



**BARRY TOWN COUNCIL
CYNGOR TREF Y BARRI**

PURSUANT TO THE REQUIREMENTS OF THE BELOW STATUTORY PROVISIONS, NOTICE IS HEREBY GIVEN THAT A MEETING OF EXTRAORDINARY 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 30 JUNE 2025 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
Acting Chief Officer**

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

TOWN HALL, KING SQUARE, HOLTON ROAD, BARRY, CF63 4RW Tel: (01446) 738663 Email: info@barrytowncouncil.gov.uk	NEUADD Y DREF, SGWÂR Y BRENIN, HEOL HOLTON, Y BARRI, CF63 4RW Ffôn: (01446) 738663 Ebost: info@barrytowncouncil.gov.uk
--	--

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 Wilkinson has been granted dispensation to speak and vote on matters relating to the Local Development Plan.

Councillor Wilkinson has been granted dispensation to speak and vote on matters at VOG and BTC meetings where issues are raised (including budgets) relating to Gwenfo and Cadoxton Primary Schools and St Richard Gwyn High School.

Councillor Johnson has been granted dispensation to speak and vote on matters relating to Arts and Events when being discussed at both VOG and BTC meetings.

Councillor Johnson has been granted dispensation to speak and vote on matters relating to Community Centres when being discussed at both VOG and BTC meetings.

Councillor Johnson has been granted dispensation to allow them to speak and vote on matters relating to Sports Facilities within the VOG when being discussed at both VOG and BTC meetings.

Councillor Hennessy has been granted dispensation to speak, vote and remain in meetings when matters relation to Community Centres are to be discussed, and speak only when financial matters relating to Celtic Way Community Centre, Rhoose, are to be discussed at VOG and BTC meetings.

Councillor EJ Goodjohn has been granted dispensation to speak, vote and remain in meetings when matters relating to Community Centres are to be discussed, and speak only when Financial matters relating to Buttrills Community Centre, Barry are to be discussed at VOG and BTC meetings.

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

TO NOTE: That the Wellbeing of Future Generations (Wales) Act 2015 imposes a duty on the Town Council 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 needs.

4. To approve and sign the minutes of the Extraordinary meeting of Full Council held on Monday 23 June 2025

(Pages 2492-2494)

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 and Guidance. 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 Halls, Cemeteries and Community Facilities meeting held on 2 June 2025 and to give consideration to any recommendations therein.

(Pages 2495-2499)

10. To receive and note the minutes of the Planning Committee meetings held on 20 May 2025 and 10 June 2025 and to give consideration to any recommendations therein.

(Pages 2500-2512)

11. To receive and note the minutes of the Planning for Barry Sub Committee meeting on 10 June 2025 and to give consideration to any recommendations therein.

(Pages 2513-2515)

12. To receive and note the minutes of the Personnel Committee held on 16 June 2025 and to give consideration to any recommendations therein.

(Pages 2516-2525)

13. To receive and note the minutes of the Shop Local (Advisory) Committee held on 17 June 2025 and to give consideration to any recommendations therein.

(Pages 2526-2530)

14. To receive and note an update of the Barry Youth Council held on 18 June 2025 and to give consideration to any recommendations therein.

(Pages 2531)

15. To receive and note the minutes of the Globally Responsible Committee meeting held on 23 June 2025 and to give consideration to any recommendations therein.

(TO FOLLOW)

FINANCE

16. To receive a Budget Monitoring Report to 31 May 2025

(Pages 2532-2535)

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

17. To approve the Schedule of Payments for June 2025

(Pages 2536-2542)

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

18. To approve the draft Town Council Accounts and Annual Return for the year ending 31 March 2025

(Pages 2543-2557)

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

19. To adopt the Internal Controls Statement

(Pages 2558-2561)

GOVERNANCE

20. To agree the Schedule of Town Council Meetings for 2025/26

(Pages 2562-2563)

21. New Privacy and GDPR Policy (Pages 2564-2573)

22. Date of Next Meeting

The next scheduled meeting of the Full Council will be held on Monday 28 July 2025.

23. 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.

24. Urgent Actions (Pages 2574-2576)

Distribution

The Mayor (Councillor Dennis Clarke) plus all other Town Councillors (22)
Others (Barry & District News, Barry Police, Glamorgan Star and Barry Library) (4)

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

BARRY TOWN COUNCIL

MINUTES OF AN EXTRAORDINARY MEETING OF THE COUNCIL HELD ON FRIDAY, 23 JUNE 2025 AT 6.00 PM

PRESENT: The Mayor (Councillor Clarke) together with Councillors Aviet, Brooks, Davies-Powell, Drake, EJ Goodjohn, ES Goodjohn, Hennessy, N Hodges, S Hodges, Iannucci-Williams, Johnson, Payne, Perkes, Thomas, William and Wilkinson.

ALSO PRESENT:

Chris Mason – Engagement & Events Team Manager
Kathryn Thomas – Office Team Leader

568. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Ball, Charles, Collins & Dancey

569. **DECLARATIONS OF INTEREST**

There were no declarations of interest received.

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

*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.***

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

571. **TO APPROVE AND SIGN THE MINUTES OF THE EXTRAORDINARY FULL COUNCIL MEETING HELD ON 13 JUNE 2025**

RESOLVED: That the minutes of the Extraordinary Full Council Meeting held on 13 JUNE 2025 be approved and signed as a correct record.

572. **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.

573. **NEW CHIEF OFFICER**

Members received a verbal report from the Chair of Personnel Committee regarding negotiations with the selected candidate for the position of Chief Officer (Town Clerk).

The Chair of Personnel confirmed that the Recruitment Panel had reconvened following a period of negotiations and agreed that the selected candidate should be offered a starting salary of SCP 52, which is £65,943 pending the April 2025 Local Government Pay Award, and the original Minutes from 13 June 2025 should be amended accordingly.

Councillor S Hodges proposed the suspension of Standing Order 7, which relates to the reversal of previous resolutions. Standing Order 37a gives provision for the suspension of non-statutory Standing Orders. This proposal was seconded, and passed by a unanimous vote.

It was confirmed that the salary range for this post remains unchanged from that which was advertised, being at LC4 SCP 50 – 54 (£62,377 - £70,065 pending pay award).

Councillors Perkes and S Hodges confirmed that they are confident that the selected candidate is the right choice for Chief Officer and is being appointed at the correct grade.

Members voted on the appointment of the selected candidate to the post of Chief Officer (Town Clerk) with a commencing salary of SCP 52 (£65,943), which was a unanimous vote.

RESOLVED THAT:

1. Standing Order 7 be suspended for the duration of this meeting.
2. The selected candidate be offered the post of Chief Officer (Town Clerk) at scale SCP 50 - 54 (£62,377 - £70,065 pending pay award), with a commencing salary of SCP 52.

The meeting ended at 6.14 pm.

Signed
(Town Mayor)

Dated

ACTION SHEET - FULL COUNCIL - 13 June 2025

Minute No	Action to be taken	Action to be taken by	Date action to be carried out	Progress
567	The selected candidate be offered the post of Chief Officer (Town Clerk) at scale (SCP 50-54) £62,377 - £70,065 pending pay award, with a commencing salary of SCP 50.	E&E Team Manager	14.06.25	Completed

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

(a) the names of the members who attended the meeting, and any apologies for absence;

(b) any declarations of interest;

(c) any decision taken at the meeting, including the outcomes of any votes.

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

BARRY TOWN COUNCIL

MINUTES OF A MEETING OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE HELD ON MONDAY 2 JUNE 2025 AT 7:00PM

PRESENT: Councillor N Hodges (Chairperson) together with Councillors Aviet, Dancey, Hennessy, Iannucci-Williams and McKinney.

ALSO PRESENT: Mark Sims – Acting Chief Officer
Lyndsey Thomas – Administrator
Courtney Parker – Administrator
Councillor S Hodges – Observer
Councillor Payne – Observer

A158. APOLOGIES FOR ABSENCE

Cllr E J Goodjohn.

A159. DECLARATIONS OF INTEREST

None were received.

A160. WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015

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

A161. TO APPROVE THE MINUTES OF THE MEETING OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE HELD ON 24 MARCH 2025

RESOLVED: that the minutes of the meeting of the Halls, Cemeteries and Community Facilities Committee held on 24 March 2025 be approved and signed as a correct record.

A162. BUDGET MONITORING REPORT TO 31 MAY 2025

Members were provided with a report outlining the Committee's income and expenditure in the 2025/26 financial year as at the end of May 2025.

The Acting Chief Officer pointed out the report notes a projected net underspend for the year of £533.

RESOLVED: that the budget monitoring report to May 2025 be received noting the projected net underspend of £533 in 2025/26.

A163. TRANSFER OF EXCLUSIVE RIGHT OF BURIAL

RESOLVED: that the Transfer of Exclusive Right of Burial (1588 – 1607 inclusive) be granted to those named on each transfer request.

A164. GRANTS OF EXCLUSIVE RIGHT OF BURIAL

RESOLVED: that the Grants of Exclusive Right of Burial (14046 – 14053 inclusive) be granted to those named on the interment forms.

A165. CEMETERIES UPDATE

The Acting Chief Officer presented the report to the committee.

Councillor Hennessy asked if the Council makes money from the excavated rock in the Cemetery rock tip.

The Chair confirmed that the Council do not make money from the rock as the process of grinding it down to a sellable quality would cause a lot of unpleasant noise for those in the Cemetery and also the neighbours.

Councillor Payne asked if Cemetery events could be shared more on social media platforms, to ensure a large audience reach.

The Chair congratulated the staff that attended the recent Cemetery Open Day, noting that it showed the Cemetery in a positive light.

RESOLVED: That the report is received and noted.

A166. FACILITIES UPDATE

The Acting Chief Officer presented the report.

The Chair told the committee that he recently attended an event at the Pioneer Hall and the regular hirers fully praise the hall and facilities there.

RESOLVED: That the report is received and noted.

A167. HAND DRYER INSTALLATION AND DISPENSER STANDARDISATION

The committee unanimously agreed with the recommendations of the report.

RESOLVED:

- 1. That the report is received and noted.**
- 2. That members approved the purchase and installation of hand dryers.**
- 3. That members approved the standardisation of toilet roll dispensers.**

A168. DATE OF NEXT MEETING

RESOLVED: that the next meeting of the Halls, Cemeteries and Community Facilities Committee will be held on Monday 15 September 2025.

A169. 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.

A170. CEMETERY ROADS RESURFACING TENDERS

The Acting Chief Officer presented the report to the committee.

Members unanimously agreed to the suggested costs.

RESOLVED:

1. That members received and noted the report.
2. That the proposed additional costs of £960 are agreed with a virement from the MD Cemetery/Property Maintenance expenditure heading.

A171. CEMETERY TREES

Members discussed the report and the options that were presented to them.

RESOLVED:

1. That members received and noted the report.
2. That Quotations 1 and 2 are accepted for the suggested works.
3. That the costs associated to Quotation 4 be included in the draft budget for 2026/27 (including an inflationary uplift).

RECOMMENDATION

4. That a report is sent to the meeting of the Finance, Policy & General Purposes committee on 21st July 2025 to request additional funds to proceed with the suggested works from Quotation 3.

A172. TOWN CENTRE PLANTERS

The Acting Chief Officer presented the report to the committee, based on a suggestion from the Globally Responsible Committee.

RESOLVED: That the Globally Responsible Committee is informed that Barry Town Council does not have the capacity or the resources to take on the maintenance and watering of the Town Centre Planters.

A173. STAFFING MATTERS

Members received a report providing an update on staffing at the Cemetery.

RESOLVED: That the report is received and noted.

Meeting Closed at 7:38pm

Signed (Chairperson) Dated

FOR INFORMATION ONLY

ACTION SHEET - HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE - 2 JUNE 25

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
A167(2)	That members approved the purchase and installation of hand dryers.	FM		Completed
A167(3)	That members approved the standardisation of toilet roll dispensers.	FM		Completed
A170(2)	That the proposed additional costs of £960 are agreed with a virement from the MD Cemetery/Property Maintenance expenditure heading.			
A171(2)	That Quotations 1 and 2 are accepted for the suggested works.			
A171(3)	That the costs associated to Quotation 4 be included in the draft budget for 2026/27 (including an inflationary uplift).			
A171(4)	That a report is sent to the meeting of the Finance, Policy & General Purposes committee on 21st July 2025 to request additional funds to proceed with the suggested works from Quotation 3.			
A172	That the Globally Responsible Committee is informed that Barry Town Council does not have the capacity or the resources to take on the maintenance and watering of the Town Centre Planters.			

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

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

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

BARRY TOWN COUNCIL

MINUTES OF A MEETING OF THE PLANNING COMMITTEE HELD ON TUESDAY 20 MAY 2025 AT 7:00PM

PRESENT: Councillor S Hodges (Chairperson) plus Ball, Clarke (Town Mayor – Ex-Officio), Collins, Davies-Powell, E S Goodjohn, Hennessy and Thomas.

ALSO PRESENT: Mark Sims – Acting Chief Officer
Courtney Parker – Administrator
Councillor Johnson – Observer

PL366. **APOLOGIES FOR ABSENCE**

Councillor E J Goodjohn.

PL367. **TO RECEIVE DECLARATIONS OF INTEREST UNDER THE
COUNCIL'S CODE OF CONDUCT**

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.

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.

PL368. **WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015**
RESOLVED: That the Well-being for Future Generations (Wales) Act 2015 be received and noted.

PL369. **TO APPROVE THE MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 29 APRIL 2025**
RESOLVED: That the minutes of the Planning Committee's meeting held on 29 April 2025 be approved and signed as a correct record.

PL370. **TO CONSIDER PLANNING APPLICATIONS**

a) Planning Application No. 2024/00840/FUL

Location: 33 Churchfields, Barry

Development: Replace existing 2m high wooden fence with metal fencing 2m in height

Councillor Davies-Powell commented that the proposed is not in keeping with the character of the surrounding area.

RESOLVED: Objection raised to the provision of a metal fence, which is considered visually unacceptable and uncharacteristic of the surrounding residential area

b) Planning Application No. 2025/00059/FUL

Location : 5 Beatty Close, Barry

Development: 500mm Raised ground with concrete brickwork retaining wall, erect 1.8m timber fencing

Councillor E S Goodjohn commented that the proposed isn't a huge change and doesn't appear to be overbearing, however understands this may be matter of opinion that will be decided by the case officer.

RESOLVED: No Objection subject to the Case Officer ensuring that the proposal will not have an overbearing impact on the neighbouring property.

c) Planning Application No. 2025/00072/LBC

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

Development: New 3-storey extension to existing care home with minimal structural modifications to main building to provide corridor links

Councillor Johnson commented that there have previously been multiple applications from this applicant and reiterated the

importance of ensuring that any new proposals are in keeping with the character of the existing building, given its listed status.

RESOLVED: No objection subject to suitable materials being used that are in keeping with the existing features of the building.

d) Planning Application No. 2025/00231/FUL

Location: 124 Queen Street, Barry

Development: Demolition of internal chimney breast at ground floor level up to first floor level

RESOLVED: That Application 2025/00231/FUL be received and noted.

e) Planning Application No. 2025/00282/ADV

Location: Papa Johns, 46 Holton Road, Barry

Development: Proposed new shopfront, signage and extract of canopy to rear.

RESOLVED: No Objection.

f) Planning Application No. 2025/00297/FUL

Location: 2 The Bungalow, Waycock Road, Barry

Development: Conversion of a detached double-garage/outbuilding to a non-permanent bed and breakfast holiday accommodation;

Councillor Hennessy commented that he is satisfied with the amendments that have been made.

RESOLVED: No objection, provided the case officer is satisfied that the proposal is not contrary to any policy considerations and restricted to holiday accommodation to ensure the conversion does not result in the creation of a new residential unit within the countryside.

g) Planning Application No. 2025/00320/FUL

Location: 70 Lakin Drive, Barry

Development: Install bay windows to the first floor level of the front elevation

RESOLVED: No Objection.

h) Planning Application No. 2025/00329/FUL

Location: 21 Ewenny Close, Barry

Development: Small front extension including a new entrance lobby. Single storey rear extension.

RESOLVED: That Application 2025/00329/FUL be received and noted.

i) Planning Application No. 2025/00357/FUL

Location: 6 Heol Gylfinr, Barry

Development: Erect a storm porch to the front elevation

RESOLVED: No Objection.

j) Planning Application No. 2025/00361/FUL

Location: 70 Holton Road, Barry

Development: Installation of security shutters to front of shop.

Councillor Collins commented that it would be positive to see the building brought back into use, as it is currently in a neglected state with broken windows.

RESOLVED: No Objection with the suggestion that the use perforated shutters is welcomed. In addition to the shutters being set within the shopfront and not projecting any further forward than the pilasters.

k) Planning Application No. 2025/00370/FUL

Location: 29 Dock View Road, Barry

Development: Residential Development of 3 no. flats on vacant site

Councillor Collins commented that the property has been empty and overgrown for a long period of time therefore would like to see it put back to use but went on to express slight concerns regarding parking issues.

RESOLVED: No objection in principle however concerns were raised in regards to potential parking issues.

l) Planning Application No. 2025/00385/FUL

Location: 102 Colcot Road, Barry

Development: Proposed single storey side and rear extensions to form granny annexe and to enlarge kitchen. Proposed roof conversion to form additional bedroom including hip to gable and rear dormer with Juliet balcony.

Councillor Hennessy requested to see the proposed plans.

The acting chief officer present the plans to the committee

Councillor Hennessy went on to add that the proposed development appears to be too high.

Councillor Thomas agreed, adding that the height is likely to result in overlooking issues.

RESOLVED: No objection, although the proposed dormer does appear to dominate the roof slope and it is recommended that the scale is reduced.

m) Planning Application No. 2025/00395/ADV

Location: Natwest Bank, 117 Holton Road, Barry

Development: ATM tablet signage

RESOLVED: No Objection.

n) Planning Application No. 2025/00413/FUL

Location: 149 Westward Rise, Barry

Development: Proposed first floor extension over existing garage.

The Chair expressed that her primary concern is the stairwell leading to the first floor, which protrudes noticeably and would become a dominant feature on the front of the property.

Councillor Davies-Powell commented that the proposal may be intended to create a self-contained unit within the property.

RESOLVED: Objection raised due to the proposed stairwell not being in keeping with the front of the property.

o) Planning Application No. 2025/00419/FUL

Location: 10 Millwood Rise, Barry

Development: Proposed first floor side extension over the existing single storey lean-to extension.

Councillor Ball stated that he sees no problems with the proposed application as a precedent has already been set within the area.

RESOLVED: No Objection.

p) Planning Application No. 2025/00424/FUL

Location: 44 Pontypridd Road, Barry

Development: Single storey extension to rear of existing domestic bungalow.

RESOLVED: No Objection.

PL371. **TO CONSIDER TABLED APPLICATIONS**

None received.

PL372. **LOCAL PLANNING AUTHORITY DECISIONS**

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

The chair moved agenda items numbers 8 and 9 to the last items.

PL373. **APPLICATIONS DEALT WITH UNDER DELEGATED POWERS – FOR INFORMATION ONLY**

None received.

PL374. **DATE OF NEXT MEETING**

RESOLVED: That the date of the next Planning Committee is scheduled for Tuesday 10 June 2025.

Councillors E S Goodjohn and Hennessy left the meeting at 7:29pm

PL375. **NOTIFICATION OF PREMISES LICENCE APPLICATIONS**

Application for a Premises Licence – Coastal Coffee, 2 Paget Road, Barry, CF62 5TQ

RESOLVED: That the application for a Premises Licence – Coastal Coffee, 2 Paget Road, Barry, CF62 5TQ be received and noted.

Application for a Premises Licence – Greek Island, 202 Holton Road, Barry

Councillor Collins commented that concerns had been raised previously regarding the sale of alcohol taking place directly opposite a primary school, however as the school is typically closed by 4oclock she doesn't see this being an issue.

Councillor Johnson agreed, adding that there are already nearby establishments licensed to sell alcohol.

RESOLVED: No Objection.

PL376. **DOMOMINOS 15 – 17 HOLTON ROAD, BARRY CF63 4HA
PREMISES LICENCE APPLICATION - HEARING DECISION &
AGREED CONDITIONS**

Councillor Johnson informed the Committee that he had attended the Licensing Sub-Committee in his capacity as a Vale of Glamorgan Member. He provided a brief update, noting that Barry Town Council's Planning Committee had raised points and concerns similar to those expressed by others. He reported that the first four licensing conditions had been requested by the police, while two additional conditions were proposed by Barry Town Council's Planning Committee. Councillor Johnson added that any complaints regarding non-compliance with these conditions would be addressed through the appropriate channels.

The Chair informed the committee that she had viewed the proceedings of the Licensing Sub-Committee and found the session to be highly informative and had gained valuable insight

RESOLVED: That the report and verbal update be noted.

Meeting closed at 7.38pm.

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

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

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

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

BARRY TOWN COUNCIL

MINUTES OF A MEETING OF THE PLANNING COMMITTEE HELD ON TUESDAY 10 JUNE 2025 AT 7:00PM

PRESENT: Councillor S Hodges (Chairperson) plus Ball, Clarke (Town Mayor – Ex-Officio), Collins, E S Goodjohn, E J Goodjohn, Hennessy and Thomas.

ALSO PRESENT: Mark Sims – Acting Chief Officer
Courtney Parker – Administrator

PL377. **APOLOGIES FOR ABSENCE**

Councillor Davies-Powell.

PL378. **TO RECEIVE DECLARATIONS OF INTEREST UNDER THE
COUNCIL'S CODE OF CONDUCT**

None received.

PL379. **WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015**

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

PL380. **TO APPROVE THE MINUTES OF THE PLANNING COMMITTEE
MEETING HELD ON 20 MAY 2025**

RESOLVED: That the minutes of the Planning Committee's meeting held on 20 MAY 2025 be approved and signed as a correct record.

PL381.

TO CONSIDER PLANNING APPLICATIONS

a) Planning Application No. 2025/00420/FUL

Location: Jenner Park, Barry Town Association Football Club, Barry Road, Barry

Development: Installation of Video Assistant Referee (VAR) Infrastructure comprising the construction of 1no. timber kiosk (Video Operations Room) and associated development foundations

RESOLVED: No objection.

b) Planning Application No. 2025/00446/FUL

Location : Roys Toys, 93 Main Street, Barry

Development: Change of use of ground floor from retail use to A3 use with fume extraction system

The Chair informed the committee that a previous application to convert the property into housing had been refused.

Councillor Hennessy requested to view the proposed plans.

The Acting Chief Officer then presented the plans to the committee.

Councillor Thomas raised concerns about past issues associated with the property.

The Chair also noted that parking is already problematic in the area at certain times, as people often gather to collect food from nearby takeaways.

Councillor Collins agreed adding that she doesn't see the need for another take away in the area and would like to see the property kept for retail use.

RESOLVED: No objection, provided that the proposal is in keeping with the surrounding area and complies with Policy MG15.

c) Planning Application No. 2025/00451/FUL

Location: 53 Cwm Barry Way, Barry

Development: Single storey extension to the front, side and rear elevations

Councillor Ball noted that the property is a large semi-detached home, and that neighbouring properties have undertaken similar alterations.

RESOLVED: No objection.

PL382. **TO CONSIDER TABLED APPLICATIONS**

a) Planning Application No. 2025/00269/FUL

Location: 2, Hazledene Close, Barry

Development: Proposed detached flat roof garden room.

Councillor E J Goodjohn noted that the applicant seems to be addressing an ongoing issue at the property, given that there have been previous applications and expressed no objection to the current proposal.

RESOLVED: No objection.

b) Planning Application No. 2025/00314/FUL

Location : 13, Carmarthen Close, Barry

Development: Double dormer loft conversion with 3 bedrooms and 1 bathroom

Councillor E S Goodjohn acknowledged that the proposed application does seem quite large and understands that concerns may be raised. However, he believes that due the location the development is unlikely to result in any overlooking issues.

The Chair commented that neighbours have done similar however expressed reservations about the overall size of the proposed development.

Councillor Thomas agreed, adding that she believes the scale of the development should be reduced.

RESOLVED: No objection in principle, as a precedent has already been set in the area. However, it is suggested that the scale of the proposed development be reconsidered.

c) Planning Application No. 2025/00472/FUL

Location: 73 Colcot Road, Barry

Development: Proposed single storey extension to rear of existing domestic dwelling house

RESOLVED: No objection.

d) Planning Application No. 2024/00991/FUL/LF

Location: St Nicholas, Romilly Park Road, Barry

Development: Demolish existing front garage, construct new front & rear two storey extensions

RESOLVED: No objection.

e) Planning Application No. 2025/00479/FUL

Location: 10, Melyn Y Gors, Barry

Development: Proposed First Floor Extension to Side over Existing Living Room

The Chair stated that she sees nothing contentious in the proposed plans.

RESOLVED: No objection.

f) Planning Application No. 2025/00440/FUL

Location: Pets 'r' Us, 1A Regent Street, Barry

Development: Convert the existing vacant pet shop into 4No. one bedroom flats at first floor level, and 2No. commercial units on ground floor

The Chair informed the committee that the original application had been refused due to concerns regarding amenity space and potential overlooking. However, these issues appear to have been addressed in the current proposal.

Councillor Clarke commented that it seems the applicant has made a genuine effort to resolve the previous objections and the development will be an improvement to the property.

RESOLVED: No objection.

g) Planning Application No. 2025/00471/FUL

Location: 137 Woodlands Road, Barry

Development: Conversion of coach house to dwelling with alterations

Councillor Clarke noted that although a facility would be lost, it is currently not in use, and therefore the proposal appears to be a logical choice.

Councillor Thomas expressed her concern about this and similar developments lacking adequate disabled access.

RESOLVED: No objection to the proposal, however the committee wishes to express disappointment regarding the lack of disabled access.

h) Planning Application No. 2025/00441/FUL

Location: Sea Point, Crosshill, Barry

Development: Proposed new external insulated render system to the exterior of the building

The Chair commented that she would prefer the proposed colour scheme to be in keeping with the surrounding area.

RESOLVED: No objection, subject to the condition that the colour of the proposal is in keeping with the local surroundings.

i) Planning Application No. 2025/00492/FUL

Location: 39, Gaen Street, Barry

Development: Loft conversion with rear dormer extension

Councillor Ball noted that although the report references the roofline, he sees no issues with the proposed design.

The Chair agreed, adding that the development is located at the rear of the property.

RESOLVED: No objection.

j) Planning Application No. 2025/00478/FUL

Location: Carhullen, 6A Pontypridd Road, Barry

Development: Build a driveway into the property from Crossfield Road which will require a pavement crossover. The driveway will be constructed using porous materials which will be either gravel or block paving. Re-work the existing porch

Councillor Ball commented that he has no objection to the proposal, providing that the relevant permissions for the dropped kerb have been granted by Highways.

RESOLVED: No objection subject to The Highway Authority ensuring that the proposal does not have a detrimental impact on highway safety and that the proposed height and materials of the wall are considered acceptable.

PL383.

LOCAL PLANNING AUTHORITY DECISIONS

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

PL384.

NOTIFICATION OF PREMISES LICENCE APPLICATIONS

None Received.

PL385. **APPLICATIONS DEALT WITH UNDER DELEGATED POWERS – FOR INFORMATION ONLY**

None received.

PL386. **DATE OF NEXT MEETING**

RESOLVED: That the date of the next Planning Committee is scheduled for Tuesday 1 July 2025.

Meeting closed at 7.28pm.

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

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

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

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

BARRY TOWN COUNCIL

MINUTES OF A MEETING OF PLANNING FOR BARRY SUB-COMMITTEE HELD ON TUESDAY 10 JUNE 2025 AT 6:11PM

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

ALSO PRESENT: Mark Sims – Acting Chief Officer
Courtney Parker – Administrator
Councillor S Hodges – Observer

23. **APOLOGIES FOR ABSENCE**

None Received.

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

None Received.

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

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

26. **TO APPROVE THE MINUTES OF THE PLANNING FOR BARRY SUB-COMMITTEE'S 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 approved and signed as a correct record.

27. **ELECTION OF CHAIRPERSON FOR 2025/26 MUNICIPAL YEAR**

Councillor Hennessy nominated Councillor Ball as Chair of Planning for Barry Sub-Committee. Councillor Thomas seconded the nomination.

RESOLVED: Councillor Ball was appointed as Chairperson of Planning for Barry Sub-Committee.

28. **ELECTION OF VICE-CHAIRPERSON FOR 2025/26 MUNICIPAL YEAR**

Councillor Ball nominated Councillor Hennessy as Vice-Chair of Planning for Barry Sub-Committee. Councillor Hennessy seconded the nomination.

RESOLVED: Councillor Hennessy was appointed as Vice-Chairperson of Planning for Barry Sub-Committee.

29. **TO NOTE THE PLANNING FOR BARRY SUB-COMMITTEE'S TERMS OF REFERENCE**

RESOLVED: That the Planning for Barry Sub-Committees Terms of Reference be received and noted.

30. **TO CONSIDER CONSULTATIONS**

a) **Proposals to improve the administration and enforcement of Council Tax in Wales**

The Acting Chief Officer provided a brief summary of the report.

Councillor Hennessy requested that the report be circulated to all councillors.

RECOMMENDED:

1) **That the Acting Chief Officer circulates the report to all councillors.**

2) **That consideration of the Welsh Government's proposals to improve the administration and enforcement of Council Tax in Wales be deferred to the Planning Committee meeting on 1st July 2025.**

b) Review of Electoral Arrangements of The Vale of Glamorgan

Councillor Hennessy commented that the boundary changes would result in the creation of a new ward and therefore expressed that all councillors should be given the opportunity to comment.

RECOMMENDED:

1) That the Acting Chief Officer circulates the report to all councillors.

2) That consideration of the report on the review of electoral arrangements for the Vale of Glamorgan be deferred to the Planning Committee meeting on 1st July 2025.

31. DATE OF NEXT MEETING

The date of the next Planning for Barry Sub-Committee is scheduled for Tuesday 23 September 2025 at 6pm

Meeting closed at 6:19 pm.

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

BARRY TOWN COUNCIL

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD ON MONDAY 16 JUNE 2025 AT 7.00 PM

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

ALSO PRESENT: Chris Mason – Engagement & Events Team Manager
Kathryn Thomas – Office Team Leader

R214. APOLOGIES FOR ABSENCE

No apologies received

R215. DECLARATIONS OF INTEREST

None received.

R216. WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015

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

R217. TO NOTE THE TERMS OF REFERENCE AGREED AT THE ANNUAL MEETING OF COUNCIL

RESOLVED: That the Terms of Reference agreed at the Annual Meeting of Council be approved and signed as a correct record.

R218. TO APPROVE THE MINUTES OF THE MEETING OF THE EXTRAORDINARY PERSONNEL COMMITTEE HELD ON 24 MARCH 2025

RESOLVED: That the minutes of the Extraordinary Personnel Committee held on 24 March 2025 be approved and signed as a correct record

R219. TO APPROVE THE MINUTES OF THE STAFF FORUM MEETINGS HELD ON 20 MARCH AND 4 JUNE 2025.

Councillor Johnson mentioned that the Staff Forum has moved to a more general update meeting now. It is more operational rather than focussing on staff wellbeing and issues.

Councillor Johnson also believes that the Staff Forum Minutes should be confidential in Part 2 of the meeting, and asked if the Chief Officer should oversee this meeting going forward and decide which staffing issues to highlight to Personnel Committee.

Councillors Charles, Hodges, Payne, Perkes and Thomas all agreed that it should be in Part 2.

Councillor Johnson also asked for the employee name to be removed from the minutes as this is confidential and will be in public view.

RESOLVED:

- 1. That the minutes of both Staff Forum meetings of 20 March and 4 June be received and noted subject to the name being taken out of the minutes.**
- 2. That the minutes be removed from the agenda and put below the line in part 2.**
- 3. Once the new Chief Officer is in place, to look at the Terms of Reference for Staff Forum and decide if the minutes should go to Personnel Committee or not.**

R220. BUDGET MONITORING REPORT TO 31 MAY 2025

Members were provided with the Committee's expenditure in the 2025/26 financial year as at the end of May 2025.

The Engagement & Events Team Manager confirmed the projected out-turn for the year with an actual expenditure for the 2 months to 31 May 2025 of £151,391 with committed expenditure of £913,169.

RESOLVED: The Budget Monitoring Report to 31 May 2025 be received and noted.

R221. PATERNITY LEAVE POLICY (REVIEW)

Members were presented with a request to update the Maternity, Paternity, Adoption, Parental and Shared Parental Policy.

The Engagement & Events Team Manager summarised the report.

One of our employees commenced employment with the Town Council in April, having joined us from another local council. He, therefore, does not meet the 'waiting time' requirement for paternity leave with Barry Town Council, but does if his service with his previous local authority be counted. Previous service with another local authority is counted towards calculations of annual leave, sick pay, and redundancy.

There is no 'waiting time' requirement currently specified for maternity leave.

Councillor Payne said that the 'waiting time' should be removed altogether as we recruit from a lot of areas and not just other Councils.

Councillors Hodges and Johnson agreed that it should be removed.

Councillor Johnson also noted that the policy should have been reviewed a couple of years ago, and queried when all policies are reviewed.

He requested a report on last review date for all policies and suggested this is taken up with the Chief Officer.

RESOLVED:

- 1. To speak to the Chief Officer with regards a full report on the dates that all polices were last reviewed.**

RECOMMENDED:

- 1. That the 'waiting time' of 26 weeks prior to the 15th week before child's birth be removed for all types of parental leave in the Maternity, Paternity, Adoption, Parental and Shared Parental Leave Policy.**

R222. COUNCILLOR TRAINING

Members were provided with a report to review the Councillor Training Plan and Matrix to ensure it is fit for purpose, following consideration at the Council's Annual Meeting on 13 May 2025.

Councillor Johnson had 3 issues to raise:

- a) Is it a requirement for Councillors to do the Chair and Vice Chair training each year?
- b) There are some 'Twin Hatted' Councillors having already done training with the Vale of Glamorgan. Is the training done at the Vale of Glamorgan the same as the training done with Barry Town Council?
- c) How do we recognise those Councillors that have completed their Mandatory training and those Councillors that haven't?

Councillor Johnson recommended removing the requirement to undertake Chairing and Vice Chairing Skills Training on an annual basis.

Councillor Hodges asked for a list of courses to be sent out detailing what she has or hasn't done.

Councillor Perkes asked for a list of training done by the 'twin hatted' councillors.

Councillor Payne asked if she has done a training course already with her job, would we accept that, if she provided evidence from work to confirm her qualification.

Councillor Hodges said that all Councillors may need to do their Code of Conduct Training under the new Chief Officer.

RESOLVED:

- 1. The Office Team Leader to email all councillors with outstanding training requirements.**
- 2. To review the current training plan and take it to the next meeting of Full Council.**

RECOMMENDED:

- 1. Remove the requirement to complete the Chair and Vice Chair training annually.**
- 2. All councillors to evidence what training they have completed elsewhere.**

R223. 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.

R224. SUPPORT FOR PROMOTED STAFF

Members were asked to consider support for promoted staff to ensure they are able to do the job and are performing well.

The Engagement & Events Team Manager gave a brief overview of the report.

Councillor Payne said that people that switch roles should have more intensive support and supervision for the first 6 weeks, or until they are comfortable in their new role.

Councillor Perkes asked how long the induction period is now and do we need to add in a timescale of support for promoted staff.

The Engagement & Events Team Manager said the induction period varies depending on the individual. The probation period for new staff is 6 months, and it would be a good idea to have a timescale for inducting promoted staff to their new role.

Councillor Perkes suggested to put in a 6-month timescale for induction with a requirement for monthly focussed discussions with the line manager. This would match the levels of support offered to new employees during probation, but without the different employment terms of a probationary period.

RESOLVED:

- 1. That the support for promoted staff report be received and noted.**

RECOMMENDED:

- 1. To add a timescale of 6 months for induction of promoted staff to the policy, with a requirement for monthly focussed discussions.**

R225. HR MODELS FOR MANAGEMENT OF THE CHIEF OFFICER

The Engagement & Events Team Manager summarised the report.

Previously, members agreed that consideration be given to a change in the line management arrangements for the Chief Officer after concerns that the Town Council had not followed correct processes and procedures in relation to long-term sickness absence, return to work and general wellbeing.

Members requested One Voice Wales provide options of different HR Models available to the Council regarding any future issues in relation to human resources matters. The options provided were:

- a) The Chair and Deputy Chair of a Personnel Committee jointly manage the Chief Officer/Clerk taking responsibility for approval of leave, receiving notifications of sickness absence, undertaking appraisals and managing long term sickness absences in accordance with Council policies.
- b) There are a number of Councils that rely solely on the Leader to undertake the role.
- c) Some Councils authorise the Mayor and Deputy Mayor to jointly manage such processes.

Councillor Perkes would prefer The Leader and the Chair of Personnel to manage the Chief Officer

Councillor Hodges would prefer the Chair and Deputy Chair of Personnel, as they have had training.

Councillor Perkes disagreed with the option to have the Chair and Deputy Chair of Personnel to manage the Chief Officer.

Councillor Thomas said that it should be The Leader and the Chair of Personnel.

Councillor Payne suggested an independent HR Company should undertake the role. Councillor Perkes said that One Voice Wales provide HR advice, but will not manage the Chief Officer.

Councillor Charles suggested to have the Leader, the Chair of Personnel and an outside body.

Councillor Hodges suggested that members go away and get more information as the committee cannot agree. Members need to look at an external HR company, together with cost implications.

Councillor Perkes said that the Personnel Committee are responsible for disciplinary procedures, but if an external HR company line manages the Chief Officer then this would alleviate the Chair and Vice-Chair in any disciplinary investigations.

Councillor Hodges suggested that the Chief Officer may have their own views.

Councillor Hodges queried whether a special meeting would be needed to resolve this.

The Engagement & Events Team Manager will investigate, but it is unlikely there will be a resolution before the new Chief Officer is in post.

Councillor Johnson said that Councillors Perkes and Brooks need to discuss this.

The Engagement & Events Team Manager asked who would be doing the new Chief Officer's Induction whilst this matter is resolved.

Councillor Hodges suggested that we ask One Voice Wales to do the Induction.

Councillor Perkes will check with One Voice Wales and report back to members.

RESOLVED:

- 1. The Engagement & Events Team Manager to investigate an external HR Company to line manage the Chief Officer.**
- 2. Councillor Perkes and Councillor Brooks to meet and discuss options whilst this issue is addressed.**

3. **Councillor Perkes will check with One Voice Wales regarding the Induction of the Chief Officer.**
4. **An Extraordinary Personnel Committee meeting be called to resolved this issue, should it be required.**

R226. STAFF SICKNESS FOR THE PERIOD 1 APRIL 2024 TO 31 MARCH 2025

Members were provided with information on sickness absence from 1 April 2024 – 31 March 2025.

Councillor Johnson suggested that the % target noted in the policy should be removed, as it doesn't make sense to include a target with so many variable factors.

Councillor Perkes said that the target was set in 2017, so is now out of date.

The Office Team Leader needs to update the figures on the report regarding Short-Term and Long-Term Sickness as the category figures don't match the overall figure provided.

RESOLVED:

1. **That the Sickness Absence report be received and noted subject to the amendment above.**

RECOMMENDED:

1. **The % target figure for absence be removed from the Sickness Policy.**

R227. MINOR AUTHORITY REPRESENTATIVE GOVERNOR VACANCIES

Members were informed of a forthcoming MAR Vacancy at St Helen's Catholic Primary School that is due to expire on 3 July 2025

RESOLVED: that the MAR Vacancy at St Helen's Catholic Primary School be received and noted

R228. CHANGE OF JOB TITLE

The Wellbeing Goals Project Officer raised an issue as to whether her job title is the most appropriate to cover the work that she does.

The officer is the lead officer for the Globally Responsible Barry Committee, with workstreams focussed on areas such as Carbon Reduction, Sustainability, Biodiversity, Fairtrade and Town of Sanctuary

and feels the title Wellbeing Goals Project Officer suggests that the officer is working on issues of personal wellbeing/mental health etc.

Therefore the officer suggests a new title of 'Future Generations Project Officer' as a suitable alternative title.

RESOLVED:

- 1. That the change of job title report be received and noted.**
- 2. That the change of job title to 'Future Generations Project Officer' has been agreed.**

R229. STAFFING MATTERS

The Engagement & Events Team Manager gave an update on staffing matters.

Cemetery Update

The five objectives of the Cemetery Review have been achieved and implemented by 1 April 2025, and a new gravedigger was appointed commencing employment on 14 April 2025.

Two new members of staff have joined the Cemetery Team and both are integrating well into the team.

On 16 May 2025, one of the gravediggers handed in his notice to terminate his employment.

Officers have commenced a recruitment and selection process to fill this vacancy with the expectation of interviewing candidates during the week commencing 7 July 2025, and appointing a successful candidate to commence on 1 August 2025, subject to any notice period.

Councillor Johnson advised that once this recruitment has taken place we will be up to full capacity at the Cemetery as per the Cemetery Review.

Senior Leadership Team

Two members of the Senior Leadership Team remain absent due to long-term sickness.

The Engagement & Events Team Manager confirmed that both employees have received stage one review meetings, KIT meetings, and stage two review meetings. In addition, both have attended an Occupational Health Assessment with the Council's Occupational Health Provider.

Councillor Payne asked if the 2 staff members had received any extra support.

The Engagements & Events Team Manager said they had extra support from Occupational Health.

Councillor Hodges asked if the Facilities & Bereavement Services Manager needs to be covered, as external advisors were brought in to cover the Planning Officer.

The Engagement & Events Team Manager said that he was covering the Facilities element, together with Placemaking from the Planning Officer, with the Acting Chief Officer covering the Bereavement Services element. These cover arrangements have been in place since the beginning of the absence.

Councillor Perkes asked if we need to bring someone in to cover, but the Engagement & Events Team Manager said he didn't know how quick someone could come in.

Councillor Perkes said that it was not sustainable on a long-term basis.

Councillor Payne asked if we could get any admin support from an agency. She is concerned that everyone is taking on too much and will crash at some point.

Councillor Johnson agreed with Councillor Payne

RESOLVED:

1. That the Staffing Matters Update be received and noted.

R230. TO APPROVE THE MINUTES OF THE MEETING OF THE REDUNDANCY PANEL HELD ON 21 JANUARY 2025

RESOLVED

1. That the minutes of the meeting of the Redundancy Panel held on 21 January 2025 be received and noted.

The meeting closed at 8.29pm

Signed Dated

ACTION SHEET - PERSONNEL COMMITTEE 16 JUNE 2025

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
R219 (1)	That the minutes of both Staff Forum meetings of 20 March and 4 June be received and noted subject to the name being taken out of the minutes	OTL	07 June 2025	Completed
R219 (2)	That the minutes be removed from the agenda and put below the line in part 2	OTL	07/06/20205	Completed
R219 (3)	Once the new Chief Officer is in place, to look at the Terms of Reference for Staff Forum and decide if the minutes should go to Personnel Committee or not	CO		Ongoing
R221 (1)	To speak to the Chief Officer with regards a full report on the dates that all polices were last reviewed.	ACO/CO		Ongoing
R221 (rec 1)	That the 'waiting time' of 26 weeks prior to the 15th week before child's birth be removed for all types of parental leave in the Maternity, Paternity, Adoption, Parental and Shared Parental Leave Policy.	ACO	30 June 2025	Ongoing
R222 (1)	The Office Team Leader to email all councillors with outstanding training requirements	OTL	30/06/2025	Ongoing
R222 (2)	To review the current training plan and take it to the next meeting of Full Council.	ACO	30 June 2025	Ongoing
R222 (rec 1)	Remove the requirement to complete the Chair and Vice Chair training annually.	OTL	30-Jun-25	Ongoing
R222 (rec 2)	All councillors to evidence what training they have completed elsewhere	OTL	30-Jun-25	Ongoing
R224 (rec 1)	To add a timescale of 6 months for induction of promoted staff to the policy, with a requirement for monthly focussed discussions	ACO	30-Jun-25	Ongoing
R225 (1)	The Engagement & Events Team Manager to investigate an external HR Company to line manage the Chief Officer.	E&ETM	30-Jun-25	Ongoing
R225 (2)	Councillor Perkes and Councillor Brooks to meet and discuss options whilst this issue is addressed	SP and BB		Ongoing
R225 (3)	Councillor Perkes will check with One Voice Wales regarding the Induction of the Chief Officer	SP	30-Jun-25	Ongoing
R226	That the Sickness Absence report be received and noted subject to the amendment above.	OTL	30-Jun-25	Ongoing
R226 (rec)	The % target figure for absence be removed from the Sickness Policy.	ACO	30-Jun-25	Ongoing
R228 (2)	That the change of job title to 'Future Generations Project Officer' has been agreed.	E&ETM	07/06/2025	Completed

MINUTES OF A MEETING OF THE SHOP LOCAL BARRY ADVISORY COMMITTEE HELD ON TUESDAY 17 JUNE 2025 AT 6PM

PRESENT: Councillors Payne (Chair), Aviet, Collins, Hennessy, S Hodges, Johnson, and Perkes.

ALSO PRESENT: Manda Webb – Future Generations Project Officer
Jo John – Engagement and Events Administrator
Councillor Clarke – Observer (Town Mayor - Ex Officio)
Councillor N Hodges - Observer

SL102. APOLOGIES FOR ABSENCE

None received

SL103. TO RECEIVE DECLARATIONS OF INTEREST UNDER THE COUNCIL'S CODE OF CONDUCT

None received

SL104. WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015

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

SL105. ELECTION OF CHAIRPERSON FOR 2025/26 MUNICIPAL YEAR

The Future Generations Project Officer requested nominations from members for the Election of a Chairperson for 2025/26 Municipal Year.

Councillor S Hodges nominated Councillor Johnson with Councillor Collins seconding the nomination.

Councillor Aviet nominated Councillor Payne with Councillor Perkes seconding the nomination.

Councillor Hennessy abstained, resulting in a tie. The Future Generations Project Officer asked if members would like to discuss, and members advised that the decision should be made with the toss of a coin. It was agreed beforehand that 'Heads' would win to become Chair. Councillor Payne won the coin toss. This was witnessed by Councillor Hennessy.

RESOLVED: that Councillor Payne is elected as the Chairperson for the Shop Local Barry Advisory Committee for the 2025/26 Municipal Year.

SL106. ELECTION OF VICE-CHAIRPERSON FOR 2025/26 MUNICIPAL YEAR

The Terms of Reference for the Shop Local Advisory Committee note that if a councillor is appointed as Chair, a trader must be appointed as Vice Chair. No traders were present at the meeting, so members agreed that the election of Vice Chair be carried forward to the next meeting. In the event that the Chair is not present at the next meeting, members will take a vote to decide on a Chair for that meeting.

RESOLVED: that the election of Vice Chair for the Shop Local Barry Advisory Committee for the 2025/26 Municipal Year is postponed until the meeting on 30 September 2025.

SL107. TO APPROVE THE MINUTES OF THE SHOP LOCAL BARRY ADVISORY COMMITTEE HELD ON TUESDAY 15 APRIL 2025

Members agreed the minutes.

RESOLVED: that the minutes of the Shop Local Barry Advisory Committee held on Tuesday 15 April 2025 be approved

SL108. BUDGET MONITORING REPORT TO 31 MAY 2025

The Future Generations Project Officer summarised the report and confirmed that the budget remained at £10,000 as there had been no spend to date.

RESOLVED:

- 1. That the report be received and noted.**
- 2. That the Shop Local budget remains at £10,000.**

SL109. UPDATE ON ACTIONS

The Future Generations Project Officer summarised the report and confirmed that A Greenfield has been offered assistance to complete the grant monitoring form for the event held in October 2024. As no correspondence has been received this issue will be referred to the Finance, Policy and General Purposes Committee.

It was confirmed that Nathan Spackman from Bro Radio has completed the required Code of Conduct training to be a full member of the committee.

Meetings were held on 8 May and 9 June 2025 to look at how activities of the Shop Local Advisory Committee can be linked with the Placemaking Plan for Barry.

Shop Local Grants will be publicised in the next few weeks, following the end of the application window for other grants. Applications will be considered at the next meeting of the Shop Local Advisory Committee – currently scheduled for 30 September 2025.

The Chair requested that condolences be sent to NS from the committee.

Members discussed that it was disappointing that no traders were present at the meeting, and it was raised that the Vale of Glamorgan Council were hoping to set up a Traders Group / Association. Members agreed that the main issue preventing traders from becoming members and attending Shop Local meetings was the Code of Conduct training, and asked if there was a way this could be reduced or amended to be applicable to traders. The Chair asked if it would be possible for us to run the training in house, but concerns were raised about liability if any errors were made. Councillor Johnson noted that traders have attended a number of relaunch events that have been held in the past, but they don't return.

Councillor Hodges suggested that we contact Phil Chapel or Mererid Velios, colleagues at the Vale of Glamorgan Council, to see what plans they have as part of the Placemaking Plan, and what training would be required. Options were discussed if there would be a possibility for both councils to work together so there would be one element of training and shared costs, or a representative to work with an outside body.

Members asked if the 'Fiver Fest' and 'Magic Tenner' schemes were still active. The Future Generations Project Officer advised that currently the schemes aren't running, but the Engagement and Events Officer is checking regularly to see if they are reinstated.

Councillor S Hodges asked if the Chair could be empowered to go and visit the traders. The Chair agreed she would be happy to do this, and suggested looking at options for an alternative venue for the meetings to see if that would increase the trader attendance.

The Chair commented that the Shop Local Advisory Committee should also be open to sole traders, and to the hospitality sector. Councillor Aviet suggested joining forces with companies such as the Dave's Coaches tour if the correct incentive for all parties could be identified. Councillor Johnson outlined the origins of the committee, and advised that in the past the committee had focussed on the main five shopping areas in Barry: High Street/ Broad Street, Vere Street, Holton Road, Park Crescent, and Goodsheds.

Councillor S Hodges suggested that if the budget remains unspent, it could be put towards replacing or hiring new Christmas lights, as the costs for this would be high, and it would also impact traders in the town. The Chair suggested members waited to see the result of reconnecting

with traders, and discuss this at the Vibrant Culture Committee meeting on 7 July 2025.

The Chair summarised that the committee should have one more attempt to work with local traders.

RESOLVED:

1. That members receive and note the report.
2. That, as the grant monitoring form has not been returned from A Greenfield, the issue will be referred to the Finance, Policy and General Purposes Committee.
3. That the Shop Local Grants will be publicised in the next few weeks. Applications will be considered at the next meeting of the Shop Local Advisory Committee – currently scheduled for 30 September 2025.
4. That the Engagement and Events Officer will investigate if there are options for the Code of Conduct training to be reduced or amended to be applicable to the traders.
5. That the Engagement and Events Team Manager contacts Phil Chapel or Mererid Velios to see how traders are involved in the Placemaking Plan.
6. That the Chair will contact local traders, and investigate if a possible change of venue for the meetings would increase the trader engagement.

SL110. DATE OF NEXT MEETING

The date of the next meeting of the Shop Local Barry Advisory Committee will be held on 30 September 2025 at 6pm.

The meeting closed at 6.36pm

Signed Dated
(Chairperson)

FOR INFORMATION ONLY

ACTION SHEET - MEETING OF SHOP LOCAL BARRY ADVISORY COMMITTEE -17 JUNE 2025

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
SL 97 3 / 109	That the lack of Monitoring Form be referred to the next meeting of Finance, Policy & General Purposes Meeting, so they are formerly aware of the missing Monitoring Form	E&E		In Progress
SL 98 / 109	That the availability of Shop Local grants for 2025 events be promoted in May/June to encourage applications ahead of the July meeting	E&E		In Progress
SL 99	That the current Grant Application Form be approved for Shop Local Grants	E&E	Applications to be discussed at 30 September meeting	Completed
SL 109	That the Engagement and Events Officer will investigate if there are options for the Code of Conduct training to be reduced or amended to be applicable to the traders.	E&E		In Progress
SL 109	That the Engagement and Events Team Manager contacts Phil Chapel or Mererid Velios to see how traders are involved in the Placemaking Plan, and training requirements.	E&E		In Progress
SL 100 2	The Engagement & Events Team Manager to offer support and guidance on completing grant application forms where needed.	E&E		In Progress
SL 109	That the Chair will make contact with local traders, and investigate if a possible change of venue for the meetings would increase the trader engagement.	Councillor Payne	7th July (Vibrant Culture meeting)	In Progress

FULL COUNCIL	30 JUNE 2025	AGENDA ITEM: 14
---------------------	---------------------	------------------------

BARRY YOUTH COUNCIL

Report Author

Emma Thorne, Engagement and Events Officer

Purpose of Report

This report provides members with an update on Barry Youth Council.

Detailed Information

Barry Youth Council has met once since the last meeting of Full Council, on 14 May 2025, and members have discussed a project to raise awareness for the chosen charity in which they will visit and create a newsletter for the Barry Town Council website and social media posts.

The chosen charity for 2025/26 will be Cardiff Dog's Home.

Members of Barry Youth Council attended Gwyl Fach y Fro to promote the committee and will be attending other events in the summer, such as GlastonBARRY Juniors, Scout Fete, Litter Picks and Family Fun Day.

The next meeting of Barry Youth Council will take place on Wednesday 23 July 2025, in which members will vote on the chair/vice chair for 25/26.

Recommendations

1. That members receive and note the report.

FULL COUNCIL	30 JUNE 2025	AGENDA ITEM: 16
--------------	--------------	-----------------

BUDGET MONITORING REPORT 31 MAY 2025

Report Author

Mark Sims, Deputy Chief Officer

Attached: A. Budget Monitoring Report May 2025 (2 pages)
B. Projected Reserves at 31 March 2026 (as at 23 June 2025) (1 page)

Purpose of Report

To inform members about the Council's income and expenditure in the 2025/26 financial year as at the end of May 2025.

Background Information

On the following pages is the budget monitoring report May 2025, indicating actual income and expenditure up to the end of month two in the 2025/26 financial year.

In addition, the projected out turn for the current financial year is provided highlighting anticipated overspends and under-spends on various budget headings currently projecting a net **overspend of £2,896** that will result in a net amount of £37,198 being transferred from reserves rather than an amount of £34,301 in the budget for 2025/26.

Recommendation

Members are requested to receive the budget monitoring report for May 2025, indicating actual income and expenditure up to the end of month two in the 2025/26 financial year, **noting the projected overspend of £2,896** for 2025/26 that will result in a net amount of £37,198 being transferred from reserves.

Budget Monitoring Report May 2025

Description	Item No.	Gross Expenditure						
		Budget	Expenditure	Committed	Balance	Budget	Year End	Projected
		12 Months	2 Months	Expenditure		For Year	Projections	Variance
		£	£	£	£	£	£	£
Salaries	1	978,750	138,904	839,846	0	978,750	978,750	0
Pension Added Years Costs	2	11,200	0	11,200	0	11,200	11,200	0
Personal Hygiene Facilities	3	2,190	647	1,543	0	2,190	2,190	0
Personal Protective Equipment / Clothing	3	4,550	350	4,200	0	4,550	4,550	0
Cleaning Products	3	3,500	98	3,402	0	3,500	3,500	0
Officers Travel and Subsistence	4	2,150	309	1,841	0	2,150	2,150	0
Rates	5	9,860	1,898	7,213	749	9,860	9,111	749
Water	6	3,235	0	3,235	0	3,235	3,235	0
Rent	7	36,260	8,626	27,634	0	36,260	36,260	0
Electricity	8	17,900	1,196	16,704	0	17,900	17,900	0
Gas	9	3,600	396	3,204	0	3,600	3,600	0
Telephone / Alarm Line	10	5,070	356	4,714	0	5,070	5,070	0
Postage	11	1,500	679	821	0	1,500	1,500	0
Printing and Stationery	12	2,300	226	2,074	0	2,300	2,300	0
Insurance	13	7,460	7,386	0	74	7,460	7,386	74
Photocopier Costs	14	2,300	656	1,644	0	2,300	2,300	0
Property Maintenance and Improvements	15	49,940	9,333	40,607	0	49,940	49,940	0
Equipment	16	17,310	3,002	14,308	0	17,310	17,310	0
Equipment Maintenance	17	16,750	4,105	12,645	0	16,750	16,750	0
Bank Charges	18	900	89	811	0	900	900	0
Audit Fees - Internal	19	1,600	-510	2,110	0	1,600	1,600	0
Legal Fees	20	5,000	0	5,000	0	5,000	5,000	0
Audit Fees - External	21	530	-2,950	3,480	0	530	530	0
Professional Fees	22	6,000	1,372	6,635	-2,007	6,000	8,007	-2,007
General Salaries Contingency	23	40,000	5,949	34,051	0	40,000	40,000	0
Health and Safety	24	4,000	795	3,205	0	4,000	4,000	0
Internet Broadband	25	6,540	1,133	5,407	0	6,540	6,540	0
BACAS Burials System Annual Maintenance	29	3,300	0	3,300	0	3,300	3,300	0
Microshade Citrix	30	12,500	1,893	10,607	0	12,500	12,500	0
Welsh Translation Service	31	2,500	475	2,025	0	2,500	2,500	0
Horticulture	8	800	56	744	0	800	800	0
Vehicle Maintenance	11	3,400	960	2,440	0	3,400	3,400	0
Haulage and Fuel	12	6,200	997	5,203	0	6,200	6,200	0
Vehicle Tax and Insurance	13	780	348	432	0	780	780	0
Philadelphia Cemetery	14	500	0	500	0	500	500	0
Treework Maintenance	17	7,500	0	7,500	0	7,500	7,500	0
Cemetery Roads Maintenance	19	4,000	0	4,000	0	4,000	4,000	0
Memorial Safety Advertising	20	500	0	500	0	500	500	0
Cemetery Subscriptions	21	760	0	760	0	760	760	0
Memorial Inspection Maintenance	1	5,000	0	5,000	0	5,000	5,000	0
Cemetery Approach Gardens Property Maintenance	26	3,000	0	3,000	0	3,000	3,000	0
Bees at Cemetery	27	500	0	500	0	500	500	0
New Play Equipment	11	1,600	0	1,600	0	1,600	1,600	0
Online Charges re Website Bookings	13	480	31	449	0	480	480	0
Community Groups Use of CACC (FOC)	1	1,800	54	1,746	0	1,800	1,800	0
Other Professional Fees (PPL/PRS)	15	1,400	0	1,400	0	1,400	1,400	0
Civic Hospitality - Remembrance Sunday	1	5,000	0	5,000	0	5,000	5,000	0
Civic Hospitality - Civic Service	1	2,000	0	2,000	0	2,000	2,000	0
Civic Hospitality - Annual Meeting	1	650	1,294	0	-644	650	1,294	-644
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	50	450	0	500	500	0
Mayor's Medallions and Plaques	3	3,100	0	3,100	0	3,100	3,100	0
Civic Regalia - Repairs and Servicing	3	2,000	0	2,000	0	2,000	2,000	0
Mayor's Allowance inc. On Cost	5	1,610	0	1,610	0	1,610	1,610	0
Deputy Mayor's Allowance inc. On Cost	5	500	0	500	0	500	500	0
Mayor's Travel	6	500	0	500	0	500	500	0
Mayor's Donations	7	500	92	408	0	500	500	0
Mayor's Advertising	8	260	0	260	0	260	260	0
Civic Gifts	9	250	0	250	0	250	250	0
Corporate Events - Christmas Lights	3	20,000	0	20,000	0	20,000	20,000	0
Corporate Events - Christmas Events	3	10,000	0	10,000	0	10,000	10,000	0
Corporate Events - Christmas Charity Event	3	2,000	117	1,883	0	2,000	2,000	0
Corporate Events - Community Events	3	20,000	1,747	18,253	0	20,000	20,000	0
Corporate Events - Community Event Attendance	3	1,000	0	1,000	0	1,000	1,000	0
Corporate Events - Staff Sustenance	3	500	0	500	0	500	500	0
Corporate Events - Equipment and Storage	3	4,000	135	3,865	0	4,000	4,000	0
Corporate Marketing and Communications	3	5,000	248	4,752	0	5,000	5,000	0
Website Costs	3	2,000	300	1,700	0	2,000	2,000	0
Corporate Projects - Town Center Planters	4	8,000	0	8,000	0	8,000	8,000	0
Corporate Projects - Barry Youth Action	5	3,000	0	3,000	0	3,000	3,000	0
Corporate Projects - Dementia Friendly Project	7	3,000	194	2,806	0	3,000	3,000	0
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	1,239	9,761	0	11,000	11,000	0
Corporate Projects - Arts, Culture and Entertainment	11	40,000	39,500	2,000	-1,500	40,000	41,500	-1,500
Community Grants - Green Grants	13	4,000	0	4,000	0	4,000	4,000	0
Community Grants - Christmas Meals	14	3,000	-350	3,350	0	3,000	3,000	0
Community Grants - Voluntary Organisations	15	15,000	2,184	12,816	0	15,000	15,000	0
Community Grants - Small Business Grants	16	3,000	4,140	-1,140	0	3,000	3,000	0
Community Grants - Books for Schools	17	10,000	-1,000	11,000	0	10,000	10,000	0
Community Grants - Arts, Culture and Entertainment	19	20,000	3,200	16,800	0	20,000	20,000	0
Cemetery Roads Improvement	4	23,460	0	23,460	0	23,460	23,460	0
Subscriptions	9	10,930	11,638	-708	0	10,930	10,930	0
Councillor Training	10	4,000	792	3,208	0	4,000	4,000	0
Staff Training	11	20,000	1,951	18,049	0	20,000	20,000	0
Councillor Allowances	12	2,000	0	2,000	0	2,000	2,000	0
Councillor Tablets	13	840	0	840	0	840	840	0
Councillor Emails	14	490	460	30	0	490	490	0
Staff Wellbeing Fund	15	500	0	500	0	500	500	0
Long Service Award	18	0	0	0	0	0	0	0
Cemetery Benches	5	2,000	0	2,000	0	2,000	2,000	0
Total Expenditure		1,573,454	253,256,789	1,319,993	-3,329	1,573,455	1,576,783	-3,328

Budget Monitoring Report May 2025

Gross Income								
Description	Item No.	Budget	Income	Income	Balance	Budget	Year End	Projected
		12 Months	2 Months	Expenditure		For Year	Projections	Variance
		£	£	£	£	£	£	£
Bank Interest	1	21,250	1,834	0	-19,416	21,250	21,250	0
Interment Fees	1	59,825	10,607	0	-49,218	59,825	59,825	0
Exclusive Right of Burials	2	20,000	3,735	0	-16,265	20,000	20,000	0
Memorial Fees	3	19,200	3,642	0	-15,558	19,200	19,200	0
Transfer of Exclusive Right of Burials	4	2,700	463	0	-2,237	2,700	2,700	0
Hire of Chapel	5	480	0	0	-480	480	480	0
War Graves	6	78	0	0	-78	78	78	0
Cemetery Lodge Rent	7	6,528	1,160	0	-5,368	6,528	6,960	432
Other Miscellaneous Income	8	500	789	0	289	500	500	0
Cemetery Improvement Fee	9	3,120	455	0	-2,665	3,120	3,120	0
Grants Receivable	10	0	0	0	0	0	0	0
Other Miscellaneous Income	2	0	0	0	0	0	0	0
Assets Disposal Proceeds	11	0	0	0	0	0	0	0
Porthkerry Agreement	3	15,842	7,921	0	-7,921	15,842	15,842	0
Lettings	1	32,000	5,045	0	-26,955	32,000	32,000	0
Total Income		181,523	35,651	0	-145,872	181,523	181,955	432
Net Expenditure								
Description	Item No.	Budget	Expenditure	Expenditure	Balance	Budget	Year End	Projected
		12 Months	2 Months	Expenditure		For Year	Projections	Variance
		£	£	£	£	£	£	£
Total Net Expenditure		1,391,931	221,138	1,319,993	-149,201	1,391,932	1,394,828	-2,896
Transfer to / (from) reserves		(34,301)				(34,302)	(37,198)	
Amount to be met from Precept		1,357,630				1,357,630	1,357,630	
Our net budget for the year is £1,391,931 with actual expenditure for the 2 months to 31 May 2025 of £221,138 and committed expenditure of £1,319,993 noting that a amount of £34,301 will be drawn down from reserves.								
Our projected out-turn for the year produces an overspend of £2,896 (£3,328 more expenditure with £432 more income). This will result in a net amount of £37,198 being transferred from reserves rather than transferring £34,301 from reserves.								

Budget Monitoring Report May 2025

Description of Reserves	Balance at 01.04.25	Contribution to reserve	Contribution from reserve	Balance at 31.03.26
Cemetery Improvement Reserve	8,993	3,120	-	12,113
Acquisition Reserve	386,841	-	(55,000)	331,841
Plant and Machinery Reserve	3,004	-	-	3,004
Shop Local Reserve	-	-	-	-
Election Reserve	12,810	12,810	-	25,620
Place Plan Reserve	-	-	-	-
Cemetery Roads Reserve	2,500	-	(2,000)	500
Staff Training Reserve	-	-	-	-
General Reserve	357,453	-	3,872	361,325
Total	771,601	15,930	(53,128)	734,403

FULL COUNCIL	30 JUNE 2025	AGENDA ITEM: 17
---------------------	---------------------	------------------------

SCHEDULE OF PAYMENTS FOR JUNE 2025

Report Author

Rachel Williams, Finance Administrator

Attached: A. Schedule of Payments for June 2025

Purpose of Report

To provide members with the schedule of payments for June 2025 for approval consisting of BACS payments, direct debits and cheque number 002990 in the amount of £50,805.74

Background Information

Financial Regulation 5.2 states “The RFO shall prepare a schedule of payments 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 schedule of payments for June 2025 consisting BACS payments, direct debits and cheque number 002990 in the amount of £50,805.74 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 May 2025 and June 2025.

	<u>May 2025</u>	<u>June 2025</u>
Lloyds Banking Online (Net Pay)	47,283.37	46,606.44
HMRC	16,587.68	16,088.22
Cardiff Council (LGPS)	14,716.10	14,510.71
GMB	29.76	29.76
Unison	7.85	7.85
Prudential	100.00	100.00
	<u>78,724.76</u>	<u>77,342.98</u>

Recommendations

1. That the information set out above relating to salary payments for May 2025 and June 2025 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 June 2025 comprising BACS payments, direct debits and cheque number 002990 in the amount of £50,805.74 be approved, subject to the relevant papers being in order.

Schedule of Payments of Accounts For June 2025

Ch No.	Supplier	Description	Net	Vat	Price (£)	Posted To
BACS	Hays	Finance Assistant W/E 25/04/2025	525.81	105.16	630.97	M&S/Professional Fees
BACS	Digital Systems	Photocopier costs 30/04/2025 - 30/07/2025	422.12	84.42	506.54	M&S/Photocopier
BACS	Memo Arts Centre	Archive Storage Fees	438.00	87.60	525.60	M&S/Rent
BACS	Ran Hire	Service Stihl BR600 Backpack blower hire	85.64	17.13	102.77	Cemetery/Equipment Maintenance
BACS	Ran Hire	Repairs to Stihl HSA86 Hedge trimmer	85.35	17.07	102.42	Cemetery/Equipment Maintenance
BACS	Ran Hire	Service Stihl BR600 Blower	85.64	17.13	102.77	Cemetery/Equipment Maintenance
BACS	Prospero	Temporary Planning Officer Support for April	797.50	159.50	957.00	M&S/Professional Fees
BACS	Auditel	Carbon Foot printing project 2023	465.00	93.00	558.00	Corporate/Globally responsible
BACS	Tip Top Toilets	Portable Loo at Porthkerry Cemetery hire	107.14	21.43	128.57	Porthkerry Cem/Property Maintenance
BACS	Masons Moving Group	Storage charge for one container plus insurance	46.55	7.97	54.52	M&S/Property Maintenance
DD	British Gas	Electricity bill 27/03/2025 - 27/04/2025	159.80	7.99	167.79	CACC/Electricity
DD	Ecotricity	Electricity supply for electric van	107.40	5.37	112.77	Cemetery/Electricity
DD	Sage	Sage support and subscription 01/05/2025 - 31/05/2025	154.50	30.90	185.40	M&S/Equipment Maintenance
BACS	Vision ICT	Hosted email accounts July 2025 - June 2026	460.00	92.00	552.00	Corporate/Councillor Emails
DD	British Gas	Electricity bill 22/03/2025-21/04/2025	283.67	14.18	297.85	Cemetery/Electricity
BACS	ACT	Recruitment and Interview Training for Councillors	750.00	150.00	900.00	M&S/Training
BACS	ICCM	Loss and Grief - Staff training course	125.00	25.00	150.00	Corporate/Training
BACS	Hays	Finance Assistant W/E 02/05/2025	972.75	194.55	1,167.30	M&S/Professional Fees
BACS	Barry Training Service	Testing and certification on Skid Steer Course	508.00	101.60	609.60	Corporate/Training
BACS	Gentlemen prefer Blondes	VE Day Performance	260.00	0.00	260.00	Corporate/Corporate Events
BACS	Microshade	Citrix hosting package for the month of May 2025	946.34	189.26	1,135.60	M&S/Citrix
DD	SCG Wales	Monthly call charges for April 2025	341.99	68.40	410.39	M&S/Broadband
DD	SCG Wales	Monthly broadband charges for April 2025	3.28	0.66	3.94	M&S/Telephone
DD	SCG Wales	Support service for the month of April 2025	55.15	11.02	66.17	M&S/Equipment Maintenance
DD	British Gas	Electricity bill 29/03/2025 - 28/04/2025	96.52	4.82	101.34	Cemetery/Electricity
BACS	High Speed Training	Various staff training courses	83.00	16.60	99.60	Corporate/Training
BACS	High Speed Training	Time Management staff training course	20.00	4.00	24.00	Corporate/Training
BACS	Employee no 217	Staff mileage claim	13.25	0.40	13.65	M&S/Officers Travel
BACS	Dr Bobs Balloons	Balloon arrangement for VE Day Event	43.96	0.00	43.96	Corporate/Events
DD	Pitney Bowes	Royal Mail underpayment	2.51	0.00	2.51	M&S/Postage
BACS	St John Ambulance	First Aid requalification for staff x3	675.00	135.00	810.00	Corporate/Training
BACS	Heroes Rights	Catering for Annual Meeting	675.00	0.00	675.00	Civic/Hospitality
BACS	Superior Signs	Supply and fit Barry Council emblem banner	160.00	32.00	192.00	M&S/Property Maintenance
DD	UK Fuels	Card Fee	1.50	0.30	1.80	Cemetery/Haulage Fuel
BACS	One Voice Wales	Chairing Skills training course	42.00	0.00	42.00	Corporate/Councillor Training
BACS	Guild of Mace-Bearers	Membership fee	100.00	0.00	100.00	Corporate/Subscriptions
BACS	Kingdom Coffee	Fair trade products	254.37	1.98	256.35	Corporate/Corporate Events
BACS	Employee no 225	Reimbursement to staff re VE Day event	46.49	0.62	47.11	Corporate/Corporate Events
BACS	Employee no 225	Staff mileage claim	49.86	1.49	51.35	M&S/Officers Travel

Schedule of Payments of Accounts For June 2025

Ch No.	Supplier	Description	Net	Vat	Price (£)	Posted To
BACS	TMG Property Solutions	Repairs to Lodge Render, Flashing and clear gutters	340.00	0.00	340.00	Cemetery/Property Maintenance
DD	Lloyds Bank	Bank Charges 01/04/2025 - 30/04/2025	37.30	0.00	37.30	M&S/Bank Charges
DD	Lloyds Cardnet	Bank Charges 01/04/2025 - 30/04/2025	30.93	0.00	30.93	M&S/Bank Charges
BACS	Virgin Media	Broadband charges 08/05/2025 -07/06/2025	67.00	13.40	80.40	Pioneer Hall/Broadband
DD	Certas	HVO Diesel 687 litres	974.03	194.81	1,168.84	Cemetery/Fuel
DD	Culligan	Freestanding Water Dispenser at Town Hall	43.32	8.66	51.98	M&S/Equipment Maintenance
BACS	Hays	Finance Assistant W/E 09/05/2025	762.42	152.48	914.90	M&S/Professional Fees
BACS	Cymen	Welsh Translation - Annual Meeting	265.00	53.00	318.00	M&S/Welsh Translation
BACS	Cymen	Welsh Translation - Freedom of the Town event	210.00	42.00	252.00	M&S/Welsh Translation
BACS	Superior Signs	2x Roll up Printed Banners	60.00	12.00	72.00	Corporate/Globally Responsible
BACS	Superior Signs	2x Roll up Printed Banners	60.00	12.00	72.00	Corporate/Advertising
BACS	Newhall Janitorial	Toilet Paper for Cemetery	98.08	19.62	117.70	Cemetery/Cleaning
BACS	Caerphilly Skip Hire	Rock clearance at Cemetery	1,750.00	350.00	2,100.00	Cemetery/Property Maintenance
BACS	Caerphilly Skip Hire	Rock clearance at Cemetery	1,750.00	350.00	2,100.00	Cemetery/Property Maintenance
DD	Pitney Bowes	Quarterly Rental and Maintenance charge	110.00	22.00	132.00	M&S/Equipment Maintenance
DD	PHS Group	Hygiene services 19/06/2025 - 18/09/2025	28.94	5.79	34.73	M&S/Personal Hygiene
DD	PHS Group	Hygiene services 19/06/2025 - 18/09/2026	223.42	44.68	268.10	Pioneer Hall/Personal Hygiene
DD	PHS Group	Hygiene services 19/06/2025 - 18/09/2027	164.17	32.83	197.00	Cemetery/Personal Hygiene
DD	PHS Group	Hygiene services 19/06/2025 - 18/09/2028	43.62	8.72	52.34	CACC/Personal Hygiene
BACS	Workshop Catering	Catering for Freedom of the Town event	250.00	0.00	250.00	Civic/Civic Hospitality
BACS	JM Entertainment	Rock climbing wall & deck chairs for Family Fun Day	1,149.50	229.90	1,379.40	Corporate/Corporate Events
DD	Screwfix	Fused plug, cable and cable clips	9.49	1.90	11.39	Pioneer Hall/Property Maintenance
DD	Screwfix	Safety Specs and Dip Gloves	81.09	16.22	97.31	Cemetery/PPE
BACS	Scouts ~Tir A Mor	Half page advert	80.00	0.00	80.00	Corporate/Advertising
BACS	Employee 008	Staff mileage claim	55.92	1.28	57.20	M&S/Officers Travel
BACS	Advanced Fire Protection	Servicing of Fire extinguishers	149.50	29.90	179.40	M&S/Equipment Maintenance
BACS	Advanced Fire Protection	Servicing of Fire extinguishers	144.50	28.90	173.40	Cemetery/Equipment Maintenance
BACS	Advanced Fire Protection	Servicing of Fire extinguishers	103.65	20.73	124.38	Pioneer Hall/Equipment Maintenance
BACS	Advanced Fire Protection	Servicing of Fire extinguishers	89.70	17.94	107.64	CACC/Equipment Maintenance
BACS	Advanced Fire Protection	2KG CO2 Extinguisher x 1	137.02	27.40	164.42	Pioneer Hall/Equipment
BACS	Advanced Fire Protection	2KG CO2 Extinguisher x 1 & 1 x 6Ltr Water Extinguisher	240.50	48.10	288.60	Cemetery/Equipment
BACS	Hays	Finance Assistant W/E 16/05/2025	972.75	194.55	1,167.30	M&S/Professional Fees
BACS	Victoria Park Community Centre	Hire of Hall, Stage and Microphone - Annual Meeting	190.00	0.00	190.00	Civic/Civic Hospitality
DD	Screwfix	Walsall Wheelbarrow 90LTR	54.16	10.83	64.99	Cemetery/Equipment
BACS	The Laundry Rooms	Tablecloths laundered	15.75	0.00	15.75	Civic/Civic Hospitality
DD	Culligan	Water for Water dispenser at Cemetery	67.68	13.54	81.22	Cemetery/Equipment Maintenance
DD	Biffa	Skip hire and excess tonnage charge	183.51	86.70	270.21	Cemetery/Property Maintenance
BACS	Memsafe	Warning Triangle signs	73.50	14.70	88.20	Cemetery/Equipment
BACS	TSL Heating	Oil tank Inspection	137.50	27.50	165.00	Cemetery/Equipment Maintenance

Schedule of Payments of Accounts For June 2025

Ch No.	Supplier	Description	Net	Vat	Price (£)	Posted To
BACS	Hays	Finance Assistant W/E 23/05/2025	946.46	189.29	1,135.75	M&S/Professional Fees
DD	Lloyds Credit Card	Cashback Credit	-8.61	0.00	-8.61	M&S/Bank Charges
DD	Lloyds Credit Card	Waste Collection for Community Centre	449.00	0.00	449.00	CACC/Property Maintenance
DD	Lloyds Credit Card	Waste Collection for Pioneer Hall	340.00	0.00	340.00	Pioneer Hall/Property Maintenance
DD	Lloyds Credit Card	Floodlight Outdoor Security Camera	133.32	26.67	159.99	Pioneer Hall/Equipment
DD	Lloyds Credit Card	Beach Balls for events	88.60	17.72	106.32	Corporate/Advertising
DD	Lloyds Credit Card	TP Link Wi-Fi Extender Booster	15.82	3.17	18.99	Pioneer Hall/Equipment
DD	Lloyds Credit Card	Dementia Friendly badges - Councillors	62.04	12.32	74.36	Corporate/Dementia Friendly
DD	Lloyds Credit Card	Dementia Friendly badges - Staff	70.50	14.00	84.50	Corporate/Dementia Friendly
DD	Lloyds Credit Card	Fairtrade Biscuits	38.37	0.00	38.37	Corporate/Globally Responsible
DD	Lloyds Credit Card	Storage Cabinet for CACC	180.99	36.20	217.19	CACC/Equipment
DD	Lloyds Credit Card	Red Candy stripped paper Bags	11.06	2.21	13.27	Corporate/Corporate Events
DD	Lloyds Credit Card	NFC Silicon Tags	7.48	1.50	8.98	Corporate/Dementia Friendly
DD	Lloyds Credit Card	Dementia Bracelet Medical Alert	31.32	6.26	37.58	Corporate/Dementia Friendly
DD	Lloyds Credit Card	Small clear plastic bags	11.47	2.29	13.76	Corporate/Corporate Events
DD	Lloyds Credit Card	Green Candy Stripped paper bags	13.04	2.62	15.66	Corporate/Corporate Events
DD	Lloyds Credit Card	Guardian Angel Device	11.00	0.00	11.00	Corporate/Dementia Friendly
DD	Lloyds Credit Card	Red Candy stripped paper bags	7.28	1.45	8.73	Corporate/Corporate events
DD	Lloyds Credit Card	Green Candy stripped paper bags	6.53	1.30	7.83	Corporate/Corporate Events
DD	Lloyds Credit Card	Steamer stand for litter pick display	16.66	3.33	19.99	Corporate/Corporate Events
DD	Lloyds Credit Card	Dementia Friendly Badges	11.88	2.36	14.24	Corporate/Dementia Friendly
DD	Lloyds Credit Card	2x Wreath's with BTC Crest	45.83	9.17	55.00	Civic/Mayor's Donations
DD	Lloyds Credit Card	Anti-theft Purse chains x 2	6.58	1.32	7.90	Corporate/Corporate Events
DD	Lloyds Credit Card	Cashback Credit	-3.4	0.00	-3.40	M&S/Bank Charges
DD	Lloyds Credit Card	Fairtrade Wine	44.6	0.00	44.60	Civic/Civic Hospitality
DD	Lloyds Credit Card	Soft drinks for Annual Meeting	24.25	0.00	24.25	Civic/Civic Hospitality
DD	Lloyds Credit Card	2x Wreath's with BTC Crest	45.83	9.17	55.00	Civic/Mayor's Donations
DD	Lloyds Credit Card	Fairtrade Wine	30.00	0.00	30.00	Civic/Hospitality
DD	Lloyds Credit Card	Soft drinks and condiments - VE Day Event	21.39	0.00	21.39	Corporate/Corporate Events
DD	Lloyds Credit Card	4 Bouquet's for Annual Meeting	64	0.00	64.00	Civic/Civic Hospitality
DD	Lloyds Credit Card	Yearly subscription	23.93	4.79	28.72	Corporate/Subscriptions
DD	Lloyds Credit Card	Fish & Chips - VE Day Event	253.75	0.00	253.75	Corporate/Corporate Events
DD	Lloyds Credit Card	Macebearers Conference	151.20	0.00	151.20	Corporate/Staff Training
BACS	Construction Plant Services	Repairs to Kubota and Bobcat	582.21	116.44	698.65	Cemetery/Equipment Maintenance
DD	British Gas	Gas bill 15/04/2025 - 14/05/2025	138.30	6.91	145.21	Pioneer Hall/Gas
DD	British Gas	Electricity bill 22/04/2025 - 20/05/2025	175.60	8.78	184.38	Cemetery/Electricity
BACS	GSP Electricians	Electricity Testing at Cemetery	1,160.00	232.00	1,392.00	Cemetery/Property Maintenance
BACS	Employee no 219	Staff mileage claim	44.81	1.34	46.15	M&S/Officers Travel
BACS	Memo	Storage Space for June 2025	438.00	87.60	525.60	M&S/Property Maintenance

Schedule of Payments of Accounts For June 2025

Ch No.	Supplier	Description	Net	Vat	Price (£)	Posted To
BACS	Prospero Planning	Planning support for May 2025	412.5	82.5	495.00	Planning/Professional Fee
DD	British Gas	Electricity bill 22/04/2025 - 21/05/2025	96.93	4.84	101.77	Pioneer Hall/Electricity
BACS	Vale Plumbing	New gas pipe to meter location and test	195.00	0.00	195.00	Cemetery/Equipment Maintenance
BACS	Hays	Finance Assistant W/E 30/05/2025	578.39	115.68	694.07	M&S/Professional Fees
BACS	Auditel	Globally responsible Carbon Footprint 2023	465.00	93.00	558.00	Corporate/Globally Responsible
BACS	JV Tree Services	Removal of Ash Tree branches and remove all waste	175.00	35.00	210.00	Cemetery/Tree Work
BACS	Insight Workplace	GP Specialist Report	120.00	12.00	132.00	M&S/Health and safety
BACS	Masons Moving Group	Storage charge for one container plus insurance	44.36	8.87	53.23	M&S/Property Maintenance
BACS	Glamorgan Star	14x4 Recruitment advert 12th June edition	280.00	56.00	336.00	Corporate/Recruitment advertising
BACS	Tip Top Toilets	Portable Loo at Porthkerry	110.71	22.14	132.85	PK/Property Maintenance
BACS	Green Circle Concrete	C30 Concrete	471.50	94.30	565.80	Cemetery/Property Maintenance
BACS	Green Circle	15 Tonne Screened soil	675.00	135.00	810.00	Cemetery/Property Maintenance
DD	BT	Broadband at cemetery 01 May - 31 May 2025	45.35	9.07	54.42	Cemetery/Broadband
DD	PHS Group	Hazardous Waste Reg. Fee 14/05/2025 - 14/05/2026	50.00	10.00	60.00	M&S/Hygiene
DD	PHS Group	Hazardous Waste Reg. Fee 14/05/2025 - 14/05/2026	50.00	10.00	60.00	Pioneer Hall/Hygiene
DD	PHS Group	Hazardous Waste Reg. Fee 14/05/2025 - 14/05/2026	50.00	10.00	60.00	Cemetery/Hygiene
DD	UK Fuels	Fuel for Cemetery Vehicle	134.72	26.94	161.66	Cemetery/Fuel
DD	Sage	Sage support and subscription 01/06/2025 - 30/06/2025	154.50	30.90	185.40	M&S/Equipment Maintenance
DD	SCG Wales	Monthly call charges for May 2025	341.99	68.40	410.39	M&S/Broadband
DD	SCG Wales	Monthly broadband charges for May 2025	10.86	2.17	13.03	M&S/Telephone
DD	SCG Wales	Support service for the month of May 2025	55.15	11.03	66.18	M&S/Equipment Maintenance
DD	Ecotricity	Electricity supply at Cemetery	102.06	5.10	107.16	Cemetery/Electricity
BACS	BlowMotion	High Speed Hand Dryers x 4	594.68	118.92	713.60	Cemetery/Equipment
BACS	BlowMotion	High Speed Hand Dryers x 2	297.34	59.46	356.80	CACC/Equipment
BACS	BlowMotion	High Speed Hand Dryer x 1	148.67	29.73	178.40	Pioneer Hall/Equipment
DD	Lloyds Cardnet	Bank Charges 01/05/2025 - 31/05/2025	20.16	0.00	20.16	M&S/Bank Charges
BACS	Newhall Janitorial	Various Cleaning supplies	57.26	11.45	68.71	M&S/Cleaning
BACS	Newhall Janitorial	Various Cleaning supplies	57.27	11.46	68.73	Cemetery/Cleaning
BACS	Vale Consultancy	Structural Engineering services - report	1,260.00	252.00	1,512.00	M&S/Professional Fee
BACS	Microshade	Citrix hosting package for the month of June 2025	993.38	198.67	1,192.05	M&S/Citrix
DD	Screwfix	Dust Masks, Gloves, Waterproof over trousers	51.96	10.39	62.35	Cemetery/PPE
DD	Screwfix	Adjustable Siphon	33.32	6.66	39.98	Cemetery/Equipment
DD	Screwfix	Ear defenders/Site Hi-Vis waistcoat	45.27	9.06	54.33	Cemetery/PPE
DD	Screwfix	Manual Grease Gun	19.99	4.00	23.99	Cemetery/Equipment
DD	Screwfix	6ft Led Batten	29.16	5.83	34.99	CACC/Property Maintenance
BACS	Lenovo	Laptop Bags x 6	167.91	33.58	201.49	M&S/Equipment
BACS	Churches Fire	Fire Alarm Service	139.97	27.99	167.96	Pioneer Hall/Property Maintenance
BACS	Lenovo	4x Laptops	2,100.00	420.00	2,520.00	M&S/Equipment
BACS	Lenovo	Annual Premier Support for Laptops	63.32	12.66	75.98	M&S/Subscriptions

Schedule of Payments of Accounts For June 2025

Ch No.	Supplier	Description	Net	Vat	Price (£)	Posted To
BACS	Churches Fire	Emergency Lighting Service	209.95	41.99	251.94	Pioneer Hall/Property Maintenance
BACS	Microshade	Annual subscription for Acrobat Pro for teams	1,077.12	215.42	1,292.54	M&S/Citrix
BACS	FAST	First Aid Kit	24.00	4.80	28.80	Cemetery/Equipment
BACS	FAST	First Aid Kit	24.00	4.80	28.80	Pioneer Hall/Equipment
BACS	FAST	First Aid Kit	24.00	4.80	28.80	CACC/Equipment
BACS	Hays	Finance Assistant W/E 06/06/2025	920.17	184.03	1104.2	M&S/Professional Fee
BACS	Churches Fire	Emergency Lighting Service	209.95	41.99	251.94	CACC/Property Maintenance
BACS	Insight Workplace	Occupational Health Assessment	245.00	0.00	245.00	M&S/Health and safety
DD	Viking	Office Stationery	32.99	0.00	32.99	M&S/Stationery
BACS	Auditing Solutions	Final Internal Audit for 2024 - 2025	510.00	102.00	612.00	M&S/Internal Audit
DD	Lloyds Bank	Bank Charges 01/05/2025 - 31/05/2025	49.70	0.00	49.70	M&S/Bank Charges
BACS	Newhall Janitorial	Hand towels & Toilet rolls	21.67	4.33	26.00	Cemetery/Cleaning
BACS	Newhall Janitorial	Hand towels & Toilet rolls	21.67	4.33	26.00	Pioneer Hall/Cleaning
BACS	Newhall Janitorial	Hand towels & Toilet rolls	21.67	4.33	26.00	CACC/Cleaning
BACS	Insight Workplace	Occupational Health Assessment	450.00	0.00	450.00	M&S/Health & Safety
BACS	UK Recruiter	Psychometric Assessment Chief Officer Role	1,080.00	216.00	1,296.00	Corporate/Recruitment advertising
2990	Petty Cash	Reimburse Petty Cash Account	365.58	0.00	365.58	M&S/Petty Cash
Total for this period			43,331.28	7,474.46	50,805.74	
Total from previous period			186294.25	15734.03	202,028.28	
Total to 30 June 2025			229,625.53	23,208.49	252,834.02	

FULL COUNCIL	30 JUNE 2025	AGENDA ITEM: 18
---------------------	---------------------	------------------------

DRAFT TOWN COUNCIL ACCOUNTS FOR YEAR ENDING 31 MARCH 2025

Report Author

Mark Sims, Acting Chief Officer

- Attached:**
- A. Statement of Accounts for the year ended 31 March 2025
(9 pages)
 - B. Annual Return for the year ended 31 March 2025
(5 pages)

Purpose of Report

To provide members with the draft Town Council accounts and the Annual Return for the year ending 31 March 2025 for approval, prior to their submission to the external auditors, Audit Wales.

Background Information

In accordance with the Accounts and Audit (Wales) Regulations 2014, the Council shall prepare in accordance with proper practices a statement of accounts for each year.

On the following pages are the draft financial statements and the annual return for the year ending 31 March 2025 for approval, prior to their submission to the external auditors, Audit Wales.

Recommendation

That the draft financial statements and annual return for the year ending 31 March 2025 be approved, prior to their submission to the external auditors, Audit Wales.

Barry Town Council

Financial Statements

For the year ended 31 March 2025

Barry Town Council

Statement of Responsibilities

31 March 2025

The Town Council is required:-

To make arrangements for the proper administration of its financial affairs and to ensure that one of its officers has the responsibility for the administration of those affairs. At this Council that officer is the Deputy Chief Officer / Responsible Financial Officer.

To manage its affairs to secure economic, efficient and effective use of resources and to safeguard its assets.

The Responsible Financial Officer's Responsibilities

The R.F.O. is responsible for the preparation of the Council's Financial Statements that will present a true and fair view of the financial position of the Council as at 31 March 2025 and its income and expenditure for the year then ended.

In preparing the Financial Statements the Deputy Chief Officer / Responsible Financial Officer has:-

Selected suitable accounting policies and then applied them consistently.

Made judgements and estimates that are reasonable and prudent.

Kept proper accounting records, which were up to date, and

Taken reasonable steps for the prevention and detection of fraud and other irregularities.

Responsible Financial Officer's Certificate

I further certify that the Unaudited Financial Statements present a true and fair view of the financial position of Barry Town Council at 31 March 2025, and its income and expenditure for the year ended 31 March 2025.

Signed 

V M Sims
Deputy Chief Officer / Responsible Financial Officer

Date 29.05.25

Barry Town Council

Income and Expenditure Account

31 March 2025

2024		2025
£		£
	INCOME	
1,259,022	Precept on District Council	1,297,013
134,084	Merthyr Dyfan Cemetery	119,348
11,888	Porthkerry Cemetery	10,423
14,763	Agency Work	15,501
15,575	Pioneer Hall	14,237
15,370	Cemetery Approach Community Centre	18,966
19,979	Interest and Investment Income	23,743
2,660	Grants Receivable	100
3,500	Other Income	3,808
<u>1,476,841</u>		<u>1,503,139</u>
	EXPENDITURE	
648,840	Corporate Management and Support	695,388
443,397	Merthyr Dyfan Cemetery	540,401
19,055	Porthkerry Cemetery	17,032
46,216	Pioneer Hall	53,523
47,728	Cemetery Approach Community Centre	50,142
50,258	Planning	53,126
48,522	Capital Spending	11,922
19,557	Training	23,766
74,164	Community Grants	77,800
21,455	Community Engagement and Events	27,105
26,512	Christmas Festivities	26,603
5,238	Corporate Advertising and Marketing	5,998
390	Website	300
11,781	Cloud Computing	12,227
851	Loan interest	365
6,117	Mayors Expenses	9,474
90	Barry Youth Action	285
4,714	Councillor Allowances	2,518
<u>1,474,885</u>		<u>1,607,975</u>
	General Fund	
633,485	Balance at 1 April 2024	534,911
<u>1,476,841</u>	Add: Total Income	<u>1,503,139</u>
2,110,326		2,038,050
<u>1,474,885</u>	Deduct: Total Expenditure	<u>1,607,975</u>
635,441		430,075
<u>(100,530)</u>	Transfer (to) / from Earmarked Reserves	<u>(72,622)</u>
<u>534,911</u>	General Reserve Balance as at 31 March 2025	<u>357,453</u>

Barry Town Council

Balance Sheet

31 March 2025

2024		2025
£		£
	Current Assets	
42,420	Debtors / Prepayments	39,660
29,861	VAT Control	12,764
1,778	Accrued Interest	1,911
0	Accrued Income	0
513,291	Current Account	307,049
5,000	Purple Shoots Investment	5,000
400,000	CCLA Public Sector Deposit Fund	500,000
502	Cash in Hand	336
633	Franking Machine in Hand	61
<u>993,485</u>		<u>866,781</u>
	Current Liabilities	
(41,013)	Creditors	(8,209)
(3,827)	Receipts in Advance	(2,434)
(41,186)	Accrued Expenses	(49,236)
(31,022)	PAYE and other Payroll Expenses	(35,301)
<u>876,437</u>	Total Net Assets	<u>771,601</u>
	Represented by:-	
341,526	Earmarked Reserves	414,148
<u>534,911</u>	General Reserve	<u>357,453</u>
<u>876,437</u>		<u>771,601</u>

The Financial Statements represent a true and fair view of the financial position of the Council as at 31 March 2025, and of its Income and Expenditure for the year.

These accounts were approved by the Council on 30th June 2025

Signed
Councillor D Clarke
Town Mayor

Signed
V M Sims
Deputy Chief Officer / Responsible Financial Officer

Date

Date

Barry Town Council

Notes to the Accounts

31 March 2025

1. Assets

For this purpose assets are defined as land and buildings, vehicles, plant and machinery and equipment with a value greater than £500 or an expected useful life of at least 3 years.

During the year the following asset expenditure was made, at the cost shown:

EV Charging Points at MD Cemetery	2,190
3 x Lenovo Thinkpad E16 Gen 1, 7000 Series, AMD Ryzen 5, 16GB RAM, Windows 11 Pro	1,820
Dell PC and monitor for Cemetery	406
OWL Mic & Conference Camera (For Chamber)	987
Karcher single disc machine orbital spray	1,028
Armorgard flammable box	367
Armorgard Storage Containers	1,268
Stihl FS240C-E Brush Cutter	580
2 x Stihl FS361C-EM Strimmers	1,326
4 x Snowdon 2M Brown Benches	1,950
	<u>11,922</u>

At 31 March 2025 the following assets were held:-

Freehold Land and Buildings

Pioneer Hall	109,000
Merthyr Dyfan Cemetery - Lodge & Office	185,600
Merthyr Dyfan Cemetery - Messroom	38,540
Merthyr Dyfan Cemetery - Chapel	152,200
Merthyr Dyfan Cemetery - Garage & Workshop	202,000
Cemetery Approach Community Centre	131,632
	<u>818,972</u>

Vehicles and Equipment

Bobcat S130 Skid Loader	15,349
Ausa AMG300 dumper	12,450
JCB 8030ZR Mini Excavator	23,850
8' x 4' Plastic Groundsheets (4)	1,672
Burials Computer System	6,800
Hand Held Memorials Tester	2,195
MDBG CCTV Equipment	2,145
Chapel Lighting	8,355
Shoring (2018/19)	12,416
Ford Transit 350 Tipper (25.09.18)	18,150
2 x Stihl BR600 Blowers	712
Stihl Cordless Pruner (2018/19)	717
22 x Lenovo Tab 4 10 Tablets (2018/19)	4,588
3 x Dell Inspiron 15 3593 Laptops	1,137
35 Chairs for Council Chamber	2,675
1 x Husqvarna 365 20" Chainsaw	549
5 x Office Chairs	642
6 x Desks for Loft	1,355
Christmas Lights	20,836

Barry Town Council

Notes to the Accounts

31 March 2025

1 x Dell Inspiron 15 5593 15.6" Intel Core i3 Laptop	399
Tables and Chairs for Community Centre	3,496
Sound System for Community Centre	1,425
Community Centre CCTV Equipment	2,800
7 x Wheelchairs	1,220
5 x Snowden 2 Metre Brown Benches	1,916
1 x Dell Inspiron 15 3501 15.6" Intel Core i3 Laptop	831
1 x Dell Optiplex 3090 Micro BTX Desktop PC & Dell 22" Monitor	666
1 x Dell Inspiron 15 3501 15.6" Intel Core i3 Laptop	432
Miscellaneous Shoring Pieces	1,066
5 x Snowden 2 Metre Brown Benches	1,765
Kubota G261 Ride on Mower (2022)	12,750
Rival 52 Mean Green Electric Mower - CN72 AXX	26,958
Bronze Plaque - Gareth Jones	3,500
La Mesalliance by A C Cooke (Painting)	38,000
2 x Beneheart Mindray C1A Defibrillators & External heated cabinets	2,450
2 x Costway Portable Air Conditioning Units	548
Seaward Primetest 250+ PAT Testing Machine	420
1 x Dell Optiplex 5000 Micro BTX Desktop PC & Dell 22" Monitor	754
1 x Dell Optiplex 5000 Micro BTX Desktop PC	649
1 x Dell Inspiron 15 3511 15.6" Intel Core i5 Laptop	499
1 x Dell Inspiron 15 3520 15.6" Intel Core i7 Laptop	749
4 x Stihl RM4RTP Lawnmowers	2,500
10 x Snowdon 2 Metre Brown Benches	3,413
2 x Dell Optiplex 3000 Micro Intel Core i5 Desktop PC's & Dell 21.5" Monitors	1,231
2 x Dell Optiplex 7010 Micro Intel Core i5-13500 Desktop PC's	1,028
3 x Lenovo Thinkpads, E16 Gen 1, 7000 series, AMD Ryzen 5	1,603
3 x Lenovo Q21i FHD monitors	350
1 x Lenovo 27" FHD Monitor	117
2 x GRIT 10, 220 litre Grit Bins	415
30 meters artificial grass matting	471
4 x Snowdon 2 Metre Brown Benches	1,950
Vauxhal New Combo Electric Prime 50kWh 136 Electric Vehicle	22,230
EV Charging Points at MD Cemetery	21,317
3 x Lenovo Thinkpads E16 Gen 1, 7000 Series, AMD Ryzen 5, 16GB RAM, Windows 11 Pro	1,820
Dell PC and monitor for Cemetery	406
OWL Mic & Conference Camera (For Chamber)	987
Karcher single disc machine orbital spray	1,028
Armorgard flammable box	367
Armorgard Storage Containers	1,268
Stihl FS240C-E Brush Cutter	580
2 x Stihl FS361C-EM Strimmers	1,326
4 x Snowdon 2 Metre Brown Benches	1,950

306,243

Barry Town Council

Notes to the Accounts

31 March 2025

Infrastructure Assets

Cemetery Extension	397,960
Cemetery Road & Fencing	110,925
Cemetery Approach Gardens	247,473
Cremated Remains Section	12,441
Cremated Remains Sanctum Panorama	9,210
Fair Trade Town Signs	2,498
Mindfulness Garden at Cemetery Approach Gardens	19,000
	<u>799,507</u>

Community Assets

Merthyr Dyfan Cemetery	1
Philadelphia Cemetery	1
Mace & Stand	1
Mayor's Chain	1
Mayoress's Chain	1
	<u>5</u>
	<u>1,924,727</u>

2. Borrowings

At the close of business on 31 March 2025 the council had no loans outstanding. The final installment of the Council's loan was paid in February 2025.

Lender	Loan Period	Years Remaining	Amount Borrowed	Amount Outstanding
Public Works Loan Board	20 years from February 2005	0	209,267	0

3. Lease Obligations

At 31 March 2025 the Council had no lease(s) in operation.

4. Debtors

At the 31 March 2025 debts of £43,714 were outstanding and due to the Council. The age of the debts were:-

VAT less than 3 months old	12,764
Less than 3 months old	17,641
3 - 6 months old	9,676
Over 6 months old	3,633
	<u>43,714</u>

Barry Town Council

Notes to the Accounts

31 March 2025

5. Tenancies

During the year the following tenancies were held:

Council as landlord

Tenant	Property	Rent p.a.	Repairing / Non-Repairing
CTB	Cemetery Lodge	6,336	Non-Repairing

Council as tenant

Landlord	Property	Rent p.a.	Repairing / Non-Repairing
Vale of Glamorgan Council	Offices at Town Hall	31,000	Repairing

6. S137

Section 137 of the Local Government Act 1972 (as amended) enables the council to spend up to the product of £10.81 (year ended 31 March 2024 - £9.93) per head on the electoral roll in any one year for the benefit of people in its area on activities or projects not specifically authorised by other powers.

The total amount available for this purpose was 440,259

Expenditure was incurred for the following purposes:

Grants to Local Organisations	0
Community Activities	<u>0</u>
	<u>0</u>

7. Grants

The Local Government and Elections (Wales) Act 2021 allows eligible town and community councils in Wales to resolve eligibility and then to adopt the General Power of Competence (GPOC). The Act gives Councils the "power to do anything that individuals generally may do" as long as other laws aren't broken. It is a 'power of first resort'; this means that when searching for a power to act, the first question you ask is whether you can use the GPOC.

Expenditure was incurred for the following purposes utilising the GPOC:

Grants to Local Organisations	71,059
Grants to Local Businesses	<u>6,741</u>
	<u>77,800</u>

Barry Town Council

Notes to the Accounts

31 March 2025

8. Agency Work

During the year the Council undertook the following agency work on behalf of other authorities:

Vale of Glamorgan Council - Porthkerry Cemetery Maintenance	15,501
	<u>15,501</u>

A final claim for reimbursement to 31 March 2025 has been made.

During the year the Council commissioned no agency work to be performed by other authorities.

9. Advertising and Publicity

The following costs for advertising and publicity were incurred during the year.

Recruitment advertising	1,285
Other advertising	4,713
Council Website	300
	<u>6,298</u>

10. Pensions

For the year 2024/25 the Council's contributions equal 18.3% of employees' pensionable pay.

11. Earmarked Reserves

	Balance at 01/04/2024	Transfers In	Transfers Out	Balance at 31/03/2025
Election Reserve	0	12,810	0	12,810
Cemetery Roads Reserve	2,500	0	0	2,500
Place Plans Reserve	3,000	0	(3,000)	0
Plant & Machinery Reserve	1,100	1,904	0	3,004
Cemetery Improvement Reserve	8,360	2,583	(1,950)	8,993
Acquisition Reserve	320,566	66,275	0	386,841
Staff Training Reserve	6,000	0	(6,000)	0
Total Earmarked Reserves	<u>341,526</u>	<u>83,572</u>	<u>(10,950)</u>	<u>414,148</u>

Annual Return for the Year Ended 31 March 2025

Accounting statement 2024-25 for:

Name of body: **BARRY TOWN COUNCIL**

	Year ending		Notes and guidance
	31 March 2024 (£)	31 March 2025 (£)	
Statement of income and expenditure/receipts and payments			
1. Balances brought forward	874,481	876,437	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	1,259,022	1,297,013	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	217,819	206,126	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	912,193	1,124,257	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, taxable allowances, PAYE and NI (employees and employers), pension contributions and termination costs. Exclude reimbursement of out-of-pocket expenses.
5. (-) Loan interest/capital repayments	11,315	10,828	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	551,377	472,890	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	876,437	771,601	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
Statement of balances⁰			
8. (+) Debtors	74,059	54,335	Income and expenditure accounts only: Enter the value of debts owed to the body at the year-end.
9. (+) Total cash and investments	919,426	812,446	All accounts: The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	117,048	95,180	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	876,437	771,601	Total balances should equal line 7 above: Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	1,922,472	1,924,727	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	10,463	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

Annual Governance Statement

We acknowledge as the members of the Council, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2025, that:

	Agreed?		'YES' means that the Council:	Toolkit
	Yes	No*		
1. In consultation with the community, we have developed a vision and purpose for the Council and used this vision to inform the Council's plans, budget and activities.	YES		Has consulted with the community and focussed its activities to meet the community's needs	A, C
2. We have adopted a Code of Conduct for members and officers and implemented an appropriate training plan for members to ensure all councillors understand their role and responsibilities.	YES		Ensures that councillors understand and are equipped to deliver their roles and responsibilities.	B
3. We have ensured that we electronically publish the information the Council is required to publish by law, on its website at www.barrytowncouncil.gov.uk	YES		Is transparent about its activities and provides the public with all information required by law	A, C, D, E
4. We have taken all reasonable steps to ensure that the Council complies with relevant laws and regulations when exercising its functions, including employment of staff and payment of allowances to members.	YES		Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it does so	
5. We have adopted standing orders, financial regulations and terms of reference and ensure that these are followed when conducting business including functions delegated to committees.	YES		Has adopted rules and procedures to govern how the Council conducts its business including procurement of goods and services.	B, E
6. We have put in place arrangements for: <ul style="list-style-type: none"> • Effective financial management including the setting and monitoring of the Council's budget • Maintenance and security of accurate and up to date accounting and other financial records • Identifying potential liabilities, commitments, events and transactions that may have a financial impact on the Council. 	YES		Calculated its budget requirement in accordance with the law and properly monitors its financial position throughout the year	D
7. We have maintained an adequate system of internal control and management of risk, including: <ul style="list-style-type: none"> • measures designed to prevent and detect fraud and corruption including clearly documented procedures for authorising and making payments • assessment and management of risks facing the Council • an adequate and effective system of internal audit and reviewed the effectiveness of these arrangements. 	YES		Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge including arranging for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	D, E
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.	YES		Considered and taken appropriate action to address weaknesses /issues brought to its attention by internal and external auditors.	D, E
9. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Public Audit (Wales) Act 2004 and the Accounts and Audit (Wales) Regulations 2014.	YES		Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit issued by the Auditor General.	E
10. General power of Competence – The Council has resolved to adopt the General Power of Competence set out in Local Government and Elections (Wales) Act 2021	YES		Meets the eligibility criteria to exercise the general Power of Competence	E

Additional disclosure notes

Include here any additional disclosures the Council considers necessary to aid the reader's understanding of the accounting statement and/or the annual governance statement

The following information is provided to assist the reader to understand the accounting statement and/or the Annual Governance Statement

1. Expenditure under S137 Local Government Act 1972

Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2024-25 was £10.81 per elector.

In 2024-25, the Council made payments totalling £0.00 under section 137. These payments are included within 'Other payments' in the Accounting Statement.

2.

Trust Funds

Trust funds – The Council acts as sole trustee for and is responsible for managing trust fund(s)/assets. We exclude transactions related to these trusts from the Accounting Statement. In our capacity as trustee, we have discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.
			N/A	

Council approval and certification

The Council is responsible for the preparation of the accounting statements and the annual governance statement in accordance with the requirements of the Public Audit (Wales) Act 2004 (the Act) and the Accounts and Audit (Wales) Regulations 2014.

Certification by the RFO I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Council, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2025.	Approval by the Council I confirm that these accounting statements and Annual Governance Statement were approved by the Council under minute reference:
RFO signature: 	Minute ref:
Name: VICTOR MARK SIMS	Chair signature:
Date: 30 MAY 2025	Name:
	Date:

Annual internal audit report to:

Name of body: **BARRY TOWN COUNCIL**

The Council's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2025.

The internal audit has been carried out in accordance with the Council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
1. Appropriate books of account have been properly kept throughout the year.	Yes				See Detailed Report
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	Yes				See Detailed Report
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	Yes				See Detailed Report
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	Yes				See Detailed Report
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	Yes				See Detailed Report
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	Yes				See Detailed Report
7. Salaries to employees and allowances to members were paid in accordance with contracts/ minuted approvals, and PAYE and NI requirements were properly applied.	Yes				See Detailed Report
8. Asset and investment registers were complete, accurate, and properly maintained.	Yes				See Detailed Report

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
9. Periodic and year-end bank account reconciliations were properly carried out.	Yes				See Detailed Report
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	Yes				See Detailed Report
11. Trust funds (including charitable trusts). The Council has met its responsibilities as a trustee.			N/A		

For any risk areas identified by the Council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
12.					
13.					
14.					

* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

** If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

My detailed findings and recommendations which I draw to the attention of the Council are included in my detailed report to the Council dated ____ 11th June 2025 ____.]

Internal audit confirmation

We confirm that as the Council's internal auditor, we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2024-25 and 2025-26. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit:	<i>Chris Hackett for Auditing Solutions Ltd</i>
Signature of person who carried out the internal audit:	<i>C Hackett</i>
Date: 11 th June 2025	

FULL COUNCIL	30 JUNE 2025	AGENDA ITEM: 19
---------------------	---------------------	------------------------

ANNUAL REVIEW OF INTERNAL CONTROLS

Report Author

Mark Sims, Acting Chief Officer

Purpose of Report

The purpose of this report is for members to approve the annual review of the effectiveness of the Council's system of internal control.

Detailed Information

There is a requirement under the Accounts and Audit (Wales) Regulations 2014 that local government bodies must conduct a review at least once in a year of the effectiveness of its system of internal control. The findings of the review must be considered by the members of the body meeting as a whole.

The review is a vital part of improving governance and accountability with internal audit being an integral part of the system of internal control.

The importance of the review is to understand the role of the internal audit and to ensure the person undertaking the role is concentrating on the key risk areas relevant to the Council. The review must reflect the council's internal audit needs and usage. It should provide sufficient assurance for the council that internal audit's work meets required standards and is effective.

The areas of work that the internal audit covers is:-

- Maintenance of Accounting Records and Bank Reconciliations
- Review of Corporate Governance
- Review of Expenditure
- Assessment and Management of Risk
- Precept Determination and Budgetary Control
- Review of Income
- Petty Cash and Charge Card Accounts
- Salaries and Wages
- Fixed Assets Registers
- Investments and Loans
- Statements of Account and Annual Return

The starting point for the review should be an assessment against the internal audit standards set out below.

- Scope of internal audit – The terms of reference and the extent of the work undertaken by internal audit
- Independence – The extent to which the internal audit is able to carry out the audit without undue influence or conflict of interest
- Competence – The ability and experience of the internal auditor to undertake the work
- Relationship – The clarity of relationships between the council, the clerk, the RFO and the internal audit
- Audit Planning and Reporting – The effectiveness of the audit plan and reporting procedures

One Voice Wales in partnership with the Society of Larger Local Councils produced 'Governance and accountability for local councils in Wales – A Practitioners' Guide (2011)' that included two checklists to assist councils in carrying out an annual internal audit review. It covers the two principal aspects of the review being compliance with standards and overall effectiveness.

Officers consider that the current internal audit arrangements meet the standards and effectiveness required as detailed below.

Scope of internal audit

Internal audit has direct access to those charged with governance.

Reports are made in own name to management.

Internal audit does not have any other role within the council.

Internal audit work takes into account both the council's risk assessment and wider internal control arrangements.

Internal audit work covers the council's anti-fraud & corruption arrangements.

Independence

Internal audit is undertaken by Auditing Solutions Ltd, an independent external organisation.

There is no evidence of a failure to carry out internal audit work independently, free from any control or influence by the Council, its members or staff.

There is no evidence of any conflicts of interest between the internal auditor and the Council, its members or staff.

Further details on Auditing Solutions Ltd can be found on their website <https://auditingolutions.co.uk/>

Competence

There is no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity.

Relationships

The Chief Officer (Town Clerk) and Deputy Chief Officer / Responsible Financial Officer are consulted on the internal audit plan.

Respective responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters. The responsibilities of council members are understood; training of members is carried out as necessary.

Planning and reporting

The annual internal audit plan properly takes account of all the risks facing the council.

Internal audit has reported in accordance with the plan.

Internal audit work is planned

Planned internal audit work is based on risk assessment and designed to meet the council's needs.

Understanding the whole organisation, its needs and objectives

The annual audit plan demonstrates how audit work will provide assurance for the council's Annual Governance Statement.

Be seen as a catalyst for change

Internal audit supports the council's work in delivering improved services to the community.

Add value and assist the organisation in achieving its objectives

The council makes positive responses to internal audit's recommendations and follows up with action where this is called for.

Be forward looking

In formulating the annual audit plan, national agenda changes are considered. Internal audit maintains awareness of new developments in the services, risk management and corporate governance.

Be challenging

Internal audit focuses on the risks facing the council.

Internal audit encourages managers/members to develop their own responses to risks, rather than relying solely on audit recommendations.

Ensure the right resources are available

Adequate resource is made available for internal audit to complete its work.

Internal audit understands the council and the legal and corporate framework in which it operates.

Recommendations

Members are requested to receive the aforementioned information and approve the annual review of internal control.

FULL COUNCIL	30 JUNE 2025	AGENDA ITEM: 20
---------------------	---------------------	------------------------

SCHEDULE OF MEETINGS 2025/26

Report Author

Mark Sims, Acting Chief Officer

Attached: A. Revised Schedule of Meetings for 2025/26 (1 page)

Purpose of Report

To provide members with a revised Schedule of Meetings for 2025/26.

Background Information

At the Council's annual meeting held on 13 May 2025 Members were requested to consider the Schedule of Town Council meetings for 2025/26.

The Acting Chief Officer advised that there were a few clashes with the Vale of Glamorgan's meeting dates following a change of their Scrutiny Committee meetings.

Minute 592 RESOLVED: That the Schedule of Town Council meetings for 2025/26 be agreed, with officers rechecking any new clashes with Vale of Glamorgan Council meetings and submit any changes to the Full Council meeting on 30 June 2025.

Officers have reviewed the Town Council's schedule of meetings compared with the Vale of Glamorgan's timetable of meetings (updated 16.06.25) and have suggested nine different dates for various Committee meetings, that are highlighted in red.

Unfortunately, a few clashes still remain however these clashes only affect one or two Councillors per meeting, expecting quorum to be achieved on these few occasions, for example Planning Committee 13 January 2026 and 17 March 2026 clashes with VOGC's Living Well Scrutiny Committee affecting two members. Members could choose to move these two Planning meetings to the following day (Wednesday) to avert the clash.

Recommendation

Members are requested to approve the revised Schedule of Town Council Meetings for 2025/26, subject to any further changes agreed by Council.

BARRY TOWN COUNCIL
SCHEDULE OF MEETINGS FOR 2025/26

COMMITTEE (<i>S = Standing</i>)	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
FULL COUNCIL	12/13*	30	28	R		27		15 (C)		16 (D)			11/12*
HALLS, CEMETERIES AND COMMUNITY FACILITIES (S)		2		E	1		3(B)		5		2		
PERSONNEL (S)		16		C	15		10(B)		12		23		
GLOBALLY RESPONSIBLE (s)		23		E	22		17(B)		26		30		
VIBRANT CULTURE (S)			7	S		6	24(B)			2		13	
FINANCE, POLICY & GENERAL PURPOSES (S)			21 (G1)	S		20		8(B)		9(G2)		20	
PLANNING (S)	20	10	1 & 29		2 & 23	14	4 & 25	16	13	3 & 24	17	14 & 28	19
PLANNING FOR BARRY (SUB) (6PM)		10			23			16			17		
SHOP LOCAL (ADVISORY) (all meetings start at 6pm)		17			30				20			21	
BARRY YOUTH COUNCIL		18	23		10	8 & 29			14	18		22	

*ANNUAL MEETING

(B) = Meetings will include consideration of Committee's draft estimates for 2026/27

(C) = Meeting will include consideration of draft estimates for 2026/27 that will then go out for public consultation

(D) = Meeting will include consideration of draft estimates for 2026/27 following public consultation and to determine Precept for 2026/27

(G1) = Meeting to consider first round of Grant Applications for 2025/26

(G2) = Meeting to consider second round of Grant Applications for 2025/26

NB: Working Parties are arranged on a needs basis throughout the year and will be scheduled for a Monday or Tuesday at 6pm prior to those Standing Committees already scheduled. These currently include: Innovation WP, Governance WP and Wellbeing WP which are internal advisory working groups of Council

FULL COUNCIL	30 JUNE 2025	AGENDA ITEM: 21
---------------------	---------------------	------------------------

PRIVACY POLICY FOR WEBSITE

Report Author

Emma Thorne, Engagement and Events Officer

Attached: A. New Privacy and GDPR Policy (9 pages)

Purpose of Report

The purpose of this report is to provide members with a new privacy policy for consideration and approval.

Background Information

The engagement and events officer is currently undertaking the task of establishing the new community halls booking website. The website is hosted through “Lemon Booking” who requires policy documents to be uploaded in order to make the new website “live”.

Upon researching the policies required for the new website, the E&EO found the GDPR and Privacy policies were last updated in 2018, with the old address listed as the contact for data protection queries. Since 2018, the UK data protection policies have been amended 3 times, with a further amendment due to come into place in 2025.

The new privacy policy includes data protection and GDPR in one policy, taking information from local councils and Vale of Glamorgan Council's existing policy.

Recommendation

That members approve and adopt the new Privacy and GDPR Policy.

Privacy and GDPR Policy

Introduction

Barry Town Council needs to collect and use certain types of personal information to operate effectively. This includes information on current, past and prospective employees, Members, suppliers, clients / customers, residents, tenants, partners and others with whom it communicates.

The Council regards the lawful and proper treatment of personal information as being fundamental to the effective delivery of its objectives and is key to the maintenance and confidence between the Council and the public it serves. There have been significant changes to Data Protection, including the addition of GDPR in 2018 and the Data (use and access) Act 2025.

This Privacy Notice explains how and why the Council uses information about you and the ways in which we protect your privacy, it explains how you can access your information what new rights you have in relation to information and how to exercise those rights.

The GDPR creates some new rights for individuals and strengthens some of the rights that currently exist under the DPA.

Individual Rights

The Council regards individuals' rights as fundamental to its citizens and therefore endorses the enhancement of individual data rights as set out in the legislation. All requests for personal information will be dealt with in accordance with the individual's statutory rights. Queries regarding the Council's processing of personal data will be dealt with promptly and courteously.

The GDPR provides the following rights for individuals:

1. The right to be informed
2. The right of access
3. The right to rectification
4. The right to erase
5. The right to restrict processing
6. The right to data portability
7. The right to object
8. Rights in relation to automated decision-making and profiling, you can ask for human intervention or challenge a decision

9. The right to withdraw consent at any time where the processing is based on consent.

To exercise any of these rights please contact us by:

Chief Officer

Barry Town Council

Town Hall, King Square

Barry. CF63 4RW

01446 738663

info@barrytowncouncil.gov.uk

Other data controllers the council works with

Barry Town Council sometimes works with other data controllers, including:

- Local authorities such as the Vale of Glamorgan Council
- Community groups
- Charities
- Other not for profit entities
- Contractors
- Credit reference agencies

We may need to share your personal data we hold with them so that they can carry out their responsibilities to the council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be “joint data controllers” which means we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

What is Personal Data?

Any information relating to an identifiable natural person who can be directly or indirectly identified in particular by reference to an identifier.

This includes:

- Names
- Addresses
- date of birth
- Age
- Personal details
- family details
- lifestyle and social circumstances
- goods and services
- financial details
- employment and education details,
- housing needs
- visual images, personal appearance and behaviour
- licenses or permits held
- student and pupil records
- business activities
- other case file information

In some instances we process special categories or personal data these are defined by law and are:

Personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

Why we use personal information?

We process personal information to enable us to provide a range of government services to local people, businesses and others which include:

- delivery of services,
- supporting you,
- dealing with concerns and complaints,
- maintaining our own accounts and records
- supporting and managing our employees
- promoting the services we provide

- marketing our local tourism
- carrying out health and public awareness campaigns
- managing our property
- providing leisure and cultural services
- carrying out surveys
- administering the assessment and collection of taxes and other revenue including benefits and grants
- local fraud initiatives
- crime prevention and prosecution offenders including the use of CCTV
- corporate administration and all activities we are required to carry out as a data controller and public authority
- undertaking research
- internal financial support and corporate functions
- managing archived records for historical and research reasons
- data matching under local and national fraud initiatives

Lawful Processing

Personal information will only be processed where there is a lawful basis for doing so. There are six available lawful bases for processing.

We process your information lawfully in compliance with one or more of the following:

- (a) Your Consent
- (b) Necessary for the performance of a Contract
- (c) Necessary to comply with the law: Legal obligation
- (d) Vital interests: the processing is necessary to protect someone's life
- (e) Public task: the processing is necessary to perform a task in the public interest or in the exercise of official authority
- (f) Legitimate interests: the processing is necessary for legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests (this does not apply to a public authority processing data to perform official tasks.)

We process special category data in compliance with one or more of the following as set out in the GDPR:

(a) the data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition referred to in paragraph 1 may not be lifted by the data subject;

(b) processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject;

(c) processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent;

(d) processing is carried out in the course of its legitimate activities with appropriate safeguards by a foundation, association or any other not-for-profit body with a political, philosophical, religious or trade union aim and on condition that the processing relates solely to the members or to former members of the body or to persons who have regular contact with it in connection with its purposes and that the personal data are not disclosed outside that body without the consent of the data subjects;

(e) processing relates to personal data which are manifestly made public by the data subject;

(f) processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity;

(g) processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject;

(h) processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of Union or Member State law or pursuant to contract with a health professional and subject to the conditions and safeguards referred to in paragraph 3;

(i) processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of health care and of medicinal products or medical devices, on the basis of Union or Member State law which provides for suitable and specific measures to safeguard the rights and freedoms of the data subject, in particular professional secrecy;

(j) processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

Please note that the Data Protection Act makes alternations to these and accordingly should be read in conjunction.

Recipients of Information

In order to provide services it is sometimes necessary to share information. For instance a relative may contact the Council in relation to a person who cannot.

Sometimes we have a legal duty to provide information.

- To protect a child
- For the detection and prevention of crime/fraudulent activity;
- or if there are serious risks to the public,
- to protect adults who are thought to be at risk, for example if they are frail, confused or cannot understand what is happening to them.
- We may also share your information internally with other Council departments if there is a legitimate reason for doing so.

In doing this we will comply with all aspects of the data protection act. What follows is a description of the categories we may need to share some of the personal information with. Of course not all information will be shared will all of these it is only what is necessary in respect of the service being provided.

- family, associates or representatives of the person whose personal data we are processing
- current past and prospective employers
- healthcare, social and welfare organisations
- educators and examining bodies
- Consortiums and shared services
- providers of goods and services
- customers
- financial organisations
- debt collection and tracing agencies

- private investigators
- service providers
- local and central government
- ombudsman and regulatory authorities
- press and the media
- professional advisers and consultants
- courts and tribunals
- trade unions
- political organisations
- professional advisers
- credit reference agencies
- professional bodies
- survey and research organisations
- police forces
- voluntary and charitable organisations
- religious organisations
- students and pupils including their relatives, guardians, carers or representatives
- data processors
- other police forces, non-home office police forces
- regulatory bodies
- courts, prisons
- customs and excise
- local and central government
- international law enforcement agencies and bodies
- security companies
- partner agencies, approved organisations and individuals working with the police,
- licensing authorities
- service providers
- press and the media

- healthcare professionals
- current past and prospective employers and examining bodies
- law enforcement and prosecuting authorities
- legal representatives, defence solicitors
- police complaints authority
- the disclosure and barring service
- healthcare professionals
- Consortium Education Services

Where we have arrangements with commercial companies to process personal information on our behalf, there is a contract, memorandum of understanding or information sharing protocol in place to ensure that the organisation complies with data protection law.

It may sometimes be necessary to transfer personal information overseas. When this is needed information may be transferred to countries or territories around the world. Any transfers made will be in full compliance with all aspects of the data protection act.

How do we keep information secure?

We will take appropriate steps to make sure we hold records about you (on paper and electronically) in a secure way, and we will only make them available to those who have a right to see them. Our security includes:

- Encryption
- Access controls on systems
- Security training for all staff
- Guidance for staff in how to safeguard information

How long do we keep your personal information?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long

as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

You have the right to request that the stop processing your personal data in relation to any council service. However, if this request is approved this may cause delays or prevent us delivering a service to you. Where possible we will seek to comply with your request but we may need to hold or process information in connection with one or more of the Council's legal functions.

Contacts

The Council's Data Protection Officer can be contacted at:

The Data Protection Officer

Barry Town Council

Town Hall, King Square

Holton Road

Barry

Vale of Glamorgan

CF63 4RW

01446 738663

info@barrytowncouncil.gov.uk

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on this web page www.barrytowncouncil.gov.uk

This Notice was last updated in June 2025.