

**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 5th February 2019 at 7.00pm.**

Present: Chairman – Councillor C George
Mayor – Cllr T L Williams
Deputy Mayor - Cllr A Trousdell
Councillors: G Cox, R Spencer-Downe, S Vaughan, N Thomas

In Attendance: Town Clerk – Ceri Anderson
Assistant Town Clerk – Sian Hookins

1: Apologies for Absence.

Cllr S Cox

2: Declarations of Interest.

None

3: Matters arising from the Committee Meeting held on Tuesday 8 January 2019 which are not already on the agenda.

Page 1, Item 3, Change of Signatories

Confirmed that changes had been made and updates complete

Page 1, Item 3, Ellis Whittam

Confirmed that Essential Guide had been received and appointments with Ellis Whittam arranged

4: Receipts and Payments Account to be paid in January 2019

Cllr C George presented the accounts to members;

Members were advised that the Performing Rights Society had increased their fees.

The Clerk confirmed that no advice as to what the Election Costs would be had been received to date

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

5. Cowbridge with Llanblethian Standing Orders

Committee were advised that the updated Standing Orders had been considered at length by both Committee and Council.

RESOLVED TO RECOMMEND: That the revised Standing Orders be accepted.

6. Town Council Credit/Debit Card

To be progressed.

7: Policies

Equalities Policy

The meeting was reminded that this item had been referred back to Committee to give members the opportunity to make comment. The Clerk confirmed that no additional comments had been received.

RESOLVED TO RECOMMEND: That the Equalities Policy as presented be accepted.

Welsh Language Policy

Members were advised that following consideration at Council it was agreed that further consideration should be made of the policy as presented. The Clerk confirmed that no comments had been received by members about the policy.

Following discussion it was agreed that the policy as presented was too prescriptive in nature and it would be difficult for the Council to adhere to some of the requirements contained therein.

The Clerk reminded members of the Welsh Language (Wales) Measure 2011 which states that the Welsh Language has equal status with English and must not be treated less favourably.

Members recognised their obligations to the Welsh Language, and their need to include such obligations in the 5 year plan.

RESOLVED TO RECOMMEND: That the policy is revisited with a view to producing a less prescriptive document.

Reserves Policy

The Clerk advised that after attending a recent Society of Local Clerks Meeting a number of Councils had adopted a reserves policy which considered how Council funds were invested. It was agreed that the Clerk should seek further information on this.

8: Training – Assistant Town Clerk

The Assistant Town Clerk left the meeting whilst this item was being discussed.

The Clerk advised the meeting that the Assistant Town Clerk had expressed an interest in taking the CILCA qualification. Members were advised that registration was on-line and cost £350.

Following discussion:

Resolved to Recommend: That the Town Council supports the Assistant Town Clerk's request to register for CILCA on the understanding that should she leave post with 12 months of completing the qualification Council reserves the right to claim back part of the costs.

9: External Auditor Report

Resolved to Recommend: That the information is noted.

10: Auditor General for Wales – Fee Scheme 2019/2020

Resolved to Recommend: That the information is noted.

11: Financial Regulations – Cowbridge Town Council Update

Cllr George advised that in accordance with good practice the Town Council's Financial Regulations adopted in 2016 had been reviewed.

Members were advised that a few minor amendments had been made however concerns Raised about 4.1 in relation to expenditure on revenue items by Committees.

Following discussion it was agreed that members should be given the opportunity to review the Financial Regulations with specific consideration of 4.1 and make recommendations at the next committee meeting.

12: Request for Financial Assistance – Menter Iath

Resolved to Recommend That the application did not meet with the Town Council's grant application criteria so no Financial assistance could be given.
The Town Clerk to advise the applicant accordingly.

Introduction of Standing Orders

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and will be instructed to withdraw.

Date and Time of next meeting - Tuesday 5th March 2019 @ 7pm

The meeting concluded at 8.00pm