

BARGOED TOWN COUNCIL CYNGOR TREF BARGOD

MINUTES of Policy & Resources Committee Meeting

6th February 2020

PRESENT Councillors J Bissex, Mayor R Carroll, D Morgan, H Llewellyn, V Stephens

Also in attendance – Town Council Clerk

Meeting Chairman – Cllr R Carroll (Mayor)

1. To receive apologies for absence.

Councillor A Collis, S Horton.

2. Declaration of Interest or dispensations on any items(s).

Cllr R Carroll declared an interest in All allotments in the Greater Bargoed Area, Tarragan, Bargoed Bowls Club.

Cllr V Stephens declared an interest in Cartref Community Hall.

2a. To approve and sign the minutes of the Policy & Resources Committee Meeting 12th December 2019.

Minutes approved and signed by the Mayor at the meeting.

3. To consider and approve the CiLCA Learning Agreement as provided by One Voice Wales.

Members discussed the CiLCA training, the resource implications and the support needed from Council. Members expressed their gratitude to the Clerk for agreeing to undertake the training. Study leave was discussed with the Clerk and the following was RESOLVED:

- one day per week study leave granted, to be reviewed with the Clerk as the course progresses.
- Clerk will claw back study leave during Council recess.
- The learning agreement between The Council, One Voice Wales and the Clerk to be signed by the Mayor.

4. To review and adopt Policies as follows.

Members reviewed and RESOLVED to adopt the following Policies and Procedures:

- 4.1 Disciplinary procedures
- 4.2 Grievance policy and procedure
- 4.3 Training and development policy
- 4.4 Document retention and disposal policy
- 4.5 Equality and diversity policy
- 4.6 Lone worker policy

Date of review: 3 years (2023) unless there are significant changes to legislation in which case the policy becomes immediately under review.

5. Items from the Clerk.

5.1. To discuss line management delegation of duties.

Members RESOLVED the Leader to be delegated as line manager for the Clerk. A draft supervision policy to be brought to the next committee meeting for consideration.

5.2 To receive a banking update from the Clerk and consider card payments.

The clerk provided Members with feedback received from the bank in respect of card services and the charges for use of cheques and cash processing. Members discussed the situation with the Clerk and RESOLVED to continue without card services for the time being; to authorise the payment of the Clerk's salary by BACS with a Member being present to witness the online transaction.

5.3 To receive an update on the new Town Council website.

The Clerk demonstrated the new website to Members advising of the new template and support from Caerphilly County Borough Council. The resource implications of getting the website populated, along with the deadline of 31st March 2020, were considered. Members RESOLVED to authorise overtime for the Clerk on the same basis as the study leave. Members were asked to contribute information and images for the new site. The Clerk advised of ongoing I.T issues which is impacting on both the new website and electronic mail. The Mayor and Deputy Mayor will research solutions to bring to the February full council meeting.

6. To consider Members Allowances.

The Committee RESOLVED to defer this item to the February full council meeting.

The meeting closed at 7.40pm

Signed: