

**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 6<sup>th</sup> February 2018 at 7.00pm.**

**Present:** Chairman – Councillor J R Harris  
Vice Chairman – Councillor T L Williams MBE  
Mayor – Councillor Mrs S Vaughan  
Councillors: J M Andrew, G A Cox, R S Downe and C George.

**In Attendance:** Town Clerk – Mr David B Morris.

**1: Apologies for Absence.**  
Councillors: Mrs S Cox and Mrs N C Thomas.

**2: Declarations of Interest.**  
None

**3: To confirm the Minutes of the Finance and General Purposes Committee Meeting held on 9<sup>th</sup> January 2018.**  
Amend - Item 6.3 Vale of Glamorgan Council – Town/Community Council Tax Precepts 2018/2019 to read –  
Notification from the Vale of Glamorgan Council of the Levy for 2018/19.  
The levy of £1.00 per household in Cowbridge with Llanblethian Town Council area would produce £2,562.00 for 2018/19.

**Proposed** by Councillor J R Harris, seconded by Councillor Mrs S Vaughan that the minutes with the amendment of the Finance and General Purposes Committee held on 9<sup>th</sup> January 2018 be confirmed as a correct record and duly signed.

**Resolved** as proposed.

**4: Matters arising from the Committee Meeting held on 9<sup>th</sup> January 2018, which are not already on the agenda.**  
None

**5: Matters arising from the Town Council Meeting held on 9<sup>th</sup> January 2018, which are not already on the agenda.**  
Item 9c Reports of Committee – Finance & General Purposes.  
Members discussed how to place the ‘setting of the precept and budget’ as a separate item on future Town Council Agendas. It was agreed that it would be good practice to place this item as a separate item on future Town Council Agendas and that the Chair of the Finance and General Purposes Committee would speak to it.  
**Noted.**

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**6: Receipts & Payments of Account/Accounts.**

**6.1 Receipts & Payments Account/Accounts to be paid for Period 1<sup>st</sup> April 2017 to 31<sup>st</sup> January 2018.**

Receipts and Payments Accounts for period 1<sup>st</sup> April 2017 to 31<sup>st</sup> January 2018 and the statements of bank balances as at 31<sup>st</sup> January 2018 were circulated to Members and read.

**Recommended** that these accounts be approved.

A list of accounts to be settled from 20<sup>th</sup> December 2017 to 9<sup>th</sup> January 2018 was circulated to Members and read.

**6.2 Draft Budget 2018/19.**

The proposed draft budget for 2018/19 was reviewed.

**Proposed** by Councillor J Andrew, seconded by Councillor C George that the anticipated income for the hire of the Town Hall in 2018/19 be increased from £25,000 to £27,000.

**Resolved** as proposed.

**Proposed** by Councillor T L Williams, seconded by Councillor S Vaughan that the Expenditure Budget for Leisure and Amenities Running Costs is increased from £18,000 to £20,000 and the Grant Aid be increased from £2,200 to £2,500.

**Resolved** as proposed.

**Proposed** by Councillor T L Williams, seconded by Councillor J R Harris that with the approved amendments the proposed draft budget for 2018/19 be recommended to the Town Council.

**Resolved** as proposed.

**6.3 Letter to Vale of Glamorgan Council – Town/Community Council Tax Precepts 2018/2019.**

**Noted.**

**7: Grant Aid.**

**7.1 Application for Donation to Tenovus Cancer Care.**

**Noted.**

**7.2 Application for Donation to Teenage Cancer Trust.**

**Noted.**

**7.3 Acknowledgement from Lift Self Help Group.**

**Noted.**

**8: Appeal Rateable Value Town Hall.**

No update had yet been received from the Surveyor for Get Your Rates Right in relation to the Tribunal hearing that was set for the 7<sup>th</sup> February 2018.

**Noted.**

**9: Cowbridge History Society - Production of a 'Blue Plaque' Self Guide Leaflet.**

The Vale of Glamorgan Council Tourism Officer had been contacted in relation to attending a meeting with Members and the History Society to discuss the publication of the Guide. Waiting for a response for convenient date for the meeting to take place.

**Noted.**

**10: Draft Town Council Local Resolution Policy & Procedure.**

A draft Local Resolution Policy and Procedure had been circulated for members to consider as a result of the Public Service Ombudsman for Wales agreeing to the principle of referring some complaints against Members back to Community and Town Councils for a local resolution. Due to the fact that there was no common process for Community and Town Councils to follow in dealing with such matters One Voice Wales had drawn up a model protocol which any Community and Town Council could use in dealing with such complaints. On this basis a draft Cowbridge with Llanblethian Town Council Local Resolution Policy and Procedure had been drawn up for Council approval.

**Proposed** by Councillor J Andrew, seconded by Councillor G A Cox that the draft Cowbridge with Llanblethian Town Council Local Resolution Policy and Procedure be recommended to the Town Council for adoption.

**Resolved** as proposed.

**11: 5 Year Strategic Plan – Finance & General Purposes Committee.**

Members considered the 5 year Strategic Plan in relation to the Finance & General Purposes Committee. Councillor J Andrew advised that meetings with the Vale of Glamorgan Councillors should be prioritised.

In regard to clustering arrangements, Llantwit Major Town Council had been leading on this matter for the local Community and Town Councils. A response had been provided to them from Cowbridge Town Council agreeing to a meeting to identify clustering opportunities but no response had yet been received.

One area that needed to be considered was the establishment of a Data Protection Officer under the General Data Protection Regulations due to commence in May 2018. This was an area that could be clustered or contracted in from the Vale of Glamorgan Council.

**12: Correspondence.**

**12.1 Vale of Glamorgan Council, Electoral Registrations Manager – Casual Vacancy for Cowbridge with Llanblethian Town Council – Co-option to Fill Vacancy.**

The Town Clerk advised that no request had been received by the Elections Officer, Vale of Glamorgan Council for an election for the Aberthin Ward Councillor Vacancy. Consequently approval had been given for the Town Council to co-opt to fill the vacancy. Notices had been published and advertised on the Town Council Notice Boards and its Web Site for a four week period from the 5<sup>th</sup> February for nominations to be considered for co-option to the Town Council. The cost to advertise in the local Gem Newspaper is £408 per week for a quarter page.

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**12: Correspondence (Continued):**

**12.1 Vale of Glamorgan Council, Electoral Registrations Manager – Casual Vacancy for Cowbridge with Llanblethian Town Council – Co-option to Fill Vacancy (Continued):**

**Proposed** by Councillor R S Downe, seconded by Councillor C George to place the Vacancy Notice for Co-option in the Gem Newspaper for one week commencing from 14<sup>th</sup> February 2018.

**Resolved** as proposed.

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

**14: Date and Time of next meeting.**

Tuesday 6<sup>th</sup> March 2018 at 7.00pm.

Councillor J R Harris

**Chairman.**