46	20.29	121.75	Cemetery/Equipment Maintenance
DD	My HR Toolkit	My HR Toolkit subscription	121.00	24.20	145.20	M&S/HR
BACS	Cambrian Group	Equipment for Cemetery	1,905.56	381.11	2,286.67	Cemetery/Equipment
DD	British Gas	Gas bill 29.08.24 - 28.09.24	106.30	5.31	111.61	Cemetery/Electricity
BACS	Auditel	Carbon Footprint project 2023	465.00	93.00	558.00	Corporate/Globally Responsible
BACS	Masons	Storage charge for 1 container plus insurance - October 2024	41.36	7.09	48.45	M&S/Property Maintenance
BACS	Memo	Archive storage space at Memo Arts Centre - May 2024 to Oct 2024	2,628.00	525.60	3,153.60	M&S/Property Maintenance
DD	Sage	Sage Payroll maintenance cover 01.10.24 - 31.10.24	140.00	28.00	168.00	M&S/Equipment Maintenance
DD	Grenke	Quarterly photocopier costs	234.27	46.85	281.12	M&S/Photocopier
DD	SCG	Monthly call charges for October 2024	16.59	3.32	19.91	M&S/Telephone
DD	SCG	Monthly broadband charges for October 2024	318.43	63.69	382.12	M&S/Broadband
DD	SCG	Support service for the month of October 2024	51.35	10.27	61.62	M&S/Equipment Maintenance
BACS	Overt Security	Security at Cemetery	83	16.60	99.60	Cemetery/Professional Fees
BACS	Microshade VSM	Citrix hosting package for the month of October 2024	891.98	178.40	1,070.38	M&S/Citrix
DD	Screwfix	Cartridge fuse	24.62	4.92	29.54	Cemetery/Equipment
DD	Screwfix	DeWalt Drill and trainers	49.99	9.99	59.98	Cemetery/Equipment
DD	Screwfix	Cartridge fuse refund	-24.58	-4.92	-29.50	Cemetery/Equipment
DD	Screwfix	Gloves	19.98	4.00	23.98	Cemetery/PPE
BACS	Vale Plumbing	Gas safety certificate	50.00	0.00	50.00	Cemetery/Property Maintenance
BACS	Vale Plumbing	Gas safety certificate	50.00	0.00	50.00	Pioneer Hall/Property Maintenance
BACS	Employee no LT	Staff mileage claim	39.76	1.19	40.95	M&S/Officer Travel
DD	Screwfix	Work boots for cemetery staff	38.99	0.00	38.99	Cemetery/PPE
DD	Screwfix	Hi-Vis Pilot Jacket	29.99	6.00	35.99	Cemetery/PPE
DD	Screwfix	Wood saw	16.60	3.32	19.92	Cemetery/Equipment

Schedule of Payments of Accounts For December 2024

<u>Chq No.</u>	<u>Supplier</u>	<u>Description</u>	<u>Net</u>	<u>Vat</u>	<u>Price (£)</u>	<u>Posted To</u>
DD	Viking	Stationary supplies	93.55	18.71	112.26	M&S/Stationary
DD	Viking	Stationary supplies	108.41	5.39	113.80	M&S/Stationary
DD	Viking	Stationary supplies	75.35	15.07	90.42	M&S/Stationary
DD	Vodafone	Monthly rental of six mobile phones & calls for October 24	92.37	18.47	110.84	M&S/Telephone
DD	Vodafone	Monthly rental of one mobile phone & calls for October 24	10.00	2.00	12.00	Cemetery/Telephone
DD	Vodafone	Monthly rental of mobile Wi-Fi for October 2024	21.25	4.25	25.50	Cemetery/Broadband
DD	Vodafone	Monthly rental of two mobile phones & calls for October 24	53.46	10.69	64.15	CACC/Telephone
DD	Vodafone	Monthly rental of two mobile phones & calls for October 24	42.34	8.47	50.81	Pioneer Hall/Telephone
DD	Screwfix	Gloves	29.15	5.82	34.97	Cemetery/PPE
DD	British Gas	Gas bill 22.09.24 - 21.10.24	144.05	7.20	151.25	Pioneer Hall/Electricity
DD	British Gas	Gas bill 22.09.24 - 21.10.24	301.64	15.08	316.72	Cemetery/Electricity
BACS	DOPS Paint Merchants	Paint for decorating the Community Centre	164.20	32.83	197.03	CACC/Property Maintenance
BACS	Ran Hire	Nylium Line	278.80	55.76	334.56	Cemetery/Equipment
BACS	Ran Hire	Hire of Bobcat mini excavator 21.10.24	100.00	20.00	120.00	Porthkerry Cemetery/Property Maintenance
BACS	Digital Systems	Quarterly photocopier costs 31.10.24 to 30.01.25	365.66	73.13	438.79	M&S/Photocopier
BACS	Auditel	Carbon Footprint project 2023	465.00	93.00	558.00	Corporate/Globally Responsible
BACS	Dr Bobs	Balloon workshop at Halloween event	350.00	0.00	350.00	Corporate/Corporate Events
BACS	Integrated Graphics	Booklets for Mayor's Civic Celebration	71.00	0.00	71.00	Civic/Civic Hospitality
BACS	Workshop Kitchen	Buffet for Civic Service	640.00	0.00	640.00	Civic/Civic Hospitality
BACS	Employee no 008	Mileage claim for October 2024	67.95	1.35	69.30	M&S/Officer Travel
BACS	Bro Radio	PA and Live Streaming - Remembrance Sunday 10th November 24	250.00	0.00	250.00	Corporate/Corporate Events
BACS	Bro Radio	Annual Sponsorship Agreement November 24 to October 25	2,000.00	0.00	2,000.00	Corporate/Marketing
BACS	Gates + Railings	Supply and Fit Double Leaf Spike and Spear Gates to Railings	2,995.00	599.00	3,594.00	Cemetery/Property Maintenance
BACS	Masons	Storage charge for 1 container plus insurance - November 2024	40.02	6.86	46.88	M&S/Property Maintenance
BACS	The Guild of Mace-Bearers	Annual Membership September 24 - September 25	10.00	0.00	10.00	Corporate/Subscriptions
BACS	Tip Top Toilets	Portaloo hire for use at Porthkerry Cemetery - October 24	110.71	22.14	132.85	Porthkerry Cemetery/Property Maintenance
BACS	Jason Parsons Joinery	Van Hire to Collect Gazebos for Halloween	60.00	0.00	60.00	Corporate/Corporate Events
BACS	SLCC	Fee for Themed Summit Civility & Respect for staff member	65.00	13.00	78.00	Corporate/Staff Training
BACS	The Laundry Rooms	Table clothes	52.50	0.00	52.50	M&S/Cleaning
BACS	The Laundry Rooms	Table clothes	52.50	0.00	52.50	Civic/Civic Hospitality
DD	British Gas	Gas bill 27.08.24 - 27.09.24	129.71	6.49	136.20	CACC/Electricity
DD	British Gas	Gas bill 27.09.24 - 27.10.24	133.64	6.68	140.32	CACC/Electricity
DD	Ecotricity	Electricity supply for electric vehicle charging port	119.42	5.97	125.39	Cemetery/Electricity
DD	UK Fuel	Fuel for Cemetery use	1.00	0.20	1.20	Cemetery/Fuel
DD	Culligan	Water cooler rental October 2024	43.32	8.66	51.98	M&S/Equipment Maintenance
DD	Screwfix	Toilet Seat	9.99	2.00	11.99	Cemetery/Property Maintenance
DD	Viking	Stationary supplies	81.63	16.33	97.96	M&S/Stationary
BACS	Muud Studio	Pottery workshop at Barry Christmas Festival	1,500.00	0.00	1,500.00	Corporate/Corporate Events
BACS	Memo	Hire for Civic Service	200.00	40.00	240.00	Civic/Civic Hospitality
BACS	Memo	Mayor's 80's night venue hire	260.00	52.00	312.00	Civic/Mayors Donation
DD	Lloyds Cardnet	Cardnet charges for the month of September 2024	41.39	0.00	41.39	M&S/Bank Charges
BACS	Vale of Glamorgan	King Square planter costs	6707.79	0.00	6,707.79	Corporate/Corporate Events

Schedule of Payments of Accounts For December 2024

<u>Chq No.</u>	<u>Supplier</u>	<u>Description</u>	<u>Net</u>	<u>Vat</u>	<u>Price (£)</u>	<u>Posted To</u>
BACS	Barry Training Services	Safety Awareness Assessment Training for staff members	553.50	110.70	664.20	Corporate/Staff Training
BACS	SLCC	Staff training course	65.00	13.00	78.00	Corporate/Staff Training
BACS	Worksafepat	Pat testing training courses	350.00	70.00	420.00	Corporate/Staff Training
BACS	Happy Embroidery	Hi Viz vests for Barry Youth Council	40.00	8.00	48.00	Corporate/Barry Youth Council
BACS	Elite Stage Crew	Site Crew for Halloween event	198.00	39.60	237.60	Corporate/Corporate Events
BACS	Employee no 008	Staff mileage claim	54.22	0.98	55.20	M&S/Officer Travel
BACS	High Speed Training	Legionella and Legionnaire's Disease Awareness	279.00	55.80	334.80	M&S/Staff Training
BACS	High Speed Training	Health and Safety training for managers	629.10	125.82	754.92	M&S/Staff Training
BACS	High Speed Training	Conflict Management training	363.60	72.72	436.32	M&S/Staff Training
BACS	Virgin Media	Broadband Charges 08.11.24 - 07.12.24	68.75	13.75	82.50	Pioneer Hall/Broadband
BACS	S and G Air Conditioning	Annual fee October 2024 - September 2025	380.00	76.00	456.00	Cemetery/Property Maintenance
BACS	Vale of Glamorgan	Treatment of Wasp Nest at Cemetery	75.00	0.00	75.00	Cemetery/Property Maintenance
BACS	Microshade VSM	Citrix hosting package for the month of November 2024	891.98	178.40	1,070.38	M&S/Citrix
BACS	T Jones	Welsh translation service	47.40	0.00	47.40	M&S/Welsh Translation
BACS	Integrated Graphics	Leaflets for Barry Christmas Festival	48.00	0.00	48.00	Corporate/Corporate Events
DD	My HR Toolkit	Subscription for November 2024	121.00	24.20	145.20	M&S/HR
BACS	Caer Health	Occupational health telephone referral	300.00	0.00	300.00	M&S/Heath and Safety
BACS	Victoria Park Community Centre	Hall Hire for Civic Service	140.00	0.00	140.00	Civic/Civic Hospitality
BACS	Vale of Glamorgan Brass Band	Performance at Civic Service	175.00	0.00	175.00	Civic/Civic Hospitality
BACS	FJ Tyres	Grassmaster	54.17	10.83	65.00	Cemetery/Vehicle Maintenance
DD	SCG Wales	Monthly call charges for November 2024	4.71	0.94	5.65	M&S/Telephone
DD	SCG Wales	Monthly broadband charges for November 2024	318.43	63.69	382.12	M&S/Broadband
DD	SCG Wales	Support service for the month of November 2024	51.35	10.27	61.62	M&S/Equipment Maintenance
DD	Culligan	Town Hall water cooler rental for November 24	43.32	8.66	51.98	M&S/Equipment Maintenance
DD	Lloyds Bank	Charges incurred for Month of October 2024	35.20	0.00	35.20	M&S/Bank Charges
DD	Lloyds Cardnet	Cardnet charges for the month of October 2024	16.38	0.00	16.38	M&S/Bank Charges
DD	British Gas	Electricity bill	97.67	4.88	102.55	Cemetery/Electricity
DD	Sage	Sage Payroll maintenance for November 2024	140.00	28.00	168.00	M&S/Equipment Maintenance
BACS	Churches Fire	Blade Led Wired and Tested	233.36	46.67	280.03	CACC/Property Maintenance
DD	Biffa Waste	Skip hire 26.10.24 to 22.11.24 and excess tonnage charge	201.28	40.26	241.54	Cemetery/Property Maintenance
BACS	Gower Calligraphy	Memorial Book entry & Postage	58.00	0.00	58.00	Cemetery/Property Maintenance
DD	Culligan	Water bottle and deposit	27.34	5.47	32.81	Cemetery/Equipment Maintenance
BACS	Children in Wales	Annual subscription 13.09.24 - 12.09.25	90.00	0.00	90.00	Corporate/Subscriptions
BACS	Your Storage Hub	20 ft container for event storage	1600.00	320.00	1,920.00	Corporate/Corporate Events
BACS	Ran Hire	Crowd barriers for Barry Christmas Festival	260.00	52.00	312.00	Corporate/Corporate Events
BACS	Onstage	Pit barrier - install, delivery, collection	2020.00	404.00	2,424.00	Corporate/Corporate Events
BACS	Employee no JJ	Mileage claim for September and October 24	33.46	0.99	34.45	M&S/Officer Travel
DD	British Gas	Gas bill	166.92	8.34	175.26	Pioneer Hall/Gas
DD	Lloyds Credit Card	Cashback Credit	-0.98	0.00	-0.98	M&S/Bank Charges
DD	Lloyds Credit Card	Support cushion for Office Chair	13.31	2.67	15.98	M&S/Equipment
DD	Lloyds Credit Card	Wall Mounted File Organiser	24.98	5.00	29.98	Cemetery/Equipment
DD	Lloyds Credit Card	Wall Mounted File Organiser	24.98	5.00	29.98	Pioneer Hall/Equipment

Schedule of Payments of Accounts For December 2024

Chq No.	Supplier	Description	Net	Vat	Price (£)	Posted To
DD	Lloyds Credit Card	Drill Bit for Planting	12.73	2.55	15.28	Cemetery/Equipment
DD	Lloyds Credit Card	Desk Calendar	8.22	1.65	9.87	M&S/Stationery
DD	Lloyds Credit Card	Lenovo Monitor	91.66	18.33	109.99	Cemetery/Equipment
DD	Lloyds Credit Card	Credit for Support cushion for Office Chair	-13.31	-2.67	-15.98	M&S/Equipment
DD	Lloyds Credit Card	Cashback Credit	-2.39	0.00	-2.39	M&S/Bank Charges
DD	Lloyds Credit Card	Defective Equipment Tag	55.54	11.11	66.65	Cemetery/Equipment
DD	Lloyds Credit Card	Mental Health and Wellbeing Conference	258.34	0.00	258.34	Corporate/Staff Training
DD	Lloyds Credit Card	Advert for Halloween Event	9.26	0.00	9.26	Corporate/Corporate Events
DD	Lloyds Credit Card	Wheelbarrow 85L	49.98	10.00	59.98	Cemetery/Equipment
DD	Lloyds Credit Card	Weed killer	65.90	13.18	79.08	Cemetery/Property Maintenance
DD	Lloyds Credit Card	Cashback Credit	-1.83	0.00	-1.83	M&S/Bank Charges
DD	Lloyds Credit Card	Tablecloths	44.99	9.00	53.99	Civic/Civic Hospitality
DD	Lloyds Credit Card	Flower Bouquet for Civic Service	44.99	9.00	53.99	Civic/Civic Hospitality
DD	Lloyds Credit Card	Flower Bouquet for Civic Service	44.11	8.85	52.96	Civic/Civic Hospitality
DD	Lloyds Credit Card	Flower Bouquet for Civic Service Credit	-44.11	-8.85	-52.96	Civic/Civic Hospitality
DD	Lloyds Credit Card	Anti slip tape	10.48	2.10	12.58	Corporate/Corporate Events
DD	Lloyds Credit Card	Office Chair	82.22	16.44	98.66	M&S/Equipment
DD	Lloyds Credit Card	Office Chair	82.22	16.44	98.66	M&S/Equipment
DD	Lloyds Credit Card	Screen Filter	26.66	5.33	31.99	M&S/Equipment
DD	Lloyds Credit Card	Tire repairs for puncture	9.06	1.81	10.87	Cemetery/Equipment
DD	Lloyds Credit Card	Cashback Credit	-8.23	0.00	-8.23	M&S/Bank Charges
DD	Lloyds Credit Card	Dell Desktop	405.80	81.16	486.96	M&S/Equipment
DD	Lloyds Credit Card	Norton Subscription	20.82	4.17	24.99	M&S/Equipment Maintenance
DD	Lloyds Credit Card	Flower Seeds	46.57	9.31	55.88	Cemetery/Cemetery Approach Gardens
DD	Lloyds Credit Card	Flower Seeds	67.60	16.90	84.50	Cemetery/Cemetery Approach Gardens
DD	Lloyds Credit Card	Fair trade footballs	28.25	5.65	33.90	Corporate/Corporate Events
DD	Lloyds Credit Card	Flower Bouquet for Civic Service	5.00	0.00	5.00	Civic/Civic Hospitality
DD	Lloyds Credit Card	Kitchen Utensils	29.56	0.00	29.56	Civic/Civic Hospitality
DD	Lloyds Credit Card	Drinks	43.48	0.00	43.48	Civic/Civic Hospitality
DD	Lloyds Credit Card	Drinks	105.50	0.00	105.50	Civic/Civic Hospitality
DD	Lloyds Credit Card	Flower Bouquet for Civic Service	21.95	0.00	21.95	Civic/Civic Hospitality
DD	Lloyds Credit Card	Facebook Advert for Halloween	39.34	0.00	39.34	Corporate/Corporate Events
DD	Lloyds Credit Card	Flower Bouquet for Civic Service	12.50	2.50	15.00	Civic/Civic Hospitality
DD	Lloyds Credit Card	Cake for Civic Service	6.65	0.00	6.65	Civic/Civic Hospitality
DD	Lloyds Credit Card	Vases for Civic Service	2.75	0.00	2.75	Civic/Civic Hospitality
DD	Lloyds Credit Card	Banners for Christmas Festival	175.34	35.07	210.41	Corporate/Corporate Events
DD	Lloyds Credit Card	Blue bags for waste disposal	60.00	0.00	60.00	Pioneer Hall/Cleaning
DD	Lloyds Credit Card	Blue bags for waste disposal	60.00	0.00	60.00	CACC/Cleaning
DD	Lloyds Credit Card	Vinyl for temporary plaques at cemetery	119.25	23.85	143.10	Cemetery/Equipment
DD	Lloyds Credit Card	Trainers and gloves for staff Christmas event	152.69	30.54	183.23	M&S/PPE
DD	Lloyds Credit Card	Flyers and Leaflets	43.14	0.83	43.97	Corporate/Corporate Events

Schedule of Payments of Accounts For December 2024

<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	Tickets for Rhapsody Choir Christmas Concert	11.00	0.00	11.00	Civic/Mayor's Donations
DD	Lloyds Credit Card	Car park for training	8.33	1.67	10.00	Corporate/Staff Training
DD	Lloyds Credit Card	Flyers and Leaflets Credit	-4.99	0.00	-4.99	Corporate/Corporate Events
DD	Lloyds Credit Card	Flyers and Leaflets Credit	-38.98	0.00	-38.98	Corporate/Corporate Events
Total For This Period			52216.92	6860.44	59077.36	
Total from previous period			418651.35	55877.80	476545.84	
Total to 09 December 2024			470868.27	62738.23	535623.20	

FULL COUNCIL	9 DECEMBER 2024	AGENDA ITEM: 16
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BUDGET MONITORING REPORT 30 NOVEMBER 2024

Report Author

Mark Sims, Deputy Chief Officer

Attached: A. Budget Monitoring Report November 2024 (2 pages)
B. Projected Reserves at 31 March 2025 (as at 30 November 2024) (1 page)

Purpose of Report

To inform members about the Council's income and expenditure in the 2024/25 financial year as at the end of November 2024.

Background Information

On the following pages is the budget monitoring report November 2024, indicating actual income and expenditure up to the end of month seven in the 2024/25 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 underspend of **£61,336** that will result in a net amount of £127,801 being transferred from reserves rather than an amount of £189,137 in the budget for 2024/25.

Recommendation

Members are requested to receive the budget monitoring report for September 2024, indicating actual income and expenditure up to the end of month six in the 2024/25 financial year, noting the projected overspend of **£61,336** for 2024/25 that will result in a net amount of £127,801 being transferred from reserves.

Budget Monitoring Report November 2024

Description	Item No.	Gross Expenditure						
		Budget	Expenditure	Committed	Balance	Budget	Year End	Projected
		12 Months	8 Months	Expenditure		For Year	Projections	Variance
		£	£	£	£	£	£	£
Salaries	1	1,032,350	644,290	388,495	-435	1,032,350	1,032,785	-435
Pension Added Years Costs	2	10,885	5,428	5,442	15	10,885	10,870	15
Personal Hygiene Facilities	3	2,098	973	894	231	2,098	1,867	231
Personal Protective Equipment / Clothing	3	4,600	945	2,005	1,650	4,600	2,950	1,650
Cleaning Products	3	3,600	1,274	1,526	800	3,600	2,800	800
Officers Travel and Subsistence	4	2,550	1,228	772	550	2,550	2,000	550
Rates	5	9,458	7,252	1,814	392	9,458	9,066	392
Water	6	3,082	1,512	1,934	-364	3,082	3,446	-364
Rent	7	36,256	26,316	9,940	0	36,256	36,256	0
Electricity	8	15,203	7,459	6,582	1,162	15,203	14,041	1,162
Gas	9	2,269	813	2,456	-1,000	2,269	3,269	-1,000
Telephone / Alarm Line	10	4,651	2,367	2,087	197	4,651	4,454	197
Postage	11	2,000	965	535	500	2,000	1,500	500
Printing and Stationery	12	2,500	1,735	565	200	2,500	2,300	200
Insurance	13	7,050	7,104	0	-54	7,050	7,104	-54
Photocopier Costs	14	2,625	1,715	585	325	2,625	2,300	325
Property Maintenance and Improvements	15	47,650	22,779	20,124	4,748	47,650	42,903	4,748
Equipment	16	16,927	9,463	5,164	2,300	16,927	14,627	2,300
Equipment Maintenance	17	15,750	6,054	7,346	2,350	15,750	13,400	2,350
Bank Charges	18	1,010	545	355	110	1,010	900	110
Audit Fees - Internal	19	1,735	510	1,020	205	1,735	1,530	205
Legal Fees	20	6,000	2,935	2,065	1,000	6,000	5,000	1,000
Audit Fees - External	21	530	1,210	2,790	-3,470	530	4,000	-3,470
Professional Fees	22	6,000	7,620	18,514	-20,134	6,000	26,134	-20,134
General Salaries Contingency	23	40,000	29,773	13,333	-3,106	40,000	43,106	-3,106
Health and Safety	24	5,775	2,289	1,711	1,775	5,775	4,000	1,775
Internet Broadband	25	5,978	3,860	2,204	-86	5,978	6,064	-86
BACAS Burials System Annual Maintenance	29	2,970	0	3,025	-55	2,970	3,025	-55
Microshade Citrix	30	12,030	8,398	3,830	-198	12,030	12,228	-198
Welsh Translation Service	31	4,000	1,001	1,499	1,500	4,000	2,500	1,500
HR Costs (My HR Tool Kit Online Portal)	32	0	783	605	-1,388	0	1,388	-1,388
Horticulture	8	800	212	588	0	800	800	0
Vehicle Maintenance	11	3,234	1,988	1,246	0	3,234	3,234	0
Haulage and Fuel	12	10,595	2,678	3,422	4,495	10,595	6,100	4,495
Vehicle Tax and Insurance	13	710	258	342	110	710	600	110
Philadelphia Cemetery	14	500	0	500	0	500	500	0
Interest on PWLB Loan	15	365	243	122	0	365	365	0
Capital Repayment on PWLB Loan	16	10,464	5,232	5,232	0	10,464	10,464	0
Treework Maintenance	17	7,156	495	6,661	0	7,156	7,156	0
Cemetery Roads Maintenance	19	3,780	3,021	759	0	3,780	3,780	0
Memorial Safety Advertising	20	500	625	0	-125	500	625	-125
Cemetery Subscriptions	21	722	420	230	72	722	650	72
Memorial Inspection Maintenance	1	10,000	825	4,175	5,000	10,000	5,000	5,000
Cemetery Approach Gardens Property Maintenance	26	5,000	601	1,399	3,000	5,000	2,000	3,000
Bees at Cemetery	27	500	200	200	100	500	400	100
New Electric Vehicle	27	0	2,190	0	-2,190	0	2,190	-2,190
New Play Equipment	11	1,600	0	500	1,100	1,600	500	1,100
Online Charges re Website Bookings	13	480	122	178	180	480	300	180
Community Groups Use of CACC (FOC)	1	1,800	551	449	800	1,800	1,000	800
Other Professional Fees (PPL/PRS)	15	0	1,268	0	-1,268	0	1,268	-1,268
Civic Hospitality - Remembrance Sunday	1	5,000	1,772	28	3,200	5,000	1,800	3,200
Civic Hospitality - Civic Service	1	2,000	1,396	204	400	2,000	1,600	400
Civic Hospitality - Annual Meeting	1	650	487	0	163	650	487	163
Civic Hospitality - Bryan Foley Award	1	400	0	400	0	400	400	0
Civic Hospitality - Christmas Candle Service	1	50	0	50	0	50	50	0
Civic Hospitality - Freedom of Town	1	500	0	500	0	500	500	0
Mayor's Hospitality	2	500	0	500	0	500	500	0
Mayor's Medallions and Plaques	3	2,750	2,815	0	-65	2,750	2,815	-65
Civic Regalia - Repairs and Servicing	3	2,000	1,491	0	509	2,000	1,491	509
Mayor's Allowance inc. On Cost	5	1,619	1,602	0	17	1,619	1,602	17
Deputy Mayor's Allowance inc. On Cost	5	500	500	0	0	500	500	0
Mayor's Travel	6	4,000	0	100	3,900	4,000	100	3,900
Mayor's Donations	7	500	97	403	0	500	500	0
Mayor's Advertising	8	260	177	83	0	260	260	0
Civic Gifts	9	250	0	0	250	250	0	250
Corporate Events - Christmas Lights	3	20,000	5,988	14,012	0	20,000	20,000	0
Corporate Events - Christmas Events	3	10,000	5,215	3,985	800	10,000	9,200	800
Corporate Events - Christmas Charity Event	3	2,000	0	2,000	0	2,000	2,000	0
Corporate Events - Community Events	3	20,000	14,215	4,155	1,630	20,000	18,370	1,630
Corporate Events - Community Event Attendance	3	1,000	0	0	1,000	1,000	0	1,000
Corporate Events - Staff Sustenance	3	500	78	123	300	500	200	300
Corporate Events - Equipment and Storage	3	4,000	3,542	0	458	4,000	3,542	458
Corporate Marketing and Communications	3	5,000	2,406	1,094	1,500	5,000	3,500	1,500
Website Costs	3	2,000	300	700	1,000	2,000	1,000	1,000
Corporate Projects - Town Center Planters	4	8,000	0	7,200	800	8,000	7,200	800
Corporate Projects - Barry Youth Action	5	3,000	90	2,910	0	3,000	3,000	0
Corporate Projects - Dementia Friendly Project	7	3,000	0	0	3,000	3,000	0	3,000
Corporate Projects - Shop Local Campaign	8	10,000	0	10,000	0	10,000	10,000	0
Corporate Projects - Globally Responsible Barry	10	11,000	3,720	1,860	5,420	11,000	5,580	5,420
Corporate Projects - Arts, Culture and Entertainment	11	100,000	33,775	0	66,225	100,000	33,775	66,225
Community Grants - Green Grants	13	4,000	0	4,000	0	4,000	4,000	0
Community Grants - Christmas Meals	14	3,000	0	3,000	0	3,000	3,000	0
Community Grants - Voluntary Organisations	15	15,000	4,745	10,255	0	15,000	15,000	0
Community Grants - Small Business Grants	16	3,000	865	2,135	0	3,000	3,000	0
Community Grants - Books for Schools	17	10,000	0	10,000	0	10,000	10,000	0
Community Grants - Arts, Culture and Entertainment	19	20,000	10,278	9,722	0	20,000	20,000	0
Cemetery Roads Improvement	4	22,500	22,500	0	0	22,500	22,500	0
Subscriptions		10,925	10,610	0	315	10,925	10,610	315
Councillor Training		4,000	160	1,340	2,500	4,000	1,500	2,500
Staff Training		20,000	15,632	4,368	0	20,000	20,000	0
Councillor Allowances		2,000	416	0	1,584	2,000	416	1,584
Councillor Tablets		760	792	0	-32	760	792	-32
Councillor Emails		435	460	0	-25	435	460	-25
Staff Wellbeing Fund		500	0	500	0	500	500	0
Long Service Award		1,000	0	700	300	1,000	700	300
Cemetery Benches	5	2,000	1,950	0	50	2,000	1,950	50
Covid-19 Expenditure	1	0	626	0	-626	0	0	0
Miscellaneous	6	0	0	0	0	0	0	0
Total Expenditure		1,705,337	978,225	631,546	95,567	1,705,337	1,609,144	96,193

Budget Monitoring Report November 2024

Gross Income								
Description	Item No.	Budget 12 Months	Income 8 Months		Balance	Budget For Year	Year End Projections	Projected Variance
		£	£		£	£	£	£
Bank Interest	1	20,000	13,835		-6,165	20,000	22,000	2,000
Interment Fees	1	84,521	41,759		-42,762	84,521	63,738	-20,783
Exclusive Right of Burials	2	33,296	12,714		-20,582	33,296	19,071	-14,225
Memorial Fees	3	28,947	12,127		-16,820	28,947	18,284	-10,663
Transfer of Exclusive Right of Burials	4	1,181	1,860		679	1,181	2,790	1,609
Hire of Chapel	5	462	385		-77	462	578	116
War Graves	6	78	0		-78	78	78	0
Cemetery Lodge Rent	7	6,178	4,224		-1,954	6,178	6,336	158
Other Miscellaneous Income	8	2,000	349		-1,651	2,000	524	-1,477
Cemetery Improvement Fee	9	3,024	1,701		-1,323	3,024	2,552	-473
Grants Receivable	10	0	0		0	0	0	0
Other Miscellaneous Income	2	0	0		0	0	0	0
Assets Disposal Proceeds	11	0	0		0	0	0	0
Porthkerry Agreement	3	15,501	15,501		0	15,501	15,501	0
Lettings	1	24,000	21,921		-2,079	24,000	32,882	8,882
Total Income		219,188	126,376		-92,812	219,188	184,332	-34,856
Net Expenditure								
Description	Item No.	Budget 12 Months	Expenditure 8 Months	Committed Expenditure	Balance	Budget For Year	Year End Projections	Projected Variance
		£	£	£	£	£	£	£
Total Net Expenditure		1,486,149	851,849	631,546	2,755	1,486,149	1,424,813	61,336
Transfer to / (from) reserves		(189,137)				(189,137)	(127,801)	
Amount to be met from Precept		1,297,012				1,297,012	1,297,012	
Our net budget for the year is £1,486,149 with actual expenditure for the 8 months to 30 November 2024 of £851,849 and committed expenditure of £631,546 noting that an amount of £189,137 will be drawn down from reserves.								
Our projected out-turn for the year produces an underspend of £61,336 (£96,193 less expenditure with £34,856 less income). This will result in a net amount of £127,801 being transferred from reserves rather than transferring £189,137 from reserves.								

Budget Monitoring Report November 2024

Description of Reserves	Balance at 01.04.24	Contribution to reserve	Contribution from reserve	Balance at 31.03.25
Cemetery Improvement Reserve	8,360	2,552	(2,000)	8,912
Acquisition Reserve	320,566	66,225	-	386,791
Plant and Machinery Reserve	1,100	-	-	1,100
Election Reserve	-	12,810	-	12,810
Place Plan Reserve	3,000	-	(3,000)	-
Cemetery Roads Reserve	2,500	-	-	2,500
Staff Training Reserve	6,000	-	(6,000)	-
General Reserve	534,911	-	(198,387)	336,524
Total	876,437	81,587	(209,387)	748,637

FULL COUNCIL	9 DECEMBER 2024	AGENDA ITEM: 17
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DRAFT BUDGET 2025 / 2026

Report Author

Mark Sims, Deputy Chief Officer

Attached: A. Draft Budget 2025 / 2026 (11 Pages)

Purpose of Report

To consider the Town Council's draft budget for 2025/26 that will go out for public consultation from 20 December 2024 to 24 January 2025. The draft budget will then be considered at the Town Council's meeting on 10 February 2025 to determine the precept to be levied on the Vale of Glamorgan Council.

Background

At the meeting of the Finance, Policy and General Purposes Committee held on 25 November 2024 members received the draft budget 2025/26 for recommendation to the meeting of Full Council to be held on 9 December 2024.

Members RESOLVED that the draft budget be agreed subject to the reductions of £91,000 proposed by the Leader, utilising funds from the Acquisition Reserve (£55,000) and General Reserve (£14,466) and RECOMMENDED That the precept is increased to £1,361,865 being a 5% increase.

On the following pages is a projected out-turn for 2024/2025 and the draft budget for 2025/2026 for consideration. The projected out-turn for 2024/2025 results in a deficit of £127,800 being transferred from reserves rather than the original intention to transfer £189,137 from reserves.

In the table below is a breakdown showing the movements to / from reserves with the projected balances as at 31 March 2025.

	Balance as at 01.04.24	Contribution to Reserve	Contribution from Reserve	Balance as at 31.03.25
Cemetery Improvement Reserve	8,360	2,552	2,000	8,912
Acquisition Reserve	320,566	66,225	0	386,791
Plant and Machinery Reserve	1,100	0	0	1,100
Election Reserve	0	12,810	0	12,810

Place Plan Reserve	3,000	0	3,000	0
Cemetery Roads Renewal Reserve	2,500	0	0	2,500
Staff Training Reserve	6,000	0	6,000	0
General Reserve	534,911	0	198,387	336,524
Total	876,437	81,587	209,387	748,637

It is generally accepted that general (un-earmarked) reserves usually lie within a range of three to twelve months (i.e. between 25% and 100%) of gross expenditure. With gross expenditure for 2025/2026 of £1,592,174 the general reserve should lie within a range between £398,044 and £1,592,174.

With the general reserve projected to reduce from £534,911 to £336,524 this represents a level of 21% of gross expenditure, so marginally 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 2025/2026.

Members included an amount of £12,810 in the budget 2024/2025 to add to the Election Reserve, and officers have included the same amount in the draft budget 2025/2026 as a multi-year phased approach to increase the Election Reserve to a level considered sufficient to cover the 2027 Election costs.

The draft budget comprises gross expenditure of £1,592,174 with income from services amounting to £174,773 producing a net expenditure budget of £1,417,401.

An amount of £3,120 is proposed to be added to the Cemetery Improvement Reserve, being the Cemetery Improvement fees received during the year on new graves, an amount of £2,000 is being drawn down from the Cemetery Improvement Reserve to fund expenditure of new cemetery benches, adding £12,810 to the Election Reserve, drawing down £55,000 from the Acquisition Reserve to fund expenditure in 2025/2026 with an amount of £14,466 being drawn down from the General Reserve that reduces the net expenditure budget to £1,361,865.

We have yet to be advised by the Vale of Glamorgan Council of the tax base for Barry for 2025/2026, as this is normally advised during mid-December or early January.

The Council will be required to set a precept of £1,361,865 to balance the budget that would represent an increase to a Band D tax payer of 5% (subject to any adjustment based on change in tax base).

Recommendation

Members are requested to approve the draft 2025/26 budget for public consultation that provisionally sets a precept requirement of £1,361,865 being an increase to a Band D tax payer of 5.0% compared to 2024/25 (subject to any change in the Tax Base).

Draft Budget 2025 / 2026 Summary

	2023/24	2023/24	2024/25	2024/25	2025/26
	Budget	Out-Turn	Budget	Out-Turn	Budget
Expenditure					
Management and Support Services	619,615	646,812	663,673	678,175	674,355
Planning	48,500	50,258	52,000	51,200	55,250
Merthyr Dyfan Cemetery	523,313	422,228	523,673	514,395	448,685
Porthkerry Cemetery	21,200	19,055	19,200	16,353	16,700
Pioneer Hall	48,181	46,984	50,737	52,060	57,640
Community Building at Cemetery Approach Gardens	51,913	46,958	56,349	52,562	63,965
Corporate	38,723	32,741	39,620	34,978	38,760
Corporate Engagement and Events	294,250	135,202	254,500	172,367	194,500
Civic Engagement and Events	11,119	9,142	20,979	12,605	17,820
Special Projects	24,500	24,450	24,500	24,450	24,500
	1,681,314	1,433,830	1,705,230	1,609,144	1,592,174
Income					
Management and Support Services	4,000	19,980	20,000	22,000	21,250
Merthyr Dyfan Cemetery	157,710	134,024	151,942	104,408	101,321
Porthkerry Cemetery	28,294	26,561	23,246	25,043	22,202
Pioneer Hall	10,000	15,575	12,000	14,567	13,000
Community Building at Cemetery Approach Gardens	10,000	15,352	12,000	18,315	17,000
Precept	1,259,022	1,259,022	1,297,012	1,297,012	1,361,865
	1,469,026	1,470,514	1,516,200	1,481,344	1,536,638
Net Operating Deficit / (Surplus) for the Year (Expenditure less Income)	212,288	(36,684)	189,030	127,800	55,536
Movement of Council Reserves to Offset the Net Operating Deficit for the Year					
Addition to Cemetery Improvement Reserves from in year charges	3,600	2,880	3,024	2,552	3,120
From Shop Local Reserve to fund expenditure	-	(27)	-	-	-
From Cemetery Improvement Reserve for Seat Replacement	-	-	(2,000)	(2,000)	(2,000)
From Place Plan Reserve to fund expenditure (Min No. 673 (4) refers)	(3,000)	-	-	-	-
Addition to Acquisition Reserve	-	103,000	-	66,225	-
From Election Reserve to fund By-Election Costs 2023	-	(5,323)	-	-	-
Addition to Election Reserve	-	-	12,810	12,810	12,810
Transfer From Place Plan Reserve to General Reserve	-	-	(3,000)	(3,000)	-
From Staff Training Reserve to fund expenditure	-	-	(6,000)	(6,000)	-
From Acquisition Reserve to fund expenditure	-	-	-	-	(55,000)
Net surplus (deficit) for the year to (from) General Reserve	(212,888)	(63,846)	(193,864)	(198,387)	(14,466)
Surplus / Deficit for the Year to be funded to / from Reserves	0	0	0	0	0

Draft Budget 2025 / 2026 Management & Support

EXPENDITURE							
<u>Description</u>	<u>Item No.</u>	<u>2023/24</u> <u>Budget</u>	<u>2023/24</u> <u>Out-Turn</u>	<u>2024/25</u> <u>Budget</u>	<u>2024/25</u> <u>Out-Turn</u>	<u>2024/25</u> <u>Projected</u>	<u>2025/26</u> <u>Budget</u>
Salaries	1	463,600	418906	498,000	497,505		513,500
Pension Added Years Costs	2	10,200	10175	10,885	10,870		11,200
Personal Hygiene Facilities	3	248	109	260	166		260
Personal Protective Equipment / Clothing	4	300	433	300	250		250
Cleaning Products	5	1,100	896	1,100	1,000		1,000
Officers Travel and Subsistance	6	2,400	1798	2,400	2,000		2,000
Rent	9	36,256	36256	36,256	36,256		36,260
Telephone	12	3,278	2544	3,442	3,000		3,000
Postage	13	2,000	560	2,000	1,500		1,500
Printing and Stationery	14	2,500	2851	2,500	2,300		2,300
Insurance	15	6,512	6711	7,050	7,104		7,460
Photocopier Costs	16	2,500	3116	2,625	2,300		2,300
Property Maintenance and Improvements	17	4,000	1506	4,000	3,000		3,000
Equipment	18	5,500	3039	5,775	5,775		5,775
Equipment Maintenance	19	3,200	3509	3,200	4,000		4,200
Bank Charges	20	960	824	1,010	900		900
Audit Fees (Internal)	21	1,650	1500	1,735	1,530		1,600
Legal Fees	22	6,000	838	6,000	5,000		5,000
Audit Fees (External)	23	506	245	530	4,000		530
Other Professional Fees	24	6,000	63810	6,000	19,650		6,000
General Salaries Contingency (All Depts)	25	35,000	48008	40,000	43,106		40,000
Health & Safety Fees	26	5,500	6334	5,775	4,000		4,000
Internet	27	3,596	3643	3,830	3,822		4,020
Election Costs	28	0	10720	0	0		0
BACAS Burials System Annual Maintenance	29	2,730	2827	2,970	3,025		3,300
MicroShade Citrix	30	10,080	11781	12,030	12,228		12,500
Welsh Translation Service	31	4,000	3873	4,000	2,500		2,500
COVID-19 EXPENDITURE	32	0	0	0	0		0
HR Costs	33	0	0	0	1,388		0
Total Expenditure		619,615	646,812	663,673	678,175		674,355
INCOME							
<u>Description</u>	<u>Item No.</u>	<u>2023/24</u> <u>Budget</u>	<u>2023/24</u> <u>Out-Turn</u>	<u>2024/25</u> <u>Budget</u>	<u>2024/25</u> <u>Out-Turn</u>	<u>2024/25</u> <u>Projected</u>	<u>2025/26</u> <u>Budget</u>
Bank Interest	1	4,000	19,980	20,000	22,000		21,250
Total Income		4,000	19,980	20,000	22,000		21,250

Draft Budget 2025 / 2026 Planning

EXPENDITURE								
<u>Description</u>	<u>Item No.</u>	<u>2023/24</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2024/25</u>	<u>2025/26</u>		
		<u>Budget</u>	<u>Out-Turn</u>	<u>Budget</u>	<u>Out-Turn</u>	<u>Budget</u>	<u>Projected</u>	<u>Budget</u>
Salaries	1	47,900	47,833	52,000	51,200	55,250		
Officers Travel	2	600	0	0	0	0		
Other Professional Fees	3	0	2,425	0	0	0		
Total Expenditure		48,500	50,258	52,000	51,200	55,250		

Draft Budget 2025 / 2026 Merthyr Dyfan Cemetery

EXPENDITURE						
Description	Item No.	2023/24 Budget	2023/24 Out-Turn	2024/25 Budget	2024/25 Out-Turn Projected	2025/26 Budget
Salaries	1	385,635	315,651	395,100	397,630	321,400
Personal Hygiene Facilities	2	600	653	685	655	720
Personal Protective Equipment / Clothing	2	4,000	2,054	4,000	2,500	4,000
Cleaning Products	2	1,000	777	1,400	1,000	1,400
Rates	3	10,252	3,975	4,374	4,176	4,390
Water	4	2,750	1,737	2,100	2,100	2,200
Electricity & Gas	5	12,430	7,949	6,600	9,000	12,100
Telephone	6	431	421	453	664	700
Property Maintenance and Improvements	7	33,000	31,636	34,650	29,650	36,400
Horticulture	8	800	1,848	800	800	800
Equipment	9	7,288	1,820	7,652	6,852	8,035
Plant & Equipment Maintenance	10	11,550	4,304	11,550	9,000	11,550
Vehicle Maintenance	11	3,080	4,924	3,234	3,234	3,400
Haulage and Fuel	12	9,900	6,576	10,395	6,000	10,900
Vehicle Tax and Insurance	13	641	645	710	600	780
Philadelphia Cemetery Maintenance	14	500	0	500	500	500
Interest on PWLB Loans	15	852	851	365	365	0
Capital Repayment on PWLB Loans	16	10,464	10,463	10,463	10,464	0
Treework Maintenance	17	6,815	6,165	7,156	7,156	7,500
Cemetery Roads Maintenance	18	3,600	0	3,780	3,780	4,000
Memorial Safety Advertising	19	500	395	395	625	500
Subscriptions	20	688	625	722	650	760
Broadband Internet	21	1,038	1,031	1,090	920	1,150
External Security re Summer Late Opening	22	0	14,276	0	6,484	0
Professional Fees	22	0	0	0	0	0
Officers Travel	23	0	0	0	0	0
COVID-19 Expenditure	24	0	0	0	0	0
Memorial Inspection Maintenance	25	10,000	3,390	10,000	5,000	10,000
Cemetery Approach Gdns Maintenance	26	5,000	2	5,000	2,000	5,000
Bees	27	500	60	500	400	500
New Electric Vehicle	28	0	0	0	2,190	0
Total Expenditure		523,313	422,228	523,673	514,395	448,685
INCOME						
Description	Item No.	2023/24 Budget	2023/24 Out-Turn	2024/25 Budget	2024/25 Budget Projected	2025/26 Budget
Interment Fees	1	82,326	67,716	79,333	54,944	50,297
Exclusive Right of Burials	2	38,775	26,968	33,296	19,071	18,607
Memorial Fees	3	22,478	23,952	26,390	17,537	18,452
Transfer of Exclusive Right of Burials	4	1,770	1,920	1,181	2,790	3,100
Hire of Chapel	5	770	385	462	578	640
War Graves	6	78	78	78	78	78
Cemetery Lodge Rent	7	5,912	5,940	6,178	6,336	6,528
Other Miscellaneous Income	8	2,000	4,185	2,000	524	500
Grants Receivable	9	0	0	0	0	0
Cemetery Improvement Fee	10	3,600	2,880	3,024	2,552	3,120
Disposal of Assets	11	0	0	0	0	0
Total Income		157,710	134,024	151,942	104,408	101,321

Draft Budget 2025 / 2026 Porthkerry Cemetery

EXPENDITURE							
Description	Item No.	2023/24 Budget	2023/24 Out-Turn	2024/25 Budget	2024/25 Out-Turn Projected	2025/26 Budget	
Salaries	1	15,000	15,000	15,000	15,000	15,000	
Officers Travel and Subsistance	2	0	0	0	0	0	
Property Maintenance and Improvements	3	6,000	4,055	4,000	1,253	1,500	
Haulage and Fuel	4	200	0	200	100	200	
COVID-19 Expenditure	5	0	0	0	0	0	
Miscellaneous	6	0	0	0	0	0	
Total Expenditure		21,200	19,055	19,200	16,353	16,700	
INCOME							
Description	Item No.	2023/24 Budget	2023/24 Out-Turn	2024/25 Budget	2024/25 Out-Turn Projected	2025/26 Budget	
Interment Fees	1	12,248	8,527	5,188	8,794	5,825	
Memorial Fees	2	1,967	3,271	2,557	747	535	
Porthkerry Agreement	3	14,079	14,763	15,501	15,501	15,842	
Other Income	4	0	0	0	0	0	
Total Income		28,294	26,561	23,246	25,043	22,202	

Draft Budget 2025 / 2026 Pioneer Hall

EXPENDITURE						
Description	Item No.	2023/24 Budget	2023/24 Out-Turn	2024/25 Budget	2024/25 Out-Turn Projected	2025/26 Budget
Salaries	1	31,500	32,560	34,500	32,900	35,250
Personal Hygiene Facilities	2	720	930	977	872	1,025
Personal Protective Equipment / Clothing	2	200	0	200	100	200
Cleaning Products	2	500	211	500	300	500
Rates	3	1,943	2,066	2,583	2,501	2,960
Water	4	495	397	520	471	550
Electricity	5	2,310	1,454	2,541	2,541	2,800
Gas	6	2,063	2,791	2,269	3,269	3,600
Alarm Line	7	264	167	252	40	505
Telephone Line	8	264	153	252	418	465
Broadband	9	422	752	403	822	845
Property Maintenance and Improvements	10	3,500	4,415	3,500	5,000	5,000
Equipment	11	500	318	500	1,500	1,500
Equipment Maintenance	12	500	0	500	200	500
New Play Equipment	13	3,000	0	1,000	300	1,000
Online Charges re Website Bookings	14	0	66	240	200	240
COVID-19 Expenditure	15	0	0	0	0	0
Other Professional Fees	16	0	704	0	626	700
Total Expenditure		48,181	46,984	50,737	52,060	57,640
INCOME						
Description	Item No.	2023/24 Budget	2023/24 Out-Turn	2024/25 Budget	2024/25 Out-Turn Projected	2025/26 Budget
Lettings	1	10,000	15,575	12,000	14,567	13,000
Total Income		10,000	15,575	12,000	14,567	13,000

Draft Budget 2025 / 2026 Community Building

EXPENDITURE						
Description	Item No.	2023/24 Budget	2023/24 Out-Turn	2024/25 Budget	2024/25 Out-Turn Projected	2025/26 Budget
Salaries	1	35,300	34,235	38,750	38,550	41,500
Personal Hygiene Facilities	2	450	216	176	174	185
Personal Protective Equipment / Clothing	3	100	0	100	100	100
Cleaning Products	4	600	176	600	500	600
Rates	5	2,236	2,274	2,501	2,389	2,510
Water	6	440	455	462	875	485
Electricity	7	5,511	2,078	6,062	2,500	6,670
Alarm Telephone Line	8	264	77	252	332	400
Property Maintenance and Improvements	9	1,500	5,130	1,500	4,000	5,000
Equipment	10	2,000	67	2,000	500	2,000
Equipment Maintenance	11	500	0	500	200	500
New Play Equipment	12	600	0	600	200	600
Broadband	13	462	551	655	500	525
COVID-19 Expenditure	14	0	0	0	0	0
Officers Travel and Subsistence	15	150	0	150	0	150
Community Groups Use of Hall (FOC)	16	1,800	800	1,800	1,000	1,800
Online Charges re Website Bookings	17	0	186	240	100	240
Other Professional Fees	18	0	713	0	642	700
Total Expenditure		51,913	46,958	56,349	52,562	63,965
INCOME						
Description	Item No.	2023/24 Budget	2023/24 Out-Turn	2024/25 Budget	2024/25 Out-Turn Projected	2025/26 Budget
Lettings	1	10,000	15,352	12,000	18,315	17,000
Total Income		10,000	15,352	12,000	18,315	17,000

Draft Budget 2025 / 2026 Corporate

EXPENDITURE							
Description	Item No.	2023/24	2023/24	2024/25	2024/25	2025/26	
		Budget	Out-Turn	Budget	Out-Turn Projected	Budget	
Subscriptions	9	10,403	10,309	10,925	10,610	10,930	
Councillors Training	10	4,000	554	4,000	1,500	4,000	
Staff Training	11	20,000	19,003	20,000	20,000	20,000	
Councillors Allowances	12	2,000	1,641	2,000	416	2,000	
Councillor Tablets	13	880	820	760	792	840	
Councillor Emails	14	440	414	435	460	490	
Staff Wellbeing Fund	15	500	0	500	500	500	
Long Service Award	18	500	0	1,000	700	0	
Total Expenditure		38,723	32,741	39,620	34,978	38,760	

Draft Budget 2025 / 2026 Corporate Engagement & Events

EXPENDITURE							
Description	Item No.	2023/24 Budget	2023/24 Out-Turn	2024/25 Budget	2024/25 Out-Turn Projected	2025/26 Budget	
Corporate Events - Christmas Lights	1	20,000	9,116	20,000	20,000	20,000	
Corporate Events - Festival of Lights	1	10,000	0	0	0	0	
Corporate Events - Christmas Events	1	0	9,234	10,000	9,200	10,000	
Corporate Events - Santa Fun Run	1	2,000	1,459	0	0	0	
Corporate Events - Christmas Charity Event	1	0	0	2,000	2,000	2,000	
Corporate Events - Family Fun Day	1	4,700	3,862	0	0	0	
Corporate Events - Community Events	1	0	0	20,000	18,370	20,000	
Corporate Events - Pride	1	550	250	0	0	0	
Corporate Events - Community Event Attendance	1	0	0	1,000	0	1,000	
Corporate Events - Miscellaneous	1	1,000	2,000	0	0	0	
Corporate Events - St David's Day Event	1	0	5,000	0	0	0	
Corporate Events - Staff Sustenance	1	0	0	500	200	500	
Corporate Events - Equipment and Storage	1	0	0	4,000	3,542	4,000	
Corporate Marketing and Communications	2	4,000	4,278	5,000	3,500	5,000	
Website Costs	7	2,000	1,000	2,000	1,000	2,000	
Corporate Projects - Town Centre Planters	1	8,000	8,000	8,000	7,200	8,000	
Corporate Projects - Barry Youth Action	1	3,000	590	3,000	3,000	3,000	
Corporate Projects - Community Plan	17	3,000	0	0	0	0	
Corporate Projects - Dementia Friendly Project	2	3,000	0	3,000	0	3,000	
Corporate Projects - Shop Local Campaign	4	10,000	10,000	10,000	10,000	10,000	
Corporate Projects - Fairtrade Campaign	8	1,000	1,000	0	0	0	
Corporate Projects - Sustainable Barry	16	10,000	2,000	0	0	0	
Corporate Projects - Globally Responsible Barry	16	0	0	11,000	5,580	11,000	
Corporate Projects - Arts, Culture & Entertainment	5	120,000	17,000	100,000	33,775	40,000	
Corporate Engagement	3	7,000	3,000	0	0	0	
Corporate Grants - Green Grants	5	4,300	2,000	4,000	4,000	4,000	
Corporate Grants - Christmas Meals	5	2,700	2,700	3,000	3,000	3,000	
Corporate Grants - Voluntary Organisations	5	25,000	14,232	15,000	15,000	15,000	
Corporate Grants - Small Business Grants	5	3,000	2,939	3,000	3,000	3,000	
Corporate Grants - Books for Schools	5	10,000	10,000	10,000	10,000	10,000	
Corporate Grants - King's Coronation Grants	5	10,000	9,900	0	0	0	
Corporate Grants - Arts, Culture & Entertainment Grants	5	30,000	15,642	20,000	20,000	20,000	
Total Expenditure		294,250	135,202	254,500	172,367	194,500	

Draft Budget 2025 / 2026 Civic Engagement & Events

EXPENDITURE							
Description	Item No.	2023/24 Budget	2023/24 Out-Turn	2024/25 Budget	2024/25 Out-Turn Projected	2025/26 Budget	
Civic Hospitality - Remembrance Sunday	1	1,300	98	5,000	1,800	5,000	
Civic Hospitality - Civic Service	1	1,000	1,786	2,000	1,600	2,000	
Civic Hospitality - Annual Meeting	1	350	715	650	487	650	
Civic Hospitality - Bryan Foley Award	1	350	0	400	400	400	
Civic Hospitality - Miscellaneous	1	0	669	0	0	0	
Civic Hospitality - Christmas Candle Service	1	0	0	50	50	50	
Civic Hospitality - Freedom of Town	1	0	0	500	500	500	
Mayor's Hospitality	2	500	0	500	500	500	
Mayor's Medallions	3	2,750	2,390	2,750	2,815	3,100	
Mayor's Chain Repairs	3	700	897	0	0	0	
Civic Regalia - Repairs and Servicing	3	0	0	2,000	1,491	2,000	
Photographical Services	4	250	0	0	0	0	
Mayor's Allowance inc. On Cost	5	1,619	1,602	1,619	1,602	1,610	
Deputy Mayor's Allowance inc. On Cost	6	500	574	500	500	500	
Mayor's Travel	7	500	0	4,000	100	500	
Mayor's Donations	8	500	307	500	500	500	
Mayor's Advertising	9	300	104	260	260	260	
Civic Gifts	10	500	0	250	0	250	
Total Expenditure		11,119	9,142	20,979	12,605	17,820	

Draft Budget 2025 / 2026 Special Projects

EXPENDITURE							
Description	Item No.	2023/24 Budget	2023/24 Out-Turn	2024/25 Budget	2024/25 Out-Turn	2024/25 Projected	2025/26 Budget
Cemetery Roads Improvement	1	22,500	22,500	22,500	22,500	22,500	22,500
Cemetery Benches	2	2,000	1,950	2,000	1,950	1,950	2,000
Total Expenditure		24,500	24,450	24,500	24,450	24,450	24,500