

**Cowbridge with Llanblethian Town Council
Minutes of the Meeting of the Finance and Governance Committee
held in the Council Chamber, Cowbridge Town Hall,
on Wednesday 8 May 2019 at 7.00pm.**

Present: Chairman – Councillor C George
Deputy Mayor - Cllr A Trousdell
Councillors: Cllr S Vaughan, Cllr S Cox, Cllr G Cox

In Attendance: Town Clerk – Ceri Anderson

1: Apologies for Absence.

Cllr T Williams, Cllr B Saidi & Cllr N Thomas

2: Declarations of Interest.

None

3: Matters arising from the Committee Meeting held on Tuesday 2 April 2019 which are not already on the agenda.

It was noted that Cllr Trousdell had been absent at the meeting on 2 April 2019.

The Clerk confirmed that she had prepared a timetable of meetings for the forthcoming year which would be presented at the Annual General meeting

4: Receipts and Payments Accounts - April 2019

Cllr C George presented the accounts to members;

Members were advised that the format the accounts were presented in was different as they were now being produced via the scribe accounting system. It was noted that further work on the format would be carried out over the next few months on the format to ensure that the Members found the information presented is both clear and comprehensive.

Following further consideration:

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

5. Terms of Reference Staffing Committee

Members considered the draft Terms of Reference document in depth and made appropriate amendments. It was agreed that the Clerk would update the document alongside ensuring that all amendments were legally correct.

Further agreed that the Clerk would distribute the amended document to members for consideration with a request that any further concerns or amendments be sent to the Clerk in readiness for the Terms of Reference to be presented to the next meeting of the Town Council for ratification.

6: Rate Relief

Councillor Vaughan advised members that she had been chasing a response on this matter and had now received an advisory email that an official reply would be received within 20 days. It was noted that rate relief may be available to the Town Council and following discussion:-

Resolved to recommend: That Cllr Vaughan makes relevant enquiries with the Vale of Glamorgan Council on behalf of the Town Council and report back accordingly.

7: One Voice Wales – Payments to Members of Community and Town Council (PAYE)

The committee considered the information presented to them and acknowledged that Councillors Allowances received by members in financial year 2019/20 would have to be submitted to Vale of Glamorgan Council Payroll department and would be subject to tax and paid through PAYE.

8: Service Level Agreement – Payroll – H Ashman, Accountancy Technician, Vale of Glamorgan Council

The Clerk advised that the 2019/20 Service Level Agreement for the Town Council Payroll had been received and following discussion with the appropriate officer at the Vale of Glamorgan Council the annual payment had been reduced from £8,000 £7,000 per month to accommodate the change in staffing.

9: Application for Grant Funding – Cowbridge in Bloom

Members of the Committee recognized the hard work and dedication of those involved with Cowbridge in Bloom alongside the benefits the floral displays brought to the Town.

Resolved to Recommend: That grant funding of £500 is awarded to Cowbridge in Bloom. (Local Government Act 2000, s.2)

10. Request for Grant Funding – Chamber of Trade – Town Booklet

The Committee acknowledged the hard work of the Chamber of Trade and the benefits of the production of a Town Booklet.

Resolved to Recommend: That a maximum donation of £300 is given in return for a two page spread in the publication, with the proviso that all necessary funds are achieved to ensure the project can be completed. (Local Government Act 2000, s.2)

11: Date and Time of next meeting - Tuesday 11 June 2019 @ 7pm