



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

Minutes of the Meeting of the F & G Committee Date 4th March 2025

Present in the Chamber Cllr Wilson (Chair), Deputy Mayor Cllr Geraint Baty (Deputy Chair), Mayor Cllr Weddell, Cllr Andrew, Cllr Gwen Baty, Cllr Sami.

Committee Members: Cllr Wilson (Chair), Deputy Mayor Cllr Geraint Baty (Deputy Chair), Mayor Cllr Weddell, Cllr Andrew, Cllr Gwen Baty, Cllr John, Cllr Sami.

66/F&G2025 APOLOGIES

Apologies were noted from Cllr John.

67/F&G2025 DECLARATIONS OF INTEREST

There was no declaration of interests.

68/F&G2025 MINUTES

The minutes of the previous meeting were approved.

69/F&G2025 MATTERS ARISING

The Acting Town Clerk updated the committee that the data cabinet is now in situ and houses all the computer related wires that were previously on the floor of the office in a mess.

Regarding the insurance tender this has gone to three Insurance companies, clear Council, James Hallam and the existing company Zurich. They have all come back asking for information which has been supplied and currently waiting on the quotes.

Cllr Sami updated that he had not reached out to the youth community as yet as he was unsure if he had delegated power, he was assured by the Chair and Acting Town clerk that he has so will get moving on this his feeling is to have discussion that emphasizes the goal of creating **inclusive community spaces** for youth, families,

and other groups. There is a focus on **bridging gaps** and fostering a sense of community by providing spaces where people can gather independently.

The Acting town Clerk is to ask Tom Hope to publish a **press release** include a QR code to the **Budget 2025/26**, also to state anyone wishing to have a paper copy to contact the office to request one.

70/F&G2025 FINANCIAL REPORTS

Despite unexpected expenditure this year, the financial position remains stable. We now know that we will not receive the grant from Cadw in this financial year so that has been taken out of Income. Discussions needed particularly in managing reserves and monitoring expenditure against budgeted figures.

The Financial Reports were approved.

71/F&G2025 AUDIT INTERNAL REPORT AND POLICIES

The report on financial discrepancies was acknowledged, and steps are being taken to investigate anomalies between recorded and actual figures.

There is a need to establish a more structured process for accrual accounts and year-end procedures.

Internal audit findings suggest weaknesses in income control, and recommendations include periodic checks to strengthen oversight.

The risk register is on the agenda, including specific concerns regarding fraud prevention.

Efforts are being made to address historic internal audit queries, ensuring compliance and stronger financial control mechanisms.

Final accounts must reflect adequate internal controls, and further actions will be taken to ensure regulatory compliance.

Improvements in financial oversight are being considered, particularly in managing reserves and monitoring expenditure against budgeted figures.

Staffing and control measures are under review to enhance financial accountability, with discussions ongoing regarding necessary procedural adjustments.

The overall discussion emphasized the importance of financial prudence, compliance with audit recommendations, and the implementation of improved financial controls to ensure operational efficiency.

Current Risk Register Overview:

The risk register is considered comprehensive but lacks key elements such as fraud risks

While it lists risks, it does not include probability or impact assessments, which are essential for effective risk evaluation.

An example was given regarding unauthorized payments by cheque, which is currently listed as a risk despite cheques no longer being used.

Recommendations for Improvement:

The risk register should be expanded to include probability and impact assessments for each identified risk.

Fraud risks need to be explicitly included and assessed.

Additional risks, such as acting beyond legal powers, should be recognized. Although the probability is low, the potential impact could be significant, including legal consequences for council members.

The risk register will be formally reviewed, updated, and presented again in the summer for approval.

Management controls should be documented, with clear actions assigned for monitoring and mitigation.

A reminder of existing risk management processes and responsibilities will be issued to ensure compliance.

72/F&G2025 INDEPENDENT REMUNERATION PANEL FOR WALES

. Member Allowances & Payments:

A report recommends changing the payment structure for members' allowances.

Instead of annual payments, allowances will now be paid monthly, ensuring payments start when a member begins their role and stop when they leave.

The overall amounts for town and community councils remain unchanged, but payments for larger councils have increased.

Members must opt out if they do not wish to receive the allowance; otherwise, they are automatically included.

There is a provision to compensate members who lose earnings due to council duties,

with payments of £126.70 for a full day and £63 for half a day.

members are also entitled to childcare reimbursements, but there is a need to better communicate these entitlements to avoid confusion.

The recommendations set out in the ATC report were **recommended**.

73/F&G TENDER FOR SOCIAL MEDIA SUPPORT

Tom has been managing social media and website support since January in an acting capacity.

A tender document for the role has been prepared and is open for review before the tender process begins.

The goal is to secure a contract for the remainder of the year, with the potential for renewal or revision based on future needs.

Discussion took place around how changes in strategy, such as a revised business plan, might impact website and media management. The flexibility to update content as needed was emphasized.

Tom Hope currently manages website updates, social media, and graphic design for communications, such as road closure notices.

It was suggested that contractors might provide additional advice on content and presentation.

Questions were raised about decision-making authority regarding website content, including adding images of welfare teams.

The social media support tender was recommended and to will go out later this week.

74/F&G2024 DATE OF NEXT MEETING

4th March 2025