

BARGOED TOWN COUNCIL CYNGOR TREF BARGOD

MINUTES of Policy & Resources Committee Meeting

1st December 2020

PRESENT Councillors J Bissex, R Carroll, D Morgan, H Llewellyn, S Horton,
J Halvey, D Price.

Also in attendance – Town Council Clerk

Meeting Chairman – Cllr H Llewellyn (Deputy Mayor)

1. To receive apologies for absence.

Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Clerk.

Councillor A Collis.

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

Councillors and Officers are reminded of their personal responsibility to declare any personal and/or prejudicial interest(s) in respect of any item of business on this agenda in accordance with the Local Government Act 2000, and the Code of Conduct for both Councillors and Clerk

No declarations made.

3. To approve and sign the Minutes of the Policy and Resources Committee Meeting 8th October 2020.

The committee approved the Minutes of the last meeting and instructed the chair to sign the minutes.

4. To review the Town Council Health and Safety Policy and consider the Health and Safety Committee. (as circulated to Members electronically prior to the meeting)

Members reviewed the Health and Safety Policy. The clerk drew attention to pages 4 and 5 in respect of committee membership and training. The meeting considered both issues in light of current circumstances and RESOLVED to recommend full council addresses committee membership at annual meeting. The clerk was instructed to discuss training requirements at appraisal in January 2021.

5. To receive information from the Internal Auditor and provide the clerk with instructions.

The clerk briefed Members on developments regarding internal audit and sought instruction from the committee in respect of approaching more accountants. The committee RESOLVED to seek a third resume and quotation prior to their next meeting.

6. **To discuss banking provision and updates to the town council statement of internal control.**

The chairman explained the fidelity guarantee to Members and the committee talked about additional banking provision. The lack of interest was discussed, and Members RESOLVED to instruct the chair to work with the clerk in opening a bank account at Barclays Bank. The committee RESOLVED to update the payroll details on the statement of internal control detailing that the payroll function is outsourced.

7. **To receive a verbal report from the clerk on the Welsh Government reuse funding scheme.**

The clerk provided Members with an explanation of the funding programme and explained that the deadline for applications was 1st December 2020. Further discussion ensued about the need to ensure council had sufficient capacity to be able to capitalise on such opportunities in the future. The clerk explained that there is potential for this programme to be extended and One Voice Wales is lobbying Welsh Government in this respect. A Member advised of a local business who may be suitable to deliver a reuse project and that the criteria for the programme should be scrutinised in more detail should it be extended.

8. **To receive a budget request from the Events & Environment Committee to support 2021/22 schedule of community events and activities.**

In the absence of the Events Committee chair, the vice-chair supported the clerk in presenting the budget request to the committee. The vice-chair explained that a much larger programme of community activities have been planned for 2021 in an attempt at lifting the spirits of residents after the coronavirus, and this has been fully costed by the Events and Environment Committee, building flexibility into the budget to allow for the considerable uncertainty that currently exists. The clerk advised Members that the Events and Environment Committee may need additional budget for festive lighting in 2021 due to tree lights becoming obsolete this year. The committee considered this unforeseen development and RESOLVED to build additional contingency funds into the budget to allow for any additional request for funds. The committee RESOLVED to approve the Events and Environment Committee draft budget and thanked Members for their hard work.

9. **To consider the draft budget for 2021/22, discuss precept and agree recommendations to full council.**

Members worked through the draft budget discussing running costs and reserves. Earmarked reserves were scrutinised. The committee chair asked Members to consider the level of contingency budget, and Members RESOLVED to increase the draft budget to £10,000 to allow for current circumstances. The Mayor suggested the committee ensures the general grants budget is sufficient to give council scope to consider coronavirus related poverty and demand for foodbank support. RESOLVED to increase the general grants budget. The committee chairman asked all Members for their thoughts on the draft 2021 budget proposals and each Member fed into the discussions. The clerk suggested that the draft budget is revisited at the next meeting of the committee following the end of quarter three where more up to date budget monitoring will be completed. RESOLVED to make formal recommendations to council after the next committee meeting.

The committee chairman thanked all Members for attending the meeting and for such engaged discussion. He reminded the committee of the date of the next meeting being Tuesday 12th January 2021.

The meeting closed at 6.40pm

Signed: