

**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 November 2018 at 7.00pm.**

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

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

1: Apologies for Absence.

Councillor N Thomas - Personal

2: Declarations of Interest.

None

3: Matters arising from the Committee Meeting held on Tuesday 2 October 2018 which are not already on the agenda.

Page 1, Item 3, School Council

The Mayor confirmed that the meeting with School Council had taken place and had been very productive. It was agreed that it would be good to see the relationship between the school and the Council develop.

Page 2, Item 8, Health & Safety Law

Members were advised that the Clerk had met with a representative of Ellis Whittham regarding Health and Safety issues as previously agreed by council and a quotation from them would be received before the next meeting of the committee.

**.4: Receipts & Payments of Account/Accounts.
Receipts & Payments Account/Accounts to be paid for October 2018**

Discussion took place about the accounts and year to date funds. It was noted that there had been unusual significant items of expenditure in the financial year to include the wall at Southgate Park and additional Civic events to include RAF Freedom parade and the forthcoming Remembrance Sunday (100 years end of 1st world war).

It was further noted that there had been a decrease in income in recent months and Council were still awaiting payment with regard to the Limes Shed. The Clerk advised that the Council's solicitor had directed that no contact with the Lessee should be made by the Town Council.

Resolved to recommend: That the Clerk chases progress on the Limes Sheds.

Resolved to Recommend: That the accounts as presented are approved.

5. **Cowbridge with Llanblethian Council Draft Standing Orders**

The Committee was advised that the Clerk had re-written the Standing Order in draft form and members were asked to consider the content and report back with their observations and suggestions as the next meeting

6. **Draft Policies for Consideration**

The Committee were presented with a Draft Social Media Policy and Draft Policy on Unacceptable Actions by Individuals.

It was agreed that members would consider the content of both policies and report back to the next meeting of the Finance and General Purposes Committee with observations

7: **Change of Signatory.**

It was agreed that this item would be deferred to be discussed at Item 12.

9. **Correspondence – National Joint Council for Local Government Services 2018/19 Pay scales and Allowances**

Resolved to Recommend: That the information is noted and retained for records.

10: **Applications for funding**

Tennis Section of Cowbridge & District Athletic Club

Cllr S Vaughan declared a non-prejudicial interest in this item.

Agreed that the Clerk should write back to the applicant with a request for further information to include balance sheet and specifics of what the funding will be used for

War Memorial Trust

Following discussion:

Resolved to recommend: That a donation of £100 is awarded to the War Memorial Trust. (War Memorials (Local Authorities Powers) Act 1923)

11: **BPU Accountants – Payroll Quotations**

Cllr A Trousdell declared and interest in this item and did not participate in the discussion or vote.

Members were reminded that difficulties had been experienced with the Town Council's current payroll provider specifically in relation to the administration of staff pensions and it had been agreed that the Clerk would seek alternative provision.

The Committee considered two alternative proposals and it was agreed that BPU Accountants would be the preferred payroll provider.

Following discussion:-

Resolved to Recommend: That the Town Clerk checks that there are no additional set up costs involved before instructing BPU Accountants.

12: Review of the Town Council Financial Regulations

Cllr C George advised that he had recently been looking at the Town Council's Financial Regulation and was concerned that some of the procedures contained within the document needed to be reviewed. It was further noted that the Financial Regulations were accepted in 2016 and it was therefore prudent to review the document as a whole. It was agreed that Cllr George and the Clerk look at the Town Council's Financial Regulations and report back to the next appropriate meeting.

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 they are instructed to withdraw

13: Correspondence Mr W James – Amenities Supervisor

The content of the communication was noted and it was agreed that this matter should be referred to the Staffing Committee\ Line Manager for further consideration .

14: Date and Time of next meeting – Tuesday 4th December 2018