

**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 2<sup>nd</sup> October 2018 at 7.00pm.**

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

**In Attendance:** Town Clerk – Ceri Anderson

**1: Apologies for Absence.**

Councillor N Thomas - Personal  
Deputy Mayor – Cllr A Trousdell - Personal

**2: Declarations of Interest.**

None

**3: Matters arising from the Committee Meeting held on Tuesday 4<sup>th</sup> September 2018 which are not already on the agenda.**

Page 3, Item 5 – Standing Orders

The Clerk confirmed that she had made a start on the Standing Orders and was intending to bring completed draft to the next Finance and General Purposes Committee.

It was agreed that the Town Clerk should monitor the debt for the Limes Shed and liaise with the solicitor on this.

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

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

**5. Notice of Conclusion of Audit**

Members were advised that the Audit for 2017/18 had been concluded with only one qualification that was related to the advertisement of notice of audit. The Clerk confirmed that a number of Councils had been issued with the same qualification and a query was being submitted to the Wales Audit Office on this. The Clerk would advise if anything changes on this item.

**6. School Council**

The Mayor, Cllr T L Williams advised that he had been in discussion with the local Comprehensive School in relation to the School Council. It had been agreed that the School Council would visit the Council Chamber on Tuesday 6<sup>th</sup> November 2018 at 1.30pm and all members of the Town Council are invited to attend.

**7: Lloyds Bank – Term Deposit Confirmation.**

Cllr C George advised members that the Money Market had been re-invested for a further 6 months. It was agreed that future investment of funds would be reviewed to see if a better return could be acquired.

**8. Health and Safety Employment Law**

The Clerk advised members that following attendance at a Society of Local Council Meeting some issues of concern regarding Town Councils and Health and Safety matters were raised. Members were told that a number of Town and Community Councils were now using the services of Health and Safety\Employment Specialists to ensure that they are both competent employers and compliant legally on Health and Safety matters.

Following discussion:

**Resolved to Recommend:** That the Town Clerk makes enquiries with suitable local Health & Safety\ Employment providers and report back to the next Finance and General Purposes Meeting.

**Resolved to Recommend:** That Cllr G Cox would seek advice on this matter from the Vale of Glamorgan Council and report back to the next meeting.

**9: Payroll**

Members were informed that difficulties were being experienced with regards to the administration of payroll by the Vale of Glamorgan especially in obtaining information to pension contributions for staff. In addition the Clerk advised that she wanted to explore current charges paid by the Town Council for payroll administration and compare with providers.

**Resolved to Recommend:** That the Clerk obtains a copy of the current Service Level Agreement with the Vale of Glamorgan Council and establishes annual costs to be reported back to the next meeting.

**Resolved to Recommend:** That the Clerk looks at alternative payroll provider services and costs to enable the Committee to make an informed comparison.

**10: Debit Card**

Cllr George reminded members that it had been agreed that enquiries would be made into acquiring a credit or debit card for use by the Town Council to enable on-line purchases.

Following discussion and under advice received from the Chair of the Committee:

**Resolved to Recommend:** That the Clerk obtains details for a credit card with a limit of £500 in accordance with the Town Council Financial Rules and Regulations and report back to the next meeting.

**11. Request for Financial Assistance**

**Cowbridge (Gateway) Monday Club**

**Resolved to Recommend:** That a financial contribution of £200 is paid to the Cowbridge (Gateway) Monday Club.  
*Wellbeing -Local Government Act 2000, s.2*

**12. Remembrance Service\Centenary**

The Assistant Town Clerk provided members with a comprehensive up-date regarding the preparations for the forthcoming Remembrance and Centenary Service. The Committee was advised that a second meeting of the Working Group would be taking place at the beginning of next week (date to be confirmed shortly), all Councillors invited to attend. The Committee was further advised that a craft session would be taking place this coming Saturday between 1.30pm and 3.00 pm in the Lesser Hall inviting all members of the community to come along and assist with making poppies and assisting with the decoration for the front of the Town Hall, all Councillors invited to attend.

**13. Town Council Forms Update**

Members were provided with examples of updated invoice and booking forms for Consideration. It was agreed that the booking form should be presented to the Town Hall Committee for comment. The meeting thanked the Assistant Town Clerk for the work she had carried out to date.

**Date and Time of next meeting.      Tuesday 6<sup>th</sup> November 2018**

*“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*

**14. Staffing Item**

*The Town Clerk, Ms CAnderson left the chamber while this item was being discussed.*