

**BARGOED TOWN COUNCIL      CYNGOR TREF BARGOD**

**MINUTES of Policy & Resources Committee Meeting**

**14<sup>th</sup> November 2019**

PRESENT                      Councillors H Llewellyn, J Bissex, V Stephens (Leader),  
S Hamer-Thomas, L Harding, Mayor R Carroll, D Morgan,  
A Collis.

Also in attendance – Town Council Clerk

Meeting Chairman – Cllr R Carroll (Mayor)

**1. To receive apologies for absence.**

Councillor D Price, J Halvey.

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

No declarations made.

**3. To receive a report on quarter two internal financial scrutiny and conduct a budget review at the end of quarter two.**

Unfortunately Cllr Halvey was unable to be present; in his absence the clerk confirmed that the quarterly review had been completed and the cashbook signed. Members reviewed the budget at the end of quarter two along with the anticipated net year end spreadsheet.

**4. To consider and adopt a Statement of Internal Financial Controls.**

Members considered and RESOLVED to adopt the statement. The Committee will review the statement on an annual basis.

**5. To consider the DRAFT Action Plan and its budget implications.**

The Committee worked through the Draft Action Plan considering all suggestions received from Members. Cllr Morgan provided an update on the Integrated Wellbeing Network and opportunities that it may present for older people. The Committee discussed many opportunities for services to be developed in the future. The Clerk to update the DRAFT Action Plan as amended and pass it to full council for agreement.

**6. To establish a working group to review Information Management and Document retention arrangements.**

Members discussed the One Voice Wales training opportunity on 3<sup>rd</sup> December and RESOLVED to authorise an additional £80 expenditure for Cllrs Carroll and Llewellyn to accompany the clerk and Cllr Morgan on the training. The working group will comprise Cllrs Carroll, Morgan, Llewellyn.

**7. Items from the Clerk.**

**7.1 To authorise the Clerk's Registration on CiLCA.**

RESOLVED £340 + vat authorised for initial registration and £320 authorised for the second phase of CiLCA portfolio. Clerk to ensure budget 2020/21 reflects this resolution, and register for CiLCA as soon as possible.

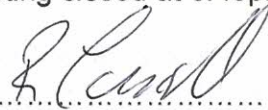
**7.2 To consider the Clerk's annual leave request.**

The clerk advised Members of the implications for the town hall over the Christmas period, and left the room while members discussed the issue. The Committee resolved to grant the annual leave request, therefore the town hall will be closed from Friday 20<sup>th</sup> December 2019 until Thursday 2<sup>nd</sup> January 2020.

**7.3 To discuss consultations and provide the clerk with guidance.**

Members discussed the number of consultations currently being received by the clerk and how they are circulated to council. Alternative options were considered including setting up a share point. The Committee instructed the clerk to continue circulating consultations in the same way for the time being and following training the Information Management Working Group to research opportunities for a SharePoint style system/dropbox for the future.

The meeting closed at 6.40pm

Signed:  .....