

**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 March 2019 at 7.00pm.**

Present: Chairman – Councillor C George
Mayor – Cllr T L Williams
Deputy Mayor - Cllr A Trousdell
Councillors: R Spencer-Downe, S Vaughan, B Saidi

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

Cllr C George welcomed newly elected Councillor B Saidi to the Town Council and the Meeting.

1: Apologies for Absence.

Cllr S Cox, Cllr G Cox & Cllr N Thomas

2: Declarations of Interest.

Cllr C George - Agenda Item 9, Memory Jar, Grant Application – Personal Interest

3: Matters arising from the Committee Meeting held on Tuesday 5 February 2019 which are not already on the agenda.

Confirmed that Town Clerk was working on a Reserves Policy and would report back to the next meeting of the Finance and General Purposes Committee.

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

Cllr C George presented the accounts to members;

It was noted that there had been a large hire income this month. The Assistant Town Clerk confirmed that this was because a number of quarterly invoices had been paid and the VAT return had been received.

The expenditure for Ceiling repair, final payment for Town Hall Clock and carpentry works were duly noted.

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

5. Town Council Credit/Debit Card update

The Clerk confirmed that all paperwork had been submitted to the Bank and that confirmation had been received that the matter was being progressed.

Concerns were raised about there being a set limit on the card and the Clerk was instructed to make further enquiries about this

6: Financial Regulations - update

Cllr George advised the committee that he and the Town Clerk had reviewed the existing Financial Regulations and there were very few changes necessary with the exception of No 4. Budgetary Control and Authority to Spend, 4.1.

Resolved to Recommend: That all expenditure items over £2000 need full council approval

That all expenditure items over £500 and up to £2000 need only committee approval

All items of expenditure under £500 can be approved by the Town Clerk.

7: Current Policy File update

The Committee were provided with an up to date list of current policies on file.

The Clerk advised that good practice was to review every two years and it was agreed that the 2016/17 Policies would be re-examined over the next few months.

8: Draft Policies for Consideration

Resolved to Recommend: That the Bullying and Harassment Policy as presented is accepted.

That the Welsh Language Statement as presented is accepted.

That the committee has the opportunity to review the Working at Home Policy and it is brought back to the next meeting of the Finance and General Purposes Committee.

9: Request for Financial Assistant – Memory Jar

Resolved to Recommend: **That Financial Assistance of £200 is given.**
(Power of Wellbeing, LGA 2000, s2)

10: Section 106 Funding

Members were reminded that there was s106 monies available emanating from the Taylor Wimpey Development. It was agreed that it was important that the Town Council takes up an opportunity available with regards to s106 grants and should consider what suitable project the monies could be used for.

Following discussion:

Resolved to Recommend: **That the Clerk writes to Charlotte Pugh of the Vale of Glamorgan Council and invites her to speak to the Council on S106 opportunities.**

11: Grant Funding

Members were advised that the Clerk had submitted one application for grant funding for the Town Hall Lift Project and that a meeting had taken place with Helen Blackmore of the Vale of Glamorgan Council with regards to the Stronger Community Grant Funding . The Clerk confirmed that she had recently started to look at the application form and would with Cllr George on completing the form.

Cllr George had confirmed that he had been looking at the National Lottery Community Fund for Wales. It was agreed that appropriate local community organisations should be approached as part of the grant funding process.

The Mayor Cllr T L Williams confirmed that £234 had been received from the Waitrose Community Matters Scheme which would be going towards the funding of the lift.

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.

12: Consideration of email received from the Town Council's Solicitors

Date and Time of next meeting - Tuesday 2nd April 2019 @ 7pm

The meeting concluded at 8.00pm