Be kind

Byddwch yn garedig

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

MINUTES OF THE FINANCE & GOVERNANCE COMMITTEE MEETING
held in the Council Chamber and remotely using Microsoft Teams at 8.00pm on Tuesday the 4th July 2023.

Present: Council Chamber: Chair Cllr Alec Trousdell, Deputy Chair Cllr Geraint Baty, Cllr Gwen Baty, the Mayor Cllr Malcolm Wilson, the Deputy Mayor Cllr Heather Weddell, Cllr Lianne Evans, Town Clerk Cathy Kennedy & Deputy Town Clerk Sarah-Jane Marshall

Microsoft Teams: There were no virtual attendees.

Committee Members: Chair Cllr Alec Trousdell, Deputy Chair Cllr Geraint Baty, Cllr Gwen Baty, the Mayor Cllr Malcolm Wilson, the Deputy Mayor Cllr Heather Weddell, Cllr Beverly Tonkin & Cllr Lianne Evans.

1. APOLOGIES FOR ABSENCE
Apologies were noted from Cllr Tonkin.

2. DECLARATIONS OF INTEREST
There were no declarations of interest relating to items on the agenda.

3. MINUTES
RESOLVED
The minutes of the meeting held on the 6th of June 2023, were approved as a true and accurate record.

4. MATTERS ARISING
The following items were noted:
4.1 Awaiting new model Financial Regulations.
4.2 Lone Working Policy - in progress.
4.3 Annual Report 2022/23 - in progress
4.4 Training record - updated
4.5 Cllr Evans thanked the office staff for providing a full breakdown of coronation expenditure.

5. TERMS OF REFERENCE
The reviewed terms of reference were considered, with several amendments suggested. The amended version will be presented to the next full council meeting.
RECOMMENDED
To approve the reviewed terms of reference for the ensuing year

6. THE FINANCIAL REPORT

The financial report ending the 28th of June 2023 was considered. The Committee noted that income to date for the Lesser Hall exceeded the 2023/24 budget expectations.

RECOMMENDED
To approve the financial report.

7. AUDIT
The recommendations of the external audit report (2021–2022) were noted.

8. DEBIT CARD PAYMENTS
In accordance with a recommendation of the internal auditor, alternative direct payment options were considered.

RECOMMENDED
To switch from the current debit card arrangement to a credit card, with a limit of £1000.

9. RISK MANAGEMENT ASSESSMENT
The reviewed risk management assessment for the ensuing year was considered.

RECOMMENDED
To approve the management risk assessment.

10. GIFTS AND HOSPITALITY POLICY
A new gift and hospitality policy was considered.
RECOMMENDED
To approve the new gift and hospitality policy.

11. SOCIAL MEDIA POLICY
Draft two of a new social media policy was considered, with several amendments suggested and agreed by the Committee.
RECOMMENDED
To approve the reviewed social media policy.

12. COMPLAINT POLICY
The reviewed complaints policy was considered.
RECOMMENDED
To approve the reviewed complaints policy.

13. VEXATIOUS POLICY
A new draft Vexation Policy was considered.
RECOMMENDED
To approve the new Vexatious policy.

14. AUTHORISATIONS
RECOMMENDED
To approve Cllr Geraint Baty and Cllr Evans as additional online signatures on the bank mandate.

15. DATE OF THE NEXT MEETING
The 5th of September 2023