

**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 6<sup>th</sup> September 2005 at 7.00pm.**

**Present:** Chairman – Councillor J R Harris  
Vice-chairman – Councillor G A Cox  
Mayor - Councillor Mrs G Baty  
Deputy Mayor – Councillor Mrs L Adams  
Councillors – Mrs S M Cox, W H Evans, L E Taylor, A Thomas  
and Mrs M Y Williams MBE.

**In Attendance:**

Town Clerk - Mr. Andrew Davies

Councillor J R Harris welcomed Councillor L E Taylor to the Town Council and the attendance of his first Committee meeting.

**Item 1: Apologies for Absence**

All members present.

**Item 2: Declaration of Interests.**

Councillor Mrs S M Cox - matters relating to Cowbridge 750, Cowbridge and Museum Trust, Y Bont-Faen School and any valuation matters.

Councillor G A Cox – any matters relating to Cowbridge 750 and Cowbridge and District Museum Trust.

**Item 3: Receipts & Payments Account/sundries/Accounts to be paid**

Receipts and Payment Accounts for period 1<sup>st</sup> April 2005 to 31<sup>st</sup> July 2005 and 31<sup>st</sup> August 2005 and the statements of bank balances as at 31<sup>st</sup> July 2005 and 31<sup>st</sup> August were circulated to members and read.

**Recommended** that these accounts be approved.

A list of accounts to be settled from 20<sup>th</sup> July – 6th September 2005 was circulated to members and read.

**Item 4: Matters arising from the Committee meeting held on 5<sup>th</sup> July 2005.**

Councillor Harris referred to item 4 in respect of the footpath that runs from the High Street into the Limes as part of the development of the former Bridge garage site. The Town Clerk confirmed that he has not received a reply from the developers as to when the footpath is likely to be opened for public use.

Councillor Mrs G Baty advised that the original plans submitted would have to be examined to confirm the exact reference made to the footpath, which has no specific mention in the planning conditions made by the Vale of Glamorgan Council.

**Proposed** by Councillor J R Harris, seconded by Councillor Mrs G Baty that a letter is sent to the Head of Planning at the Vale of Glamorgan Council expressing the concerns that the footpath remains blocked and seeking clarification as to its status for use by members of the general public. In addition, that a follow up letter is sent to the developer advising that no reply has been received in answer to the previous sent by the Town Clerk.

**Recommended** as proposed.

**Item 5: Matters arising from the Full Council meeting held on 19<sup>th</sup> July 2005.**

No matters arising.

**Item 6: Grant Aid.**

6.1 Letter received from Shelter Cymru thanking the Town Council for their payment of £60 under Grant Aid.

**Noted.**

6.2 Letter received from the British Red Cross thanking the Town Council for their payment of £50.00 under Grant Aid.

**Noted.**

6.3 Letter received from Cowbridge Food and Drink Festival thanking the Town Council for the donation under Grant Aid, towards the cost of children's entertainment at the festival.

**Noted.**

6.4 Letter received from Bobath Cymru applying for financial assistance towards the running costs of the organisation.

**Noted.**

*Councillor G A and Mrs S M Cox left the meeting whilst the following item was discussed.*

6.5 Letter received from the Cowbridge & District Museum Trust applying for financial assistance towards the cost of purchasing new information and display boards as part of refurbishment of the museum.

**Proposed** by Councillor Mrs L Adams, seconded by Councillor G Baty, that a payment of £250.00 be made to the Cowbridge and District Museum Trust towards the costs of replacing the information and display boards in the museum. **Resolved** that in pursuance of the power conferred by section 137 of the Local Government Act 1972 (as amended) and being of the opinion that the expenditure satisfies the requirements of that section, the Committee approves the payment of the sum of £250.00 to Cowbridge and Museum Trust.

**Item 7: Correspondence.**

7.1 Letter received from Xerox giving details of a Price Increase Notification of the basic charge from £118.11 and £122.83.

**Noted.**

7.2 Letter received from the Wales Audit Office enclosing a 'Notice of External Audit Appointment'

**Noted.**

The Town Clerk advised members that Mrs Embling has recently completed the internal Audit.

7.3 Letter received from the Welsh Assembly Government enclosing Proposed amendments to the Standards Committees (Wales) Regulations 2001. The letter invites comments on the proposals to amend the Standards Committees (Wales) Regulations 2001.

Members discussed the consultation document at length and put forward the following observations.

1. Regulation 10 – *Appointment of Community Committee Members*

**Agree in principal** to the proposal that the County / County Borough Council shall have the final decision on such appointment subject to prior consultation with town and community councils and local community association within their area.

**Item 7: Correspondence.**

7.3

(continued)

2. Regulations 18 & 21 – Community Committee Members – Term of office / Re-Appointment

*Agree in principal* – to the proposal that provision is made in respect of community standard committee members which mirror the provisions for local authority standard committee members i.e. term of office be four years, or the period until the next community council elections following the appointment of the individual in question, whichever is shorter.

3 Regulation 20 & 21 – Re-Appointment of Independent Members.

*No comment to make on the proposal.*

4 Regulation 22 & 24 – Chairperson and Quorum

*No comment to make on the proposal.*

5 Regulation 26 – Exempt information

*No comment to make on the proposal.*

6 Composition of Sub Committees

*Members recommend that the sub committees should comprise of a maximum of 5 members and that there should be one independent member present.*

7 Granting of Dispensations.

*No comment to make on paragraph 7.*

8 Standards Committees and Sub Committees

*No comment to make on paragraph 8.*

9 Regulation 16(2) Appointment of Independent Members

*No comment to make on paragraph 9.*

**Item 8: Review of Contract and Conditions of Service**

Members of the Committee discussed the National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales 2004 agreed between the National Association of Local Councils and the Society of Local Council Clerks and Adopted by One Voice Wales.

Each member was circulated with a copy of:

Part 1 – The National Agreement.

Part 2 - Model Contract of Employment and Job Description.

Part 3 Guide to Good Employment Practice in Local Councils.

Members discussed the documents in relation to the existing job profile of the Town Clerk and how it compared to the example job profiles contained within the National Agreement.

**Recommended** that the Town Clerk be placed on Point 34 of the LC2 salary range and that it will be incremental within that range, not subject to annual review.

This is to be backdated to 1<sup>st</sup> April 2005.

**Item 9: Any Other Business.**

9.1

Councillor G A Cox referred to the outgoing answer phone message in the Town Clerk's Office and asked that it be 'refreshed'

The Town Clerk confirmed that he would attend to it.

**Item 10: Date and Time of next Meeting.**

Tuesday 4<sup>th</sup> October 2005 at 7.00pm.

Councillor J R Harris

**Chairman.**