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

Be kind

Byddwch yn garedig

MINUTES OF THE FINANCE & GOVERNANCE COMMITTEE MEETING

held in the Council Chamber and remotely using Microsoft on Tuesday, 5th of September 2023, 8pm,

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, 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 B Tonkin, Cllr J Andrew and the Town Clerk C Kennedy

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 4th of July 2023,1st of August 2023 was approved as a true and accurate record.

4. **MATTERS ARISING**

   It was noted that the mayor inquired about the status of signatory appointments. Furthermore, Cllr. M. Wilson, acting in the capacity of Mayor.

   RECOMMENDED
   The Town Clerk convene a meeting with the Bank Manager to address both the issue of signatories and the administration of the savings account held at the bank.

5. **THE FINANCIAL REPORT**

   The financial report, covering the period ending on August 31, 2023, was deliberated upon. Cllr. M. Wilson, in collaboration with the Town Hall Officer and Financial Officer, elucidated that comprehensive formatting and design should be implemented in order to facilitate the projection of our reserve funds.

RECOMMENDED
To approve the financial report.

6. FINANCIAL REGULATIONS

The preliminary financial regulations were reviewed, and during the discussion, Cllr. L. Evans sought clarification on Section 6.11 and its scope. Mayor M. Wilson noted that this particular aspect requires further exploration and examination.

RECOMMENDED
To approve the financial regulations for the ensuing year

7. POLICIES & PROCEDURES

NOTED

A policy and procedure review schedule was presented, highlighting the importance of maintaining up-to-date forms as policies evolve. Mayor Cllr. M. Wilson raised a query regarding the necessity of conducting annual policy reviews.

RECOMMENDED
Subject to the amendments the policies and procedures review calendar is approved

8. CHRISTMAS LIGHTS

The committee kindly recognised the delay in receiving the report and expressed their concern that, due to the limited time available for review, many members had not had the opportunity to thoroughly examine its contents, which might affect their ability to make an informed decision.

NOTED
A report on the Christmas lights

9. TOWN CLERK OFFICE DOOR

A report suggesting the replacement of the door to the town clerk's office due to its deteriorating condition was brought forward for deliberation.

RECOMMENDED
To promptly approve the quotation and proceed with the replacement of the Town Clerk's door.

10. OFFICE FURNITURE

The Office furniture report was considered.

RECOMMENDED

1. It is advised not to approve this report due to the absence of an allocated budget. This matter will be deferred for further examination to determine the necessity of the equipment.

2. It is recommended that the screens be adjusted to the appropriate height.

3. Additionally, it is suggested that a staff assessment be conducted to identify specific needs.

11. ANNUAL REPORT

The annual report for 2022/2023 was considered.

RECOMMENDED

To approve the annual report 2022/2023

12. LONE WORKING POLICY

A lone working policy was considered.

RECOMMENDED

To approve the Lone Working Policy but will make sure that all members of staff have access to an app to allow others to contact each other to make sure that they can contact us. That all members of the staff have mobile phones to contact each other.

13. TOWN COUNCIL CREST

The committee considered adopting a restored, high-resolution logo of Cowbridge town council.

RECOMMENDED

It was recommended to approve the adoption of the restored, high-resolution logo of Cowbridge Town Council as an expression of gratitude to Tom Hope for his dedicated efforts. Additionally, it was suggested to explore the possibility of Tom assisting in the revitalization of the Llanblethian Crest.

14. OFFICE BOILER

The committee considered a quote for a replacement boiler.

RECOMMENDED

It was proposed to approve C.S. Boxhall for the installation of the office boiler.

15. DATE OF THE NEXT MEETING

The 3rd October 2023