

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 Wednesday 9 May at 7.00pm.

Present: Chairman – Cllr J R Harris
Mayor – Cllr Mrs S Vaughan
Deputy Mayor - Councillor T L Williams MBE.
Councillors: J M Andrew

In Attendance: Town Clerk – Ceri Anderson

1: Apologies for Absence.

Cllr Mrs N C Thomas – Personal
Cllr G A Cox - Business
Cllr Mrs S M Cox - Personal
Cllr R S Downe - Personal
Cllr C George - Personal

2: Declarations of Interest.

None.

3: Matters arising from the Committee Meeting held on Tuesday 10 April 2018, which are not already on the agenda.

Cllr Andrew referred to the Service Level Agreement relating to the Website and enquired about Town Council email addresses for the Councillors. The Clerk confirmed that a request had been made for this but no response received to date.

Members felt that the website whilst functional could be reviewed it was agreed that the Clerk would meet with the website provider at Vale of Glamorgan to discuss ways in which it might be improved.

4: Receipts & Payments Account/Accounts to be paid for Period 1st April 2018 to 30 April 2018.

It was noted that Cllr George had previously made a request that the business rates should be itemised separately on the monthly accounts. The Clerk confirmed that she would be looking at how the accounts could be adapted to accommodate this.

Resolved to Recommend that the accounts as presented be approved.

5: Re-appointment of Internal Auditor for Annual; Accounts 2017/18

Members were advised that sadly the Town Council had received correspondence from the appointed internal auditor Helen Embling stating that due to personal commitments she would be unable carry out the internal audit for Cowbridge Town Council. Cllr Harris said that the Clerk had made enquiries about alternative auditors and thankfully at this late stage Mr Lyn Llewellyn auditor for Pencoed Town Council had agreed to carry out the audit for a fee of £750. The committee agreed that on the grounds of urgency the Town Clerk be given plenary powers to contact Mr Llewellyn and advise him that the Town Council would like him to carry out the 2017/18 internal audit for Cowbridge Town Council.

RESOLVED TO RECOMMEND: That Mr Lyn Llewellyn be appointed as the internal auditor for Cowbridge Town Council for financial year 2017/18.

6. Update on GDPR Regulations

The Clerk advised members that a substantial amount of work needed to be completed to comply with the GDPR Regulations and she would be striving to complete the documentation as presented before 25th May 2018.

7: Grant Aid.

a) J J Carroll, Consultant Physiotherapist, Bobath Children's Therapy Centre Wales.

Agreed that the application did not meet with Town Council Grant Funding Criteria – Noted.

b) Ms V Thompson, Head of Fundraising, War Memorials Trust

Resolved to Recommend: That in pursuance of the power conferred under the War Memorials (Local Authorities' Powers) Act 1923, s1; as extended by the Local Government Act 1948, s133 – grant funding of £100 be awarded.

c) Gavin Thomas, Programmes and Services Manager, Age Cymru

Agreed that the application did not meet with Town Council Grant Funding Criteria – Noted.

8: Get Your Rates right – Appeal Rateable Value Town Hall

The Clerk advised Council that she had contacted the Rates Appeal Admin Team who had advised that there had been a delay in the process due to staff sickness. Members advised that this would be monitored and reported back once further information received.

9. 5 Year Strategic Plan

Agreed that this item would be revisited at the next meeting in June.

10: Town Hall Hire Charges

It was noted that the minimum hourly rental had been reduced to 2 hours and the paperwork to be amended accordingly to include updating of heading to “Premises Licence” where applicable.

11: Correspondence

11.1 E Mail correspondence, H Blackmore, Senior Rural Regeneration Officer, Creative Rural Communities

The Committee agreed that the source of funding being offered could be suitable for some Town Council undertakings.

Resolved to Recommend: That the Town Clerk put forward an expression of interest on behalf of the Town Council.

11.2 NALC, LO5 – Data Protection Fees

Resolved to Recommend: That the compulsory fee of £40 be paid.

11.3 Bridgend Samaritans – Cowbridge & Llanblethian Donation

Noted with thanks.

Additional Agenda Items

11.4 Email Correspondence Mr P Egan, One Voice Wales – Remuneration to Councillors

Information noted.

11.5 Email Correspondence Mr S Harris and Mr G Richards – Lease of the Limes Unit and Car Parking Area

The Committee were advised that the original terms of the lease were annually in advance and the first 2 years had been paid. Following discussion:-

Resolved to Recommend: Acceptance of the request to pay the lease by monthly installment on the proviso that a 10% increase is imposed to accommodate administration fees. Payable on the 1st of each month for 12 months then to be reviewed annually.

Resolved to Recommend: That the lease be amended accordingly, subject to customer's acceptance.

12: Date and Time of next meeting.

Tuesday 5th June 2018 at 7.00pm.

The meeting concluded at 7.45 pm