BARRY TOWN COUNCIL
CYNGOR TREF Y BARRI

7 October 2026

TO: Councillors Brooks (Chair), Clarke, Drake, E S Goodjohn (Vice-Chair), S Hodges, McKinney, Payne and Thomas (Town Mayor – Ex-Officio).

Dear Councillor

You are hereby summoned to attend a meeting of the **Finance, Policy & General Purposes Committee** to be held on a **hybrid basis in the Council Chamber, Town Hall, King Square, Barry, CF63 4RW and remotely on Monday 12 October 2026 commencing at 7.00 pm** for the purpose of transacting the business specified 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

Please inform the Chief Officer of your intention to attend in person or virtually.

Yours faithfully

Rachel Honey-Jones
Chief Officer

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

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BARRY, CF63 4RW
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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. **To approve the minutes of the Finance, Policy & General Purposes Committee held on 20 July 2026**

   (Pages 2054-2061)

FINANCIAL REPORTS

5. **To receive a Budget Monitoring Report to 30 September 2026**

   (Pages 2062-2066)

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

6. **To receive a Schedule of Payments for August and September 2026**

   (Pages 2067-2072)

POLICY REPORTS

7. **Review of Financial Assistance Grants Criteria (Pages 2073-2080)**

8. **GDPR Update (Verbal)**

9. Date of Next Meeting

The next scheduled meeting of the Finance, Policy & General Purposes Committee will be held on Monday 7 December 2026.

However, please note that this may be amended to Monday 30 November 2026 as a report is being prepared for consideration at Full Council meeting on 20 October 2026.

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 20 JULY 2026 AT 7:05PM

PRESENT: Councillor Brooks (Chair) together with Councillors Clarke, Drake, S Hodges and Payne.

ALSO PRESENT: Mark Sims – Deputy Chief Officer
Courtney Parker – Administrator
Councillor N Hodges - Observer

F279. **APOLOGIES FOR ABSENCE**

Councillors E S Goodjohn and McKinney.

F280. **TO RECEIVE DECLARATIONS OF INTEREST UNDER THE COUNCILS CODE OF CONDUCT**

1. Councillor S Hodges submitted declarations of interest on item 8 – Grants 2026/27, relating to the Mack Events Presents Limited grant application. although not a prejudicial interest.

2. Councillor Drake submitted declarations of interest on item 8 – Grants 2026/27, relating to the Castleland Community Association and Barry Uniting church & the bridge between community centre. grant applications.

3. Councillor Payne submitted declarations of interest on item 8 – Grants 2026/27, relating to the Friends of Victoria Park grant application.

F281. **WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015**

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

F282. **TO APPROVE THE MINUTES OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE MEETING HELD ON 20 APRIL 2026**

RESOLVED: That the minutes of the Finance, Policy & General Purposes Committee held on Monday 20 April 2026 be approved and signed as a correct record.

F283. **TERMS OF REFERENCE**

RESOLVED: That the terms of reference for the Finance, Policy & General Purposes Committee were received and noted.

F284. **TO RECEIVE A BUDGET MONITORING REPORT TO 30 JUNE 2026**

The Deputy Chief Officer provided a brief update on the report.

RESOLVED:

1. **That the Budget Monitoring Report for June 2026, showing actual income and expenditure to the end of month three of the 2026/27 financial year, be received and noted, including the projected underspend of £2,312 for 2026/27, resulting in a net transfer of £28,214 to reserves (being the surplus for the year).**

2. **That the virement of £43,200 from M&S/Salaries to M&S/Other Professional Fees be approved.**

3. **That an additional £4,500 be allocated to the Civic/Mayor's Travel expenditure heading, with the funding to be provided from the General Reserve.**

F285. **SHOP LOCAL BUDGET**

Councillor S Hodges suggested that the £10,000 Shop Local budget 2026/27 be reallocated to the Events Budget.

The Chair agreed, noting that the Council's events continue to grow in size and popularity.

RESOLVED: That the £10,000 allocated to the Shop Local budget be reallocated to the Corporate Events / Community Events expenditure heading, increasing the budget to £30,000.

F286. **GRANTS 2026/27**

The Chair stated that, due to the high volume of applications received during this grant round, the eligibility criteria should be reviewed and

clarified to ensure applicants have a clearer understanding of the requirements.

The Deputy Chief Officer advised that the Grant application process and eligibility criteria could be reviewed by Officers and submitted to the Finance, Policy and General Purposes Committee at its October meeting. It was suggested that the criteria be strengthened to specify that applicants must be based in Barry and that the activities or projects for which funding is sought must take place within Barry and that grant funding is not available to support the start-up of new businesses.

1. **Green Grants**

Members were requested to consider the applications received.

An amount of £3,750 has been allocated within the Council's Budget for Green Grants.

RESOLVED: That Members agreed that no awards be made to the Green Grant applications.

2. **Grants for Small Businesses**

An amount of £3,000 has been allocated within the Council's Budget for Grants for Small Businesses.

Grants Awarded	**Amount Awarded**	
Gibbonsdown Children's Centre	£500.00	(LGA1972 S137)
Dechrau Dysgu	£500.00	(LGA1972 S137)
Total	**£1,000.00**	

RESOLVED: That members agreed to award two applications for small business grants, under Section 137 of the Local Government Act 1972.

3. **Vibrant Culture Grants**

An amount of £7,000 has been allocated within the Council's Budget for Vibrant Culture Grants.

Grants Awarded	**Amount Awarded**	
Red Dragon Junior Netball	£240.00	(LGA1976 S19)
Vale of Glamorgan Brass Band	£250.00	(LGA1972 S145)
Barry Ladies Choir	£345.00	(LGA1972 S145)
Total	**£835.00**	

RESOLVED:

1. **That members agreed to award three applications for financial assistance, under Section 19 of the Local Government (Miscellaneous Provisions) Act 1976 and Section 145 of the Local Government Act 1972.**

2. **That the Mack Events Presents Ltd application be deferred with officers requesting them to provide a presentation to members.**

4. **Voluntary/Community Organisations**

An amount of £15,000 has been allocated within the Council's Budget for Grants to Voluntary/Community Organisations.

Grants Awarded	**Amount Awarded**	
Vale Baby Basics	£150.00	(LGA1972 S137)
The Intersensory Club	£350.00	(LGA1976 S19)
FC BARUC	£250.00	(LGA1976 S19)
Roxy Stars Marching Jazz Band	£500.00	(LGA1972 S145)
ValePlus Cymru & ValePlus Extra	£300.00	(LGA1972 S137)
Run2gether Barry	£250.00	(LGA1976 S19)
Barry Air Cadet Squadron	£150.00	(LGA1976 S19)
11th Barry Sea Scout Group	£500.00	(LGA1976 S19)
Rhondda Cold Knap Lifeguard	£600.00	(LGA1976 S19)
6th Barry Sea Scout Group	£400.00	(LGA1976 S19)
YMCA Barry Gymnastics Club	£500.00	(LGA1976 S19)
Total	**£3,950.00**	

RESOLVED:

1. **That members agreed to award eleven applications for financial assistance, under Section 19 of the Local Government (Miscellaneous Provisions) Act 1976, Section 145 of the Local Government Act 1972 and Section 137 of the Local Government Act 1972.**

2. **That officers review the grants application form and criteria and report back to the Committee's meeting on 12 October 2026.**

F287. **INTERNAL AUDIT REPORT 2025/26 (FINAL UPDATE)**

The Deputy Chief Officer provided Members with a brief overview of the report.

RESOLVED:

1. **That the Internal Audit Report (Final Update) for 2025/26 be received and noted, and the actions and responses to the suggested recommendations contained within the report be endorsed.**

2. **That Auditing Solutions Ltd be reappointed as the Council's Internal Auditor for 2026/27.**

F288. **GDPR UPDATE**

The Deputy Chief Officer advised that staff continue to receive GDPR training as part of their induction.

RESOLVED: That the GDPR update be received and noted.

F289. **DATE OF NEXT MEETING**

RESOLVED: The next scheduled meeting of the Finance, Policy & General Purposes Committee will be held on Monday 12 October 2026.

F290. **EXCLUSION OF PRESS AND PUBLIC**

RESOLVED: That in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be excluded from the remainder of the meeting, with the exception of Councillor N Hodges who was granted approval to remain in attendance.

F291. **GDPR UPDATE**

The Deputy Chief Officer provided Members with a brief update on GDPR matters.

RESOLVED: That the GDPR update be received and noted.

F292. **WEBSITE REPORT**

Members were provided with a website report.

RESOLVED:

1. **That Members receive and note the report.**
2. **That officers seek quotations for the development of a new Council website, with quotations to be presented to a future meeting of the Committee for consideration and approval.**

Members noted that funding for this work is not currently included within the budget and will need to be identified.

3. **That officers seek quotations for the hosting and ongoing maintenance of the Council's website, with quotations to be presented to a future meeting of the Committee for consideration and approval.**
4. **That officers explore all suitable options for the development of the new website, including WordPress, and that this option should not be ruled out as part of the quotation and review process.**
5. **That, due to the urgency of the request, an Extraordinary Meeting of the Finance, Policy and General Purposes Committee (Remote Only) be convened once the necessary information and quotations have been obtained, to allow Members to consider and determine the way forward.**

Meeting closed at 7.58pm.

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

FOR INFORMATION ONLY

ACTION SHEET - FINANCE, POLICY & GENERAL PURPOSES COMMITTEE - 20 JULY 2026

MINUTE NO.	ACTION TO BE TAKEN BY	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
F284 (2)	That the virement of £43,200 from M&S/Salaries to M&S/Other Profressional Fees be approved.	DCO/RFO	31-Jul-26	Completed
F284 (3)	That an additional £4,500 be allocated to the Civic/Mayor's Travel expenditure heading, with the funding to be provided from the General Reserve	DCO/RFO	31-Jul-26	Completed
F285	That the £10,000 allocated to the Shop Local budget be reallocated to the Corporate Events / Community Events expenditure heading, increasing the budget to £30,000.	DCO/RFO	31-Jul-26	Completed
F286 (2)	That members agreed to award two applications for small business grants, under Section 137 of the Local Government Act 1972.	DCO/RFO	31-Aug-26	Completed
F286 (3)	That members agreed to award three applications for financial assistance, under Section 19 of the Local Government (Miscellaneous Provisions) Act 1976 and Section 145 of the Local Government Act 1972.	DCO/RFO	31-Aug-26	Completed
F286	That the Mack Events Presents Ltd application be deferred with officers requesting them to provide a presentation to members	HoCS&F	05-Aug-26	Completed

F286 (4)	That members agreed to award eleven applications for financial assistance, under Section 19 of the Local Government (Miscellaneous Provisions) Act 1976, Section 145 of the Local Government Act 1972 and Section 137 of the Local Government Act 1972.	DCO/RFO	31-Aug-26	Completed
F286 (5)	That officers review the grants application form and criteria and report back to the Committee's meeting on 12 October 2026	CO	12-Oct-26	Completed
F287 (2)	That Auditing Solutions Ltd be reappointed as the Council's Internal Auditor for 2026/27	DCO/RFO	22-Sep-26	Completed
F292 (2)	That officers seek quotations for the development of a new Council website, with quotations to be presented to a future meeting of the Committee for consideration and approval.	HoCS&F		In Progress
F292 (3)	That officers seek quotations for the hosting and ongoing maintenance of the Council's website, with quotations to be presented to a future meeting of the Committee for consideration and approval.	HoCS&F		In Progress
F292 (4)	That officers explore all suitable options for the development of the new website, including WordPress, and that this option should not be ruled out as part of the quotation and review process.	HoCS&F		In Progress
F292 (5)	That, due to the urgency of the request, an Extraordinary Meeting of the Finance, Policy and General Purposes Committee (Remote Only) be convened once the necessary information and quotations have been obtained, to allow Members to consider and determine the way forward	HoCS&F		In Progress

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	12 OCTOBER 2026	AGENDA ITEM: 5

BUDGET MONITORING REPORT 30 SEPTEMBER 2026

Report Author

Denise McCay, Finance Officer, and Mark Sims, Deputy Chief Officer

Attached: A. Budget Monitoring Report September 2026 (2 pages)
B Budget Monitoring Report – Use of Reserves (1 page)

Purpose of Report

To inform members about the Council's income and expenditure in the 2026/27 financial year as at the end of September 2026.

Background Information

On the following pages is the budget monitoring report September 2026, indicating actual income and expenditure up to the end of month six in the 2026/27 financial year. In addition, the projected out turn for the current financial year is provided highlighting anticipated overspends and under-spends on various budget headings, currently projecting a net overspend of £2,228 (£2,007 more expenditure with £221 less income) that will result in a net amount of £21,296 being transferred from reserves. Also attached is a summary of projected movements on the Council's various Reserves, showing how the net transfer of £21,296 affects the General Reserve.

Of the projected overspends, amounts over £1,000 are included below for information:

Porthkerry Cemetery/Property Maintenance	£ 2,500
M&S/Equipment Maintenance	£ 2,000
MD Cemetery/Equipment Maintenance	£ 4,000
M&S/Cloud Computing-New IT Services	£13,200
MD Cemetery/Memorial Inspection Maintenance	£ 5,000
Civic Hospitality/Remembrance Sunday	£ 2,000
Corporate Events/Christmas Events	£ 1,300
Corporate/Councillor Emails-New IT Services	£ 4,351
Total	**£34,351**

Although there are various projected underspends to offset the above, the net overspend on expenditure is currently projected to be £2,007.

Members of the Senior Leadership Team will be undertaking further scrutiny over the next few weeks to identify any further savings and will report back to the next meeting of the Finance Committee with any corrective actions for members consideration.

Recommendation

1. Members are requested to receive the budget monitoring report for September 2026, indicating actual income and expenditure up to the end of month six in the 2026/27 financial year, noting the projected overspend of £2,228 for 2026/27 that will result in a net amount of £21,296 being transferred from reserves (deficit for the year).

Budget Monitoring Report September 2026

Description	Item No.	Gross Expenditure Budget 12 Months £	Expenditure 6 Month £	Committed Expenditure £	Balance £	Budget For Year £	Year End Projections £	Projected Variance £
Salaries	1	1,001,770	477,782	503,904	20,084	1,001,770	981,686	20,084
Pension Added Years Costs	2	9,050	2,255	6,795	0	9,050	9,050	0
Personal Hygiene Facilities	3	2,190	1,026	1,274	-110	2,190	2,300	-110
Personal Protective Equipment / Clothing	3	4,550	1,367	3,183	0	4,550	4,550	0
Cleaning Products	3	3,500	400	3,040	60	3,500	3,440	60
Officers Travel and Subsistence	4	2,000	532	1,468	0	2,000	2,000	0
Rates	5	9,960	5,722	3,816	422	9,960	9,538	422
Water	6	3,235	2,299	1,921	-985	3,235	4,220	-985
Rent	7	42,565	29,031	13,534	0	42,565	42,565	0
Electricity	8	17,900	3,434	6,366	8,100	17,900	9,800	8,100
Gas	9	3,600	911	1,689	1,000	3,600	2,600	1,000
Telephone / Alarm Line	10	3,370	1,605	1,765	0	3,370	3,370	0
Postage	11	1,500	853	647	0	1,500	1,500	0
Printing and Stationery	12	2,300	131	2,169	0	2,300	2,300	0
Insurance	13	7,800	8,304	0	-504	7,800	8,304	-504
Photocopier Costs	14	2,600	1,239	1,361	0	2,600	2,600	0
Property Maintenance and Improvements	15	48,300	21,949	28,851	-2,500	48,300	50,800	-2,500
Equipment	16	17,622	7,534	10,088	0	17,622	17,622	0
Equipment Maintenance	17	42,775	25,541	23,234	-6,000	42,775	48,775	-6,000
Bank Charges	18	1,100	382	718	0	1,100	1,100	0
Audit Fees - Internal	19	1,700	0	1,700	0	1,700	1,700	0
Legal Fees	20	5,000	4,477	523	0	5,000	5,000	0
Audit Fees - External	21	560	0	560	0	560	560	0
Professional Fees	22	62,400	18,606	43,794	0	62,400	62,400	0
HR Costs	23	14,900	4,063	10,837	0	14,900	14,900	0
General Salaries Contingency	24	40,000	21,116	18,455	429	40,000	39,571	429
Health and Safety	25	4,000	1,410	2,590	0	4,000	4,000	0
Internet Broadband	26	7,071	3,573	3,631	-134	7,071	7,204	-134
BACAS Burials System Annual Maintenance	29	5,200	0	5,200	0	5,200	5,200	0
New IT Services SharePoint & Teams	30	15,030	15,101	13,129	-13,200	15,030	28,230	-13,200
Welsh Translation Service	31	2,500	0	1,500	1,000	2,500	1,500	1,000
Horticulture	8	800	381	419	0	800	800	0
Vehicle Maintenance	11	3,400	720	2,680	0	3,400	3,400	0
Haulage and Fuel	12	5,450	1,486	3,964	0	5,450	5,450	0
Vehicle Tax and Insurance	13	800	363	437	0	800	800	0
Philadelphia Cemetery	14	500	0	500	0	500	500	0
Treework Maintenance	17	15,000	0	15,000	0	15,000	15,000	0
Cemetery Roads Maintenance	19	4,000	0	4,000	0	4,000	4,000	0
Memorial Safety Advertising	20	500	0	500	0	500	500	0
Cemetery Subscriptions	21	800	110	690	0	800	800	0
Memorial Inspection Maintenance	1	5,000	4,587	5,413	-5,000	5,000	10,000	-5,000
Cemetery Approach Gardens Property Maintenance	26	3,000	35	2,965	0	3,000	3,000	0
Bees at Cemetery	27	500	80	420	0	500	500	0
New Play Equipment	11	1,000	9	991	0	1,000	1,000	0
Online Charges re Website Bookings	13	480	120	160	200	480	280	200
Community Groups Use of CACC (FOC)	1	1,800	606	1,194	0	1,800	1,800	0
Other Professional Fees (PPL/PRS)	15	1,400	1,371	0	29	1,400	1,371	29
Civic Hospitality - Remembrance Sunday	1	3,000	0	5,000	-2,000	3,000	5,000	-2,000
Civic Hospitality - Civic Service	1	2,000	0	2,000	0	2,000	2,000	0
Civic Hospitality - Annual Meeting	1	1,000	1,114	0	-114	1,000	1,114	-114
Civic Hospitality - Bryan Foley Award	1	400	600	0	-200	400	600	-200
Civic Hospitality - Christmas Candle Service	1	100	0	100	0	100	100	0
Civic Hospitality - Freedom of Town	1	500	0	500	0	500	500	0
Civic Hospitality - Miscellaneous (eg. FOT)	1	0	0	0	0	0	0	0
Mayor's Hospitality	2	500	136	364	0	500	500	0
Mayor's Medallions and Plaques	3	5,000	0	5,000	0	5,000	5,000	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	1,662	0	-52	1,610	1,662	-52
Deputy Mayor's Allowance inc. On Cost	5	500	512	0	-12	500	512	-12
Mayor's Travel	6	5,000	815	4,185	0	5,000	5,000	0
Mayor's Donations	7	500	275	225	0	500	500	0
Mayor's Advertising	8	260	60	200	0	260	260	0
Civic Gifts	9	250	145	105	0	250	250	0
Corporate Events - Christmas Lights	3	25,000	0	25,000	0	25,000	25,000	0
Corporate Events - Christmas Events	3	10,000	0	11,300	-1,300	10,000	11,300	-1,300
Corporate Events - Christmas Charity Event	3	2,000	0	2,000	0	2,000	2,000	0
Corporate Events - Community Events	3	30,000	7,850	22,150	0	30,000	30,000	0
Corporate Events - Community Event Attendance	3	500	30	470	0	500	500	0
Corporate Events - Staff Sustenance	3	500	400	100	0	500	500	0
Corporate Events - Equipment and Storage	3	4,000	0	4,000	0	4,000	4,000	0
Corporate Marketing and Communications	3	5,000	3,095	1,905	0	5,000	5,000	0
Website Costs	3	2,000	563	1,437	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	59	2,941	0	3,000	3,000	0
Corporate Projects - Dementia Friendly Project	7	3,000	0	3,000	0	3,000	3,000	0
Corporate Projects - Shop Local Campaign	8	0	0	0	0	0	0	0
Corporate Projects - Globally Responsible Barry	10	9,000	3,182	5,818	0	9,000	9,000	0
Corporate Projects - Arts, Culture and Entertainment	11	40,000	40,000	0	0	40,000	40,000	0
Community Grants - Green Grants	13	3,750	0	3,750	0	3,750	3,750	0
Community Grants - Christmas Meals	14	3,000	0	3,000	0	3,000	3,000	0
Community Grants - Voluntary Organisations	15	15,000	3,950	11,050	0	15,000	15,000	0
Community Grants - Small Business Grants	16	3,000	1,000	2,000	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	13,835	6,165	0	20,000	20,000	0
Cemetery Roads Improvement	4	24,650	0	24,650	0	24,650	24,650	0
Subscriptions	9	12,230	12,077	523	-370	12,230	12,600	-370
Councillor Training	10	4,000	650	1,350	2,000	4,000	2,000	2,000
Staff Training	11	20,000	8,336	11,664	0	20,000	20,000	0
Councillor Allowances	12	2,000	464	36	1,500	2,000	500	1,500
Councillor Tablets	13	840	7	833	0	840	840	0
Councillor Emails	14	490	1,409	3,432	-4,351	490	4,841	-4,351
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	2,100	0	2,100	0	2,100	2,100	0
Total Expenditure		**1,716,908**	**772,737**	**946,177**	**-2,007**	**1,716,908**	**1,718,914**	**-2,007**

Budget Monitoring Report September 2026

Gross Income

Description	Item No.	Budget 12 Months £	Income 6 Month £	Income Expenditure £	Balance £	Budget For Year £	Year End Projections £	Projected Variance £
Bank Interest	1	20,000	8,415	0	-11,585	20,000	20,000	0
Interment Fees	1	62,820	32,984	0	-29,836	62,820	62,634	-186
Exclusive Right of Burials	2	21,000	12,920	0	-8,080	21,000	23,420	2,420
Memorial Fees	3	20,160	10,910	0	-9,250	20,160	20,990	830
Transfer of Exclusive Right of Burials	4	2,940	1,575	0	-1,365	2,940	3,185	245
Hire of Chapel	5	680	850	0	170	680	1,190	510
War Graves	6	78	0	0	-78	78	78	0
Cemetery Lodge Rent	7	8,496	4,000	0	-4,496	8,496	8,496	0
Other Miscellaneous Income	8	500	2,608	0	2,108	500	1,500	1,000
Cemetery Improvement Fee	9	3,400	1,680	0	-1,720	3,400	3,360	-40
Grants Receivable	10	0	0	0	0	0	0	0
Assets Disposal Proceeds	11	0	0	0	0	0	0	0
Porthkerry Agreement	3	16,635	0	0	-16,635	16,635	16,635	0
Lettings	1	38,000	16,595	0	-21,405	38,000	33,000	-5,000
Total Income		**194,709**	**92,537**	**0**	**-102,172**	**194,709**	**194,488**	**-221**

Net Expenditure

Description	Item No.	Budget 12 Months £	Expenditure 6 Month £	Expenditure Expenditure £	Balance £	Budget For Year £	Year End Projections £	Projected Variance £
Total Net Expenditure		**1,522,198**	**680,200**	**946,177**	**-104,179**	**1,522,198**	**1,524,426**	**-2,228**
Transfer to / (from) reserves		**(19,068)**				**(19,068)**	**(21,296)**	
Amount to be met from Precept		**1,503,130**				**1,503,130**	**1,503,130**	

The revised net budget for the year is £1,522,198 with actual expenditure for the 6 months to 30 September 2026 of £680,200 and committed expenditure of £942,177 noting that a revised amount of £19,068 will be transferred from reserves.

Our projected out-turn for the year produces an overspend of £2,228 (£2,007 more expenditure and £221 less income). This will result in a net amount of £21,296 being transferred from reserves rather than a revised amount of £19,068 being transferred from reserves.

Budget Monitoring Report September 2026

Description of Reserves	Balance at 01.04.26	Contribution to reserve	Contribution from reserve	Balance at 30.06.2026
Cemetery Improvement Reserve	12,178	3,360	(2,100)	13,438
Acquisition Reserve	339,841	58,500	-	398,341
Plant and Machinery Reserve	3,004	-	-	3,004
Shop Local Reserve	-	-	-	-
Election Reserve	25,620	12,810	-	38,430
Place Plan Reserve	-	-	-	-
Cemetery Roads Reserve	2,500	-	-	2,500
Staff Training Reserve	-	-	-	-
General Reserve	441,072	-	(93,866)	347,206
Budgeted use of General reserve				
Projected additional use of general reserve				
Total	**824,215**	**74,670**	**(95,966)**	**802,919**

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	12 OCTOBER 2026	AGENDA ITEM: 6

SCHEDULE OF PAYMENTS FOR AUG & SEPT 2026

Report Author

Denise McCay – Finance Officer

Attached: A. Schedule of Payments of Accounts for Aug & Sept 2026 (5 pages)

Purpose of Report

To provide members with the schedule of payments for Aug & Sept 2026 consisting of, direct debits and BACS payments, in the amount of £64,368.80 that is attached on the following pages.

Background Information

Financial Regulation 5.2 states "The RFO shall prepare a schedule of payments of accounts, including cheques requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule on a monthly basis either to a meeting of the Town Council or any Standing Committee, depending on which meets first. The Council / Committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the Council or appropriate Committee."

The schedule of payments for August & Sept 2026 consisting of direct debits and BACS payments, in the amount of £64,368.80 is attached for approval.

Recommendation

Members are requested to approve the schedule of payments for Aug & Sept 2026 consisting of direct debits and BACS payments, in the amount of £64,368.80 that is attached on the following pages.

Schedule of Payments of Accounts for Aug & September 2026						
Chq No.	**Supplier**	**Description**	**Net**	**Vat**	**Price (£)**	**Posted To**
BACS	Michaels Civic Robes	Mayor Pin badges	128.95	25.79	154.74	Civic/Mayors Hospitality
BACS	Tir A Mor Scout District	Pitch for fete	30.00	0.00	30.00	Corporate/Attendance
BACS	Employee 225	Reimbursed travel	60.59	1.81	62.40	Corporate/Travel & Subs
DD	Culligan	Rental of water dispenser	27.00	5.40	32.40	Cemetery/Equipment Maintenance
DD	Culligan	Rental of water dispenser	46.82	9.36	56.18	M&S/Equipment Maintenance
BACS	Churches Fire	Fire Alarm Monitoring 01/07/26 - 30/06/2027	270.00	54.00	324.00	Cemetery/Property Maintenance
BACS	Churches Fire	Fire Alarm Monitoring 01/07/26 - 30/06/2027	270.00	54.00	324.00	CACC/Property Maintenance
BACS	Churches Fire	Fire Alarm Monitoring 01/07/26 - 30/06/2027	270.00	54.00	324.00	Pioneer Hall/Property Maintenance
BACS	Microshade	Bacas Cemetery software 15/06/2026 - 31/07/2027	222.63	44.53	267.16	M&S/Microshade
BACS	Amazon	Optical Mouse	14.15	2.83	16.98	M&S/Equipment
BACS	Cardiff Council	Pension Increase and Compensation Apr/May/June 2	2,254.86	0.00	2,254.86	M&S/S-Ann Added years
DD	Peninsula	Monthly HR Costs -July 2026	564.82	106.68	671.50	M&S/HR costs
DD	Peninsula	Insurance on HR costs	58.24	0.00	58.24	M&S/HR costs
BACS	Cardiff Council	Dropping of unsafe memorial	250.00	50.00	300.00	Cemetery/Memorial Inspection
BACS	Cardiff Council	Memorial Testing	4,071.60	814.32	4,885.92	Cemetery/Equipment Maintenance
BACS	Gravelles Mobility	Evacuation Chair Training	608.33	121.67	730.00	Corporate/Training
BACS	Gravelles Mobility	Annual Evac Chair service	85.00	17.00	102.00	M&S/Equipment Maintenance
BACS	One Voice Wales	Wales innovative Practice Conference - delegates Fee	280.00	0.00	280.00	Corporate/Staff Training
DD	BIFFA	Skip rental and empy charge	318.34	63.67	382.01	Cemetery/Property Maintenance
BACS	Amazon	2 Pack HDMI Cables	8.70	1.74	10.44	M&S/Equipment
BACS	Vale of Glamorgan Council	Pest control - Mice	120.00	0.00	120.00	M&S/Property Maintenance
BACS	The Female Alchemist	Heritage project - phase 2	3,600.00	720.00	4,320.00	M&S/Professional Fee
BACS	Prichard Rentals	Clearing of Rocks 12 Loads	4,080.00	816.00	4,896.00	Cemetery/Property Maintenance
BACS	Driven Personal Hire	2 Trips 12/07/2026 and 17/07/2026	300.00	0.00	300.00	Civic/Mayors Travel
BACS	True Aim Activities	Activity for FFD	350.00	0.00	350.00	Corporate/Events
BACS	Brunos Timbers	2 Bolts and 2 wooden posts	24.86	4.97	29.83	Cemetery/Property Maintenance
DD	Lloyds Credit Card	Illustrator April 2026	27.99	5.60	33.59	M&S/Equipment Maintenance
DD	Lloyds Credit Card	Training July 2026	46.2	0.00	46.20	Corporate/Training
DD	Lloyds Credit Card	Monthly Charge Essential contacts plan	19.98	4.00	23.98	Corporate/Community Engagements
DD	Lloyds Credit Card	Travel expenses	7.95	0.00	7.95	M&S/Officers Travel
DD	Lloyds Credit Card	Website forms - 1 year	202.89	0.00	202.89	Corporate/Website
DD	Lloyds Credit Card	heritage domain	99.36	19.87	119.23	Corporate/Website
DD	Lloyds Credit Card	Training July 2026	57.75	11.55	69.30	Corporate/Training
DD	Lloyds Credit Card	Weed Control	136.20	27.24	163.44	Cemetery/Property Maintenance
DD	Lloyds Credit Card	Postage	10.95	0.00	10.95	M&S/Postage
DD	Lloyds Credit Card	Warning signs	13.22	2.65	15.87	Pioneer Hall/Property Maintenance
DD	Lloyds Credit Card	Credit card Fee	32.00	0.00	32.00	M&S/Bank Charges
DD	Lloyds Credit Card	To be refunded - Mayors account	56.43	0.00	56.43	M&S/Suspense acc

Schedule of Payments of Accounts for Aug & September 2026						
Chq No.	**Supplier**	**Description**	**Net**	**Vat**	**Price (£)**	**Posted To**
DD	Lloyds Credit Card	Employer role training	810.00	162.00	972.00	Corporate/Training
DD	Lloyds Credit Card	Credit card Fee	32.00	0.00	32.00	M&S/Bank Charges
DD	Screwfix	Ourdoor Black spot cleaner 5Ltr	15.81	3.16	18.97	Cemetery/Cemetery approach Garden M
DD	Screwfix	2 pairs Polarised Safety Specs	41.65	8.33	49.98	Cemetery/PPE
DD	Screwfix	10 pairs Red Site Gloves	26.86	5.37	32.23	Cemetery/PPE
DD	Screwfix	10 Plastic Builders Buckets	11.17	2.24	13.41	Cemetery/Equipment
BACS	Prospero Planning	Consulting planning officer support June 2026	510.00	102.00	612.00	Planning/Proffesional Fees
DD	Sage	Sage support 01/07/2026 - 31/07/2026	167.00	33.40	200.40	M&S/Equipment Maintenance
DD	British Gas	Credit IRO Mar,Apr,May,June,July 2026 Gas	-361.03	-18.05	-379.08	Pioneer Hall/Gas
DD	British Gas	April 2026 - July 2026 actual readings Gas	756.34	37.82	794.16	Pioneer Hall/Gas
DD	British Gas	June 2026 - Jully 2026 Gas	41.35	2.07	43.42	Pioneer Hall/Gas
DD	British Gas	Electricity 30 March - 27 July 2026	610.59	30.53	641.12	CACC/Electricity
DD	British Gas	Credit IRO Mar,Apr,May,June,July 2026	-457.09	-22.85	-479.94	CACC/Electricity
DD	British Gas	22 June - 21 July 2026 Electricity	128.55	6.42	134.97	Cemetery/Electricity
DD	British Gas	21 June - 20 July 2026 Electricity	62.95	3.14	66.09	Pioneer Hall/Electricity
BACS	Orbit IT	Monthly Hosting Microsoft 365 includes support	1769.56	353.91	2,123.47	M&S/Microshade
cancelled	Boy and Girl Design	Paid by Credit card on the 04th August 2026	150.00	30.00	180.00	See August Credit Card
BACS	Digital Systems	Photo copier usage 20/04/2026 - 20/07/2026	200.05	40.00	240.05	M&S/Photocopier
BACS	Insight Workplace	OHA Remote	145.00	0.00	145.00	M&S /Health and Safety
BACS	SLCC	Site Facilities, Health & Safety - Event Fee	117.00	23.40	140.40	Corporate/Training
BACS	SLCC	First time Managers - Event Fee	175.50	35.10	210.60	Corporate/Training
BACS	Install Skips	8 Yard General Waste skip	320.83	64.17	385.00	Cemetery/Property Maintenance
BACS	Employee 217	Mileage Reimbursed July 2026	30.93	0.92	31.85	M&S/Officers Travel
BACS	Extreme Gamerz	Gaming Van Hire for FFD	600.00	0.00	600.00	Corporate/Events
BACS	The Spark Company	Executive HR Support April and June	325.00	65.00	390.00	M&S/HR Costs
BACS	The Spark Company	harassment	650.00	130.00	780.00	Corporate/Councillor Training
BACS	Amazon	Meeting in progress door sign	11.78	2.36	14.14	M&S/Equipment
BACS	Masons	Rental of 4 Units 01/08/2026 - 31/08/2026	550.00	110.00	660.00	M&S/Rent
BACS	Masons	Storage Container and insurance	45.84	9.17	55.01	M&S/Property Maintenance
BACS	Bruno Timber Products	Wooden Rail and Posts for fence	179.60	35.92	215.52	Cemetery/Property Maintenance
BACS	Halls Memorials	Supply and fit 11 Remembrance Plaque's	1045.00	0.00	1,045.00	Cemetery/Property Maintenance
BACS	Prospero Planning	Consulting planning officer support July 2026	270.00	54.00	324.00	Planning/Proffesional Fees
Credit	Boy and Girl Design	Paid by Credit card on the 04th August 2026	-150.00	-30.00	-180.00	Corporate/Website
BACS	Prichard Rentals	Cemetery equipment monthly hire - July 2026	2898.00	579.60	3,477.60	Cemetery/Equipment maintenance
BACS	Prichard Rentals	Wood chipper - 29/06/2026 - 10/07/2026	945.00	189.00	1,134.00	Cemetery/Property Maintenance
BACS	Employee 215	Mileage Reimbursed May - July	33.45	1.00	34.45	M&S/Officers Travel
BACS	Amazon	IPhone cases x 2 and screen protectors	25.76	1.16	26.92	M&S/Equipment

Schedule of Payments of Accounts for Aug & September 2026						
Chq No.	**Supplier**	**Description**	**Net**	**Vat**	**Price (£)**	**Posted To**
BACS	Employee 210	Eye Test Reimbursed	25.00	0.00	25.00	M&S/Health & Safety
BACS	Tip Top Toilets	Porta loo at Porthkerry Cemetery	10.71	22.14	32.85	Porthkerry Cemetery/Property Maintenan
BACS	Events Onstage	Electricity set up-supplied for FFD	452.00	90.40	542.40	Corporate/Events
BACS	Amazon	Iphone case x 1	5.82	1.16	6.98	M&S/Equipment
Credit	Amazon	Reversed above from our ref 21753 separate invoices	-5.82	-1.16	-6.98	M&S/Equipment
BACS	Virgin Media	Broadband Aug - Sept 2026	83.02	16.60	99.62	Pioneer Hall/Broadband
BACS	Royal British Legion	9 Wreath's with BTC Crest	275.42	55.08	330.50	Civic/Mayors Donations
BACS	Integrated Graphics	Banner for FFD	15.00	3.00	18.00	Corporate/Events
BACS	Amazon	Printer Ink pack of 4	7.16	1.43	8.59	M&S/Stationery,Printing
BACS	Employee 225	Reimburse Expenses	49.94	7.99	57.93	Corporate/Events
DD	Lloyds Cardnet	Bank Charges July 2026	17.31	0.00	17.31	M&S/Bank Charges
DD	SCG Wales	Broadband 01/08/2026 - 31/08/2026	369.69	73.94	443.63	M&S/Broadband
DD	SCG Wales	Telephone charges	36.35	7.27	43.62	M&S/Equipment Maintenance
DD	SCG Wales	Maintenance 01/08/2026 - 31/08/2026	59.62	11.92	71.54	M&S/Telephone
BACS	Auditel	Carbon Footprinting Project 2023	465.00	93.00	558.00	Corporate/Globally responible
DD	Lloyds Bank	July Bank Charges	36.10	0.00	36.10	M&S/Bank Charges
BACS	Churches Fire	Connector for call out and monitoring	455.00	91.00	546.00	Pioneer Hall/Property Maintenance
BACS	Churches Fire	Call points broken - repaired	120.00	24.00	144.00	Cemetery/Property Maintenance
BACS	Flotek	Bacas system - August 2026	145.20	29.04	174.24	M&S/Microshade
DD	Smartest Energy	Charging point for Electric Van	9.88	0.49	10.37	Cemetery/Electricity
DD	Sage	Sage support 01/08/2026 - 31/08/2026	167.00	33.40	200.40	M&S/Equipment Maintenance
DD	Peninsula Business	Monthly HR Costs -Aug 2026	564.82	106.68	671.50	M&S/HR Costs
DD	Ecotricity	June - July 2026 - Final changed to smartest	157.29	7.86	165.15	Cemetery/Electricity
BACS	Newhall Janitorial	Cleaning Supplies	37.27	7.45	44.72	Cemetery/Cleaning
BACS	Newhall Janitorial	Cleaning Supplies	37.27	7.45	44.72	Pioneer Hall/Cleaning
BACS	Newhall Janitorial	Cleaning Supplies	37.28	7.46	44.74	M&S/Cleaning
DD	Merchant Rentals	Rental of card machine	23.00	4.60	27.60	M&S/Equipment Maintenance
DD	PHS Group	Quarterly Fee for Hygiene facilities	54.78	10.96	65.74	CACC/Personal Hygiene
DD	PHS Group	Quarterly Fee for Hygiene facilities	31.74	6.35	38.09	M&S/Personal Hygiene
DD	PHS Group	Quarterly Fee for Hygiene facilities	245.43	49.09	294.52	Pioneer Hall/Personal Hygiene
DD	PHS Group	Quarterly Fee for Hygiene facilities	185.81	37.16	222.97	Cemetery/Personal Hygiene
BACS	Matthews Commercial	Shreading of confidential paper	72.50	14.50	87.00	M&S/Property Maintenance
DD	Culligan UK	Rental of Water dispenser	27.00	5.40	32.40	Cemetery/Equipment Maintenance
DD	Culligan UK	Rental of Water dispenser	46.82	9.36	56.18	M&S/Equipment Maintenance
DD	Culligan UK	Fuel Surcharge for delivery	2.10	0.42	2.52	M&S/Equipment Maintenance
DD	Culligan UK	Fuel Surcharge for delivery	2.10	0.42	2.52	Cemetery/Equipment Maintenance
DD	Welsh Water	Water 12/02/2026 - 17/08/2026	265.45	0.00	265.45	Pioneer Hall/Water

Schedule of Payments of Accounts for Aug & September 2026						
Chq No.	**Supplier**	**Description**	**Net**	**Vat**	**Price (£)**	**Posted To**
DD	Vodafone	1 x Mobile Aug - Sept	12.72	2.54	15.26	Cemetery/Telephone
DD	Vodafone	2 x Mobiles Aug - Sept	37.85	7.57	45.42	CACC/Telephone
DD	Vodafone	2 x Mobiles Aug - Sept	31.63	6.33	37.96	Pioneer Hall/Telephone
DD	Vodafone	Mobile Broadband - unlimited 5G	28.68	5.74	34.42	Cemetery/Broadband
DD	UK Fuels	Monthly Card Fee	1.50	0.30	1.80	Cemetery/Fuel
DD	Pitney Bowes	Rental quarterly and maintenance charge	110.00	22.00	132.00	M&S/Equipment Maintenance
DD	British Gas	Electricity 29/06/2026 - 28/07/2026	46.63	2.33	48.96	Cemetery/Electricity
DD	British Gas	Electricity 30 Mar - 30 June 2026	128.09	6.40	134.49	CACC/Electricity
DD	Welsh Water	Water 17/02/2026 - 13/08/2026	424.12	0.00	424.12	CACC/Water
DD	British Gas	Electricity 21 July - 20 August 2026	69.87	3.49	73.36	Pioneer Hall/Electricity
DD	British Gas	Gas 24 July - 21 Aug 2026	26.85	1.34	28.19	Pioneer Hall/Gas
BACS	Amazon	Orthapedic Cushion	20.99	0.00	20.99	M&S/Equipment
DD	Biffa	Skip rental and emptied	279.85	55.97	335.82	Cemetery/Property Maintenance
BACS	5th Barry Guides	Donation for handing out flyers	100.00	0.00	100.00	Corporate/Events
DD	BT	Phones 1/07 - 30/09 Usage 27/04 - 21/07	158.17	31.63	189.80	Cemetery/Telephone
DD	BT	Broadband 01/07/2026 - 30/09/2026	188.64	37.73	226.37	Cemetery/Broadband
DD	BT	Broadband 01/07/2026 - 31/07/2026	61.54	12.31	73.85	CACC/Broadband
DD	BT	Broadband 01/08/2026 - 31/08/2026	61.54	12.31	73.85	CACC/Broadband
BACS	The Spark Company	Mediation Services	1300.00	260.00	1,560.00	M&S/Professional Fees
BACS	Pugh's Garden Village	Trees for cemetery	123.32	22.65	145.97	Cemetery/Property Maintenance
BACS	Vale Plumbing	New tap fitted at cemetery	65.00	0.00	65.00	Cemetery/Property Maintenance
DD	British Gas	Electricity 27/07/2026 - 28/08/2026	247.00	12.35	259.35	CACC/Electricity
BACS	Orbits IT	Monthly IT Support and services	1732.84	346.56	2,079.40	M&S/Microshade/Citrix
DD	Welsh Water	Water 17/02/2026 - 27/08/2026	204.63	0.00	204.63	Cemetery/Water
BACS	Insight Workplace	RMN Assessment	200.00	0.00	200.00	M&S/Health & Safety
BACS	The Female Alchemist	Consultancy - Heritage project phase 2	942.80	188.56	1,131.36	M&S/Professional Fee
DD	Screwfix	Trousers, Safety Boots,Wellingtons	147.61	17.33	164.94	Cemetery/PPE
DD	Screwfix	Mixed Rawplugs	11.66	2.33	13.99	Cemetery/Property Maintenance
DD	Screwfix	Trousers, Safety Boots,Wellingtons	165.11	20.83	185.94	Cemetery/PPE
DD	Screwfix	Oscillating Sprinkler	19.17	8.83	28.00	Cemetery/Cem approach Gardens
BACS	Ran Hire	Crowd Barrier for FFD	90.00	18.00	108.00	Corporate/Events
BACS	Prichard Rentals	Monrhly Hire of equipment for cemetery	2646.00	529.20	3,175.20	Cemetery/Equipment maintenance
DD	Lloyds Credit Card	2 Mobile phones Cemetery	230	0.00	230.00	M&S/Equipment
DD	Lloyds Credit Card	Food and Drinks Staff	70.55	0.00	70.55	Corporate/Sustenance
DD	Lloyds Credit Card	Pedestal Fan	48.79	9.76	58.55	M&S/Equipment
DD	Lloyds Credit Card	Weed Control	143.34	28.67	172.01	Cemetery/Horticulture
DD	Lloyds Credit Card	Monthly Charge Essential contacts plan	19.86	3.97	23.83	Corporate/Community Engagements
DD	Lloyds Credit Card	Planning applications Sept	38.50	7.70	46.20	Corporate/Training
DD	Lloyds Credit Card	OVW Virtual Confrence Nov	90.00	0.00	90.00	Corporate/Training

Schedule of Payments of Accounts for Aug & September 2026						
Chq No.	**Supplier**	**Description**	**Net**	**Vat**	**Price (£)**	**Posted To**
DD	Lloyds Credit Card	April - Aug 2026	150.00	30.00	180.00	Corporate/Website
DD	Lloyds Credit Card	Advertising	58.09	0.00	58.09	Corporate/Community Engagements
DD	Lloyds Credit Card	Illustrator 2026	27.99	5.60	33.59	M&S/Equipment Maintenance
DD	Lloyds Credit Card	Operation London Bridge	38.50	7.70	46.20	Corporate/Training
DD	Lloyds Credit Card	Mayors end of year Photo book	40.30	0.00	40.30	Civic/Gifts
DD	Lloyds Credit Card	Small society lottery license	20.00	0.00	20.00	Corporate/Community Engagements
DD	Lloyds Credit Card	Firewalls for computers	110.60	0.00	110.60	Corporate/Website
DD	Lloyds Credit Card	Bank Charge	3.26	0.00	3.26	M&S/Bank Charges
DD	Lloyds Credit Card	Prizes for Glastonbarry Jnrs	9.37	1.88	11.25	Corporate/Events
DD	Lloyds Credit Card	Barry Youth	58.25	0.00	58.25	Corporate/Barry Youth
DD	Lloyds Credit Card	Sweets for Barry Youth	0.84	0.16	1.00	Corporate/Barry Youth
DD	Lloyds Credit Card	Prizes for Glastonbarry Jnrs	8.34	1.66	10.00	Corporate/Events
DD	Lloyds Credit Card	Advertising	58.12	0.00	58.12	Corporate/Community Engagements
DD	Lloyds Credit Card	4 Licenses for Acrobat Pro	80.88	0.00	80.88	M&S/Equipment Maintenance
BACS	Rim Motors	Tyre for Tipper Van	95.00	19.00	114.00	Cemetery/Property Maintenance
BACS	Amazon	Cleaning solvent for Windows Town Hall	8.07	1.61	9.68	M&S/Property Maintenance
BACS	HLN	Engineering Services - Survey - Lodge	595.00	119.00	714.00	Cemetery/Property Maintenance
BACS	Insight Workplace	OHA - Remote/ADHD Screening	645.00	0.00	645.00	M&S/Health & Safety
BACS	Flotek	BACas Software added to User	150.00	30.00	180.00	M&S/Microshade
BACS	CIPFA	Public Sector Finance Seminar	105.00	21.00	126.00	Corporate/Training
DD	PHS Group	Quarterly Fee for Hygiene facilities	202.50	40.50	243.00	Pioneer Hall/Personal Hygiene
Credit Note	PHS Group	Quarterly Fee for Hygiene facilities	-237.76	-47.55	-285.31	Pioneer Hall/Personal Hygiene
BACS	Vale Plumbing & Heating	Service Boilers and issue Safety certificate	130.00	0.00	130.00	Pioneer Hall/Property Maintenance
BACS	Vale Plumbing & Heating	Service Boilers and issue Safety certificate	130.00	0.00	130.00	Cemetery/Property Maintenance
DD	British Gas	Gas 21/08/2026 - 21/09/2026	31.55	1.58	33.13	Pioneer Hall/Gas
DD	British Gas	Electricity 21/08/2026 - 20/09/2026	80.90	4.04	84.94	Pioneer Hall/Electricity
DD	BT	Broadband 01/09/2026 - 30/09/2026	61.54	12.31	73.85	CACC/Broadband
DD	Peninsula	HR costs September 2026	58.24	0.00	58.24	M&S/HR costs
BACS	Berry Smith Lawyers	Injunction/Nuisance professional Fee and Court fee	1528.50	241.50	1770.00	M&S/Legal Fees
BACS	Madness Events	FFD - covers 7 Events	4455.00	891.00	5346.00	Corporate/Events
Total to 30 Sept 2026			**55,378.25**	**8,990.55**	**64,368.80**	
Total from previous			**140,626.28**	18,449.88	159,076.16	
C/F to Sep 2026			**196,004.53**	**27,440.43**	**223,444.96**	

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	12 OCTOBER 2026	AGENDA ITEM: 7

REVIEW OF GRANT FUNDING CRITERIA, APPLICATION PROCESS AND MAXIMUM AWARD LEVELS

Report Author

Rachel Honey-Jones, Chief Officer

Attached: A. Revised Grant Application Form
B Grant Scoring Criteria

Purpose of Report

To consider proposed amendments to the Town Council's grant funding arrangements to ensure a transparent, fair and consistent approach to assessing and awarding grants, whilst maximising benefits for Barry residents.

Background Information

Barry Town Council currently operates several grant schemes including:

- Arts, Culture and Entertainment
- Community / Voluntary Organisation Grants
- Green Grants
- Small Business Grants
- Christmas Meals
- Books for Schools

Traditionally, the Council has advertised the total budget available within each grant scheme. However, this has at times been misconstrued by applicants as meaning that applications may be submitted for the full value of the grant fund, creating unrealistic expectations regarding the level of financial support that the Town Council is able to provide to any single organisation or project. Whilst grant funding is often vital to the sustainability and development of local charities, community organisations and small and medium-sized enterprises (SMEs), many organisations have limited resources and capacity to complete lengthy funding applications.

The Chief Officer has undertaken a review of the Council's existing grant documentation and application processes and has drafted a revised Grant Application Form together with accompanying Grant Scoring Criteria. The proposed documents are intended to provide a proportionate and accessible application process, recognising that many local charities, community organisations and SMEs have limited capacity and resources to complete lengthy funding applications. At the same time, the revised arrangements will ensure that applications are assessed in a fair, transparent and consistent manner. Subject to Members' approval, the application form and scoring criteria

will be published on the Town Council's website and made available electronically to improve accessibility, streamline administration and encourage wider participation in the Council's grant schemes.

Key Proposed Changes

Maximum Grant Award
It is proposed that a maximum grant award of £1,000 per application be introduced across each grant category. Alternatively, Members may amend the maximum grant award per category.

The introduction of a maximum award level would:

- Provide clarity and transparency to applicants.
- Enable available budgets to support a greater number of local organisations and projects.
- Ensure a fairer distribution of Council funds across the community.
- Align applicant expectations prior to submission of applications.

To retain flexibility, it is proposed that the following provision be included:
"In exceptional circumstances, the Council reserves the right to award funding in excess of £1,000 where it is satisfied that the application demonstrates exceptional community benefit and sufficient justification for a higher award."

Benefit to Barry Residents
The proposed scoring criteria place significant emphasis on demonstrating a direct benefit to Barry residents. Applications which do not clearly evidence a benefit to residents of Barry would not be eligible for funding.

It is therefore proposed that:
"All grant funding awarded by Barry Town Council must demonstrate a direct and measurable benefit to residents of Barry."

Introduction of a Formal Officer Assessment Process
The proposed Grant Scoring Criteria introduces a structured assessment methodology to ensure applications are assessed consistently against agreed criteria. To improve efficiency and ensure Members are presented with fully assessed applications, it is proposed that:

- Officers undertake an initial eligibility and compliance assessment.
- Applications that fail to meet the basic eligibility requirements are not progressed.
- Eligible applications are assessed and scored against the approved framework.
- Only those applications meeting the required standard are presented to Members for consideration.

This approach will help ensure that Members' time is focused on applications that meet the Council's objectives whilst maintaining transparency and consistency in the assessment process.

Electronic Application Process
To improve accessibility and reduce administrative processing time, the revised application form will be made available electronically via the Council's website, alongside a printable version for applicants who prefer paper submissions.
This will:

- Improve access to funding opportunities.
- Reduce paper administration.
- Standardise the information received from applicants.
- Enable more efficient processing and assessment.
- Support a more user-friendly application process.

Financial Implications
The introduction of a £1,000 maximum grant award does not alter existing budget allocations but would assist in ensuring available budgets are distributed across a wider range of organisations, charities, community groups and local projects.

Recommendations
Members are requested to consider and recommend to Council that:

1. A maximum grant award of £1,000 per application be introduced across all discretionary grant schemes administered by the Barry Town Council.
2. The Council retains discretion to award funding in excess of £1,000 only in exceptional circumstances where there is clear evidence of exceptional benefit to the Barry community.
3. All grant applications must demonstrate a direct and measurable benefit to residents of Barry and be aligned with the Wellbeing of the Future Generations (Wales) Act.
4. The revised Grant Scoring Criteria be adopted as the Council's formal assessment framework.
5. Officers be authorised to undertake an initial eligibility assessment and scoring exercise, with only those applications meeting the approved threshold being presented to Councillors for determination.
6. The revised Grant Application Form be adopted and made available in both electronic and paper formats.
7. The revised arrangements be implemented for all grant rounds commencing following Council approval.
8. That the Committee recommends approval of the revised Grant Application Form, Grant Scoring Criteria and grant administration arrangements, including the introduction of a maximum grant award of £1,000 per application (except in exceptional circumstances), for onward recommendation to Full Council.

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Barry Town Council Grant Application Form

Grant Programme applying for:

Vibrant Culture ☐

Small Business ☐

Community ☐

Green ☐

Is your project / activity to be based in Barry? Yes / No

Organisation Name:

Project Title:

Contact Name:

Address:

Telephone:

Email:

Total Amount Requested (£)

Section 2. Project Summary
Describe the project, why it is needed, where it will take place, key activities, start and completion dates.

Section 3. Benefit to Barry Residents
How many Barry residents will benefit?
How will they benefit?
How will you measure success?

Section 4. Wellbeing Goals
☐ Prosperous Barry
☐ Resilient Barry
☐ Healthier Barry
☐ More Equal Barry
☐ Cohesive Communities
☐ Vibrant Culture & Welsh Language
☐ Globally Responsible

Explain how your project supports the selected goals.

Section 5. Evidence of Need
Provide evidence such as consultation, surveys, waiting lists or local data.

Section 6. Project Costs

Item	Total Cost	BTC Grant	Other Funding

Section 7. Project Outcomes
Outcome

Section 8. Governance and Compliance (please tick all that you are able to supply evidence of)

☐ Safeguarding Policy

☐ Public Liability Insurance

☐ Relevant Permissions

☐ Equality Considerations

☐ Accessibility

☐ Welsh Language Considerations

Declaration
I certify that the information provided is true and accurate.

Name:

Organisation:

Job title / volunteer title :

Signature:

Date:

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Barry Town Council Grant Assessment Scoring Criteria

Criteria	Weight
Benefit to Barry Residents	25%
Strategic Fit with Barry Town Council Wellbeing Goals	20%
Evidence of Need	15%
Value for Money	15%
Project Outcomes and Impact	10%
Governance and Compliance	5%
Sustainability and Legacy	5%
Inclusion, Accessibility and Welsh Language	5%
Total	100%

Benefit to Barry Residents (25%)

Members should consider:

- The number of Barry residents who will directly benefit.
- The extent and significance of the benefit.
- Whether the project addresses an identified local need.
- Whether the benefits will be sustainable beyond the funding period.
- Whether the project primarily benefits residents of Barry.

Score	Assessment
0	No identifiable benefit to Barry residents.
1	Minimal benefit to a small number of residents.
2	Some benefit, but impact is limited or not well evidenced.

3	Good benefit to a defined group of Barry residents.
4	Significant benefit to a large number of Barry residents or addresses a recognised local priority.
5	Exceptional, well evidenced and sustainable benefit with a substantial positive impact on the Barry community.

Recommended Funding Thresholds

- 85–100: Approve in full, subject to budget availability.
- 70–84: Recommend funding. May include conditions or a reduced award.
- 55–69: Consider if budget remains available. Clarification may be requested.
- Below 55: Do not fund.

Automatic Disqualifiers

- Submitted after the deadline.
- Incomplete application.
- No direct benefit to Barry residents.
- Does not meet grant eligibility criteria.
- Required quotations or supporting documents not provided.
- Required permissions, insurance or safeguarding arrangements are not in place.

Assessment Comments

- Key strengths
- Key weaknesses
- Any conditions attached to funding
- Recommended award amount
- Reason for any reduced award