



Be kind



Byddwch yn garedig

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

Date: 4th of January 2023

Dear Member of Cowbridge with Llanblethian Town Council,

You are summoned to attend a meeting of the Finance & Governance Committee on Tuesday the 10th of January 2023, 7.00pm, at the Cowbridge Town Hall Council Chamber or remotely by Microsoft Teams.

If you are unable to attend, you must 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 and may be published on the Town Council website.

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 8th of November 2022.

4. MATTERS ARISING FROM THE MINUTES OF THE LAST MEETING

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 December 2022.

6. BUDGET AND PRECEPT

To consider the draft Budget and the Precept request for 2023 – 2024.

7. OUTSOURCING FINANCE

To consider the future of outsourcing the finance.

8. CHRISTMAS LIGHTS

To consider a letter received from the Chamber of Trade regarding the future of the Cowbridge Christmas Lights.

9. STANDARDS COMMITTEE

To discuss the vacancy for a Town and Community Council representative on the Vale of Glamorgan Councils Standards Committee

10. GRANT APPLICATION

To consider a grant application from the Chamber of Trade.

11. DATE OF NEXT MEETING

Tuesday, 7th of February 2023 at 8pm.



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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 6th of December 2022.

Present: Chair of the Committee, Cllr Alec Trousdell, Deputy Chair of the Committee Cllr Beverly Tonkin, Cllr Lianne Brown.

Microsoft Teams: Cllr Malcolm Wilson (Deputy Mayor of the Council), Cllr John Andrew (Mayor of the Council)

Town Clerk Cathy Kennedy
Temporary Admin Officer Sarah-Jane Marshall
Finance Consultant Kerry Leigh-Grabham

Apologies: Cllr Geraint Baty, Cllr Gwen Baty.

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.

The Chair of the Committee welcomed Kerry Leigh-Grabham the Council's new Finance Consultant to her first meeting and requested all attendees introduce themselves.

APOLOGIES FOR ABSENCE

Apologies were noted from Cllr Geraint Baty and Cllr Gwen Baty.

DECLARATIONS OF INTEREST

There were no declarations of interests.

CO-OPTION OF EXTERNAL CONTRACTOR

Following the appointment of KLG Associates to carry out finance activities on behalf of the council, the following resolution was approved:

RECOMMENDATION

Co-opt KLG Associates to the committee for the purpose of providing financial information.

MINUTES

RESOLVED

The minutes of the meeting held on Tuesday the 8th of November 2022 were approved.

MATTERS ARISING

There were no matters arising from the meeting held on the 8th of November 2022.

MONTHLY FINANCIAL REPORT

RECOMMENDED

The monthly financial report ending 30th November 2022 was approved.

BUDGET

The draft budget for 2023/2024 was considered and the following was recommended;

RECOMMENDED

To hold a special meeting of the Finance & Governance Committee on 11th January 2023 to approve the final budget for 2023/24.

COMMUNITY BOUNDARIES REVIEW

RECOMMENDED

It was agreed that Cllrs; Andrew, Wilson and Trousdell would represent the committee on the Communities Boundaries Review.

THE VALE OF GLAMORGAN COMMUNITY REVIEW

The Vale of Glamorgan Community Review report was noted.

SECTION 137

The Section 137 Expenditure Limit for 2023-24 was noted.

WAR MEMORIAL

RECOMMENDED

It was agreed to defer this item to the next meeting.

THE FINANCE GOVERNANCE TOOLKIT

Guidance from One Voice Wales and the Society of Local Council Clerks was noted.

BULLYING & HARASSMENT IN COUNCILS

Guidance from One Voice Wales and the Society of Local Council Clerks was noted.

ELECTORAL ADMINISTRATION AND REFORM WHITE PAPER

The White Paper was noted.

GRANT APPLICATION

A late application for an elf trail was received from the Chamber of Trade.

RECOMMENDED

Due to the application only being received a matter of hours prior to the meeting, the majority of committee members had not been able to consider the request, therefore, this item was deferred to the next meeting and it was agreed that it would be considered retrospectively.

DATE OF NEXT MEETING

Tuesday the 10th of January 2023

The meeting ended at 9pm.

From Cowbridge Chamber of Trade

28/12/22

To Cowbridge Town Council

Dear Councillors,

The Chamber of Trade would like to propose that we make a gift of the six High Street lights to the Town Council in January 2023. The Town Council would then take over the removal, installation and storage costs each year which unfortunately the Chamber of Trade can no longer fund.

Currently we employ Blachere to remove, store and install the lights, including providing the pull testing certificate for Highways. The annual cost of this totals £2644 plus vat.

Latest invoice attached.

You of course may find a new installer if more convenient.

We, the Chamber, always offer to cover the electricity costs each year, when we inform the businesses of the installation date and ask them to put their switches on ready, but up to date the businesses in the buildings that the lights are attached to pay the costs of the electricity each year. which are minimal, less than 50p per day, as they are LED lights. We leave them permanently on from installation early in mid November to January.

Those businesses are

Bear Hotel

HRT

Arthur John

Elephant & Bun

Tailor Made/King Fox

Russell Heath accountant now above Skogstad

I can give you names and contact details of each business.

They are agreeable to continue with the format as the benefit to the town is significant and it would be a very sorry loss for the town to lose these 6 crossings.

Kind regards,

Kate Thomas

Chair

From: [Bowen, Karen](#)
To: [All Community Councils](#)
Subject: Town and Community Council rep on the Vale of Glamorgan Council's Standards Committee
Date: 20 December 2022 11:02:24

Good morning all,

I would be grateful if you would consult with your members to ascertain if a Member may wish to be considered for the above position on the Standards Committee. Two names were put forward however, one of the representatives had a conflict of interest and the other I have been unable to reach.

If you could enquire again as to whether any of your Members may be interested in the position as we are still carrying a vacancy and the position is required to be filled by a Cllr representative of TCC's in the Vale.

Happy to discuss the role in more depth with a Cllr who may be interested if they so wish.

Kind regards and Merry Christmas and Happy New Year if I don't speak to you before then.

Karen

From: Bowen, Karen
Sent: 16 June 2022 18:09
To: All Community Councils <AllCommunityCouncils@valeofglamorgan.gov.uk>
Subject: Town and Community Council rep on the Vale of Glamorgan Council's Standards Committee

Good afternoon all,

Further to discussions at the Monitoring Officer's meeting with Clerks yesterday it was mentioned and accepted that I would be writing to all Clerks regarding the appointment of a representative to sit on the above Committee as the Town and Community Council's representative. Therefore, could you please consult with your Members asap as to expressions of interest for the position.

You may recall that Cllr Mike Cuddy Councillor from Penarth Town Council has previously been TCC's rep on the Committee however his second term of office came to an end on 4th May 2022 (in accordance with the legislation). We are therefore seeking to appoint a new representative and would be grateful if you could let us know if any of your members (not Vale of Glamorgan Councillors on your Council) would be interested. We are eager to make an appointment asap.

The details of the work etc of the Standards committee can be found in the Vale of Glamorgan Council's Constitution on the below link at Section 8 (details the Membership, role and function etc of the Committee) and Section 14 page 135 details the terms of reference :-

https://www.valeofglamorgan.gov.uk/en/our_council/Council-Structure/Constitution/Council-Constitution.aspx

For information meetings of the Standards committee take place approx. 5 times a year and the current timetable can be found on the Council's website but for info the dates for 22-23 are as follows –

23rd June at 10.30am

22nd September 2022 at 10.00am

24th November at 10.00am

26th January 2023 at 10.00am

3rd April 2023 at 10.00am

An allowance is payable for attendance at meetings the details of which can be found in Section 27 paragraph 27.3 on page 135 of the Constitution.

Should only one representative be nominated by all TCC's that person will automatically be appointed, however if more than one rep is put forward the Standards Appointments Committee will consider all nominations by application and make an appointment.

If you have any queries please do not hesitate to give me a call.

Many thanks all

Karen