



COWBRIDGE (Ancient Borough)
with LLANBLETHIAN
TOWN COUNCIL



CYNGOR TREF
Y BONFAEN (Bwrdeistref Hynafol)
gyda LLANFLEIDDAN

Town Clerk
Clerc y Dref
C P Anderson

Date
Dyddiad
11 July 2018

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 3 July 2018 at 7.00pm.

Present: Chair – Councillor C George

Councillors: G A Cox, S Cox, S Vaughan , J Harris, A Trousdell

In Attendance: Town Clerk - Mr Ceri Anderson

Item 1: Apologies for Absence

Councillor Mrs N C Thomas - Personal
Councillor Mr R Spencer-Downe - Personal

Item 2: Declarations of Interests.

None.

Item 3: To consider Terms of Reference for Finance and General Purposes Committee

Following due consideration:

RESOLVED TO RECOMMEND: That the Terms of Reference for the Finance and General Purposes Committee are accepted as presented.

It was agreed that the staffing, disciplinary and appeals sub-committees should formulate their own terms of reference and report back to Council accordingly.

Item 4: Matters arising from the Committee Meeting held on Wednesday 5th June 2018 which are not already on the agenda.

None.

Item 5: Receipts & Payments Accounts/Accounts to be paid for June 2018.

Following discussion:

It was agreed the Clerk would investigate the delays in payment regarding the Limes Shed Rental and report back accordingly.

RESOLVED TO RECOMMEND: That the Clerk as RFO along with Cllr C George as Chair make some investigations regarding investments and whether there are any preferred option to the current Money Market option.

RESOLVED TO RECOMMEND: That the accounts are accepted as presented.

Item 6: General Privacy Notice – Barry Town Council

The Clerk advised that Barry Town Council had issued a General Privacy Notice as part of their compliance with the GDPR regulations. However having investigated the matter with One Voice Wales the advice given was this was not a necessary action and the Cowbridge were fully compliant having made provision on their website.

Item 7: Scribe Finance Package

Members were informed that the Clerk had done some research into suitable finance packages to assist in the production of monthly and annual audited accounts. It was confirmed that the Internal Auditor had suggested the system known as scribe and the Clerk told the Committee that this was the system now being used by over 250 Community\Town Councils to include Llantwit Major.

RESOLVED TO RECOMMEND: That Cowbridge Town Council purchases the Scribe Accounts Software at a cost of £730.50 excluding VAT.

Item 8: Application for Business Debit Card

The Committee recognized that there was an increasing need to purchase items on-line and that this necessitated the use of a debit or credit card.

Discussion took place about the options currently available to include pre-paid debit card or credit card with limit imposed. It was agreed that any password be retained by the Town Clerk and the Chair of the Finance and General Purposes Committee only.

RESOLVED TO RECOMMEND: That Cllr C George as Chairperson of Finance and General Purposes Committee liaises with the Town Clerk to find the best suitable option for a credit card, with a limit of up to £200 and report back to the next committee meeting.

The Committee also considered it prudent for audit purposes that revision of the Town Council's banking requirements should be reviewed.

RESOLVED TO RECOMMEND: That the Clerk and Cllr C George look into what alternative banking facilities are available to Town Councils and report back to the next committee meeting.

Item 9: 5 Year Strategic Plan

Members were advised that at recent meeting of the 5 Year Strategic Plan Committee it had been agreed that the Town Clerk would revisit the document and make some amendments to its presentation. It was agreed that the Committee would discuss the plan further once this had been done.

Item 9 a: Additional Item – Request for Financial Assistance – Cowbridge 10/6k Event – on behalf of Cancer Research, Mrs Anne Birt

Following discussion:

RESOLVED TO RECOMMEND: That the Town Council is unable to provide financial assistance on the occasion as the application does not comply with Town Council criteria.

RESOLVED TO RECOMMEND: That the Town Clerk writes to Mrs Birt and advise of Council's decision.

Item 10: Date and Time of next meeting.

Tuesday 4th September 2018 at 7.00pm.