



**BARRY TOWN COUNCIL
CYNGOR TREF Y BARRI**

PURSUANT TO THE REQUIREMENTS OF THE BELOW STATUTORY PROVISIONS, NOTICE IS HEREBY GIVEN THAT A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE IS TO BE HELD ON A HYBRID BASIS IN THE COUNCIL CHAMBER, TOWN HALL, KING SQUARE, BARRY, CF63 4RW AND REMOTELY ON MONDAY 21 JULY 2025 COMMENCING AT 7.00 PM FOR THE PURPOSE OF TRANSACTING THE BUSINESS SHOWN IN THE AGENDA SET OUT BELOW.

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

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

Yours faithfully

Mark Sims
Acting Chief Officer

AGENDA

1. **Apologies for absence**
2. **To receive declarations of interest under the Council's Code of Conduct.** (Note: Members seeking advice on this item are asked to contact the Monitoring Officer at least 72 hrs before the meeting).
3. **Well-being of Future Generations (Wales) Act 2015**
(To note)

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

4. **To approve the minutes of the Finance, Policy & General Purposes Committee held on 7 April 2025**
(Pages 1684-1685)
5. **Terms of Reference** (Pages 1686-1687)

FINANCIAL REPORTS

6. **To receive a Budget Monitoring Report to 31 June 2025**
(Pages 1688-1691)

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

7. **Grants 2025/26**
 - a. Green Grants
 - b. Small Business Grants
 - c. Vibrant Culture Grants
 - d. Voluntary Organisation Grants
(Pages 1692-1705)
8. **Recommendation from Other Committees**
(To Follow)

POLICY REPORTS

9. **Internal Audit Report 2024/25 (Final Update)**
(Pages 1706-1717)
10. **GDPR Update** (Verbal)
11. **DBS Checks for Councillors** (Pages 1718-1719)

12. Support for Refugees and Asylum Seekers (Page 1720)

13. Date of Next Meeting

The next scheduled meeting of the Finance, Policy & General Purposes Committee will be held on Monday 20th October 2025.

14. 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.

15. Shop Local Grant Monitoring Forms (Page 1721)

Distribution

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

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

BARRY TOWN COUNCIL

**MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES
COMMITTEE HELD ON MONDAY 7 APRIL 2025 AT 7PM**

PRESENT: Councillors Clarke, Drake, ES Goodjohn (Vice Chairperson) S Hodges, McKinney and Thomas.

ALSO PRESENT: Mark Sims – Acting Chief Officer
Rachel Williams – Finance Administrator
Councillor N Hodges

F194. **APOLOGIES FOR ABSENCE**

Councillors Brooks and Payne.

F195. **TO RECEIVE DECLARATIONS OF INTEREST UNDER THE
COUNCILS CODE OF CONDUCT**

RESOLVED: That no declarations of interest were received.

F196. **WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015**

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

F197. **TO APPROVE THE MINUTES OF THE FINANCE, POLICY &
GENERAL PURPOSES COMMITTEE MEETING HELD ON 27
JANUARY 2025**

RESOLVED: That the minutes of the Finance, Policy & General Purposes Committee held on Monday 27 January 2025 be approved and signed as correct record.

F198. **TO RECEIVE A BUDGET MONITORING REPORT TO 28 FEBRUARY
2025**

Members were informed about the Council's income and expenditure in the 2024/25 financial year as at the end of February 2025.

Councillor S Hodges requested clarification on whether the VE Day Street Parties Grants were to be from the 2024/25 or 2025/26 Community Grants budget. The Acting Chief Officer confirmed that the grants will be from the 2025/26 Community Grants budget.

RESOLVED: That the budget monitoring report for February 2025, indicating actual income and expenditure up to the end of month eleven in the 2024/25 financial year be received and noted.

F199. **TO RECEIVE THE SCHEDULE OF PAYMENTS FOR MARCH 2025**

Members were provided with the schedule of payments for March 2025 consisting of direct debits and BACS payments, in the amount of £19,299.07.

RESOLVED: That the schedule of payments for March 2025 consisting of direct debits and BACS payments in the amount of £19,299.07 be approved.

F200. **INTERNAL AUDIT REPORT 2024/25 (SECOND INTERIM UPDATE)**

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

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

F201. **GDPR UPDATE**

Members were provided with a GDPR update from the Deputy Chief Officer.

RESOLVED: That the GDPR update be received and noted.

F202. **DATE OF NEXT MEETING**

RESOLVED: That the date of the next meeting of the Finance, Policy and General Purposes Committee will be agreed at the Annual Meeting held on 13 May 2025.

Meeting closed at 7.04 pm.

Signed(Vice-Chairperson) Dated

STANDING COMMITTEES

A) FINANCE, POLICY & GENERAL PURPOSES COMMITTEE

UNDER DELEGATED POWERS

1. To monitor the keeping of the Council's accounts and generally to have the management of the financial affairs of the Council including regular budget monitoring and the approval of in year virements.
2. To determine applications for financial assistance whether through grants or loans
3. To authorise expenditure in respect of recommendations from other committees including the Advisory Committees of Shop Local and Fairtrade
4. To make decisions in respect of the use of reserves and review and determine the Reserves Policy
5. To review and determine the Council's Investment Strategy annually
6. To make in year decisions to authorise orders and contracts for new works, goods or services outside of existing budget provision taking into account budget monitoring and reserves policy
7. To determine applications for the use of the Coat of Arms of the town.
8. To review and determine arrangements for insurances in respect of the Council's activities.
9. To collect and authorise the legal proceedings for the recovery of monies due to the Council not falling within the remit of any other Committee.
10. To carry out the powers and duties of the Council with regard to advertising and publicity.
11. To promote and maintain good public relations with all local stakeholders, and with regional and national agencies.
12. To receive recommendations from the Local Investment Sub-Committee of the Finance, Policy and General Purposes Committee
13. To receive and approve revised, updated or newly drafted policies recommended from other Committees or officers
14. To consider tender applications in respect of the appointment of the Council's Technical Adviser.
15. To determine the financial and economic policies of the Council considering where appropriate the recommendations of other committees.

16. The Chair of the Committee will attend meetings of other Council committees to explain why the Finance, Policy & General Purposes Committee has rejected a recommendation/proposal put forward by that committee
17. To consider recommendations from Shop Local Barry Advisory Committee
18. To consider recommendations from the Innovation Working Party
19. To consider recommendations from the Governance Working Party
20. To consider any item as appropriate within the Scheme of Delegation

BY WAY OF RECOMMENDATION TO FULL COUNCIL

1. To review and make recommendations regarding the effectiveness of the Council's work, its use of resources, and standard levels of service provided.
2. To draft and finalise the Council's Corporate Plan including the consideration of recommendations of any Committee regarding the corporate plan before it is submitted for the approval of Council,
3. To consider and make recommendations regarding any other matters concerning or affecting the Town which do not fall within terms of reference of any other Committee.
4. To make recommendations concerning the levying of precepts by the Town Council.
5. To make recommendations concerning applications to Government Departments for sanction on the borrowing of money in relation to matter's coming within the parameters of the Council
6. To make recommendations regarding loans required by the Council.
7. To submit for approval of the Council draft capital and revenue budgets and proposals for supplementary estimates
8. To review the Standing Orders and Financial Regulations of the Council making recommendations where appropriate.
9. Give initial consideration to all matters affecting the Town passing through Parliament, National Assembly for Wales, European Parliament, local authorities and public bodies, unless delegated to another Committee or Working Party

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	21 JULY 2025	AGENDA ITEM: 6
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BUDGET MONITORING REPORT 30 JUNE 2025

Report Author

Mark Sims, Acting Chief Officer

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

Background Information

On the following pages is the budget monitoring report June 2025, indicating actual income and expenditure up to the end of month three 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 underspend of **£9,006** that will result in a net amount of £43,307 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 June 2025, indicating actual income and expenditure up to the end of month three in the 2024/25 financial year, noting the projected underspend of **£9,006** for 2025/26 that will result in a net amount of £43,307 being transferred from reserves.

Budget Monitoring Report June 2025

Description	Item No.	Gross Expenditure				Balance	Budget For Year	Year End Projections	Projected Variance
		Budget	Expenditure	Committed					
		12 Months	3 Months	Expenditure					
		£	£	£	£	£	£	£	
Salaries	1	978,750	213,543	765,207	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	947	1,243	0	2,190	2,190	0	
Personal Protective Equipment / Clothing	3	4,550	447	4,103	0	4,550	4,550	0	
Cleaning Products	3	3,500	310	3,190	0	3,500	3,500	0	
Officers Travel and Subsistence	4	2,150	491	1,659	0	2,150	2,150	0	
Rates	5	9,860	2,845	6,266	749	9,860	9,111	749	
Water	6	3,235	0	3,235	0	3,235	3,235	0	
Rent	7	36,260	16,814	19,446	0	36,260	36,260	0	
Electricity	8	17,900	1,777	16,123	0	17,900	17,900	0	
Gas	9	3,600	432	3,168	0	3,600	3,600	0	
Telephone / Alarm Line	10	5,070	725	4,345	0	5,070	5,070	0	
Postage	11	1,500	679	821	0	1,500	1,500	0	
Printing and Stationery	12	2,300	259	2,041	0	2,300	2,300	0	
Insurance	13	7,460	7,386	0	74	7,460	7,386	74	
Photocopier Costs	14	2,300	891	1,409	0	2,300	2,300	0	
Property Maintenance and Improvements	15	49,940	12,287	37,653	0	49,940	49,940	0	
Equipment	16	17,310	6,684	10,626	0	17,310	17,310	0	
Equipment Maintenance	17	16,750	5,600	11,150	0	16,750	16,750	0	
Bank Charges	18	900	194	706	0	900	900	0	
Audit Fees - Internal	19	1,600	0	1,600	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	0	530	0	530	530	0	
Professional Fees	22	6,000	7,409	6,708	-8,117	6,000	14,117	-8,117	
General Salaries Contingency	23	40,000	8,654	31,346	0	40,000	40,000	0	
Health and Safety	24	4,000	1,610	2,390	0	4,000	4,000	0	
Internet Broadband	25	6,540	1,679	4,861	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	3,963	8,537	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	1,133	5,067	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	175	7,325	0	7,500	7,500	0	
Cemetery Roads Maintenance	19	4,000	140	3,860	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	45	435	0	480	480	0	
Community Groups Use of CACC (FOC)	1	1,800	324	1,476	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	55	205	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	2,178	17,822	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	165	335	0	500	500	0	
Corporate Events - Equipment and Storage	3	4,000	223	3,777	0	4,000	4,000	0	
Corporate Marketing and Communications	3	5,000	1,908	3,092	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	1,705	9,295	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	0	3,000	0	3,000	3,000	0	
Community Grants - Voluntary Organisations	15	15,000	2,379	12,621	0	15,000	15,000	0	
Community Grants - Small Business Grants	16	3,000	0	3,000	0	3,000	3,000	0	
Community Grants - Books for Schools	17	10,000	0	10,000	0	10,000	10,000	0	
Community Grants - Arts, Culture and Entertainment	19	20,000	8,200	11,800	0	20,000	20,000	0	
Cemetery Roads Improvement	4	23,460	23,460	0	0	23,460	23,460	0	
Subscriptions	9	10,930	12,166	-1,236	0	10,930	10,930	0	
Councillor Training	10	4,000	834	3,166	0	4,000	4,000	0	
Staff Training	11	20,000	2,382	17,618	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	1689,996,944	1,185,949	-9,438	1,573,454	1,582,892	-9,437	

Budget Monitoring Report June 2025

Gross Income								
Description	Item No.	Budget	Income	Income	Balance	Budget	Year End	Projected
		12 Months	3 Months	Expenditure		For Year	Projections	Variance
		£	£	£	£	£	£	£
Bank Interest	1	21,250	5,430	0	-15,820	21,250	21,250	0
Interment Fees	1	59,825	17,133	0	-42,692	59,825	59,825	0
Exclusive Right of Burials	2	20,000	7,439	0	-12,561	20,000	20,000	0
Memorial Fees	3	19,200	5,057	0	-14,143	19,200	19,200	0
Transfer of Exclusive Right of Burials	4	2,700	866	0	-1,834	2,700	2,700	0
Hire of Chapel	5	480	160	0	-320	480	480	0
War Graves	6	78	0	0	-78	78	78	0
Cemetery Lodge Rent	7	6,528	1,740	0	-4,788	6,528	6,960	432
Other Miscellaneous Income	8	500	1,108	0	608	500	500	0
Cemetery Improvement Fee	9	3,120	975	0	-2,145	3,120	3,120	0
Grants Receivable	10	0	450	0	450	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	8,101	0	-23,899	32,000	32,000	0
Total Income		181,523	56,380	0	-125,143	181,523	181,955	432
Net Expenditure								
Description	Item No.	Budget	Expenditure	Expenditure	Balance	Budget	Year End	Projected
		12 Months	3 Months	Expenditure		For Year	Projections	Variance
		£	£	£	£	£	£	£
Total Net Expenditure		1,391,931	340,564	1,185,949	-134,581	1,391,931	1,400,937	-9,006
Transfer to / (from) reserves		(34,301)				(34,301)	(43,307)	
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 3 months to 30 June 2025 of £340,564 and committed expenditure of £1,185,949 noting that a amount of £34,301 will be drawn down from reserves.								
Our projected out-turn for the year produces an overspend of £9,005 (£9,437 more expenditure with £432 more income). This will result in a net amount of £43,307 being transferred from reserves rather than transferring £34,301 from reserves.								

Budget Monitoring Report June 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	-	(2,237)	355,216
Total	771,601	15,930	(59,237)	728,294

GRANTS AND DONATIONS 2025/26

Report Author

Mark Sims, Deputy Chief Officer

Attached (as separate papers due to quantity of applications:

- A. Green Grants
- B. Small Business Grants
- C. Vibrant Culture Grants
- D. Voluntary Organisation Grants

Purpose of Report

The purpose of this report is to provide Councillors with applications from various organisations requesting grant assistance.

Legislative Implications

Councils have a number of powers which enable them to financially support local organisations including:

- General Power of Competence, Section 24 of the Local Government and Elections (Wales) Act 2001, gives “qualifying local authorities” a general power of competence (the “general power”) to do anything that an individual can do, provided they act rationally and within the law. 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.

Policy Implications

Wellbeing Goals within the Corporate Plan:

- A prosperous Barry
- A resilient Barry
- A healthier Barry
- A more equal Barry
- A Barry of cohesive communities
- A Barry of vibrant culture and thriving Welsh language
- A globally responsible Barry

Financial / Resource Implications

The following amounts are available within the 2025/26 budget:

Green Grants	£ 4,000
Grants for Local Businesses	£ 3,000
Vibrant Culture Grants (Balance available)	£11,800
Grants to Voluntary / Community Organisations	<u>£12,621</u>
Total	<u>£31,421</u>

Recommendation

That consideration be given to the various applications for financial assistance, under the General Power of Competence, Section 24 of the Local Government and Elections (Wales) Act 2001, from the Council's grants budget in 2025/26, in accordance with the Council's agreed criteria and that the Committee determine the amount to be awarded in relation to each organisation giving consideration to the eligibility of each of the applications accordingly;

GREEN GRANTS					
Organisation Name	Overview of Project	Amount applied for	Are all requirements in place for the project to be implemented?	Which Wellbeing goals have been met?	Has the criteria of the grant been met? (Recommendation)
All Saints Primary School	To support the restoration and enhancement of our school pond, located within the grounds of All Saints Church in Wales Primary School	£948.00	Yes	A Resilient Barry	RECOMMENDATION – That members consider this grant application under the Green Grant scheme and determine an award amount.
Amelia Trust Farm	To replace fluorescent lights with LED's to be more eco-friendly due to their lower energy consumption etc	£3032.00	Yes	A Resilient Barry A Globally Responsible Barry	RECOMMENDATION – That members consider this grant application under the Green Grant scheme and determine an award amount.
Castleland Community Centre	To keep the garden well maintained with grass cutting and pruning so locals can use this facility on a daily basis	£1820.00	Yes, on lease from the VOG	A Prosperous Barry A Resilient Barry A Healthier Barry A Globally Responsible Barry	RECOMMENDATION – That members consider this grant application under the Green Grant scheme and determine an award amount.
TL Computer Systems Wales Ltd	Solar Panel Battery's	£3854.40	Yes	A Resilient Barry	RECOMMENDATION – That members consider this grant application under the Green Grant scheme and determine an award amount.

APPENDIX 1

Green Agriculture Limited	box Growing microgreens in converted shipping containers using solar power	£226,000	Yes	A Prosperous Barry A Resilient Barry A Healthier Barry A Barry of Cohesive communities	RECOMMENDATION – That members consider this grant application under the Green Grant scheme or Small Business Grant and determine an award amount.
Sub Total		£235,654.40			
SMALL BUSINESS GRANTS					
Balance / The Skin Lab	Disabled Toilet and open up a section for a juice/smoothie/shake bar and also stock healthy pre made meals	£4,300	Yes	A Prosperous Barry A Healthier Barry	RECOMMENDATION – That members consider this grant application under the Small Business Grant scheme and determine an award amount.
Barry Island Coffee Company	Mobile Coffee Roaster that will fit into my horsebox and offer 'coffee beans roasted while you wait' service	£2950.00	Yes	A Prosperous Barry	RECOMMENDATION – That members consider this grant application under the Small Business Grant scheme and determine an award amount.
Bee and Bloom	To create a safe, welcoming space for local families, particularly new mothers experiencing overwhelm or isolation	£1,300.00	Yes	A Prosperous Barry A Healthier Barry A More Equal Barry A Barry of cohesive communities	RECOMMENDATION – That members consider this grant application under the Small Business Grant scheme and determine an award amount.

APPENDIX 1

				A Barry of vibrant culture and thriving Welsh Language	
Box Edit Boutique	Shop restructure/refit to enhance service	£662.98	Yes	A Prosperous Barry A Resilient Barry A Healthier Barry	RECOMMENDATION – That members consider this grant application under the Small Business Grant scheme and determine an award amount.
Cambrensis	<i>“From Barry to the World: Showcasing Welsh Identity through Fashion”</i>	£3,000.00	Yes	A Prosperous Barry A Barry of Cohesive Communities	RECOMMENDATION – That members consider this grant application under the Small Business Grant scheme and determine an award amount.
Cook Stars Vale of Glamorgan	The FedLine Project. Cookery classes that focus on building confidence around cooking healthy, nutritious, family friendly meals on a budget	£3,000.00	Yes	A Prosperous Barry A Healthier Barry A Barry of Vibrant Culture	RECOMMENDATION – That members consider this grant application under the Small Business Grant scheme and determine an award amount.
NJSPACKMAN LTD. T/A Dimensional Art	Expanding business services	£500.73	Yes	A Prosperous Barry A Resilient Barry A Barry of Cohesive Communities	RECOMMENDATION – That members consider this grant application under the Small Business Grant scheme and determine an award amount.

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Gaming Squad Ltd	Improve business – Multi-player gaming delivered to doorstep	£2,500.00	Yes	A Prosperous Barry	RECOMMENDATION – That members consider this grant application under the Small Business Grant scheme and determine an award amount.
GOODSHEDS	Goodsheds Summer Events; Barry Pride and GoodFest	£2,675.79	Yes	A Prosperous Barry A More Equal Barry A Barry of Cohesive Communities A Barry of Vibrant Culture	RECOMMENDATION – That members consider this grant application under the Shop Local Grants request scheme and determine an award amount.
Head to Toe Beauty	Renewal signage and build a ramp for easier access to shop	£1,820.00	Yes	A Prosperous Barry A More Resilient Barry	RECOMMENDATION – That members consider this grant application under the Small Business Grant scheme and determine an award amount.
Lush Lounge (Nail Salon)	To convert a small section of a garage for a bigger salon	£5,980.00	Yes	A More Equal Barry A Prosperous Barry A Healthier Barry	RECOMMENDATION – That members consider this grant application under the Small Business Grant scheme and determine an award amount.
Mwncïod Blêr	Local start up business – sensory play	£2,864.00	Yes	A Prosperous Barry A Healthier Barry A Resilient Barry	RECOMMENDATION – That members consider this grant application under the Small Business Grant scheme or Vibrant Culture grant and determine an award amount.

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				<p>A More equal Barry</p> <p>A Barry of Cohesive Communities</p> <p>A Barry of Vibrant Culture</p> <p>A Globally Responsible Barry</p>	
Romantasy Realms Publishing	Romance Pop up Shop/Launch	£15,500.00	Yes	<p>A Prosperous Barry</p> <p>A More Equal Barry</p> <p>A Barry of Cohesive Communities</p> <p>A Barry of Vibrant Culture</p>	RECOMMENDATION – That members consider this grant application under the Small Business Grant scheme and determine an award amount.
Tabernacl Studio CIC	Conversion of Tabernacl Church into music venue	£19,250.00	Yes	<p>A Prosperous Barry</p> <p>A More Equal Barry</p> <p>A Barry of Cohesive Communities</p> <p>A Barry of Vibrant Culture</p>	RECOMMENDATION – That members consider this grant application under the Small Business Grant scheme or Vibrant Culture Grant and determine an award amount.
Vale Apiary	Expanding Local Honey Extraction Capacity – Summer 2025	£3,000.00	Yes	<p>A Prosperous Barry</p> <p>A Resilient Barry</p>	RECOMMENDATION – That members consider this grant application under the Small

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				A Healthier Barry A Barry of Vibrant Culture and thriving Welsh Language	Business Grant scheme and determine an award amount.
Vale of Glamorgan Music Academy (VoGMA)	Musical Theatre Summer Course	£520.00	Yes	A Prosperous Barry A Healthier Barry A More Equal Barry A Barry of Cohesive Communities A Barry of Vibrant Culture A Globally Responsible Barry	RECOMMENDATION – That members consider this grant application under the Small Business Grant scheme or Vibrant Culture Grant and determine an award amount.
Sub Total		£69,823.50			
VIBRANT CULTURE GRANTS					
All Saints Church in Wales Primary School	Celf a Chymuned: Connecting Barry Through Art”	£5000.00	Yes	A Barry of Vibrant Culture and Thriving Welsh Language	RECOMMENDATION – That members consider this grant application under the Vibrant Culture Grant scheme and determine an award amount.
Bro Radio (Vale of Glamorgan)	Creating new opportunities to volunteer in Barry	£972.00	Yes	A Healthier Barry	RECOMMENDATION – That members consider this grant application under the Vibrant

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Broadcasting CIC)				A More Equal Barry A Barry of Cohesive Communities A Barry of Vibrant Culture and Thriving Welsh Language A Prosperous Barry	Culture Grant scheme or Voluntary Organisations grant and determine an award amount.
Mack Events Presents Limited	Glastonbarry 2026 Funding for the Big Top to provide cover for the stage and audience 2026 AND 2027	£56,100.00	Yes	All Wellbeing Goals	RECOMMENDATION – That members consider this grant application under the Vibrant Culture Grant scheme and determine an award amount.
Mack Events Presents Limited	Glastonbarry Fringe Arts Festival May 2026	£2,000.00	Yes	All Wellbeing Goals	RECOMMENDATION – That members consider this grant application under the Vibrant Culture Grant scheme and determine an award amount.
Menter Bro Morgannwg	Welsh language social engagement programme	£5,000.00	Yes	A More Equal Barry	RECOMMENDATION – That members consider this grant application under the Vibrant Culture Grant scheme and determine an award amount.
Mindcrafted Wellbeing	Welsh Story telling Spa	£15,000.00	Yes	A Prosperous Barry A Healthier Barry	RECOMMENDATION – That members consider this grant application under the Vibrant

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				A Barry of Vibrant Culture and Thriving Welsh Language	Culture Grant scheme and determine an award amount.
Motion Control Dance	Organising a Free Dance Festival	£3,890.00	Yes	A More Equal Barry A More Equal Barry A Barry of Cohesive Communities	RECOMMENDATION – That members consider this grant application under the Vibrant Culture Grant scheme and determine an award amount.
Sub Total		£87,962.00			
VOLUNTARY ORGANISATIONS GRANTS					
11 th Barry Sea Scout Group	Expedition Challenge	£217.80	Yes	A Healthier Barry A Barry of Cohesive Communities A More Equal Barry	RECOMMENDATION – That members consider this grant application under the Voluntary Organisations Grants scheme and determine an award amount.
372 (Barry) Squadron, Air Training Corps	Cyber & Coding with Raspberry Pi computers	£300.00	Yes	A More Equal Barry	RECOMMENDATION – That members consider this grant application under the Voluntary Organisations Grants scheme and determine an award amount.
Barry Community Choir	Autumn R&R (Recruitment & Retention)	£300.00	Yes	A More Equal Barry A Barry of Cohesive Communities	RECOMMENDATION – That members consider this grant application under the Voluntary Organisations Grants scheme

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				A Healthier Barry] A Resilient Barry	and determine an award amount.
Barry Athletic Bowls Club	External Improvements	£1,318.00	Yes	A Healthier Barry A Barry of Cohesive Communities A Globally Responsible Barry	RECOMMENDATION – That members consider this grant application under the Voluntary Organisations Grants scheme and determine an award amount.
Barry Ladies Choir	Bluetooth Speaker and sheet music	£534.57	Yes	A Healthier Barry A Barry of Cohesive Communities A Resilient Barry A Barry of Vibrant Culture	RECOMMENDATION – That members consider this grant application under the Voluntary Organisations Grants scheme and determine an award amount.
Barry Round Table	Dad's First Aid Membership Drive	£864.00	Yes	A Healthier Barry A Barry of Cohesive Communities A More Equal Barry	RECOMMENDATION – That members consider this grant application under the Voluntary Organisations Grants scheme and determine an award amount.
Barry Wanderers Cricket Club	New Equipment	£5,150.00	Yes	A Healthier Barry A Barry of Cohesive Communities	RECOMMENDATION – That members consider this grant application under the Voluntary Organisations Grants scheme and determine an award amount.

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Forces Fitness Education CIC	Health & Wellbeing Event	£550.00	Yes	A Healthier Barry	RECOMMENDATION – That members consider this grant application under the Voluntary Organisations Grants scheme and determine an award amount.
Highlight Park Community Centre	Entrance & Community Room upgrade	£5,471.52	Yes	A More Equal Barry A Barry of Cohesive Communities	RECOMMENDATION – That members consider this grant application under the Voluntary Organisations Grants scheme and determine an award amount.
Innovate Trust	Meet at the Bridge	£898.32	Yes	A Healthier Barry A Barry of Cohesive Communities A Globally Responsible Barry	RECOMMENDATION – That members consider this grant application under the Voluntary Organisations Grants scheme and determine an award amount.
Lost and Found Gaming CIC	Antisocial-Social Club for LGBTQ+	£1,790.00	Yes	A Healthier Barry A Barry of Cohesive Communities A Globally Responsible Barry	RECOMMENDATION – That members consider this grant application under the Voluntary Organisations Grants scheme and determine an award amount.
Recovery Cymru Community	Barry Peer Support	£1,380.00	Yes	A Prosperous Barry A Healthier Barry	RECOMMENDATION – That members consider this grant application under the Voluntary Organisations Grants scheme

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				A More Equal Barry A Barry of Cohesive Communities	and determine an award amount.
Say Aphasia	To maintain and expand the Barry Say Aphasia group (a free community drop-in group for people with communication disability)	£3,840.38	Yes	A Healthier Barry A More Equal Barry	RECOMMENDATION – That members consider this grant application under the Voluntary Organisations Grants scheme and determine an award amount.
South Wales Coastal Rowing Club (CIO)	Beach Sprints	£8,147.52	Yes	A Healthier Barry	RECOMMENDATION – That members consider this grant application under the Voluntary Organisations Grants scheme and determine an award amount.
Valeways	Footpath Clearance	£134.97	Yes	A Healthier Barry A Barry of Cohesive Communities A Barry of Vibrant Culture A Globally Responsible Barry	RECOMMENDATION – That members consider this grant application under the Voluntary Organisations Grants scheme and determine an award amount.
Whitmore Bay Surf Life Saving Club	Specialist Equipment and	£4,210.00	Yes	A Barry of Cohesive Communities	RECOMMENDATION – That members consider this grant application under the Voluntary

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	maintenance of club			A Healthier Barry A Barry of Vibrant Culture	Organisations Grants scheme and determine an award amount.
The Community Impact Initiative C.I.C.	Women Construct Wales	£1282.59	Yes	A Prosperous Barry A Resilient Barry A Healthier Barry A More Equal Barry A Barry of Cohesive Communities A Globally Responsible Barry	RECOMMENDATION – That members consider this grant application under the Voluntary Organisations Grants scheme and determine an award amount.
YMCA Barry	Foam Glorious Foam	£1,500.00	Yes	A Healthier Barry A More Equal Barry A Barry of Cohesive Communities	RECOMMENDATION – That members consider this grant application under the Voluntary Organisations Grants scheme and determine an award amount.
Sub total		£37,889.47			

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	21 JULY 2025	AGENDA ITEM: 9
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INTERNAL AUDIT REPORT 2024/25 (FINAL)

Report Author

Mark Sims, Acting Chief Officer

Attached: A. Internal Audit Report 2024-25 (Final Update) (12 pages)

Purpose of Report

To provide members with the internal auditor's report (Final Update) for 2024/25.

Background

At the Committee's previous meeting on 7 April 2025 members were provided with the internal auditor's report (second interim update) for 2024/25. Minute number F200 **RESOLVED: that the internal auditor's reports (second interim update) 2024/25 be received and noted.**

Auditing Solutions Ltd attended the Council on 11 June 2025 to undertake the third and final review for the internal audit programme for 2024/25.

A copy of the internal auditor's report for 2024/25 (Final Update) is attached for the Committee's consideration. The report sets out the work undertaken in relation to the Internal Auditors review of the 2024-25 financial year, which took place over three visits on the 23 October 2024, 26 February and 11 June 2025 together with their preparatory work. Officers are pleased to report that the internal auditor concludes "*that the Council continues to maintain adequate and effective internal control arrangements, and have signed the Internal Audit section of the Annual Report assigning positive assurance against the control objectives.*"

Recommendations

1. Members are requested to receive and note the internal audit report (Final Update) for 2024/25.
2. Re-appoint Auditing Solutions Ltd as internal auditor for 2025/26.



Mark Sims
Acting Chief Officer and Responsible Finance Officer
Town Hall
King Square
Holton Road
Barry
South Glamorgan
CF63 4RW

12th June 2025

Dear Mark

Internal Audit Report & Invoice: 2024-25 Final update

Please accept and pass on my thanks to your colleagues for the courtesy and attention afforded me in completing my final review.

I am pleased to attach the resultant draft report and trust that I have not misrepresented any of the report's content: should I have done so, please let me know, so that I may make any necessary amendments prior to the report's presentation to Council.

May I also remind you that the Practitioners' Guide requires that our internal audit report is presented to the Council and I would appreciate your written confirmation of compliance in this respect.

Might I also ask that you acknowledge safe receipt of this e-mail together with the attached report.

Anne will forward the invoice in due course.

Kind regards

Chris Hackett



Barry Town Council
Cyngor Tref y Barri

Internal Audit Report 2024-25 (final update)

Chris Hackett

Consultant Auditor
For and on Behalf of Auditing Solutions Ltd

Background

All town and community councils are required by statute to make arrangements for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Return.

This report sets out the work undertaken in relation to our annual review of the 2024-25 financial year, which took place on the 23rd October 2024, 26th February and 11th June 2025, together with our preparatory work. We wish to thank the Officers for providing all the requested documents to facilitate our work.

Internal Audit Approach

In completing our audit for the year, we have again had regard to the materiality of transactions and their susceptibility to potential misrecording or misrepresentation in the year-end Statement of Accounts/Annual Return. Our programme of cover has been designed to afford appropriate assurance that the Council's financial systems remain robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Internal Audit Report' in the Council's Annual Return, which requires independent assurance over specified internal control objectives.

Overall Conclusion

Based on the work completed we have concluded that the Council continues to maintain adequate and effective internal control arrangements. We have duly signed the Internal Audit Section of the Annual Return assigning positive assurance against the control objectives. Our detailed findings are set out below.

We request that this report is presented to Members.

This report has been prepared for the sole use of Barry Town Council. To the fullest extent permitted by law, no responsibility or liability is accepted by Auditing Solutions Ltd to any third party who purports to use or rely, for any reason whatsoever, on this report, its contents or conclusions.

Detailed Report

Maintenance of Accounting Records & Bank Reconciliations

The Council uses the Rialtas accounting package to record its financial activities with a single cashbook in place to reflect transactions through the Lloyds current account.

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in the cashbook or financial ledgers. We have:

- Confirmed the External Auditor raised no issues on the 2023-24 accounts requiring our follow up;
- Checked the accuracy of the opening Trial Balance detail for 2024-25 to the closing balances at 31st March 2024 to confirm all amounts had been correctly rolled forward;
- Verified that an appropriate cost centre and nominal ledger coding structure remained in place to provide data for the preparation of the annual Statement of Accounts and budget reports;
- Confirmed that the Rialtas accounting system was in balance at the date of our three reviews by running a data check to confirm the trial balance agreed and was aligned with the nominal ledger;
- Confirmed, in discussion with officers, that the system is backed up daily;
- Checked and agreed three sample month's transactions (September 2024, January and March 2025), as recorded in the current account cashbook, to the Lloyds bank statements;
- Checked and agreed the 31st August, 30th September and 31st December 2024 and 31st January, 28th February and 31st March 2025 month-end Lloyds bank reconciliations to ensure that no longstanding uncleared amounts or unexplained entries existed;
- Confirmed the year-end balance was included in the Annual Return at line 9; and
- Confirmed reconciliations are completed regularly and signed by the RFO and Chair of Finance Policy and General Purposes Committee.

Conclusion

Based on our testing the accounts are in balance and being reconciled with no unexplained adjusting entries in the reconciliations.

Review of Corporate Governance

Our objective is to ensure that the Council has a robust series of corporate governance documentation in place. We have:

- Completed our examination of the minutes of the Full Council and its extant Standing Committees, excluding Planning, for the financial year, to ensure that, as far as we are reasonably able to ascertain, no actions are under consideration which could cause financial risk to the Council;
- Noted the Council reviewed its governance arrangements at its meeting in April 2024; and
- Noted the Council at its Annual Meeting in May 2025 re-adopted Standing Orders and Financial Regulations and resolved that it continued to meet the requirements for the General Power of Competence.

Conclusion

No matters have been identified in this area from the work.

Review of Expenditure

Our aim here is to ensure that:

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- Relevant Standing Orders and Financial Regulations have been met in relation to formal tendering processes; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We discussed the controls in place over the processing of payments with the Deputy Chief Officer. To obtain assurance in this area we have tested a sample of transactions, selecting 55 payments from the cash book plus the regular non-domestic rate payments including all those individually in excess of £3,500, together with a more random sample of every 35th cashbook transaction (irrespective of value). Our test sample totalled £333,072 equating to 48% of all non-pay related expenditure for the period 1st April 2024 to 31st March 2025. Supporting

information in the form of invoices or other documentation was provided for the payments in our sample.

We reviewed briefly the quotes received for works at the cemetery. Independent surveyors sought quotes on behalf of the Council in line with financial regulations.

We reviewed the Council's VAT records confirming the amount due for reclaim from HMRC at 31st March 2024 was duly reclaimed and recovered in May 2024. We reviewed further the quarterly reclaims for 2024-25 confirming the monies were recovered, or in the case of quarter four included in the year-end debtors.

Conclusion

No matters arise from our review of payments. Based on our sample payments are supported by invoices.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks in order to minimise the opportunity for their coming to fruition.

We reviewed the Council's insurance policy provided by Zurich which ran to 31st March 2025, noting that cover included:

- Buildings insurance;
- Business interruption insurance;
- Equipment;
- Public liability cover of £15m;
- Hirer's insurance of £2m;
- Employer's liability of £10m;
- Motor vehicle cover; and
- Fidelity guarantee cover of £1m.

The Council reviews its annual risk assessment at the Annual Meeting each May. The 2025-25 Risk Assessment continues to be prepared using the LCRS software. The Risk Assessment identifies the risk, describes the controls and provides an overall assessment. It includes a range of financial management risks.

Conclusion

No issues arise in this area. Based on our work the Council has a framework for managing risks.

Precept Determination and Budgetary Control

Our objective here is to ensure that the Council has a robust procedure in place for identifying and approving its future budgetary requirements and the level of precept for the coming financial year: also, that an effective reporting and monitoring process is in place. We also aim to ensure that the Council retains appropriate funds in general and earmarked reserves to finance its ongoing spending plans, whilst retaining appropriate sums to cover any unplanned expenditure that might arise. We note:

- Full Council met on the 9th December and approved the draft 2025-26 budget for consultation. Prior to this Finance Policy and General Purposes Committee had reviewed the draft budget. Members were provided with a summary report setting out income and expenditure projections and reserve movements. This was accompanied by a detailed analysis of income and expenditure at service level showing budget and spend/income for the current year 2024-25, the prior year and the coming year 2025-26. Following the public consultation full council met in February 2025 setting the final budget, taking account of the tax base, the precept was set at £1,357,630;
- Full Council receive regular budget monitor reports along with details of payments for approval, (all payments are listed in the Agenda Papers put on the Council's website). Budget monitor reports show income and committed expenditure and year end projections, detail is provided also on reserve movements. There is also a high level narrative summary. Further we note that Committees receive regular budget monitor reports;
- We reviewed total 2024-25 income and expenditure making comparisons year on year seeking explanations for variances. We note the review of the Cemetery linked to the reduction in burials and the consequent staff restructuring; and
- At the 31st March 2025 the Council's balances and reserves were £771,601, this included a general reserve of £357,453. Spending in 2024-25 was £1,607,975 or £133,998 a month. The general reserve represents some 2.7 months spending based on the level in the prior year. This is slightly below the average normally seen at town and community councils of 3 to 8 months spending. We note the Council retains earmarked reserves which if necessary could provide a buffer if spending and reserves were under pressure.

Conclusions

No issues have been identified in this area from our work.

Review of Income

In considering the Council's income streams, we aim to ensure that robust systems are in place to facilitate the identification of all income due to the Council from its various sources; to ensure that income is invoiced in a timely manner and that effective procedures are in place to pursue recovery of any outstanding monies due to the Council. We have:

- Agreed the three instalments of the 2024-25 precept, as recorded in the Council's minutes to the amount receipted into the Council's cash book;
- Confirmed the Council keeps its fees and charges under review;
- Reviewed Hall Bookings: Selecting five bookings in November 2024 from the booking's spreadsheet kept in the Admin Office. Checked booking forms were being retained on file and confirmed an invoice was raised for each hiring at the correct rate and that the income was recorded in Rialtas;
- Burial Service: Selected five interments at the Merthyr Dyfan cemetery and two at Porthkerry selecting from the burial register confirming a certificate of burial or cremation was on file, the fee charged agreed to the schedule of rates and that the resulting income was recorded in Rialtas for recovery;
- Test checked the receipt of interest from the CCLA for January 2025 from the CCLA statements to Rialtas;
- Monitored the unpaid invoices report on the Council's sales ledger at each of our three visits; and
- As previously noted, test checked three month's income from the bank to the accounting records.

Conclusion

No issues arise from our work in this area.

Petty Cash and Charge Card Accounts

Whilst the amounts expended in this area are limited, we are required, as part of the Annual Return certification, to confirm the Council's petty cash accounting controls.

Financial Regulations allow a petty cash float of up to £500. A separate petty cash book is kept by the Finance Assistant and we understand that re-imbursments are normally signed by the Deputy Chief Officer and a Member. We have:

- Checked the payments from petty cash made in August and September 2024 were supported by signed vouchers/till receipts;
- Confirmed the reimbursement as recorded in the petty cash book for July was authorized;
- Agreed the physical cash held on the day of our first visit to the records;
- Discussed the controls in place over the charge cards noting our testing in our previously reported Review of Expenditure would have covered this area; and
- Confirmed the petty cash and float was included in the year-end reconciliation.

Conclusion

No issues have been identified in this area of our work.

Salaries and Wages

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme in relation to employee percentage bandings.

The Council uses the SAGE system to run its payroll with the Deputy Chief Officer maintaining the records. We understand that summary payroll totals are reported regularly to Members. We have sample checked the detail of payroll transactions, specifically we:

- Obtained the SAGE payroll reports for September 2024 and test checked the calculation of tax, and national insurance for seven staff paid that month;
- Test checked the signed contract for two recent starters to their gross pay per their September payslips;
- Reviewed the calculation of employer and banded employee pension contributions confirming also the employer rate as notified by the Pension Fund was being applied;
- Confirmed signed overtime sheets are retained; and
- Completed our month on month trend analysis of payroll costs from the cash book covering the whole financial year.

Conclusions

The Council has arrangements for managing its payroll. We noted at interim stage, that one recent starter was due an increment in July which officers were going to action. One officer we tested appeared to be making the wrong pension percentage contributions based on their pay, officers were checking. Officers confirmed these matters were dealt with.

The Council has arrangements for managing payroll.

Fixed Asset Registers

The Governance and Accountability Manual requires all Councils to maintain a record of all assets owned.

We have checked the Council's asset register which is maintained on a spreadsheet noting that it shows individual assets at cost for reporting in the Annual Return and that it shows also depreciation and Net Book Value for management purposes, further that it categorises assets for example into land and buildings, vehicles and equipment and infrastructure and community assets.

We have agreed fixed asset additions for the year as reported in the fixed asset register to the capital expenditure reported in the Council's accounts. Finally, we agreed the total value of assets per the fixed asset register to the amount reported in box 12 of the Annual Return.

Conclusion

There are no issues arising in this area to warrant formal comment or recommendation.

Investments and Loans

Our objectives here are to ensure that the Council is "investing" surplus funds, be they held temporarily or on a longer term basis, in appropriate banking and investment institutions; that an appropriate investment policy is in place; that the Council is obtaining the best rate of return on any such investments made; that interest earned is brought to account correctly and appropriately in the accounting records and that any loan repayments due to or payable by the Council are transacted in accordance with appropriate loan agreements. We have:

- Agreed the balance reported in Rialtas in respect of the investment in the CCLA deposit fund to the third-party statement at the 30th September 2024, 31st January and 31st March 2025;
- Sample tested interest income recorded in Rialtas to the CCLA statements; and
- As part of our payments testing agreed the re-payments of PWLB loan during the year to the third-party demand notices and confirmed via the detail on the Government's Debt Management Office website the balance due at the year-end was cleared.

Conclusion

No matters arise from our work in this area.

Statement of Accounts and Annual Return

The Annual Return provides the Council's statutory Statement of Accounts subject to external audit certification. We note also that more detailed Accounts and Supplementary Notes have been prepared by the Council's Deputy Chief Officer (Responsible Finance Officer) for presentation to Members in order to further inform them of the underlying financial performance of the Council and provide comparative information with the previous year.

We have sample checked the detail in the Income and Expenditure Account and Balance Sheet from the underlying Rialtas software and other documentation provided and are pleased to note there were no issues identified and we have verified the data provided for transposition into the Annual Return.

Conclusions

There are no issues arising in this area to warrant formal comment or recommendation and as noted in the preamble to this report, we have signed off the Internal Audit Report within the Annual Return, assigning positive assurances in all relevant areas.

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	21 JULY 2025	AGENDA ITEM: 11
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DBS Checks for Councillors

Report Author

Chris Mason, Engagement & Events Team Manager

Purpose of Report

To request members discuss and agree a policy on DBS Checks for Councillors.

Background Information

At the meeting of the Globally Responsible Barry Committee on 23 June 2025, members discussed issues relating to members visiting schools in Barry on behalf of the Council:

Members discussed the possible requirement for Councillors to have DBS checks completed in order to give Fairtrade talks in local schools, and if the DBS would be considered valid on any Vale of Glamorgan property. Members agreed a DBS would be good practice if councillors were working with children and vulnerable adults. The Future Generations Project Officer confirmed that she had contacted the Vale of Glamorgan to check the process and costs. Cllrs Dancey and Payne advised members that there is an 'update service' at a cost of around £18 per year to allow the transfer of DBS between roles. The Chair noted that the next meeting would be held after Fairtrade Fortnight had begun and requested that the Future Generations Project Officer update members by email, but felt that this may be a bigger safeguarding issue that should be raised at Full Council. Members agreed it was a policy matter as there would be financial and policy implications. The Chair concluded that a recommendation is made to refer the matter to the Finance, Policy and General Purposes committee.

There are a number of questions around holding DBS Checks for Councillors:

1. Should the Council require all members to hold a valid DBS check?
2. Should a DBS check only be obtained on an 'as required' basis?

Should members agree a requirement for DBS checks in answer to either question above:

3. Would the Council accept DBS checks conducted for other roles/jobs held by members? And if so, within what timeframe?
4. Would the Council wish to conduct its own DBS check for members?
5. What level of check would be required – Basic or Enhanced?

Members should also consider the procedure to be followed should a DBS check highlight something which could be considered as a cause for concern.

Decisions made in relation to this matter will have both cost and staff time implications for the Council in administering and recording checks for members.

Barry Town Council is registered with the Vale of Glamorgan to conduct DBS checks. The cost for a Basic DBS Check is £38.50 per check, and the cost of an Enhanced DBS Check is £66.50 per check.

Recommendation

1. Members to receive and note this report.
2. Members to agree a policy with regards to DBS checks for members.

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	21 JULY 2025	AGENDA ITEM: 12
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Support for Refugees and Asylum Seekers

Report Author

Chris Mason, Engagement & Events Team Manager

Purpose of Report

To request members formally agree a policy to support refugees and asylum seekers residing in Barry.

Background Information

At the meeting of the Globally Responsible Barry Committee on 23 June 2025, members discussed what formal support Barry Town Council could offer to refugees and asylum seekers residing in Barry:

Members discussed what the council could offer refugee groups or asylum seekers, such as free meeting spaces and burial space. Members agreed that this should be referred to the Finance, Policy and General Purposes committee for discussion before being referred to the Halls, Cemeteries, and Community Facilities Committee for approval.

Members considered that there were two practical things which the Council could do to support these individuals:

1. Offer free meeting space in our community halls for any groups of these individuals to meet.
2. Offer free burial space should a refugee or asylum seeker pass away whilst residing in Barry.

Members considered that whilst these items had been discussed amongst Councillors on a number of occasions, there had been no formal agreement or ratification of these items as a Barry Town Council policy. Members, therefore, were of the opinion that this matter should be referred to this committee for discussion and resolution.

Subject to members' decisions, this issue would then be referred to the Halls, Cemeteries, and Community Facilities Committee for implementation.

Recommendation

1. Members to receive and note this report.
2. Members to consider formally agreeing the above items.