



Be kind



Byddwch yn garedig

COWBRIDGE (ANCIENT BOROUGH) with
LLANBLETHIAN TOWN COUNCIL
CYNGOR TREF
Y BONTFAEN (Bwrdeistref Hynafol) gyda
LLANFLEIDDAN

Date: 1st of February 2023

Dear Member of Cowbridge with Llanblethian Town Council,

You are summoned to attend a meeting of the Finance & Governance Committee on Tuesday the 7th of February 2023, 8.00pm, at the Cowbridge Town Hall Council Chamber or remotely by Microsoft Teams.

If you are unable to attend, please inform the Town Clerk, prior to the meeting of the reason for your non-attendance.

Yours faithfully

C. Kennedy

Cathy Kennedy

Town Clerk/Clerk Y Dref

Members of the Press and Public are welcome to attend the meeting in person or to email townclerk@cowbridge-tc.gov.uk for remote joining instructions. Please note the meeting will be recorded.

Committee Members: Cllr Alec Trousdell (Chair of the Committee), Cllr Beverly Tonkin (Deputy Chair) The Mayor Cllr John Andrew, The Deputy Mayor Cllr Malcolm Wilson, Cllr Gwen Baty, Cllr Geraint Baty & Cllr Lianne Brown.

AGENDA

1. APOLOGIES FOR ABSENCE

To note any apologies for absence.

2. DECLARATIONS OF INTEREST

To receive any declarations of interest relating to items on the agenda.

3. MINUTES OF THE PREVIOUS MEETING

To approve the minutes of the meeting held on the 10th of January 2023.

4. MATTERS ARISING

To discuss any matters arising from the last meeting and not on the agenda.

5. FINANCIAL MATTERS

To approve the financial report ending 31st of January 2023.

6. GRANT APPLICATION PROCESS

To review the grant application process for the ensuing financial year.

7. ANNUAL REPORT

To approve the annual report for 2021/22.

8. PREMISES LICENCE

To review the need for a licence.

9. WAR MEMORIAL

To consider renewing a one-year maintenance programme at a cost of £468 or a three-year maintenance programme at a cost of £1,320 culminating in a total saving of £84.

10. DATE OF NEXT MEETING

Tuesday, the 7th of March 2023 at 8pm.



Be kind



Byddwch yn garedig

COWBRIDGE (ANCIENT BOROUGH) with
LLANBLETHIAN TOWN COUNCIL
CYNGOR TREF Y BONT FAEN
(Bwrdeistref Hynafol) gyda
LLANFLEIDDAN

Minutes of the Meeting of the Finance & Governance Committee held in the Council Chamber and remotely using Microsoft Teams at 8.00pm on Tuesday the 10th of January 2023.

Present in the Council Chamber: Chair of the Committee, Cllr Alec Trousdell, Deputy Chair of the Committee Cllr Beverly Tonkin, Cllr Gwen Baty, Cllr Geraint Baty, Cllr Lianne Brown, Town Clerk Cathy Kennedy & Temporary Admin Officer Sarah-Jane Marshall

Attending by Microsoft Teams: Cllr Malcolm Wilson (Deputy Mayor of the Council)

Apologies: Cllr John Andrew (Mayor of the Council)

THE MEETING WAS RECORDED

Committee Members: The Chair of the Committee Alec Trousdell, Deputy Chair of the Committee Beverly Tonkin, the Mayor of the Council Cllr John Andrew, the Deputy Mayor of the Council Cllr Malcolm Wilson, Cllr Gwen Baty, Cllr Geraint Baty and Cllr Lianne Brown.

1. APOLOGIES FOR ABSENCE

Apologies were noted from Cllr John Andrew

2. DECLARATIONS OF INTEREST

As Secretary of the Chamber of Trade, Cllr Wilson declared an interest in item 7.

3. MINUTES

RESOLVED

The minutes of the meeting held on Tuesday the 6th of December 2022 were approved as a true and accurate record of proceedings.

4. MATTERS ARISING

- a. Cllr Tonkin asked why the War Memorial maintenance programme was not on the agenda, as she recalled that it had been deferred from the previous meeting. The Town Clerk responded that she had factored in extra time to discuss the budget and precept, and as a non-urgent matter the item would be included in the February agenda.
- b. Cllr Trousdell asked if there had been any updates regarding the Boundary Review. Cllr Wilson reported that a meeting had been organised for the 1st February.

5. MONTHLY FINANCIAL REPORT

The Town Clerk suggested that as she had only received the financial report the previous evening, members note the report, which will be included in the papers for the Full Council meeting next week. Members agreed and the report was noted.

6. BUDGET

The draft budget for 2023/2024 was considered and the Town Clerk highlighted the following;

- a. The addition of Road Closures at a cost of £2,000 per event. In 2023/24 there will be three public events - Civic Sunday, The Kings Coronation and Remembrance Sunday.
- b. The acquisition of **Christmas lights** from the Chamber of Trade and other costs involved with Christmas lights. Following issues over the last two-years with arranging an electric supply for lighting the tree in Aberthin, a quote from Western Power has been received at a cost of £3,500 to install an individual power supply. Complaints have been received via social media that there were no lights on the 22 trees at Westgate in 2022/23. The Chamber of Trade previously used battery lights which are no longer working. The string lights across the street are approximately 7 years old and approaching the end of their life span. A discussion took place around the possibility of spreading the cost of new lights over two-years and/or the possibility of hiring lights. The Reindeer Parade was also discussed and it was agreed that the Parade was the responsibility of community organisations, and the Town Council would support any future events with grants.
- c. The acquisition of **Cowbridge in Bloom** (Summer Flower Display) at an approximate cost of £2,500 per annum.
- d. The fact that for the last ten years the council have failed to raise the precept to keep up with inflation and the addition of new responsibilities.

Following a re-cap of the above points, it was agreed that the Town Clerk would take around £15,000 off the spend for Christmas lights, add a budget for Community Plan and amend the draft budget accordingly in time for the Full Council meeting next week.

7. OUTSOURCING FINANCE

Approaching the end of a three-month trial period for outsourcing finance, a discussion took place regarding the implications of continuing with the arrangement. Concerns were raised regarding the difficulties involved with matching timelines, leading to breaks in continuity and communication.

RECOMMENDED

To end the outsourcing agreement and take responsibility for finance back in-house.

8. CHRISTMAS LIGHTS

A letter received from the Chamber of Trade proposed a gift of the six High Street lights to the Town Council with the understanding that the removal, installation and storage costs each year would become the responsibility of the Town Council.

RECOMMENDED

To approve the acquisition and responsibility of the Christmas lights from the Chamber of Trade.

9. STANDARDS COMMITTEE

A vacancy for a Town and Community Council representative on the Vale of Glamorgan Councils Standards Committee was considered.

RECOMMENDED

To nominate Cllr Alec Trousdell for the position of representative on the Standards Committee.

10. GRANT APPLICATION

This item had been added to the agenda in expectation of receipt of a grant application from the Chamber of Trade for the Christmas Elf Trail.

RESOLVED

As the application was only received the evening prior to the meeting, it was agreed that this would be deferred to the Full Council meeting next week.

11. DATE OF NEXT MEETING

The next meeting is scheduled for Tuesday the 7th February 2023.

DRAFT



Be kind



Byddwch yn garedig

**COWBRIDGE (ANCIENT BOROUGH) with
LLANBLETHIAN TOWN COUNCIL
CYNGOR TREF Y BONTFAEN (Bwrdeistref Hynafol) gyda LLANFLEIDDAN**

Dear Friend,

The Town Council has reserved funds within its 2023/24 budget to award grants to community organisations which can demonstrate a clear need for financial support to benefit local residents.

Applications for the first round should be submitted between 1 April and 30 June 2023.

Applications for the second round should be submitted between 1 October and 31st December 2023.

Please note that full Council has the final say on all applications and there may be instances where applications that were originally approved by the finance and Governance committee are later declined by full council. The council reserves the right to amend funding amounts.

A copy of the application form along with guidance notes is attached.

If you would like to apply for a Grant, the application form must be completed and returned to the Town Clerk.

If your organisation/project previously received a Grant from the Council, it is imperative that you also complete and return the Grant Feedback form in Appendix One.

If you would like support completing the application form, visit our office at Cowbridge Town Hall or email/phone using the contact details below.

Town Clerk

townclerk@cowbridge-tc.gov.uk

01446 773385



Be kind



Byddwch yn garedig

Grant Aid Application Guidance Notes

Please read the guidance notes before completing the form:

Cowbridge with Llanblethian Town Council awards grants, at its discretion, to community organisations which can demonstrate a clear need for financial support to benefit residents by;

- providing a service
- enhancing a quality of life
- improving the environment
- promoting the Town Council in a positive way.

We suggest any applicants speak with the Town Clerk prior to requesting a grant;

Eligibility

Grants will not be made;

- to organisations situated outside the area administered by the Town Council, unless a clear benefit to the inhabitants of the Community can be established. In such cases, supporting information demonstrating the level of benefit must be provided
- to organisations that are socially exclusive, e.g., where there are unreasonable restrictions on membership inconsistent with equal opportunities
- to organisations established for party political purposes or promoting religious purposes
- where the aims and objectives of the organisation are inconsistent with the values of the Town Council.
- no grant will be awarded to or for any commercial venture for private gain
- the grant cannot fund the purchase of alcohol, wages, loans or interest payments or VAT that you can recover
- no retrospective applications will be considered.

Grants will be considered under the following criteria:

The organisation must be non-profit making or charitable (i.e. an independent group that does not make profit to pay Directors, Members or Shareholders; normally run by volunteers). Grants will not be made to individuals and would not normally exceed 50% of the cost of the project or activity.

Grants will not be made retrospectively and only one application for a grant will be considered from each organisation in any one financial year.

All grants must be used within one year from the award being made.



Be kind



Byddwch yn garedig

All grants are awarded on a one-off basis – if required for subsequent years a new application must be submitted each year.

A grant may only be used for the purpose set out in the application and it cannot be given or transferred to any other group.

Any monies not used, in part or full, for the agreed purpose must be immediately returned to the Town Council.

At the Council's discretion, for large grants, (over £500) groups may be subject to a visit by the Town Clerk to see how the grant has been administered.

The Council will require details of how the money has been spent within 1 year of the award being made.

Recognition of the grant from the Town Council must be made in any publicity and in the Group's accounts.

The Council may use the name of your Group and its project in our own publicity material where appropriate.

All grants are at the discretion of the council:

All applications will be considered on their merits and subject to providing the supporting documentation as requested on the application form. Incomplete applications will be returned and may not be re-considered. Especially if the budget is depleted.

Groups may be asked to make a brief presentation to Council Members.

If required, it is the applicant's responsibility to ensure that public liability insurance is in place.

The Council will take into consideration any previous grants made to an organisation when considering a new application.

Grants – DATA PROTECTION

Your Personal Data – The information in this application will be held by Cowbridge with Llanblethian Council for considering your grant application. The information that you have provided in the application form above will be presented to a Council meeting and become a permanent public record in the Council minutes. The contact information for the application will be retained for up to 7 years as an audit trail for our expenditure and may be shared with relevant authorities when requested by them. This data will be controlled by Cowbridge with Llanblethian Town Council. More information can be found in our Privacy Notice which can be seen on the Council's website at www.cowbridge-tc.gov.uk or from the Council Offices.



Be kind



Byddwch yn garedig

Cowbridge with Llanblethian Town Council

Grant Aid Application Form

No payments will be paid by cash.

SECTION A: ABOUT YOU	
Name of Organisation: (Please note that if you are successful, payment will be made to a bank account registered in this name).	
Registered Charity Number (if applicable)	
Name of Main Contact: (All correspondence will be addressed to this person)	
Full Postal Address of Applicant:	
Contact Telephone Number:	Daytime: Mobile:
Main Contact Email Address:	
Has the organisation received Grant Aid from Cowbridge with Llanblethian Town Council in the past 3 years?	



Be kind



Byddwch yn garedig

If the answer is yes, please complete the box below:

Date	Amount
	£
	£
	£
	£

Please provide a brief description of the main aims and activities of the organisation applying for a Grant.

How many people are involved in the organisation and approximately what percentage of them live in the Cowbridge with Llanblethian Town Council area?

Are you a not for profit organisation?

Yes ☐

No ☐

How long has the organisation been established?



Be kind



Byddwch yn garedig

SECTION B: WHY ARE YOU APPLYING FOR GRANT AID?

Please provide a brief description of what you intend to use the Grant Aid for?

How will the Grant Aid benefit the Community?

Please provide the dates you intend to start and finish the project.

Start Date:

Completion Date:

SECTION C: How much Grant Aid is being applied for?

What is the total cost of the project for which Grant Aid is required?

What is the amount of Grant Aid the organisation would like to apply for?



Be kind



Byddwch yn garedig

What other sources of funding have been approached, or are available for the project?

Supply the following information dependant on grant applied for.

A. Up to £100

- Organisation/Group constitution or rules

B. £101 - £499

- Income and expenditure account/balance sheet
- Last bank statement
- Constitution or rules
- VAT registration
- Is the organisation profit making?
- Provide quotations for items the Grant will be used for.

C. £500 - £2,000

- As requested in B
- Latest audited/ratified accounts and balance sheet.

Section D: Sustainability

Will the project/activity continue after this funding has ended?
YES/NO (delete as applicable)

If yes, provide details.



Be kind



Byddwch yn garedig

Section E: Payment Details

If your application is successful, payment will be made using the details below.

Account Name (*Use name of the organisation applying as in Section A*)

Account Number

Sort Code



Be kind



Byddwch yn garedig

SECTION F: Completing the application

Your Signature – This must be the signature of the main contact named in Section A

Declaration:

- i. I certify that the information contained in this application is correct.
- ii. If the information changes in any way I will inform Cowbridge with Llanblethian Town Council.

Signed:

Date:

Please note that this form requires two signatures:

Second Signature:

Position held in organisation:

Signed:

Date:

Completed application forms should be returned to:

The Town Clerk
Cowbridge with Llanblethian Town Council

enquiries@cowbridge-tc.gov.uk

or

The Town Hall
Cowbridge
CF71 7AD

Checklist:-

- ✓ A copy of the organisations Constitution or rules to be provided
- ✓ Two signatories on the form.



Be kind



Byddwch yn garedig

- ✓ Submission of the application form is completed before the deadline date.
- ✓ You have considered any Equality impact issues in your application.
- ✓ If you previously received a grant from Cowbridge with Llanblethian Town Council, complete and include the feedback from in Appendix One.

Appendix One

Cowbridge with Llanblethian Town Council Grant Feedback

Name:	
Organisation:	
Address:	
Telephone:	
Email address:	



Be kind



Byddwch yn garedig

Website:	
Reason for previous application: (Project/activity name/details)	
Amount received:	
Date received:	
I was happy with the application process?	Yes " No "
If your answer to the above question is no, please give further details to enable us to improve the application process.	
How has the donation made a difference to the Community?	

Cowbridge with Llanblethian Town Council welcomes feedback and photographs on all good causes that we have supported.

Should you provide photographs, these may be used for marketing purposes.

If you do NOT wish to have your photographs published tick this box "

Mossfords

2nd November 2022

Our Ref: SDM20211019/Cow/WMem

Ms. Cathy Kennedy
Town Clerk
Cowbridge Town Council
Town Hall
Cowbridge
CF71 7AD

Dear Ms Kennedy

Re: War Memorial Maintenance- Cowbridge

We are writing to inform you that the above memorial received the 2nd and final Maintenance Visit of your 1 Year Agreement on 21st October 2022.

All the inscriptions were carefully cleaned and attended to and all other parts of the memorial were professionally cleaned, all joints were inspected and re-pointed where necessary and the memorial was inspected for any issues or problems of which we found none we are pleased to report.

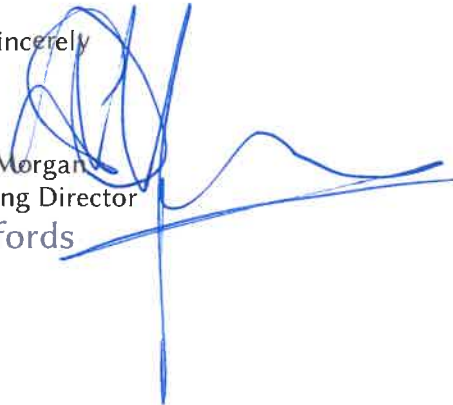
This now brings an end to the current Maintenance Agreement – should you wish to continue to have the memorial regularly maintained then we would be pleased to do so.

Please find enclosed a Memorial Maintenance Renewal Agreement. Should you wish to continue with this service then please sign and return this to us together with payment for the sum shown. This can be by cheque with the returned agreement or by bank transfer - see details at the bottom of the agreement – using the reference:

2023CowWarMemMain

Should you have any queries or if we can be of any further assistance then please do not hesitate to contact us.

Yours sincerely


Simon Morgan
Managing Director
Mossfords

War Memorial Maintenance Agreement

Name: Ms. Cathy Kennedy
Town Clerk, Cowbridge with Llanblethian Town Council
Address: Town Hall
Town: Cowbridge
County: Vale of Glamorgan
Post Code: CF71 7AD
Email: townclerk@cowbridge-tc.gov.uk
Telephone Number: 01446 773385 – 07708 443415

SITE: COWBRIDGE WAR MEMORIAL – Cowbridge High Street

Maintenance Months:

April/May 2023 and then October 2023 in readiness for Remembrance Sunday

Period Of Duration:	<u>1 Year</u>	or	<u>3 Years</u>
Pre-paid Sum Due:	£468.00		£1,320.00
Value Added Tax @ 20%	<u>£ 93.60</u>		<u>£ 264.00</u>
TOTAL AMOUNT DUE:	£561.60	or	£1,584.00

Signed: **X** **X** Date:20

Please send a **CHEQUE** payable to **WAR MEMORIAL RESTORATION COMPANY** or

Please **TELEPHONE** to make payment by **DEBIT CARD** or **CREDIT CARD**

OR Should you wish to pay by direct bank transfer then please **use our reference: 2023CowWarMemMain** for the payment and use the following bank details – we will send you a receipt when payment has been received:

Bank: **HSBC** Account Name: **MS-Group Ltd** Account Number: **91048821** Sort Code: **40-36-06**

Official Use Only - Do Not Write Below

Memorial Agreement Number: **2023CowWarMemMain**

Paid:

From 7th April 2015

The 2014 Order generally exempts the following, up to 11pm, for an audience of up to **500**:

- ☐ **Live music** in relevant alcohol licensed premises and workplaces.
- ☐ **Recorded music** in relevant alcohol licensed premises (not workplaces).
- ☐ **Live and recorded music** held by 3rd parties in **schools**, hospitals, local authority and community premises.
- ☐ Travelling **circuses** (no audience limit).
- ☐ Incidental films (where the film is incidental to another activity which is not a itself description of regulated entertainment, e.g. drinking or eating).
- ☐ The provision of **entertainment by or on behalf of local authorities, health care providers or schools on their own defined premises** (no audience limit).
- ☐ Greco-Roman and freestyle wrestling (audience of 1000).

Furthermore the Deregulation Act 2015 (Commencement No. 1 and Transitional and Saving Provisions) Order 2015 has brought into force section 76 of the Deregulation Act 2015 dealing with the **deregulation of exhibition of films in community premises**.