

**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 April 2019 at 7.00pm.**

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

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

It was noted that Cllr Spencer-Downe had resigned from the Finance and General Purposes Committee

1: Apologies for Absence.

Cllr S Cox, Cllr G Cox & Cllr N Thomas

2: Declarations of Interest.

None

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

Confirmed Debit Card now received and held in office.

Confirmed only 1 member had offered comments on the Welsh Language Statement and Bullying and Harassment Policies referred back from the meeting of the full council. The feedback was positive. Agreed that both policies would be presented to the next meeting of Council for acceptance. Further agreed, that both documents would be re-issued to Council for comment to facilitate acceptance at the next meeting of Council.

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

Cllr C George presented the accounts to members;

It was noted that as it was end of the financial year there had been a slight increase in expenditure. It was confirmed that £60,000 had been re-invested in the money market.

Following further consideration:

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

5. Working from Home Policy

Whilst it was noted that the policy was very comprehensive and not all parts were

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pertinent to the Council at this moment in time, it was felt that it was important to have a working document on file that could be amended as deemed necessary.

Agreed that the Clerk would issue the document to members for comment as soon as possible to facilitate acceptance at the next meeting of Council.

Resolved to recommend: That the Working from Home Policy is accepted as a working document.

6: Insurance Policy

Members were reminded that it had been agreed that the Town Clerk would ask for an alternative quote for insurance cover from Came and Co. It was noted that whilst the quote received was lower it did not, and could not; include cover for flood damage which was currently covered by the Town Council's current provider. It was noted that there had been incidents of flood damage in the past.

Resolved to recommend: That the Town Council remains with their existing insurance provider and accepts the quotation for £7,891.14.

7. Grant Funding updated

The Clerk confirmed that an application for funding for the lift had been submitted to both the Dunhill Medical Trust and Filco Stores. It was further confirmed that the application to the Strong Communities Grant Fund was nearing completion.

8: Financial Regulations 2019

Confirmed that no further comments had been received from members.

Agreed that the Clerk would circulate to members prior to the next Council meeting.

Resolved to recommend: That the 2019 Financial Regulations are accepted.

9: Schedule of Committee meetings for the forthcoming year.

Following discussion it was agreed that it was not administratively practicable for staff to attend back to back meetings on the first Monday and Tuesday of each month for the following reasons:

- Need to generate four sets of agendas, minutes and backing papers in 1 week
- Insufficient time to prepare accounts in readiness for meeting (first week in every month)
- Difficulties with regards staff cover should one member of staff be away and would have to arrange to cover all four meetings.

Following discussion:

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Resolved to recommend: That the Leisure and Amenities and Planning Committee Meetings continue to take place on the first Monday of each month and the Town Hall and Finance and General Purposes Committee takes place on the either the second Tuesday of each month, or Wednesday of each month (To begin following the AGM 2019).

Discussion took place about the remit of the Finance and General Purposes Committee and it was agreed that Finance and Governance would be a more suitable name.

Resolved to recommend: **That the Finance and General Purposes Committee would become the Finance and Governance Committee.**

10: Terms of Reference for Staffing Committee

The Clerk circulated draft document for members to consider. Following discussion:-

Resolved to recommend: That the terms of reference as presented are accepted.

Agreed the Clerk would circulate for comment as soon as possible to all member to Facilitate acceptance at the next meeting of Council.

11: Date and Time of next meeting - Wednesday 8 May 2019 @ 7pm

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.

12: Tabled Urgent Correspondence from Town Council Solicitors

The meeting concluded at 7.50pm