



**BARRY TOWN COUNCIL
CYNGOR TREF Y BARRI**

PURSUANT TO THE REQUIREMENTS OF THE BELOW STATUTORY PROVISIONS, NOTICE IS HEREBY GIVEN THAT A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE IS TO BE HELD ON A HYBRID BASIS IN THE COUNCIL CHAMBER, TOWN HALL, KING SQUARE, BARRY, CF63 4RW AND REMOTELY ON MONDAY 27 JANUARY 2025 COMMENCING AT 7.00 PM 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

A handwritten signature in black ink, appearing to read 'M Sims', written over a horizontal line.

Mark Sims
Acting Chief Officer

AGENDA

1. **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 hrs before the meeting).
3. **Well-being of Future Generations (Wales) Act 2015**
(To note)

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

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

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

4. **To approve the minutes of the Finance, Policy & General Purposes Committee held on 25 November 2024**
(Pages 1642 - 1648)

FINANCIAL REPORTS

5. **To receive a Budget Monitoring Report to 31 December 2024**
(Pages 1649 - 1652)

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

6. **To receive Schedule of Payment of accounts for January 2025**
(Pages 1653 - 1656)

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

7. **Recommendations for other Committees (Page 1657)**

- a. Halls Committee 7 October 2024 – Minute number A127

POLICY REPORTS

8. **GDPR Update (Verbal)**
9. **Date of Next Meeting**

The next scheduled meeting of the Finance, Policy & General Purposes Committee will be held on Monday 7 April 2025.

Distribution

Electronic notification of summons and front page Agenda to all Committee members. Email notification of electronic papers to all Barry Town Councillors (22). A full copy of the agenda and papers for this meeting (with the exception of confidential items) will be available at the Town Council Offices and on the Town Council Website – www.barrytowncouncil.gov.uk

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

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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.

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	01 April 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	10 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	10 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	10 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	10 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	03 February 2025	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	10 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	31 December 2024	Complete
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	Complete
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	Complete
F182	That the Written Statement be approved and officers are authorised to issue the Written Statement to the contract holder.	DCO	09 December 2024	Complete
F183	That the Council's Banking and Cash Management Services continue with Lloyds Commercial Banking Group.	DCO	09 December 2024	Complete

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	27 JANUARY 2025	AGENDA ITEM: 5
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BUDGET MONITORING REPORT 31 DECEMBER 2024

Report Author

Mark Sims, Acting Chief Officer

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

Background Information

On the following pages is the budget monitoring report December 2024, indicating actual income and expenditure up to the end of month nine 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 **£49,687** that will result in a net amount of £139,450 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 December 2024, indicating actual income and expenditure up to the end of month nine in the 2024/25 financial year, noting the projected underspend of **£49,687** for 2024/25 that will result in a net amount of £139,450 being transferred from reserves.

Budget Monitoring Report December 2024

Gross Income								
Description	Item No.	Budget 12 Months	Income 9 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	45,083		-39,438	84,521	62,065	-22,456
Exclusive Right of Burials	2	33,296	14,496		-18,800	33,296	19,328	-13,968
Memorial Fees	3	28,947	14,061		-14,886	28,947	19,056	-9,891
Transfer of Exclusive Right of Burials	4	1,181	1,890		709	1,181	2,520	1,339
Hire of Chapel	5	462	385		-77	462	513	51
War Graves	6	78	0		-78	78	78	0
Cemetery Lodge Rent	7	6,178	4,752		-1,426	6,178	6,336	158
Other Miscellaneous Income	8	2,000	387		-1,613	2,000	516	-1,484
Cemetery Improvement Fee	9	3,024	1,890		-1,134	3,024	2,520	-504
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	24,351		351	24,000	32,468	8,468
Total Income		219,188	136,631		-82,557	219,188	182,901	-36,287
Net Expenditure								
Description	Item No.	Budget 12 Months	Expenditure 9 Months	Committed Expenditure	Balance	Budget For Year	Year End Projections	Projected Variance
		£	£	£	£	£	£	£
Total Net Expenditure		1,486,149	992,198	491,160	2,790	1,486,149	1,436,462	49,687
Transfer to / (from) reserves		(189,137)				(189,137)	(139,450)	
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 9 months to 31 December 2024 of £992,198 and committed expenditure of £491,160 noting that an amount of £189,137 will be drawn down from reserves.								
Our projected out-turn for the year produces an underspend of £49,687 (£85,973 less expenditure with £36,287 less income). This will result in a net amount of £139,450 being transferred from reserves rather than transferring £189,137 from reserves.								

Budget Monitoring Report December 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	2,520	(2,000)	8,880
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	-	(210,005)	324,906
Total	876,437	81,555	(221,005)	736,987

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	27 JANUARY 2025	AGENDA ITEM: 6
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SCHEDULE OF PAYMENTS FOR JANUARY 2025

Report Author

Rachel Williams, Finance Administrator

Attached: A. Schedule of Payments of Accounts for January 2025
(3 pages)

Purpose of Report

To provide members with the schedule of payments for January 2025 consisting of cheque number 002989, direct debits and BACS payments, in the amount of £32,059.28 that is attached on the following pages.

Background 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 January 2025 consisting of cheque number 002989, direct debits and BACS payments, in the amount of £32,059.28 is attached for approval.

Recommendation

Members are requested to approve the schedule of payments for January 2025 consisting of cheque number 002989, direct debits and BACS payments, in the amount of £32,059.28 that is attached on the following pages.

Schedule of Payments of Accounts For January 2025

Chq No.	Supplier	Description	Net	Vat	Price (£)	Posted To
BACS	Construction Plant Services	Vehicle maintenance on Ausa Dumper and JCB Excavator	409.10	81.82	490.92	Cemetery/Vehicle Maintenance
BACS	Hays Specialist Recruitment Limited	Temp staff salary	711.66	142.33	853.99	M&S/Salaries
BACS	Frozen rainbows Barry	Supply dummy sweets for event prizes	155.52	0.00	155.52	Corporate/Barry Youth Action
BACS	Jason Parsons Joinery	Dismantle Grotto and Picket fencing	1100.00	0.00	1100.00	Corporate/Corporate Events
BACS	Newhall Janitorial	Cleaning products for Cemetery	150.16	30.03	180.19	Cemetery/Cleaning
BACS	Newhall Janitorial	Cleaning products for Halls	155.62	31.12	186.74	Pioneer Hall/Cleaning
BACS	Newhall Janitorial	Cleaning products for Office	96.42	19.28	115.70	M&S/Cleaning
BACS	Ran Hire	Camon C8 Cultivator - 28.11.24 to 29.11.24	78.00	15.60	93.60	Cemetery/Property Maintenance
BACS	Ran Hire	Labour examination 30.11.24	19.00	3.80	22.80	Cemetery/Equipment Maintenance
BACS	Tip Top Toilets	Event Unit storage November 2024	107.14	21.43	128.57	Porthkerry Cemetery/Property Maintenance
BACS	Employee no 217	Staff mileage claim	13.25	0.40	13.65	M&S/Officer travel
BACS	Employee no 218	Staff mileage claim	13.25	0.40	13.65	M&S/Officer travel
BACS	Auditel	Carbon Footprint Project 2023	465.00	93.00	558.00	M&S/Globally responsible
BACS	Jason Parsons Joinery	Supply internal door and latches for Cemetery Lodge	65.00	0.00	65.00	Cemetery/Property Maintenance
BACS	Masons	Storage for one container and insurance	41.36	7.09	48.45	M&S/Property Maintenance
BACS	Picnic Table Hire	Picnic table hire for Christmas event	550.00	110.00	660.00	Corporate/Corporate Events
BACS	Prospero Planning	Planning officer support for November 2024	137.50	27.50	165.00	M&S/Professional Fees
DD	Sage (UK) Ltd	Sage Payroll maintenance cover 01.12.24 - 31.12.24	140.00	28.00	168.00	M&S/Equipment Maintenance
BACS	Bro Radio	Barry Christmas Festival Stage Acts	760.00	0.00	760.00	Corporate/Corporate Events
BACS	Churches Fire	Fire Alarm Service December 24 - November 25	566.60	113.32	679.92	Cemetery/Property Maintenance
BACS	Employee no DR	Staff mileage claim	39.13	1.17	40.30	M&S/Officer travel
BACS	Caer Health	Occupational health review	383.00	0.00	383.00	M&S/Professional Fees
DD	Certas Energy	Diesel for use at Cemetery	940.50	188.10	1128.60	Cemetery/Fuel
BACS	CIPFA	CIPFA Public Finance Live Conference 14.11.24 MS	105.00	21.00	126.00	Corporate/Staff Training
DD	Lloyds Bank	Bank Charges 10.10.24 - 09.11.24	15.29	0.00	15.29	M&S/Bank Charges
DD	BNP Paribas	Quarterly office telecoms charges	424.57	84.91	509.48	M&S/Telephone
DD	Ecotricity	Electricity for Cemetery 01.11.24 - 01.12.24	127.64	6.38	134.02	Cemetery/Electricity
BACS	Hays Recruitment	Temp staff salary	923.91	184.78	1108.69	M&S/Salaries
DD	Grenke Leasing	Quarterly fee for photocopier	110.00	0.00	110.00	M&S/Photocopier
BACS	Microshade VSM	Citrix hosting package for the month of December 2024	947.33	189.47	1136.80	M&S/Citrix
BACS	Safestyle Security	Stewards for Remembrance Sunday Event	272.00	54.40	326.40	Corporate/Corporate Events
DD	SCG Wales	Monthly call charges for November 2024	22.67	4.53	27.20	M&S/Telephone
DD	SCG Wales	Monthly broadband charges for December 2024	318.43	63.69	382.12	M&S/Broadband
DD	SCG Wales	Support service for the month of December 2024	51.35	10.27	61.62	M&S/Equipment Maintenance
DD	British Gas	Gas bill 22.10.24 - 21.11.24	366.23	18.31	384.54	Cemetery/Electricity
DD	British Gas	Gas bill 22.10.24 - 21.11.24	158.13	7.90	166.03	Pioneer Hall/Electricity
DD	British Gas	Gas bill 29.10.24 - 28.11.24	498.60	99.72	598.32	Cemetery/Electricity
DD	Lloyds Cardnet	Cardnet charges for the month of November 2024	17.69	0.00	17.69	M&S/Bank Charges
BACS	S&G Air Conditioning Ltd	Air conditioning maintenance contract fee	380.00	76.00	456.00	Cemetery/Property Maintenance
BACS	Memorial Hall	Venue hire and facilities costs for Remembrance Sunday	200.00	40.00	240.00	Civic/Civic Hospitality
BACS	Memorial Hall	Hire of Glamorgan Suite for Mayor's charity end of year event	260.00	52.00	312.00	Civic/Mayors Donations
BACS	Hays Recruitment	Temp staff salary	187.28	37.46	224.74	M&S/Professional fees
BACS	Hays Recruitment	Temp staff salary	736.63	147.33	883.96	M&S/Professional fees
BACS	Hays Recruitment	Temp staff salary	561.84	112.37	674.21	M&S/Professional fees
BACS	Churches Fire	Emergency Lighting Service	110.81	22.16	132.97	Cemetery/Property Maintenance

Schedule of Payments of Accounts For January 2025

Chq No.	Supplier	Description	Net	Vat	Price (£)	Posted To
BACS	Churches Fire	Emergency Lighting Service	110.81	22.16	132.97	Pioneer Hall/Property Maintenance
BACS	Churches Fire	Fire Alarm Service	139.97	27.99	167.96	Pioneer Hall /Property Maintenance
BACS	Churches Fire	Rechargeable Back up Powerpack	31.50	6.30	37.80	Pioneer Hall/Property Maintenance
BACS	The Laundry Rooms	Washing of Table Cloths	15.75	0.00	15.75	Civic/Civic Hospitality
BACS	Tip Top Toilets	Hire of Portable Toilet	110.71	22.14	132.85	Porthkerry Cemetery/Property Maintenance
BACS	Insight Workplace Health	Annual Portal Fee	40.00	8.00	48.00	M&S/Health and safety
BACS	Express Welding & Engineering	Uplifting of fallen Xmas tree	150.00	30.00	180.00	Corporate/Corporate Events
BACS	ACAS	Behaviours at work seminar - Don Reynolds	125.00	0.00	125.00	Corporate/Staff Training
BACS	Audit Wales	2023/24 Audit Fees	200.00	0.00	200.00	M&S/Audit
BACS	CT Lewis	Hire of HIAB to Lift Xmas Tree	250.00	50.00	300.00	Corporate/Corporate Events
BACS	Ran Hire	Hire of Stihl Chains	42.34	8.47	50.81	Cemetery/Equipment
BACS	Ran Hire	Hire of Bobcat Mini Excavator	205.00	41.00	246.00	Cemetery/Property Maintenance
BACS	Ran Hire	Chainsaw Chain Oil	46.17	9.23	55.40	Cemetery/Equipment
BACS	Construction Plant Services	JCB - Exhaust Repaired	246.60	49.32	295.92	Cemetery/Equipment Maintenance
DD	My HR Toolkit	Subscription for December 2024	121.00	24.20	145.20	M&S/HR
DD	British Gas	Gas 15 Nov 2024 -14 Dec 2024	468.42	23.42	491.84	Pioneer Hall/Gas
DD	Culligan UK	Rental of Freestanding Water Dispenser	43.32	8.66	51.98	M&S/Equipment Maintenance
DD	BT	Broadband Nov 2024	41.90	8.38	50.28	Cemetery/Broadband
DD	BT	Broadband Dec 2024	41.90	8.38	50.28	Cemetery/Broadband
DD	BT	Broadband Oct 2024	41.90	8.38	50.28	Cemetery/Broadband
DD	BT	Telephones charges	132.60	26.52	159.12	Cemetery/Telephones
DD	BT	Broadband Oct/Nov/Dec 2024	165.21	33.04	198.25	Cemetery/Broadband
DD	Lloyds Bank	November Bank Charges	166.50	0.00	166.50	M&S/Bank Charges
DD	BIFFA	Skip hire and excess tonnage charge	189.65	37.93	227.58	Cemetery/Property Maintenance
DD	PHS	Personal Hygiene Services	27.16	5.43	32.59	M&S/Hygiene
DD	PHS	Personal Hygiene Services	41.61	8.32	49.93	CACC/Hygiene
DD	PHS	Personal Hygiene Services	161.82	32.36	194.18	Cemetery/Hygiene
DD	PHS	Personal Hygiene Services	216.19	43.24	259.43	PH/Hygiene
BACS	Dops Paint Merchant	Paint for refurbishment of Pioneer Hall	94.48	18.90	113.38	Pioneer Hall/Property Maintenance
DD	UK Fuels	Unleaded Fuel	111.89	22.38	134.27	Cemetery/Fuel
BACS	Employee no 217	Mileage - November 2024	11.99	0.36	12.35	M&S/Officer travel
DD	Viking	Copy paper	68.93	3.79	72.72	M&S/Stationery
DD	Viking	AAA Bateriaes,A4 paper	38.44	7.69	46.13	M&S Stationery
DD	Viking	Coffee	28.99	0.00	28.99	Cemetery/Miscellaneous
DD	Viking	Brochure Holder	21.98	4.40	26.38	Corporate/Corporate Events
DD	Viking	Various stationery supplies	99.51	19.90	119.41	M&S/Stationery
DD	Viking	Various stationery supplies	67.89	13.58	81.47	M&S/Stationery
BACS	Virgin Media	Broadband at Pioneer Hall	68.75	13.75	82.50	Pioneer Hall/Broadband
BACS	Glamorgan Star	Grave announcement for 26th Dec	125.00	25.00	150.00	Cemetery/Advertising
DD	Viking	Storage Boxes A4 paper	64.42	12.88	77.30	M&S/Stationery
DD	British Gas	Electricity charges 22 Nov - 21 Dec 2024	145.94	7.29	153.23	Pioneer Hall/Electricity
DD	British Gas	Electricity charges 22 Nov - 21 Dec 2025	448.11	89.62	537.73	Cemetery/Electricity
BACS	Glamorgan Star	Mayors Christmas Advertisement	100.00	20.00	120.00	Civic/Advertising
DD	Screwfix	Red/White Barrier Tape	8.65	1.73	10.38	Corporate/Corporate Events
DD	Screwfix	White metal paint and door Hinges	20.40	4.08	24.48	Cemetery/Property Maintenance

Schedule of Payments of Accounts For January 2025

Chq No.	Supplier	Description	Net	Vat	Price (£)	Posted To
DD	Screwfix	Site Trench Wellies	22.99	0.00	22.99	Cemetery/PPE
DD	Screwfix	800x200x35mm Grab Rail	85.95	17.19	103.14	Cemetery/Equipment Maintenance
DD	Screwfix	Site Boots for Cemetery staff	34.99	0.00	34.99	Cemetery/PPE
DD	Screwfix	PU Palm Dip Gloves (10 Pk)	4.99	1.00	5.99	Cemetery/PPE
BACS	Workshop Kitchen	Buffet for 25ppl	200.00	0.00	200.00	Corporate/Shop Local
DD	Sage (UK) Ltd	Sage Payroll maintenance cover 01.01.25 - 31.01.25	140.00	28.00	168.00	M&S/Equipment Maintenance
BACS	Tudur Jones	Welsh translation	415.98	0.00	415.98	M&S/Welsh Translation
DD	Ecotricity	Electricity for Cemetery 01.12.24 - 01.01.25	128.71	6.44	135.15	Cemetery/Electricity
BACS	Masons	Storage for one container and insurance	41.36	7.09	48.45	M&S/Property Maintenance
BACS	Churches Fire	Intruder Alarm system and monitoring thereof	510.24	102.05	612.29	Pioneer Hall/Property Maintenance
BACS	Churches Fire	Intruder Alarm system and monitoring thereof	348.90	69.78	418.68	Cemetery/Property Maintenance
BACS	Churches Fire	Monitoring of Intruder System 01/02/2025-31/01/2026	363.36	72.67	436.03	Cemetery/Property Maintenance
BACS	Churches Fire	Intruder Alarm system 01/02/2025-31/01/2026	69.78	13.96	83.74	Cemetery/Property Maintenance
BACS	Churches Fire	Fire alarm Service Fixed value and Intruder alarm system	146.15	29.23	175.38	Cemetery/Property Maintenance
BACS	Auditel	Carbon Footprint Project 2023	465.00	93.00	558.00	Corporate/Globally responsible
DD	Viking	Stationary supplies	17.78	3.56	21.34	M&S/Stationery
BACS	Clear Skies	BACAS Support 01/01/2025 - 31/12/2025	3024.80	604.96	3629.76	M&S/BACAS
BACS	Ran Hire	UNF Nut and Bolts	3.80	0.76	4.56	Cemetery/Equipment Maintenance
BACS	Glamorgan Star	Coping with Bereavement Advert December Edition	90.00	18.00	108.00	Corporate/Advertising
BACS	Employee no 225	Mayor's London Visit 23/12/2024 Travel and refreshments	102.25	0.00	102.25	M&S/Officer travel
BACS	Employee no 226	Staff mileage claim	44.18	1.32	45.50	M&S/Officer travel
BACS	Employee no 219	Travel to London 23/12/2024	11.58	2.32	13.90	M&S/Officer travel
BACS	Employee no 219	Staff mileage claim	38.82	1.16	39.98	M&S/Officer travel
BACS	NAMM	Membership subscription January - December 2025	220.00	44.00	264.00	Corporate/Subscriptions
BACS	Microshade VSM	Citrix hosting package for the month of January 2025	1002.82	200.56	1203.38	M&S/Citrix
BACS	Prospero Planning	Planning officer support for November 2024	742.50	148.50	891.00	M&S/Professional Fees
BACS	Employee no 185	Staff mileage claim	51.35	0.00	51.35	M&S/Officer travel
BACS	Friends & Neighbours	Deputy Mayor & Consort to attend Christmas event	56.00	0.00	56.00	Civic/Mayors Donations
2989	Petty Cash	Reimburse petty cash account	263.15	0.00	263.15	M&S/Petty Cash
Total For This Period			27638.44	4420.84	32059.28	
Total from previous period			52216.92	6860.44	59077.36	
Total to 27 January 2025			79855.36	11281.28	91136.64	

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	27 JANUARY 2025	AGENDA ITEM: 7
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RECOMMENDATIONS FROM OTHER COMMITTEES (HALLS COMMITTEE 7 OCTOBER 2024)

Report Author

Mark Sims, Acting Chief Officer

Purpose of Report

To provide members with a recommendation from the Halls, Cemeteries and Community Facilities Committee meeting held on 7 October 2024.

Background Information

At the Halls, Cemeteries and Community Facilities Committee meeting held on 7 October 2024 Members received a report advising that following a Fire Risk Assessment it was noted that the Pioneer Hall only houses smoke detectors and does not have a fire alarm system. In order to comply with current fire safety regulations, it is advised that an A-type BS5839 Pt 1 Type A fire alarm system should be installed with manual call points and sounders throughout the property.

Three firms had been contacted and provided quotes.

The Chair commented that local businesses had provided quotations which also aligns with the Council's Corporate Plan to support local businesses.

Minute number A127 **RESOLVED: That quote no 3 be accepted for the Pioneer Hall fire alarm system and that a RECOMMENDATION is sent to the Finance, Policy and General Purposes Committee to authorise an additional amount of £1,690 from the General Reserve for the purchase of the fire alarm system for the Pioneer Hall.**

Recommendation

Members are requested to receive the Recommendation from the Halls, Cemeteries and Community Facilities Committee and authorise an additional amount of £1,690 from the General Reserve for the purchase of the fire alarm system for the Pioneer Hall.