

**Cowbridge with Llanblethian Town Council**  
**Minutes of the Meeting of the Finance & General Purposes Committee**  
**held in the Council Chamber, Cowbridge Town Hall,**  
**on Tuesday 8<sup>th</sup> July 2014 at 7.00pm.**

**Present:** Chairman – Councillor J R Harris  
Mayor - Councillor P J Knapp  
Deputy Mayor – Councillor D W Morris  
Councillors – G A Cox, Mrs E George and Mrs S Vaughan.

**In Attendance:**

Town Clerk - Mr Andrew Davies

- Item 1: Apologies for Absence**  
Councillors Mrs F Blomeley and Mrs S M Cox.
- Item 2: Declarations of Interests.**  
None.
- Item 3: Matters arising from the Committee Meeting held on 3<sup>rd</sup> June 2014.**  
No matters arising.
- Item 4: Matters arising from the Full Council meeting held on 17<sup>th</sup> June 2014.**  
No matters arising.
- Item 5: Receipts & Payments Account/Accounts to be paid**  
Receipts and Payments Accounts for period 1<sup>st</sup> April 2014 to 30<sup>th</sup> June 2014 and the statements of bank balances as at 30<sup>th</sup> June 2014 were circulated to members and read.  
**Recommended** that these accounts be approved.  
  
A list of accounts to be settled from 18<sup>th</sup> June – 8<sup>th</sup> July was circulated to members and read.
- Item 6: Grant Aid.**
- 6.1 Acknowledgement from Cowbridge (Gateway) Monday Club of the grant aid payment made to them by the Town Council.  
**Noted.**
- 6.2 Application from Llanblethian Community Group for grant aid to fund the cost of two new entrance signs for the village. The Group has investigated this matter with the Vale of Glamorgan Council and the cost for new signs would be £1190; it was also informed that the Council had no funding available to replace the existing signs. The Committee agreed that the cost of the signs should be confirmed by the Vale of Glamorgan Council and whether or not any funding at all might be possible. In addition the Town Clerk will make enquiries as to whether any CASH grant monies are still available and if so, whether a project such as this would be eligible.

- Item 6:**           **Grant Aid (continued).**  
6.3                 Acknowledgement received from Mrs L Duance, Coordinator for Community First Responders, for the grant aid payment made by the Town Council towards additional defibrillators for the town.  
Mrs Duance indicated that she is hoping to explain more about the Group when she talks to the Town Council in September.  
**Noted.**
- Item 7:**           **Notice Board at Aberthin.**  
The Town Clerk confirmed that he has written to the Vale of Glamorgan Council concerning this matter as previous agreed upon.
- Item 8:**           **Consultation Document – Access to Information on Community and Town Councils**  
The Committee agreed that this matter should be referred to Full Council for consideration especially as it relates to a register of interests being made available online. The Town Clerk will attach Appendices to these minutes giving examples of the requirements of such a register and ‘live’ examples of Town and Parish Councils whose registers of interests are already available on the internet.  
It was further agreed that the consultation document should be circulated to all members and that the matter is listed as a separate agenda item for this month’s meeting and that all Members should read the document beforehand so they are conversant with its content prior to the meeting.
- Item 9:**           **War Memorial – Additional Inscription.**  
Immediately prior to the Committee meeting, Members met with Captain Tim Crawshaw and Mr Bruce Clarke to discuss the inscription that will be placed on the memorial. Beneath the inscription previously agreed, ‘And for those who have given their lives since 1945’, the inscription shall read ‘ Capt Thomas E Clarke AAC’  
The Committee **recommends** that this is approved by the Town Council.
- Item 10:**          **Correspondence.**  
10.1                E-mail received from the Governing Body of St David’s CIW VA Primary School, Colwinston attaching the Consultation Responses Report and Statutory Notice in relation to the school’s proposal to change the lower age range of the school from 4 to 3 years, to include a nursery class.  
**Noted.**
- 10.2                Letter received from the Welsh Government regarding a revised code of practice on Workforce Matters, known as the ‘Two Tier Code’ which applies to County and County Borough Councils, Community Councils, National Park Authorities and Fire and Rescue Services.  
**Noted.**
- 10.3                Letter received from the Welsh Government advising that they have developed an e-learning training package based on the key principles for effective complaints handling. It is hoped that the package will assist in resolving complaints more quickly and at an earlier stage and has been produced in conjunction with the ‘Model Concerns and Complaints Policy’ produced in 2011.

**Item 11: Town Guide.**

11.1

Members of the Committee were circulated with an e-mail received from Heritage Guides, based in Barry, who produced the Town Council's last guide in 2010. The company will produce 8,000 guides at no cost to the Town Council and will deliver them to all households in the area (3000) at a cost of £350.00 plus VAT.

Following last month's meeting the members of the Committee have already identified a number of areas that require updating from the last guide produced.

The Committee **recommends** to Full Council that a new guide is produced by the same company and that they are also engaged to deliver to all of the households in the area.

If the recommendation is accepted, the Town Clerk will contact the company and request a timetable for the process.

**Item 12: Matters to be discussed at the discretion of the Chairman.**

No matters arising.

**Item 13: Date and Time of next Meeting.**

Tuesday, 2<sup>nd</sup> September 2014 at 7.00pm.

Councillor J R Harris  
**Chairman.**