

**Cowbridge with Llanblethian Town Council
Minutes of the Meeting of the Finance and General Purposes Committee
held in the Council Chamber, Cowbridge Town Hall,
on Tuesday 11 June 2019 at 7.00pm.**

Present: Mayor - Cllr A Trousdell
Deputy Mayor – Cllr S Vaughan

Councillors: S Cox, Cllr G Cox , C George, T Williams, J Wallis

In Attendance: Town Clerk – Ceri Anderson

1: To elect a Chairperson

UNANIMOUSLY RESOLVED: Cllr C George is appointed as Chairperson to the Committee.

2: To elect a Vice Chairperson

UNANIMOUSLY RESOLVED: Cllr J Wallis is appointed as Vice Chairperson to the Committee.

3: Apologies for Absence.

None

4: Declarations of Interest.

None

5: Matters arising from the Committee Meeting held on Tuesday 8th May 2019 which are not already on the agenda.

Page 1, Item 5, Terms of Reference for Staffing Committee

It was confirmed that this matter would now be considered by Full Council at the next meeting to give those members not on the Committee, who did not agree with the document, the opportunity to put forward any suggestions/amendment they might have.

6: To consider Terms of Reference for Finance and Governance Committee

Members were reminded that Terms of Reference for the Committee had been drawn up and accepted by Council in July 2018, and it was agreed that these should be reviewed.

RESOLVED TO RECOMMEND: That members of the committee consider the current Terms of Reference in readiness for comprehensive review at the next Finance and Governance Meeting.

7. Receipts and Payments Accounts – May 2019

Cllr C George presented the accounts to members;

Members were informed that the Scribe system had now been fully updated giving the opportunity to present the accounts in a format that should be clear and acceptable to all Following further consideration:

Clerk to confirm query re VAT on Insurance Invoice.

Resolved to recommend: That the accounts for May 2019 are accepted

8. Amendment to Standing Orders

a) Voting of Mayor/Deputy Mayor at Mayor Making – Annual General Meeting

The Clerk advised that whilst it had been custom and practice that Cowbridge with Llanblethian Town Council did not vote the Mayor and Deputy Mayor in at Mayor Making it had been brought to her attention that a show of hands should take place on the night.

It was recognised that the nominations for appointment of the Mayor and Deputy Mayor were agreed at a Full Council Meeting prior to Mayor Making.

RESOLVED TO RECOMMEND: That in future a show of hands would take place at Mayor Making, the process to be included in the Standing Orders.

b) Procedure for nominations of committee members at the Annual General Meeting

Cllr S Cox advised the meeting that she had been unhappy about the way in which the committee members had been appointed at the Annual General Meeting.

The Clerk advised that she had been informed that some members were unhappy with the way members were voted on to committees at the recent Annual General Meeting.

The Committee was reminded of the need for openness and accountability in matters such as these and that voting by a show of hands was deemed best practice. The committee were provided with information to support this. The Clerk said that she had been made aware that Cowbridge with Llanblethian historically gave members the opportunity to put forward their preferred selection for committees on sheets of paper, the results of which were collated and then presented to the Annual General Meeting.

Some members believed that those Councillors who had not been present at the Annual General Meeting had been disadvantaged with regards to the nomination for committees. The Clerk advised that members who gave their apologies were given the opportunity to put forward their preference for Committee Membership to the Town Clerk and these were put forward at the Annual General Meeting.

The Clerk advised that if the submission of papers process was the preferred option for members it should be included in the Town Council's Standing Orders.

Discussion then took place on what would happen if any one Committee was oversubscribed on the night of the Annual General Meeting. It was agreed that Cllr George would review this process and bring back acceptable options to the next meeting of the Committee.

9: Environmental Policy Statement

The Clerk informed the meeting that she was working through the process of ensuring that all necessary policies were in place and had prepared a **draft** Environmental Policy for members to consider.

RESOLVED TO RECOMMEND: **That members reviewed the content of the draft policy in readiness for discussion at the next meeting of the Committee.**

10: Town Council Investment

Cllr George advised the meeting that as part of Best Practice the committee should Consider alternative investment opportunities for the Town Council, as such the Clerk had brought the CCLA investment information to the Committee for consideration.

Following discussion:

RESOLVED TO RECOMMEND: **That the Council does not make any changes to its current investments**

11: Date and Time of next meeting - Tuesday 9 June 2019 @ 7pm

Meeting concluded at 8.00 pm