



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 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 and the 1st of August 2023 were approved as a true and accurate record.

4. MATTERS ARISING

The Mayor, Cllr. M Wilson raised questions regarding the status of signatory appointments.

RESOLVED

The Town Clerk to 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 / financial officer, elucidated that comprehensive formatting and design should be implemented to facilitate the projection of our reserve funds.

RESOLVED

The financial report was approved.

6. FINANCIAL REGULATIONS

These financial regulations establish the framework for responsible financial management within a council. They can only be altered by a council resolution and serve as one of the three key governing policy documents alongside standing orders and contract-related financial regulations. The council is legally obligated to ensure effective financial management, internal control, and risk management. The Responsible Financial Officer (RFO), typically the Town Clerk, plays a central role in administering financial affairs, maintaining accounting records, and ensuring compliance. The regulations require thorough accounting records, robust accounting control systems, and specific non-delegable decisions by the full council. Breaches by employees may lead to disciplinary action, and council members are expected to adhere to these regulations to maintain their credibility. Overall, these regulations aim to promote transparency, accountability, and prudent financial practices within the council's operations.

RESOLVED

T financial regulations for 2023/24 were approved.

7. POLICIES & PROCEDURES

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. The amendment to the name Vexatious is to be changed to Vexatious Behaviour.

RESOLVED

Subject to the amendment specified above, the policies and procedures review calendar was approved.

8. CHRISTMAS LIGHTS

The committee 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.

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.

RESOLVED

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

10. OFFICE FURNITURE

The Office furniture report was considered. This report, prepared for Cowbridge Town Council on August 29, 2023, highlights the need for ergonomic office furniture, specifically chairs, within the Clerk's Office. It emphasises the importance of proper seating for employee well-being and productivity, referencing health requirements and legal obligations. The report discusses the impact of inadequate seating, financial implications, and legal duties, ultimately recommending the introduction of ergonomic chairs tailored to individual needs. The proposal aligns with the Town Council's commitment to employee health and can be funded from existing budgets. In conclusion, the report seeks to create a positive and efficient workspace that prioritises both physical comfort and fiscal responsibility.

RESOLVED

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.

RESOLVED

The annual report for the municipal year 2022/2023 was approved.

12. LONE WORKING POLICY

A lone working policy was considered. This policy aims to ensure the safety and well-being of lone workers within Cowbridge and Llanblethian Town Council. It defines lone workers and outlines the scope of the policy, including its applicability to employees and contractors. Legal requirements under the Health and Safety at Work Act 1974 are highlighted, emphasising the responsibility of both employers and employees for safety. The policy's objectives include identifying lone workers, assessing risks, and implementing a safe system of work. Risk assessment categories are detailed, and a safe work system is encouraged. Organisational responsibilities, such as maintaining contact with lone workers and responding to emergencies, are defined. Employees are expected to comply

with safety measures and report incidents. Financial implications are discussed, and references to other policies are provided within the organisation.

RESOLVED

The Lone Working Policy was approved with the caveat to arrange for all staff members to have access to work mobile phone with a downloaded app facilitating communication with one another.

13. TOWN COUNCIL CREST

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

RESOLVED

The restored, high-resolution logo of Cowbridge Town Council was approved with an expression of gratitude to Tom Hope for his dedicated efforts. Additionally, it was suggested to explore the possibility of Tom assisting in the revitalisation of the Llanblethian Crest.

14. OFFICE BOILER

This report outlines the need for a new domestic boiler system for the Town Hall office.. The existing back boiler has been declared unsafe and beyond repair. The report specifies requirements for the replacement, including pipework, electrical adjustments, a gas-fired boiler, a flue system, a condensate drain, pipework upgrades, and more. Five companies were contacted, but only two responded. C.S. Boxall Ltd. and Elite Plumbing & Heating provided quotes. C.S. Boxall Ltd. offered a detailed quote with a 10-year warranty, while Elite Plumbing and Heating provided a slightly higher-cost quote with no specified warranty. It was recommended to choose C.S. Boxall Ltd. due to their competitive pricing, extensive warranty, and comprehensive scope of work.

RESOLVED

The quote received from C.S. Boxall for the installation of the office boiler was approved

15. DATE OF THE NEXT MEETING

The 3rd October 2023

