

**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 8 January 2019 at 7.00pm.**

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

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

**1: Apologies for Absence.**

None

**2: Declarations of Interest.**

None

**3: Matters arising from the Committee Meeting held on Tuesday 4 December 2018 which are not already on the agenda.**

Page 2, Item 10, Change of Signatory

The Clerk confirmed that the forms for change of signatory had been collected from the bank and requested that they were signed following the meeting by two existing signatories to progress this matter, with Cllr C George then completing the process to become replacement signatory. The meeting was further advised that there were historic signatories on the account that had not as yet been removed and this would be part of the process to ensure everything was up to date.

Page 2, Item 11, Ellis Whittam

Members of the Committee were informed that a further meeting with a representative from Ellis Whittam had taken place and assurances were given that the company were retained by over 120 Town and Community Council and affiliated to the Society of Local Council Clerks. The Clerk requested permission to sign off the necessary forms to be returned to Ellis Whittam to make progress on this matter. Agreed that forms should be signed.

Page 3, Item 13- Christmas Lighting

Confirmed that the additional Christmas lighting had been well received and that the costs for these were £390.00. Floodlighting originally quoted £490 however then gave a £100 discount as a goodwill gesture.

**4: Receipts and Payments Account to be paid in December 2018**

Cllr C George presented the accounts to members

**Resolved to recommend: That the accounts for December 2018 are accepted**

It was confirmed that consideration was being made of ways in which the accounts could be presented to members of the Committee earlier to give better opportunity to consider the figures prior to the meeting.

**5. Cowbridge with Llanblethian Standing Orders**

Members were reminded that the draft standing order had been considered at previous meetings and that most recently all Councillors had been asked to put forward any suggested amendments prior to this meeting.

Page 1, Item 1, (f) Meetings Generally f – agreed “10 minutes” deleted “unless directed by the chairman of the meeting”

Page 1, Item 1, (g) Meetings Generally g – agreed “3 minutes”

Page 4, Item 2 (b) delete

Page 4, Item 2 (vi) delete

Page 5, Item 2, (f) delete & insert-  
“ The Committees are listed:

Planning, Leisure and Amenities, Finance and Governance, Town Hall.

With the exception of the Mayor and Deputy Mayor who shall be an ex officio member of all Committees and shall be voting members of every Committee, each Councillor may, serve on any number of Committees if duly elected to do so at the Annual General Meeting not exceeding the membership as determined at the Annual General Meeting.

*It was agreed that the item Public Question Time would be included as a regular item on the Town Council Meeting agenda and the Clerk would present necessary guideline\protocols to be adhered to.*

**6: Credit /Debit Card update**

The Clerk informed the meeting that there had been an administrative glitch with regards to the application process for the Credit Card and that having visited the bank an appointment had been with the local area advisor and members would be further updated once the meeting had taken place

**7: Equalities Policy and Welsh Language Policy**

RESOLVED TO RECOMMEND: That the Equalities Policy as presented is accepted

RESOLVED TO RECOMMEND: That the members of the Committee review the Welsh Language Policy over the next 7 days and pass on any recommendations to the Town Clerk in readiness for presentation to the next meeting of the Town Council.

**8. Newsletter – Cowbridge with Llanblethian Council – Update and Precept Information**

Cllr George suggested that this could be an opportune time for the Town Council to a newsletter advising members of the community about their Council, what has been achieved to date and what the ambitions of the Town Council are for the future. Also explaining this year precept and how it has been allocated. The Clerk advised that emphasis is being made on community consultation and legislation recognises a Town Council's discretionary power to publish information about a Council and its services (Local Government Act 1972, s142)

**9: Training – Assistant Town Clerk**

This matter was deferred.

**Additional Agenda Items on the grounds of expediency**

**9a: Email Correspondence – K Davies, Principal Health Living Officer, Vale of Glamorgan Council – Community Chest**

It was agreed that it was important that the Town Council should take the opportunity to make applications for grant funding when they arise.

RESOLVED TO RECOMMEND: That because of the time constraints involved Clerk is given plenary powers to progress application for suitable equipment to include – play park benches or basket- ball hoop.

**9b: E-Mail Correspondence – K Davies, Principal Health Living Officer, Vale of Glamorgan Council - Funding**

RESOLVED TO RECOMMEND: That a special meeting of the Leisure and Amenities is arranged to progress the Grant application as presented.

**9c: Appointment of Internal Auditor Financial Year 2018/19.**

The Clerk confirmed that Mr V Llewellyn had agreed to carry out the Internal Audit for financial year 2018/19, fees £750.00.

RESOLVED TO RECOMMEND: That Mr V Llewellyn is re-appointed as Internal Auditor for Cowbridge with Llanblethian Council for financial Year 2018/19.

**9d. Correspondence received from Town Council solicitors regarding Limes Shed**

Members noted the content of the correspondence received from the solicitors.

RESOLVED TO RECOMMEND: That the Town Clerk is given plenary powers to contact the Council's Solicitor and instructs them to act accordingly.

**10: Date and Time of next meeting**

Tuesday 5<sup>th</sup> February 2019 @ 7pm

The meeting concluded at 8.05pm