CYNGOR TREF Y BARRI
BARRY TOWN COUNCIL

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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 9 JANUARY 2026 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

Rachel Honey-Jones

Rachel Honey-Jones
Chief Officer

A G E N D A

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. **Standing Order 3(o)** **(To Note)**

   The use of cameras, camcorders and other recording devices in all Council, Committee and Sub-Committee meetings is expressly forbidden, with the exception of any formal recording of proceedings in accordance with the Council's policy, should the Council instigate such a policy.

5. **To approve the minutes of the Finance, Policy & General Purposes Committee held on 8 December 2025**

   (Pages 1865-1869)

FINANCIAL REPORTS

6. **To receive a Budget Monitoring Report to 31 January 2026**

   (Pages 1870-1873)

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

7. Grants 2025/2026 (Pages 1874-1882)

a. Green Grants
b. Small Business Grants
c. Vibrant Culture Grants
d. Voluntary Organisation Grants

8. Recommendations from other Committees

(Pages 1883-1893)

POLICY REPORTS

9. GDPR Update (Verbal)

10. Introduction of New Council Policies

(Pages 1894-1907)

- Natural Resources Policy 2026
- Offsite Policy – Barry Youth Council
- Recording of Council Meetings Policy
- Reference Policy

11. Date of Next Meeting

The next scheduled meeting of the Finance, Policy & General Purposes Committee will be held on Monday 20 April 2026

12. 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.

13. Cemetery Lodge (Pages 1908-1910)

14. Recommendations from other Committees

(Pages 1911-1917)

a. Halls, Cemeteries and Community Facilities Committee 18 November 2025 – Minute numbers A204.

15. Bank Reconciliation December 2025

(Pages 1918-1920)

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.

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

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

(b)any declarations of interest;

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

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

BARRY TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON MONDAY 08 DECEMBER 2025 AT 7PM

PRESENT: Councillor Brooks (Chair) together with Councillors Clarke, Drake, ES Goodjohn (Vice Chairperson), S Hodges and Thomas.

ALSO PRESENT: Chris Mason – Interim Deputy Chief Officer
Sian Hookins – Interim RFO
Rachel Williams – Finance Administrator
Councillor N Hodges - Observer

F238. **APOLOGIES FOR ABSENCE**

Councillor McKinney

F239. **TO RECEIVE DECLARATIONS OF INTEREST UNDER THE COUNCILS CODE OF CONDUCT**

RESOLVED: That no declarations of interest were received.

F240. **WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015**

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

F241. **TO APPROVE THE MINUTES OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE MEETING HELD ON 17 NOVEMBER 2025**

RESOLVED: **That the minutes of the Finance, Policy & General Purposes Committee held on 17 November 2025 be approved and signed as a correct record.**

F242. **BUDGET MONITORING REPORT TO 31 NOVEMBER 2025**

Members were informed about the Council's income and expenditure in the 2025/26 financial year as at the end of November 2025. The Interim RFO highlighted the overspend in the professional fees budget which is likely to continue due to ongoing issues out of council's control. It was also pointed out that the income generated by Pioneer Hall has declined and although Cemetery Approach Community Centre is performing well it isn't generating enough to offset the decline in income from Pioneer Hall.

RESOLVED: That the budget monitoring report for November 2025, indicating actual income and expenditure up to the end of month eight in the 2025/26 financial year be received, currently projecting an overspend that will result in a net amount of £98,076 being transferred from reserves in the budget for 2025/26.

F243. **SCHEDULE OF PAYMENTS FOR OCTOBER AND NOVEMBER 2025**

Members were provided with the schedule of payments for October and November 2025 consisting of direct debits and BACS payments, in the amount of £78,454.99.

RESOLVED: That the schedule of payments for October and November 2025 consisting of direct debits and BACS payments in the amount of £78,454.99 be approved.

F244. **DRAFT BUDGET 2026/2027**

Members were provided with a report from the Interim RFO in relation to the draft budget for 2026/2027. The Interim RFO explained how Barry Town Council's precept cost compares to other communities within the Vale of Glamorgan. The Interim RFO also brought to committee's attention the importance of increasing the precept in order to maintain an adequate level in the general reserves as this has fallen in recent years. Councillor Brooks commented on the need to reflect on Barry Town Council having the lowest precept out of four town councils whilst being the largest town in Wales who offer the most to the community. Councillor Ewan Goodjohn queried the need for the budgeted £58,500 being put into the acquisition reserve but members discussed and were

happy to continue with this with the intention of the imminent start of a project that is an ambition of the council. Councillor S Hodges highlighted that there has been a number of unexpected costs out of council's control this year and that it is the level of overall reserves that is important as funds can be moved between pots if there is a need to do so. Members discussed and agreed a proposal for a 10% increase in the precept to go out for public consultation.

RESOLVED that the draft budget be agreed

RECOMMENDED to the meeting of Full Council being held on 15 December 2025 that the precept for 2026/27 is increased by 10% giving, based on last year's tax base, a precept of £1,493,393.

F245. **DRAFT SPONSORSHIP POLICY**

Members received a report from the Interim RFO in relation to a draft sponsorship policy. The Interim RFO identified a need for a sponsorship policy as the council wish to provide financial assistance to different organisations and receive recognition within the community for this. Members discussed and agreed that a formal sponsorship agreement between the council and other organisations that they financially contribute to would set clear boundaries as to what the council expect in return for their financial assistance. Members noted the sponsorship policy and tasked the Interim Deputy Chief Officer with adapting the policy to make it fit of purpose for Barry Town Council.

RESOLVED: Members noted the draft sponsorship policy and await the adaptions to agree at the next Finance, Policy and General Purposes committee.

F246. **DATE OF NEXT MEETING**

RESOLVED: That the date of the next meeting of the Finance, Policy and General Purposes Committee is scheduled to be held on Monday 09 February 2025.

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, WITH THE EXCEPTION OF CLLR N HODGES.

F247. **BANK RECONCILIACTION FOR NOVEMBER 2025**

Members received a report from the Interim RFO to allow committee members to review and approve the bank reconciliation up to 30 November 2025.

RESOLVED: That the bank reconciliation for November 2025 be approved.

F248. **BAD DEBT & GAZETTE NOTICE**

Members received a report in relation to a debt that is owed to Barry Town Council for an interment and use of the Chapel by a company that has a gazette notice and is to be struck off. Members discussed the report and agreed to defer the decision as to what action is to be taken as further information is required on the matter.

RESOLVED: That the decision on how to proceed with the outstanding debt be deferred until more information be obtained.

F249. **VALE PLUS GRANT UPDATE**

Members received an amended grant application from Vale Plus. Members discussed the application and whilst members expressed their overall support for Vale Plus and the work that they do, they felt that this specific application did not fit the criteria for the Community Grants scheme.

RESOLVED: Members did not offer any financial assistance in relation to the amended grant application from Vale Plus.

F250. **UNEXPECTED COSTS FOR CEMETERY**

Members received a report from the Interim RFO highlighting the unexpected costs incurred at Merthyr Dyfan Cemetery due to an ongoing situation. The costs relate to additional legal and security costs. Members agreed a spend of £5,000 to cover these costs.

RESOLVED: That an amount of £5,000 to cover unexpected costs for Merthyr Dyfan Cemetery be noted and agreed.

Meeting closed at 7.56pm

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

FOR INFORMATION ONLY				
ACTION SHEET - EXTRAORDINARY FINANCE, POLICY & GENERAL PURPOSES COMMITTEE - 17 NOVEMBER 2025				
MINUTE NO.	**ACTION TO BE TAKEN BY**	**ACTION TO BE TAKEN**	**DATE ACTION TO BE CARRIED OUT**	**PROGRESS**
F247	That the bank reconciliation for November 2025 be approved.	Finance	Dec 25	Completed
F248	That the decision on how to proceed with the outstanding debt be deferred until more information be obtained	Finance		ongoing

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	8 FEBRUARY 2026	AGENDA ITEM: 6

BUDGET MONITORING REPORT 31 JANUARY 2026

Report Author

Mark Sims, Deputy Chief Officer

Attached:
A. Budget Monitoring Report January 2026 (2 pages)
B. Projected Reserves at 31 March 2026 (as at 31 January 2026) (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 January 2026.

Background Information

On the following pages is the budget monitoring report January 2026, indicating actual income and expenditure up to the end of month ten 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 **£41,940** that will result in a net amount of £7,638 being transferred to reserves (surplus for the year) rather than an amount of £34,302 being transferred from reserves in the approved budget for 2025/26.

Recommendation

Members are requested to receive the budget monitoring report for January 2026, indicating actual income and expenditure up to the end of month ten in the 2025/26 financial year, noting the projected underspend of **£41,940** for 2025/26 that will result in a net amount of £7,638 being transferred to reserves (surplus for the year).

Budget Monitoring Report January 2026

Gross Expenditure

Description	Item No.	Budget 12 Months £	Expenditure 10 Months £	Committed Expenditure £	Balance £	Budget For Year £	Year End Projections £	Projected Variance £
Salaries	1	978,750	768,197	145,119	65,434	978,750	913,316	65,434
Pension Added Years Costs	2	11,200	6,528	2,179	2,493	11,200	8,707	2,493
Personal Hygiene Facilities	3	2,190	1,591	569	30	2,190	2,160	30
Personal Protective Equipment / Clothing	3	4,550	1,824	2,726	0	4,550	4,550	0
Cleaning Products	3	3,500	1,571	1,929	0	3,500	3,500	0
Officers Travel and Subsistence	4	2,150	973	1,027	150	2,150	2,000	150
Rates	5	9,860	9,474	0	386	9,860	9,474	386
Water	6	3,235	1,797	1,438	0	3,235	3,235	0
Rent	7	36,260	35,918	7,082	-6,740	36,260	43,000	-6,740
Electricity	8	17,900	6,102	11,798	0	17,900	17,900	0
Gas	9	3,600	1,315	2,285	0	3,600	3,600	0
Telephone / Alarm Line	10	5,070	2,358	744	1,968	5,070	3,102	1,968
Postage	11	1,500	683	817	0	1,500	1,500	0
Printing and Stationery	12	2,300	1,446	854	0	2,300	2,300	0
Insurance	13	7,460	7,386	0	74	7,460	7,386	74
Photocopier Costs	14	2,300	1,904	556	-160	2,300	2,460	-160
Property Maintenance and Improvements	15	49,940	34,986	9,484	5,470	49,940	44,470	5,470
Equipment	16	17,310	9,976	6,559	775	17,310	16,535	775
Equipment Maintenance	17	16,750	14,874	3,178	-1,302	16,750	18,052	-1,302
Bank Charges	18	900	705	315	-120	900	1,020	-120
Audit Fees - Internal	19	1,600	0	1,600	0	1,600	1,600	0
Legal Fees	20	5,000	5,371	5,000	-5,371	5,000	10,371	-5,371
Audit Fees - External	21	530	0	530	0	530	530	0
Professional Fees	22	6,000	60,298	3,445	-57,743	6,000	63,743	-57,743
HR Costs	22	0	623	1,246	-1,869	0	1,869	-1,869
General Salaries Contingency	23	40,000	30,491	9,509	0	40,000	40,000	0
Health and Safety	24	4,000	5,428	500	-1,928	4,000	5,928	-1,928
Internet Broadband	25	6,540	5,588	1,058	-106	6,540	6,646	-106
BACAS Burials System Annual Maintenance	29	3,300	0	3,300	0	3,300	3,300	0
Microshade Citrix	30	12,500	12,171	2,359	-2,030	12,500	14,530	-2,030
Welsh Translation Service	31	2,500	1,242	1,258	0	2,500	2,500	0
Horticulture	8	800	358	442	0	800	800	0
Vehicle Maintenance	11	3,400	2,165	1,235	0	3,400	3,400	0
Haulage and Fuel	12	6,200	3,606	1,394	1,200	6,200	5,000	1,200
Vehicle Tax and Insurance	13	780	348	349	83	780	697	83
Philadelphia Cemetery	14	500	0	0	500	500	0	500
Treework Maintenance	17	7,500	500	26,995	-19,995	7,500	27,495	-19,995
Cemetery Roads Maintenance	19	4,000	2,146	854	1,000	4,000	3,000	1,000
Memorial Safety Advertising	20	500	300	200	0	500	500	0
Cemetery Subscriptions	21	760	430	330	0	760	760	0
Memorial Inspection Maintenance	1	5,000	69	-69	5,000	5,000	0	5,000
Cemetery Approach Gardens Property Maintenance	26	3,000	30	970	2,000	3,000	1,000	2,000
Bees at Cemetery	27	500	192	308	0	500	500	0
New Play Equipment	11	1,600	0	1,000	600	1,600	1,000	600
Online Charges re Website Bookings	13	480	152	328	0	480	480	0
Community Groups Use of CACC (FOC)	1	1,800	1,836	648	-684	1,800	2,484	-684
Other Professional Fees (PPL/PRS)	15	1,400	670	700	30	1,400	1,370	30
Civic Hospitality - Remembrance Sunday	1	5,000	2,353	0	2,647	5,000	2,353	2,647
Civic Hospitality - Civic Service	1	2,000	1,482	0	518	2,000	1,482	518
Civic Hospitality - Annual Meeting	1	650	1,037	0	-387	650	1,037	-387
Civic Hospitality - Bryan Foley Award	1	400	174	0	226	400	174	226
Civic Hospitality - Christmas Candle Service	1	50	81	0	-31	50	81	-31
Civic Hospitality - Freedom of Town	1	500	0	0	500	500	0	500
Civic Hospitality - Miscellaneous (eg. FOT)	1	0	65	0	-65	0	65	-65
Mayor's Hospitality	2	500	222	278	0	500	500	0
Mayor's Medallions and Plaques	3	3,100	0	4,300	-1,200	3,100	4,300	-1,200
Civic Regalia - Repairs and Servicing	3	2,000	0	800	1,200	2,000	800	1,200
Mayor's Allowance inc. On Cost	5	1,610	1,575	0	35	1,610	1,575	35
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	498	0	2	500	498	2
Mayor's Advertising	8	260	215	45	0	260	260	0
Civic Gifts	9	250	181	69	0	250	250	0
Corporate Events - Christmas Lights	3	20,000	13,365	11,635	-5,000	20,000	25,000	-5,000
Corporate Events - Christmas Events	3	10,000	6,217	1,898	1,885	10,000	8,115	1,885
Corporate Events - Christmas Charity Event	3	2,000	0	0	2,000	2,000	0	2,000
Corporate Events - Community Events	3	20,000	10,567	7,433	2,000	20,000	18,000	2,000
Corporate Events - Community Event Attendance	3	1,000	725	0	275	1,000	725	275
Corporate Events - Staff Sustenance	3	500	500	0	0	500	500	0
Corporate Events - Equipment and Storage	3	4,000	1,940	660	1,400	4,000	2,600	1,400
Corporate Marketing and Communications	3	5,000	3,527	1,473	0	5,000	5,000	0
Website Costs	3	2,000	380	620	1,000	2,000	1,000	1,000
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	111	2,889	0	3,000	3,000	0
Corporate Projects - Dementia Friendly Project	7	3,000	239	761	2,000	3,000	1,000	2,000
Corporate Projects - Shop Local Campaign	8	10,000	4,421	5,580	0	10,000	10,000	0
Corporate Projects - Globally Responsible Barry	10	11,000	5,589	5,411	0	11,000	11,000	0
Corporate Projects - Arts, Culture and Entertainment	11	40,000	39,500	0	500	40,000	39,500	500
Community Grants - Green Grants	13	3,750	450	3,300	0	3,750	3,750	0
Community Grants - Christmas Meals	14	3,000	2,705	295	0	3,000	3,000	0
Community Grants - Voluntary Organisations	15	15,000	7,212	7,788	0	15,000	15,000	0
Community Grants - Small Business Grants	16	3,000	1,965	1,035	0	3,000	3,000	0
Community Grants - Books for Schools	17	10,250	0	10,250	0	10,250	10,250	0
Community Grants - Arts, Culture and Entertainment	19	20,000	12,540	7,460	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	11,640	0	-710	10,930	11,640	-710
Councillor Training	10	4,000	958	1,042	2,000	4,000	2,000	2,000
Staff Training	11	20,000	8,916	2,084	9,000	20,000	11,000	9,000
Councillor Allowances	12	2,000	625	0	1,375	2,000	625	1,375
Councillor Tablets	13	840	0	840	0	840	840	0
Councillor Emails	14	490	460	0	30	490	460	30
Staff Wellbeing Fund	15	500	0	500	0	500	500	0
Cemetery Benches	5	2,000	0	0	2,000	2,000	0	2,000
Total Expenditure		**1,573,455**	**1,209,515**	**351,595**	**12,345**	**1,573,455**	**1,561,110**	**12,345**

Budget Monitoring Report January 2026

Gross Income

Description	Item No.	Budget 12 Months £	Income 10 Months £	Income Expenditure £	Balance £	Budget For Year £	Year End Projections £	Projected Variance £
Bank Interest	1	21,250	15,868	0	-5,382	21,250	19,000	-2,250
Interment Fees	1	59,825	59,015	0	-810	59,825	68,016	8,191
Exclusive Right of Burials	2	20,000	22,897	0	2,897	20,000	26,230	6,230
Memorial Fees	3	19,200	21,449	0	2,249	19,200	24,449	5,249
Transfer of Exclusive Right of Burials	4	2,700	2,117	0	-583	2,700	2,724	24
Hire of Chapel	5	480	480	0	0	480	560	80
War Graves	6	78	78	0	0	78	78	0
Cemetery Lodge Rent	7	6,528	5,800	0	-728	6,528	6,960	432
Other Miscellaneous Income	8	500	2,865	0	2,365	500	2,793	2,293
Cemetery Improvement Fee	9	3,120	2,665	0	-455	3,120	3,185	65
Grants Receivable	10	0	450	0	450	0	450	450
Other Miscellaneous Income	2	0	2,040	0	2,040	0	2,040	2,040
Hire of Chamber	1	0	2,500	0	2,500	0	2,500	2,500
Assets Disposal Proceeds	11	0	0	0	0	0	0	0
Porthkerry Agreement	3	15,842	15,842	0	0	15,842	15,842	0
Lettings	1	32,000	29,900	0	-2,100	32,000	36,290	4,290
Total Income		**181,523**	**183,966**	**0**	**2,443**	**181,523**	**211,118**	**29,595**

Net Expenditure

Description	Item No.	Budget 12 Months £	Expenditure 10 Months £	Expenditure Expenditure £	Balance £	Budget For Year £	Year End Projections £	Projected Variance £
Total Net Expenditure		**1,391,932**	**1,025,549**	**351,595**	**14,788**	**1,391,932**	**1,349,992**	**41,940**
Transfer to / (from) reserves		**(34,302)**				**(34,302)**	**7,638**	
Amount to be met from Precept		**1,357,630**				**1,357,630**	**1,357,630**	

The approved net budget for the year is £1,391,932 with actual expenditure for the 10 months to 31 January 2026 of £1,025,549 and committed expenditure of £351,595 noting that an amount of £34,302 will be drawn down from reserves.

Our projected out-turn for the year produces an underspend of £41,940 (£12,345 less expenditure with £29,595 more income). This will result in a net amount of £7,638 being transferred to reserves (surplus for the year) rather than transferring £34,302 from reserves.

Budget Monitoring Report January 2026

Description of Reserves	Balance at 01.04.25	Contribution to reserve	Contribution from reserve	Balance at 31.03.26
Cemetery Improvement Reserve	8,993	3,185	-	12,178
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	-	-	2,500
Staff Training Reserve	-	-	-	-
General Reserve	357,453	46,643		404,096
Budgeted use of General reserve				
Projected additional use of general reserve				
Total	**771,601**	**62,638**	**(55,000)**	**779,239**

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	9 FEBRUARY 2026	AGENDA ITEM: 7

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 variety 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 2021, 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

Following grants awarded so far during 2025/26, the available amounts within the 2025/26 budget is as follows:

Green Grants	£ 3,300
Grants for Local Businesses	£ 1,035
Vibrant Culture Grants (Balance available)	£ 7,460
Grants to Voluntary / Community Organisations	£ 7,788
Total	**£19,583**

Books for Schools Grants

Members will be aware that the Council provides grants to the Barry Schools to purchase (non-curriculum) books / reading materials to support funding from the LEA.

A grant between £250 to £750 is awarded to the sixteen Barry primary schools with grants of £1,000 awarded to each of the four Barry secondary schools with all grants awarded totalling £9,750. The agreed budget is £10,250. Grants are awarded in March to coincide with World Book day, that this year is on 5 March 2026. The National Literacy Trust website states 'We love celebrating the work of the charity **World Book Day**, and their purpose: ***To champion the fun of reading because it seriously improves children's lives***.'

Members are requested to approve adding Ysgol y Deri (Barry Campus) in the book grants scheme for the current year, and any future years while they are based in Barry, with an award of £250, resulting in total grants awarded under the Books for Schools scheme totalling £10,000, being the agreed budget of £10,000.

Recommendation

1. 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 2021, 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 and to consider the eligibility of each of the applications accordingly;

2. That members note that the Books for Schools Grants will be provided to Barry Schools to coincide with World Book Day on 5 March 2026, in the amount of £10,250 under the General Power of Competence, Section 24 of the Local Government and Elections (Wales) Act 2021, from the Council's 'Community Grants / Books for Schools' budget in 2025/26.

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)**
St Athan Clothes Bank	Expand clothes bank service to Barry to meet demand	£14,300.00	Yes	A Prosperous Barry A Resilient Barry A Healthier Barry A More equal Barry A Barry of cohesive communities A Barry of Vibrant Culture & Thriving Welsh language A Globally Responsible Barry	**RECOMMENDATION** – That members consider this grant application under the Green Grant scheme and determine an award amount.
Sub Total		**£14,300.00**			
SMALL BUSINESS GRANTS					
Hatch Bakery	Signage/Uniforms Advertising/Merchandise	£900.00	Yes	A Prosperous Barry	**RECOMMENDATION** – That members consider this grant application under the Small Business Grant scheme and determine an award amount.
Budding Designs	Refurbish – New Door New Logo front door and Side glass window	£1,586.04	Yes	A Prosperous Barry	**RECOMMENDATION** – That members consider this grant application under the Small Business Grant scheme and determine an award amount.
Kiwami Printing	Digital T-Shirt Printing Machine	£2638.80	Yes	A Prosperous Barry A Barry of Vibrant culture & Thriving Welsh Language	**RECOMMENDATION** – That members consider this grant application under the Small Business Grant scheme and determine an award amount.

Design & Print	Invest in Direct-to-Film Printing System	£3,000.00	Yes	A Prosperous Barry A More Equal Barry	**RECOMMENDATION** – That members consider this grant application under the Small Business Grant scheme and determine an award amount.
Joys of Gingerlicious	Repairs and revamping Purchase Churro machine	£4,300.00	Yes	A Prosperous Barry A more equal Barry	**RECOMMENDATION** – That members consider this grant application under the Small Business Grant or Green Grants scheme and determine an award amount.
Mor A Sawna Ltd	Wellness expansion Workshops Meditations	£3,000.00	Yes	Healthier Barry A More Equal Barry A Barry of cohesive Communities A Globally responsible Barry	**RECOMMENDATION** – That members do not award a grant due to the business not being based in Barry.
Brawd	Expansion of Mezzanine Equipment for Fitness	£2,343.36	Yes - New Section - Equipment	A Prosperous Barry A resilient Barry Healthier Barry A more equal Barry Vibrant Culture and Thriving Welsh Language A Globally responsible Barry	**RECOMMENDATION** – That members consider this grant application under the Small Business Grant scheme and determine an award amount, or consider deferring to the Shop Local Advisory Committee to consider.
Spicy Streetfood	Convert 23Ft Catering trailer into a street kitchen stand in Wenvoe	£2,000.00	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.
@ The Salon	To establish a family run hair and beauty wholesalers	£32,300.00	Yes	A Prosperous Barry	**RECOMMENDATION** – That members do not award a grant due to the business not being based in Barry.
KC Beauty Ltd	Upgrade Shopfront	£1,745.00	Yes	A Prosperous Barry	**RECOMMENDATION** – That members consider this grant application under the Small Business Grant scheme and determine an award amount.

JL Metals	Repairs/Signage/Advertising A – Repairs to one B – Signage to two	£2,100.00	Yes	A Prosperous Barry	**RECOMMENDATION** – That members consider this grant application under the Small Business Grant scheme and determine an award amount.
Vanity Studio	Expansion of current business to include training and various courses	£5,275.00	Yes	A Prosperous Barry A Resilient Barry A more equal Barry A Globally responsible Barry	**RECOMMENDATION** – That members consider this grant application under the Small Business Grant scheme and determine an award amount.
Tiwlip	Affordable, fun, diverse and multi-faceted business . Craft parties and weekly sessions for children We support local and national Charities	£5,000.00	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 Small Business Grant scheme and determine an award amount.
All or Nothing Events	Purchase of new 2nd hand rescue boat	£3000.00	Yes	A Prosperous Barry A Resilient Barry A Healthier Barry A Globally responsible Barry	**RECOMMENDATION** – That members consider this grant application under the Small Business Grant scheme and determine an award amount.
Richard Jones Carpets	New flat roof	£4,500.00	Yes	A Prosperous Barry	**RECOMMENDATION** – That members consider this grant application under the Small Business Grant scheme and determine an award amount.
The Fringe	Signage and repaint of shop. Repairs to roof and window.	£4,830.00	Yes	A Prosperous Barry A Healthier Barry A Barry of vibrant culture and thriving Welsh Language	**RECOMMENDATION** – That members consider this grant application under the Small Business Grant scheme and determine an award amount.
Sub Total		**£78,518.20**			

VIBRANT CULTURE GRANTS					
Menter Laith Bro Morgannwg	Welsh Language promotion Santes Dwynwen Celebration Youth music mentoring St Davids Day Welsh language bespoke Music event	£2,100.00	Yes	A More Equal Barry 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.
Barry Male Voice Choir	Men United in Song	£800.00	Yes	Healthier Barry A More Equal Barry 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.
Barry Arts Festival	Several high profile events Poet Laureate Transatlantic Hot Club quartet See application for full list	£2,500.00	Yes	A More Equal Barry A Barry of vibrant culture and thriving Welsh Language A Globally responsible Barry	**RECOMMENDATION** – That members consider this grant application under the Vibrant Culture Grant scheme and determine an award amount.
VOG Brass Band	Assistance to rewire the Band Room to split the circuit and divide the load	£1,250.00	Yes	All Wellbeing Goals	**RECOMMENDATION** – That members consider this grant application under the Vibrant Culture Grant scheme and determine an award amount.
Vale Voices	Usk Festival – 2026 Barry with Notts Male Chorus	£655.00	Yes	Healthier Barry A More Equal Barry A Barry of Cohesive Communities 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.
Sub Total		**£7,305.00**			
VOLUNTARY ORGANISATIONS GRANTS					
Barry Wanderers Cricket Club	New Mower to enable ground improvements	£2,500.00	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.

5th Barry Guides	Girlguide outing to Big Gig Coach Costs	£500.00	Yes	A Barry of Cohesive Communities	RECOMMENDATION – That members consider this grant application under the Voluntary Organisations Grants scheme and determine an award amount.
YMCA Barry	Future Stars of YMCA Coaching Scheme – Courses and qualifications	£1,745.00	Yes	A Prosperous Barry A Healthier Barry A More Equal Barry A Barry of Cohesive Communities A Barry of vibrant culture and thriving Welsh Language	**RECOMMENDATION** – That members consider this grant application under the Voluntary Organisations Grants scheme and determine an award amount.
VOG Wheelchair Rugby	3 Specialist Rugby Chairs	£12,225.00	Yes	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.
Brynhill Golf Club	Transform unused 100 yard area into a community practice facility	£4,450.00	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.
CUBE Community United Barry 4 everyone	Community Wellbeing & Emotional Regulation Programme Inner Balance Devices x 13 Android Tablet Cost of sessions, Supervision and evaluation	£13,597.80	Yes	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.
St Nicholas Community Association	Large Mirror on wheel for use for groups such as Ballet, yoga and circus stills.	£821.00	Yes	All Well-Being Goals	**RECOMMENDATION** – That members consider this grant application under the Voluntary Organisations Grants scheme and determine an award amount.

Motion Control Dance	Weekly dance lessons for 24 weeks Professional dance tutor Part time Admin Salary Marketing of the project	£7,550.00	Yes	A Healthier Barry A more equal Barry A Barry of Cohesive Communities A Barry of vibrant culture and thriving Welsh Language	**RECOMMENDATION** – That members consider this grant application under the Voluntary Organisations Grants scheme and determine an award amount.
11th Barry Sea Scouts Group	To Teach traditional bushcraft skills (tarpology,whittling,backwoods cooking,fire lighting and safe axe/saw use)	£400.00	Yes	A resilient Barry 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.
Vale Surf Lifesaving Club A	Additional club surf skis.	£8,731.00	Yes	A Prosperous Barry A Healthier Barry A more equal Barry A Barry of vibrant culture and thriving Welsh language.	**RECOMMENDATION** – That members consider this grant application under the Voluntary Organisations Grants scheme and determine an award amount.
Vale Surf Lifesaving Club B	Funding to purchase a dedicated in house defibrillator for the wider community at Jackson's Bay	£1,170.00	Yes	A Prosperous Barry A Healthier Barry A more equal Barry A Barry of vibrant culture and thriving Welsh language	**RECOMMENDATION** – That members consider this grant application under the Voluntary Organisations Grants scheme and determine an award amount.
Island Marine FC	Support for our U6's team. Football for each child Set of bibs in various colours First Aid kit and coach	£689.79	yes	A Healthier Barry A more Equal Barry A Barry of vibrant culture and thriving Welsh Language	**RECOMMENDATION** – That members consider this grant application under the Voluntary Organisations Grants scheme and determine an award amount.
6TH Barry Sea Scouts	Seeking funding to purchase a new set of high-quality durable tents for group camps, section camps and outdoor activities.	£1,197.00	Yes	A Barry of Cohesive Communities	**RECOMMENDATION** – That members consider this grant application under the Voluntary Organisations Grants scheme and determine an award amount.
Three Roxy Stars	Marching Jazz Band Moved to Barry 2025 and gained new members. Funding for new instruments and uniforms	£2460.00	Yes	A Healthier Barry A more Equal Barry A Barry of vibrant culture and thriving Welsh language	**RECOMMENDATION** – That members consider this grant application under the Voluntary Organisations Grants scheme and determine an award amount.

Barry Huskies Basketball Club	We urgently need a laptop computer as up to now all records are paper which are becoming redundant	£1,000.00	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.
Lost and Found Society	Inclusive Gaming & creative sessions for Adults with Autism and disabilities	£9,252.00	Yes	A prosperous Barry A healthier Barry A more equal Barry A globally Responsible Barry	**RECOMMENDATION** – That members consider this grant application under the Voluntary Organisations Grants scheme and determine an award amount.
Barry & District Rotary Club	Rotary Memory Café – specifically for Dementia, Stroke, Parkinsons etc. Operates every Tuesday Funding for Venue Hire and External Activity providers	£2,250.00	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.
Barry Sea Cadets	Winter training Equipment and New IT equipment ,laptops and tablets.	£7500.00	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		**£78,038.59**			
Total for all Grants		**£178,161.79**			

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	9 FEBRUARY 2026	AGENDA ITEM: 8

RECOMMENDATIONS FROM OTHER COMMITTEES

Report Author

Mark Sims, Deputy Chief Officer

Attached:

A. Halls, Cemeteries & Community Facilities Committee 18 November 2025 Agenda Item 7 Cemetery Fees including Current and Proposed fees for Merthyr Dyfan and Porthkerry Cemeteries (7 pages)

B. Halls, Cemeteries & Community Facilities Committee 18 November 2025 Agenda Item 8 Pioneer Hall and Cemetery Approach Community Centre Charges 2026/27 (2 pages)

Purpose of Report

To provide members with two recommendations from the Halls, Cemeteries and Community Facilities Committee, held on 18 November 2025, relating to the Cemetery fees and the Pioneer Hall & Community Centre hire charges for 2026/27.

Background Information

At the Halls, Cemeteries and Community Facilities Committee meeting held on 18 November 2025 members considered the cemetery fees and charges for the financial year April 2026 to March 2027. Members considered the options presented to them, being either a 2.2%, 3.0% or 3.8% increase to **ALL** cemetery fees, noting that the UK Consumer Prices Index (CPI) rose by 3.8% in the 12 months to September 2025. Members discussed a 5% increase to protect the Council's biggest asset and biggest business. It was **RECOMMENDED** to the Finance, Policy and General Purposes Committee meeting, being held on 8 December 2025, that the Cemetery Fees and Charges be increased by 5% for 2026/27. **(Minute A194(1) refers)**

Members also considered the hire charges for the Pioneer Hall and Cemetery Approach Community Centre for the financial year April 2026 to March 2027. Members discussed the report and agreed not to increase the charges for the Pioneer Hall or Cemetery Approach Community Centre. It was **RECOMMENDED** to the Finance, Policy and General Purposes Committee meeting, being held on 8 December 2025, that the fees and charges for the Pioneer Hall and the Cemetery Approach Community Centre are not increased for 2026/27. **(Minute A195(1) refers)**

Copies of the relevant reports relating to Fees and Charges submitted to the Halls, Cemeteries and Community Facilities Committee are included for information on the following pages.

Recommendation

1. Members approve that the Cemetery Fees and Charges be increased by 5.0% for 2026/27.

2. Members approve that the fees and charges for the Pioneer Hall and the Cemetery Approach Community Centre are not increased for 2026/27.

HALLS, CEMETERIES & COMMUNITY FACILITIES COMMITTEE	**18 November 2025**	**AGENDA ITEM: 8a**

CEMETERY FEES AND CHARGES 2026/27

Report Author

Sian Hookins-Temporary RFO

Attached: A. Current and Proposed fees for Merthyr Dyfan Cemetery (5 pages)
B. Current and Proposed fees for Porthkerry Cemetery (1 page)

Purpose of Report

The purpose of this report is to request that Members consider, and review the cemetery fees and charges for the financial year 1 April 2026 to March 2027.

The Council's decision with regards to Porthkerry Cemetery will be forwarded to the Vale of Glamorgan Council advising them of the proposed increase for their Cabinet's consideration.

Background

The Consumer Prices Index (CPI) rose by 3.8% in the 12 months to September 2025, unchanged from August. The September, August and July 2025 were the joint highest recorded since January 2024, when the rate was 4.0%

Due to this record high rate Members are requested to consider increases of 2.2%, (last Year), 3% & 3.8% to **ALL** cemetery fees.

Please find attached a schedule of the current and proposed price lists for Merthyr Dyfan and Porthkerry Cemeteries.

Recommendation

1. Members are requested to consider and agree the proposed fees and charges for the 2026/2027 financial year.

2. That a recommendation be referred to the meeting of the Finance, Policy and General Purposes Committee to be held on 8 December 2025.

3. That the Vale of Glamorgan Council is advised of the proposed increase in the Porthkerry Cemetery fees and in particular the increase in the excavation charges (the excavation charge is a non-negotiable charge).

Prices for Merthyr Dyfan Cemetery 2026 / 2027											
BARRY TOWN COUNCIL - CYNGOR TREF Y BARRI.											
Exclusive Right of Burial (Includes Cemetery Improvement Fee of £65)											
Residents of Barry				**2025 / 2026**				**2026 / 2027**			
								2.2%	**3.0%**	**3.8%**	
1	In any earthen grave 7' x 4' (70 years)			£672				£687	£692	£698	
2	In any earthen cremated remains grave 4' x 3' (70 years)			£384				£392	£396	£399	
3	In a walled grave or vault 7' x 4' (70 years)			£1,478				£1,511	£1,522	£1,534	
4	In a walled grave or vault 7' x 8' (70 years)			£2,095				£2,141	£2,158	£2,175	
5	Reclaimed earthen grave 7' x 4' (25 years)			£278				£284	£286	£289	
Non - Residents of Barry											
1	In any earthen grave 7' x 4' (70 years)			£1,886				£1,927	£1,943	£1,958	
2	In any earthen cremated remains grave 4' x 3' (70 years)			£1,022				£1,044	£1,053	£1,061	
3	In a walled grave or vault 7' x 4' (70 years)			£4,304				£4,399	£4,433	£4,468	
4	In a walled grave or vault 7' x 8' (70 years)			£6,155				£6,290	£6,340	£6,389	
5	Reclaimed earthen grave 7' x 4' (25 years)			£704				£719	£725	£731	
Interment Fees											
Residents of Barry											
1	In Graves for which an Exclusive Right of Burial has been granted.										
	a	For an interment in an earthen grave.	1 Depth	2 Depth	3 Depth	2.20%	1 Depth	2 Depth	3 Depth		
		I	Below Eighteen Years (Charged to WG MOU)	£316	£531	£736		£323	£543	£752	
		II	Eighteen years and over	£464	£668	£878		£474	£683	£897	
							3.00%	1 Depth	2 Depth	3 Depth	
								£325	£547	£758	
								£478	£688	£904	
							3.80%	1 Depth	2 Depth	3 Depth	
								£328	£551	£764	
								£482	£693	£911	

Prices for Merthyr Dyfan Cemetery 2026 / 2027											
BARRY TOWN COUNCIL - CYNGOR TREF Y BARRI.											
	b	For an interment in a bricked grave or vault.									
		I	Any interment in a bricked grave 7' x 4' or vault			£468		£478	£482	£486	
		II	Any interment in a bricked grave 7' x 8' or vault			£755		£772	£778	£784	
								£0	£0	£0	
	c	For any interment of cremated remains in any earthen grave.				£263		£269	£271	£273	
								£0	£0	£0	
	d	For any interment of cremated remains in the Garden of Remembrance.				£166		£170	£171	£172	
								£0	£0	£0	
	e	To scatter ashes in the newly created Scatter Garden.				£55		£56	£57	£57	
								£0	£0	£0	
	f	For an interment of a body part in an earthen grave (up to £50 at officers discretion).						£0	£0	£0	
								£0	£0	£0	
	g	For every 1 inch or part thereof in width excavated for a grave which is						£0	£0	£0	
		to admit a coffin or casket having a greater width than 2' 6".				£85		£87	£88	£88	
	h	Cancellation Fee - 50% of original fee (For re-opened graves only).									
	i	To provide a test dig for one depth				£239		£244	£246	£248	
		To provide a test dig for two depth				£345		£353	£355	£358	
2	In Graves for which an Exclusive Right of Burial has NOT been granted										
	a	For an interment in an earthen grave									
		I	Below Eighteen Years (Charged to WG MOU)			£316		£323	£325	£328	
		II	Eighteen years and over			£464		£474	£478	£482	
	b	For every 1 inch or part thereof in width excavated for a grave which is									
		to admit a coffin or casket having a greater width than 2' 6".				£85		£87	£88	£88	
	c	Cancellation Fee - 50% of original fee (For re-opened graves only).									

Prices for Merthyr Dyfan Cemetery 2026 / 2027											
BARRY TOWN COUNCIL - CYNGOR TREF Y BARRI.											
Non - Residents of Barry											
1	In Graves for which an Exclusive Right of Burial has been granted.										
	a	For an interment in an earthen grave.	1 Depth	2 Depth	3 Depth	2.20%	1 Depth	2 Depth	3 Depth		
		I Below Eighteen Years (Charged to WG MOU)	£948	£1,593	£2,208		£976	£1,641	£2,274		
		II Eighteen years and over	£1,392	£2,004	£2,634		£1,434	£2,064	£2,713		
						3.00%	1 Depth	2 Depth	3 Depth		
							£976	£1,641	£2,274		
							£1,434	£2,064	£2,713		
						3.80%	1 Depth	2 Depth	3 Depth		
							£984	£1,654	£2,292		
							£1,445	£2,080	£2,734		
	b	For an interment in a bricked grave or vault.									
		I Any interment in a bricked grave 7' x 4' or vault			£1,404		£1,435	£1,446	£1,457		
		II Any interment in a bricked grave 7' x 8' or vault			£2,265		£2,315	£2,333	£2,351		
	c	For any interment of cremated remains in any earthen grave.			£789		£806	£813	£819		
	d	For any interment of cremated remains in the Garden of Remembrance.			£498		£509	£513	£517		
	e	To scatter ashes in the newly created Scatter Garden.			£165		£169	£170	£171		
	f	For every 1 inch or part thereof in width excavated for a grave which is									
		to admit a coffin or casket having a greater width than 2' 6".			£255		£261	£263	£265		
	g	Cancellation Fee - 50% of original fee (For re-opened graves only).									
	h	To provide a test dig for one depth			£717		£733	£739	£744		
		To provide a test dig for two depth			£1,035		£1,058	£1,066	£1,074		

Prices for Merthyr Dyfan Cemetery 2026 / 2027

BARRY TOWN COUNCIL - CYNGOR TREF Y BARRI.

2	In Graves for which an Exclusive Right of Burial has NOT been granted							
	a	For an interment in an earthen grave						
		I	Below Eighteen Years (Charged to WG MOU)	£948		£969	£976	£984
		II	Eighteen years and over	£1,392		£1,423	£1,434	£1,445
	b	For every 1 inch or part thereof in width excavated for a grave which is to admit a coffin or casket having a greater width than 2' 6".		£255		£261	£263	£265
	c	Cancellation Fee - 50% of original fee (For re-opened graves only).						
Memorial Fees								
	For the right to erect any memorial, on a full grave where an Exclusive Right of Burial has been granted: (Please refer to sizing below)			£260		£266	£268	£270
	For the right to erect any memorial, on a cremated remains grave where an Exclusive Right of Burial has been granted: (Please refer to sizing			£220		£225	£227	£228
	For the right to erect a tablet, in front of a main memorial on a full grave where an Exclusive Right of Burial has been granted, not exceeding 24" (left to right) x 18" (front to back). Slopeing tablets permitted with height of 5 inches at rear slopeing to 2 inches at front.			£165		£169	£170	£171
	To carry out any additional inscription in relation to any form of memorial.			£112		£114	£115	£116
	Permit to place a small wedge memorial in a location within the cemetery in consultation with the Cemetery Team Leader (Section MT)			£50		£51	£52	£52

For a Full Grave the total overall height of 4' 7" (55 inches) is the size of the memorial that includes the headstone plate and base, above the concrete headstrips/rafts on the new sections or above a reinforced concrete foundation slab on the older sections.The maximum width permitted is 3' (36 inches) with a maximum thickness of 4 inches. PLEASE NOTE that a reinforced concrete and/or granite or hard stone foundation slab is not required ontop of the concrete headstrips/rafts on new sections, however is permitted but the total overall height is restricted to 4' 7" (55 inches) from the concrete headstrip/raft.

For a Cremated Remains Grave the total overall height of 2' 7" (31 inches) is the size of the memorial that includes the headstone plate and base, above the concrete headstrips/rafts on the new sections or above a reinforced concrete foundation slab on the older sections. The maximum width permitted is 2' (24 inches) with a maximum thickness of 3 inches. PLEASE NOTE that a reinforced concrete and/or granite or hard stone foundation slab is not required ontop of the concrete headstrips/rafts on new sections, however is permitted but the total overall height is restricted to 2' 7" (31 inches) from the concrete headstrip/raft.

It is the responsibility of the fixer mason to ensure that memorial installation is carried out in accordance with BS8415 (British Standard for the Memorial Masonry Industry).

Prices for Merthyr Dyfan Cemetery 2026 / 2027

BARRY TOWN COUNCIL - CYNGOR TREF Y BARRI.

Babies Memorial Garden / New Garden of Remembrance / Cremated Remains Octagon Planter (Section EE)				
Purchase of a plaque, including inscription 7.5" x 5", (12" x 3") and an aluminium flower container (70 years) including VAT.	£444	£454	£457	£461
Old Garden of Remembrance Cremated Remains Octagon Planter (Section H,O,P)				
Purchase of a plaque, including inscription 6" x 3" and an aluminium flower container (70 years) including VAT.	£246	£251	£253	£255
Sanctum Panorama Columbaria				
Cost of 20 year lease	£245	£250	£252	£254
Cost of placement of each set of ashes within niche	£125	£128	£129	£130
Cost of inscribed plaque (to include up to 80 letters) including VAT.	£150	£153	£155	£156
Cost of first ashes interment	£520	£531	£536	£540
Cost of placement of each set of ashes within niche	£125	£128	£129	£130
Cost of additional inscription to existing plaque including VAT.	£120	£123	£124	£125
Cost of second ashes interment	£245	£250	£252	£254
Any plaques requiring more than 80 letters will incur an additional fee of £3.00 (including VAT) per letter. Artwork can be provided at an additional fee dependent on deisgn.				
Other				
Book of Remembrance entry - with illustration (inc. VAT) - NEW FEE	£96	£98	£99	£100
Book of Remembrance entry - without illustration (inc. VAT) - NEW FEE	£48	£49	£49	£50
A search for an entry of burial in the register books. (Each application)	£11	£11	£11	£11
A certified copy of an entry of burial in the register books.	£11	£11	£11	£11
Providing a duplicate burial deed (typed).	£11	£11	£11	£11
For the assignment (transfer) of the Exclusive Right of Burial	£31	£32	£32	£32
For the exhumation of human remains from an earthen grave.	£1,195	£1,221	£1,231	£1,240
For the exhumation of human remains from a bricked grave or vault.	£2,126	£2,173	£2,190	£2,207
For the exhumation of an urn containing cremated remains from any grave.	£295	£301	£304	£306
For the exhumation of cremated remains from the garden of remembrance	£327	£334	£337	£339
For the use of Chapel	£80	£82	£82	£83
Capping fee for any earthen grave.	£192	£196	£198	£199
For Purchase of Ornamental Tree and Plaque (inc VAT)	£199	£203	£205	£207
For Purchase of Bios Urn (options available for different seeds) (inc. VAT)	Not Available		Not Available	
For Purchase of Print-a-Plate UK Plaque (for Bios Urn etc.) (inc. VAT)	£96	£98	£99	£100

THE GROUNDS ON WHICH CONSIDERATION CAN BE GIVEN FOR THE WAIVING OF NON RESIDENTS FEES WILL BE AS FOLLOWS AND THAT THIS DECISION BE MADE BY THE RELEVANT OFFICER:

1. FORMER INHABITANTS OF BARRY WHO HAVE MOVED AWAY TO SEEK CARE OR TREATMENT FOR A CONDITION THAT IS NOT AVAILABLE IN BARRY.

2. SOMEONE WHO HAS MOVED OUT OF BARRY TO LIVE WITH OR NEAR RELATIVES FOR CARE NO LONGER THAN FOUR YEARS PRIOR TO DEATH, WITH THE EXCEPTION OF EXCEPTIONAL CIRCUMSTANCES WHICH WILL BE DETERMINED BY OFFICERS.

Prices for Porthkerry Cemetery 2026 / 2027

BARRY TOWN COUNCIL - CYNGOR TREF Y BARRI.

Exclusive Right of Burial	**2025 / 2026**				**2026 / 2027**		
					2.2%	**3.0%**	**3.8%**
In any earthen grave 7' x 4' (70 years)			£608		£621	£626	£631
In any earthen cremated remains grave 4' x 3' (70 years)			£319		£326	£329	£331
Interment Fees							
In Graves for which an Exclusive Right of Burial has been granted.							
For an interment in an earthen grave.	1 Depth	2 Depth	3 Depth	2.20%	1 Depth	2 Depth	3 Depth
Below Eighteen Years (Charged to WG MOU)	£450	£663	£905		£460	£678	£925
Eighteen years and over	£598	£841	N/A		£611	£860	
				3.00%	1 Depth	2 Depth	3 Depth
					£464	£683	£932
					£616	£866	
				3.80%	1 Depth	2 Depth	3 Depth
					£467	£688	£939
					£621	£873	
For any interment of cremated remains in any earthen grave.			£317		£324	£327	£329
For every 1 inch or part thereof in width excavated for a grave which is to admit a coffin or casket having a greater width than 2' 6".			£85		£87	£88	£88
Cancellation Fee - 50% of original fee (For re-opened graves only).							
To provide a test dig for one depth			£308		£315	£317	£320
To provide a test dig for two depth			£433		£443	£446	£449
Memorial Fees							
For the right to erect any monument, not exceeding 4' high x 3' wide with a thickness of 4 inches on a full grave where an Exclusive Right of Burial has been granted:			£260		£266	£268	£270
For the right to erect any monument, not exceeding 2' 3" high x 2' wide with a thickness of 3 inches, on a cremated remains grave where an Exclusive Right of Burial has been granted:			£220		£225	£227	£228
For the right to erect a tablet, in front of a main memorial on a full grave where an Exclusive Right of Burial has been granted, not exceeding 24" (left to right) x 18" (front to back). Slopeing tablets permitted with height of 5 inches at rear slopeing to 2 inches at front.			£165		£169	£170	£171
To carry out any additional inscription in relation to any form of memorial.			£112		£114	£115	£116
Other							
Search for, and a certified copy of an entry of burial in the register books.			£11		£11	£11	£11
Providing a duplicate burial deed.			£11		£11	£11	£11
For the assignment (transfer) of the Exclusive Right of Burial			£31		£32	£32	£32
For the exhumation of human remains from an earthen grave.			£1,254		£1,282	£1,292	£1,302
For the exhumation of an urn containing cremated remains from any grave.			£310		£317	£319	£322
Capping fee for any earthen grave.			£192		£196	£198	£199

NON RESIDENTS OF THE VALE OF GLAMORGAN ARE SUBJECT TO TRIPLE FEES ON ALL OF THE ABOVE, THIS MAY BE WAIVED AT THE DISCRETION OF THE CHIEF OFFICER / DEPUTY CHIEF OFFICER IN RELATION TO FORMER RESIDENTS OF THE VALE OF GLAMORGAN

HALLS, CEMETERIES & COMMUNITY FACILITIES COMMITTEE	**18 November 2025**	**AGENDA ITEM: 8c**

PIONEER HALL & CEMETERY APPROACH COMMUNITY CENTRE CHARGES 2026/27

Report Author

Sian Hookins-Temporary RFO

Purpose of Report

The purpose of this report is to request that Members consider and review the hire charges at, the Pioneer Hall and the Cemetery Approach Community Centre for the financial year 1 April 2026 to March 2027.

Background

The Pioneer Hall is available for hire from 8am until 12.00 midnight, seven days a week, excluding bank holidays. The Community Centre is available from 8am until 10pm, seven days a week, excluding bank holidays.

Current Price List for 2025/2026 (from 1 April 2025)

8.00am – 5.00pm (Monday to Friday)	£10.00 per hour
After 5.00pm (Monday to Friday)	£20.00 per hour
Saturday and Sunday	£20.00 per hour
Children's Party package (3 hour hire 10am-1pm or 2-5pm) (includes the use of the play equipment at Pioneer Hall)	£60.00

Regular bookings receive 10% discount. Staff discount 10%

The Consumer Prices Index (CPI) rose by 3.8% in the 12 months to September 2025, unchanged from August. The September, August and July 2025 were the joint highest recorded since January 2024, when the rate was 4.0%

Last year the Committee decided to not increase the prices for hiring the halls. The level of occupancy for Pioneer Hall is dropping and the other community building although slightly higher than budget is not picking up the pioneer shortfall.
It would be possibly unwise to increase these by the higher than expected % rate but it might be worth considering benchmarking to support the current pricing levels.
Currently I have shown no increase

Proposed Price List for 2026/2027 (from 1 April 2026)

8.00am – 5.00pm (Monday to Friday)	£10.00 per hour
After 5.00pm (Monday to Friday)	£20.00 per hour
Saturday and Sunday	£20.00 per hour
Children's Party package (3 hour hire 10am-1pm or 2-5pm)	£60.00

(includes the use of the play equipment at Pioneer Hall)
Regular bookings receive 10% discount. Staff discount 10%

Recommendations

1. Members are requested to consider the proposed hire charges for 2026/27 and to amend or confirm as appropriate.

2. That a recommendation be referred to the Meeting of the Finance, Policy and General Purposes Committee to be held on 08 December 2025.

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	9 FEBRUARY 2026	AGENDA ITEM: 10

INTRODUCTION OF NEW COUNCIL POLICIES

Report Author

Rachel Honey-Jones, Chief Officer

Purpose of Report

To present four new and updated policies for consideration and adoption. These policies strengthen governance, ensure legal compliance, and support consistent operational practice across the organisation.

The policies are:

- References Policy
- Recording of Council Meetings Policy
- Youth Council Off-Site Activities Policy and Procedure
- Natural Resources Policy

Background

The Council regularly reviews and updates its policies to ensure they remain compliant with legislation, reflect best practice, and support effective service delivery. Several areas of Council activity have been identified as requiring formalised or updated policy frameworks, particularly in relation to safeguarding, information governance, environmental management, and operational transparency.

The policies presented in this report have been drafted to provide clarity for staff, councillors, volunteers, and members of the public, and to ensure that the Council's procedures are robust, consistent, and legally sound.

Summary of Policies

References Policy

The References Policy establishes a clear and consistent approach to responding to employment reference requests. The policy confirms that:

- Only factual references will be provided.
- Information is limited to name, job title, and dates of employment.
- Only the Chief Officer or Senior Leadership Team may issue references.
- Verbal references will not be given.
- All reference handling must comply with UK GDPR and the Data Protection Act 2018.

The policy reduces legal risk and ensures fairness and accuracy in reference-giving practices.

Recording of Council Meetings Policy
This policy formalises the Council's approach to recording Full Council and committee meetings. Key provisions include:

- Recordings are made solely to support minute accuracy.
- Attendees must be informed that recording is taking place.
- Recordings are deleted once minutes are formally approved.
- Confidential and exempt items must not be recorded or made available.
- Minutes remain the statutory and legally binding record of decisions.

The policy enhances transparency while ensuring recordings are managed lawfully.

Youth Council Off-Site Activities Policy and Procedure
This policy provides a comprehensive framework for planning and delivering safe and inclusive off-site activities for the Youth Council. It includes:

- A clear definition of the duty of care owed to young people.
- Roles and responsibilities for staff, including the Lead Officer and safeguarding lead.
- Requirements for written risk assessments, first aid provision, and appropriate staff-to-young-person ratios.
- Parental/carer information and consent procedures.
- Emergency procedures and incident reporting requirements.
- Confirmation that parents/carers are responsible for transport to and from activities.

The policy ensures that all off-site activities are safe, well-planned, and compliant with safeguarding legislation.

Natural Resources Policy
The Natural Resources Policy sets out the Council's position on the removal of natural resources from land it owns or manages. The policy states that:

- All natural resources (e.g., timber, soil, compost, woodchip) are the property of Barry Town Council.
- No materials may be removed without explicit consent from the Cemeteries Manager or Senior Leadership Team.
- Unauthorised removal may constitute misconduct or unauthorised removal of Council property.
- The policy supports environmental, sustainability, and biodiversity objectives.

This policy protects public assets and ensures responsible environmental management.

Financial Implications
There are no direct financial implications arising from the adoption of these policies. Any costs associated with training, implementation, or compliance will be met from existing budgets.

Legal and Governance Implications
Adoption of these policies will strengthen the Council's compliance with:

- UK GDPR and the Data Protection Act 2018
- Safeguarding legislation

- Health and safety requirements
- Environmental and sustainability obligations
- Local Government transparency and accountability standards

The policies also reduce organisational risk by providing clear procedures and responsibilities.

Equality and Wellbeing Considerations
The policies support the Council's duties under the Equality Act 2010 and the Well-being of Future Generations (Wales) Act 2015 by promoting:

- Fair and consistent treatment
- Safe and inclusive youth participation
- Responsible environmental stewardship
- Transparent and accountable governance

No negative equality impacts have been identified.

Risk Management
Adoption of the policies mitigates several organisational risks, including:

- Data protection breaches
- Safeguarding failures
- Inconsistent operational practice
- Environmental mismanagement
- Legal challenges relating to references or meeting recordings

The policies provide clear frameworks to support compliance and reduce exposure to risk.

Recommendations
Members are asked to:

1. Approve the following policies:
    - References Policy
    - Recording of Council Meetings Policy
    - Youth Council Off-Site Activities Policy and Procedure
    - Natural Resources Policy
2. Authorise the Chief Officer to implement the policies and ensure they are communicated to staff, councillors, volunteers, and relevant stakeholders.
3. Agree that the policies be reviewed in accordance with the review dates specified within each document or sooner if required by legislation or operational need.

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Removal of Natural Resources from Barry Town Council Grounds

1. **Purpose**

   This policy sets out the Town Council's position on the removal of natural resources from land owned or managed by Barry Town Council. Its aim is to protect public assets, ensure environmental responsibility, and provide clarity for staff and members of the public.

2. **Scope**

This policy applies to:

- all employees of the Town Council
- councillors
- contractors and volunteers working on behalf of the Council
- members of the public

It covers all land owned, leased, or managed by Barry Town Council, including cemeteries, open spaces, and all other council grounds.

3. **Policy Statement**

   Natural resources located on Town Council land are the property of Barry Town Council. No natural resources may be removed from council grounds without prior consent from an authorised officer. This policy applies equally to staff and members of the public.

4. **Natural Resources Covered**

   - For the purposes of this policy, natural resources include (but are not limited to): compost
   - Woodchip
   - tree stumps
   - timber, logs, branches, or cut wood

- soil, turf, or other organic materials

5. Consent for Removal

No natural resources may be removed from Barry Town Council land without consent. Consent should preferably be given in writing. Where written consent is not practicable, verbal consent may be given but must be explicit and obtained in advance.

Consent may only be granted by:

- the Cemeteries Manager, or
- a member of the Senior Leadership Team.

Permission granted by any other employee or councillor is not valid.

6. Unauthorised Removal

The removal of natural resources from Council land without prior written authorisation is strictly prohibited and will be treated as an unlawful appropriation of Council property.

Such conduct may constitute:

- misconduct or a breach of employment obligations (in the case of employees); and/or
- unauthorised removal of Council property and potential theft (in the case of members of the public).

The Town Council reserves the right to take all appropriate and proportionate action in response to unauthorised removal, including but not limited to disciplinary proceedings, recovery or restitution of materials, financial recovery, and referral to relevant enforcement or regulatory authorities where warranted.

7. Responsibilities

Employees must ensure they are familiar with and comply with this policy at all times.

Managers are responsible for communicating this policy to staff and contractors.

Members of the public are expected to comply with this policy when using council land.

8. Environmental Considerations

The Town Council manages its natural resources in line with environmental, sustainability, and biodiversity objectives. Unauthorised removal may undermine these commitments and is therefore strictly prohibited.

9. Review

This policy will be reviewed every five years or sooner if legislation, environmental guidance, or operational requirements change.

Date of policy review: January 2031

Barry Town Council

Barry Youth Council

Off-Site Activities Policy and Procedure

Version: 1
Date: January 2026

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1. Introduction

This policy is designed to ensure that all off-site activities undertaken by **Barry Youth Council**, operating under **Barry Town Council**, are safe, inclusive, well-planned and beneficial to young people.

Off-site activities play an important role in youth participation, skills development, democratic engagement and personal development. It is essential that activities are suitable for participants, that their purpose is clearly defined, and that all reasonable steps are taken to safeguard young people.

This policy applies to any activity organised by Barry Youth Council that takes place away from its usual base at:

Town Hall, King Square, Holton Road, Barry, CF63 4RW

Examples include workshops, educational visits, cultural activities, community engagement events and recreational trips.

This policy **does not apply** to:

- Residential trips (as none are undertaken)
- Transport to and from activities, which remains the responsibility of parents/carers

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2. Duty of Care

When staff or volunteers are responsible for the care, supervision and control of young people during off-site activities, they owe a duty of care equivalent to that of a **reasonable, prudent and careful parent or carer**.

In applying this principle, those involved should:

- Consider what a reasonable parent or carer would expect in similar circumstances
- Be able to justify decisions to professional colleagues, senior officers, or if required, a court of law
- Seek further information or advice if unsure, and **not proceed** until concerns are resolved

A higher standard of care is expected from:

- Qualified youth workers

- Professionals with safeguarding responsibilities
- Staff holding recognised training and experience

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3. Staffing and Safeguarding

- The **Lead Officer** for Barry Youth Council off-site activities is **Emma Thorne**, who is:
    - Enhanced DBS certified
    - Level 3 qualified and registered Youth Worker
- All members of the **Engagement and Events Team** involved in youth activities are **Enhanced DBS certified**.
- Safeguarding procedures are aligned with Barry Town Council policies and relevant safeguarding legislation. The designated Safeguarding lead is Rachel Honey-Jones.

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4. Equal Opportunities

Off-site activities are accessible to all young people regardless of:

- Gender
- Religion or belief
- Ethnic origin
- Social or economic background
- Disability or medical need

Reasonable adjustments will be made wherever possible to ensure inclusion. Existing Barry Town Council equality and safeguarding policies apply to all off-site activities.

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5. Use of External Providers

Where activities involve external organisations or venues:

- Providers will be assessed for suitability, safety and competence
- Relevant qualifications, experience and safeguarding arrangements will be checked
- Any licensed activities will comply with relevant UK and Welsh legislation

Barry Youth Council will not engage providers where safety or safeguarding standards cannot be assured.

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6. Roles and Responsibilities

6.1 Barry Town Council

Barry Town Council will:

- Ensure appropriate DBS checks are in place
- Maintain adequate safeguarding, health and safety, and incident reporting procedures
- Ensure appropriate insurance cover is in place for off-site activities

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6.2 Lead Officer – Barry Youth Council

The Lead Officer will:

- Approve and oversee all off-site activities
- Ensure activities are appropriate, inclusive and clearly planned
- Ensure staff involved are competent and adequately briefed
- Ensure risk assessments are completed and reviewed
- Ensure first aid provision is appropriate
- Ensure emergency contact arrangements are in place
- Ensure staff-to-young-person ratios are appropriate
- Ensure learning from activities is reviewed and informs future planning

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6.3 Staff Supporting Off-Site Activities

Staff supporting activities will:

- Follow the agreed plan and risk assessment
- Carry out assigned roles responsibly
- Be vigilant to safeguarding and welfare concerns
- Report incidents or concerns immediately to the Lead Officer

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7. Planning and Preparation

Thorough planning is essential for all off-site activities. The following must be considered:

7.1 Approval

All off-site activities require approval from the Chief Officer prior to taking place.

7.2 Risk Assessments

- A written risk assessment must be completed for every off-site activity
- All staff involved must read, understand and follow the assessment

- Risk assessments will consider venue safety, activity risks, safeguarding and medical needs

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7.3 Parental / Carer Information and Consent

- Parents/carers will be informed in advance of all off-site activities
- Written consent will be obtained where activities involve a higher level of risk or take place outside normal meeting times
- Parents/carers retain responsibility for:
    - Transporting young people to and from activities
    - Ensuring timely arrival and collection

Barry Town Council does not provide transport for off-site youth activities.

7.4 Medical and Additional Needs

- Relevant medical, dietary or additional support needs will be recorded and respected
- Staff will be informed of any needs that may impact participation or safety

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7.5 First Aid

- At least one trained first aider will be present at all off-site activities
- A first aid kit will be available
- External venues must confirm access to first aid provision

7.6 Staff to Young Person Ratio

Appropriate ratios will be determined based on:

- Age of participants
- Nature of the activity
- Level of risk

Ratios will always reflect best practice and safeguarding guidance.

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8. Emergency Procedures

A **serious incident** includes:

- Serious injury or illness
- Situations placing a young person at significant risk

- Any incident likely to involve the media

8.1 Immediate Actions

- Ensure the safety and welfare of all young people and staff
- Provide or seek appropriate medical assistance
- Contact the Lead Officer immediately
- Do not allow young people to contact parents/carers until advised

8.2 Communication

- Barry Town Council will manage contact with parents/carers
- **Staff must not speak to the media** — all enquiries will be referred to the appropriate Council officer

8.3 Records

- A full written record of the incident must be completed
- All relevant documentation will be retained in line with Council procedures

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9. Insurance

Barry Town Council holds appropriate public and employer's liability insurance to cover off-site youth activities. Any activity requiring additional insurance considerations will not proceed without confirmation of cover.

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10. Monitoring and Review

This policy will be:

- Reviewed annually
- Updated in response to legislative changes, incidents or best practice guidance

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Version Control

Version	Date	Description
1	Jan 2026	Initial Barry Youth Council version

BARRY TOWN COUNCIL

Recording of Council Meetings

Information for members of the public, Councillors and Council staff attending and recording Full Council and committee meetings

Introduction

The Town Council intends to record Full Council and committee meetings for the sole purpose of minute accuracy.

1. Definition

For the purpose of this policy the term “record” means any form of audio, visual or electronic recording. Those who attend a public meeting should expect to be filmed. This includes councillors, council officers and members of the public.

2. Access to Meetings by Members of the Public

Public notice of the time of the meeting must be given electronically at least 3 clear days before the meeting.

The agenda for the meeting must also be published electronically in advance of the meeting.

It is acknowledged that technical difficulties can occur at times and in these situations as long as the meeting notice has been published in the Town Council noticeboard the meeting will still proceed.

3. Conduct of Meetings

A note is included on the agenda informing members of the public, Councillors and Council staff that the proceedings are being recorded.

At the start of each meeting to be recorded the Chair will announce that the meeting is being recorded and that the Chair may also terminate or suspend the recording of the meeting in accordance with this protocol.

The Chair must also state the date and description of the meeting.

4. Rules

Recording by the Town Council

1. The council may itself photograph, film, record or broadcast meetings and can retain, use or dispose of such material in accordance with its retention and disposal policies. Where a council proposes to record all of its own meetings it will be bound by this policy.

2. Where a council proposes to record its own meetings for the purposes of minute taking only and once the minutes are formally accepted by council the recording will be deleted.

3. When meetings are private (not open to the public) or when confidential or exempt items of business are transacted (when the press and public are excluded), access to replay/obtain copies will be restricted in accordance with Access to Information Rules.

4. The council is not liable for the actions of any person making a recording at a council meeting which identifies a member of the public or for any publication of that recording.

5. The minutes of a council meeting remain the statutory and legally binding formal record of council decisions.

6. It should be noted that in the absence of the Chair the responsibilities referred to in this document will be delegated to the Deputy.

Date of policy review: January 2029

BARRY TOWN COUNCIL

Reference Policy

1. Purpose

This policy sets out how the Town Council will respond to requests for employment references relating to former employees. Its aim is to ensure consistency, fairness, and legal compliance in all reference-giving practices.

2. Scope

This policy applies to all current councillors, employees, and anyone acting on behalf of the Town Council who may receive a request for an employment reference.

3. Policy Statement

The Town Council provides standard factual references only. To minimise legal and reputational risk, the Council will not provide personal, character, or opinion-based references for former employees.

4. Information We Will Provide

When a reference request is received, the Town Council will only confirm the following information:

- employee's full name
- job title held during employment
- start and end dates of employment

No additional information will be supplied under any circumstances unless approved by the Chief Officer on a case by case basis.

5. Who May Issue References

All reference requests must be directed to the Chief Officer (Town Clerk) or a member of the Senior Leadership Team. No other councillor or employee is authorised to

provide references on behalf of the Council unless it is for the Chief Officer (Town Clerk), and then it must be provided by the Leader of the Council.

6. Verbal References

The Town Council does not give verbal references. All references must be provided in writing to ensure accuracy and consistency.

7. Data Protection

All reference requests will be handled in accordance with:

- UK GDPR
- Data Protection Act 2018

Personal data will only be disclosed where there is a lawful basis to do so.

8. Employee Awareness

Former employees may be informed of this policy upon leaving the Council so they understand what information will be provided to future employers.

9. Review

This policy will be reviewed every five years or sooner if legislation or operational needs change.

Date of policy review: January 2031