

**BARGOED TOWN COUNCIL      CYNGOR TREF BARGOD**  
**DRAFT MINUTES of Policy & Resources Committee Meeting**  
**15<sup>th</sup> July 2020**

PRESENT                      Councillors H Llewellyn, Mayor R Carroll, A Collis, J Halvey, J. Bissex, D.Morgan, D.Price.

Also in attendance – Town Council Clerk

Meeting Chairman – Cllr H Llewellyn (Deputy Mayor)

1. To receive apologies for absence.

Councillor S Horton.

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

None.

3. To approve and sign the minutes of the Policy & Resources Committee Meeting 17<sup>th</sup> March 2020.

Minutes approved and signed at the meeting by the chairman.

4. **Items from the Clerk:**

4.1 The Clerk confirmed that in accordance with the Town Council Health and Safety Policy all electrical items were PAT tested in June 2020. They will be retested in June 2021.

4.2 The Clerk advised receipt of the refund on VAT payments for quarter one.

4.3 It was explained to the committee that after consulting Cllr Halvey, the internal scrutiny of accounts will be conducted after the end of quarter two with six months of records being examined. This is due to the implications of the coronavirus and the need to observe social distancing.

5. To review the Town Council complaints policy.  
The committee reviewed the complaints policy and updated the contact details to reflect the new email address and mobile telephone number. Next review due 2021.

6. To set up a working party to review 2020-21 budget allocation and make recommendations to Full Council because of the impact of the Coronavirus on planned council activities.

The committee felt the agenda would allow for the meeting to review the budget allocation. In light of the continued uncertainty regarding permitted activities for the foreseeable future, the committee RESOLVED to instruct the clerk to continually monitor the budget and the committee recommendation to full council is that any budget availability, as a result of the Coronavirus, should be vired to the following three priority areas of Reserves [to £10,000]; Town Council Projects [Floral Displays and Festive Lighting]; and the General Grants Programme.

7. To consider and adopt the DRAFT Welsh Language Policy and discuss resource implications.

The committee RESOLVED to approve and adopt the Welsh Language Policy and to recommend to full council that an initial budget of £1,500 is included in the budget calculations for 2021/22 in respect of translation costs.

8. To consider and adopt the DRAFT Grant-making policy.  
Members discussed the grants programme and RESOLVED to adopt the DRAFT policy. The committee RESOLVED that an additional grant round be put in place this year with applications being considered at the September meeting of Full Council; the maximum grant to be awarded of £250 per application.

9. To discuss the Town Council annual donation programme.  
The Clerk was instructed to draft a short statement in respect of this area of the Town Council work for consideration at the next committee meeting.

10. To consider and approve the DRAFT Appraisal Policy.  
The draft policy was examined by the committee and members discussed its content. The committee RESOLVED to approve the appraisal policy.

The chairman thanked everyone for their contribution to the meeting, for their patience and their perseverance with the new technology.

The Meeting closed at 6.40pm

**Date of next meeting confirmed as 5.30pm Thursday 8<sup>th</sup> October 2020**