



## Bargoed Town Council

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### Minutes of the Policy and Resources Committee Meeting 29<sup>th</sup> September 2021.

Present: Councillors R Carroll; H Llewellyn; D Morgan; J Halvey; P Collins; D Price; A Collis, J Davies.

Also in Attendance: Mrs H Williams, Town Clerk

Meeting Chairman: Councillor Reg Carroll

#### 1. 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.

No apologies recorded.

#### 2. Declaration of interests or dispensations on any item(s) on this Agenda, if appropriate.

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. Press and public participation session.

No enquiries received by the Clerk.

#### 4. To approve and sign Minutes of the Policy and Resources Committee meeting held on 14<sup>th</sup> July 2021.

Minutes moved Councillor Price, seconded Councillor Davies. Minutes were signed by the chair in the presence of the meeting.

#### 5. To receive verbal feedback from the Mayor in respect of the Assistant Clerk recruitment.

The Mayor reported to the committee that the post was not filled. Committee members advised they felt the August recess delay was a factor and that the post needs to be readvertised as soon as possible. A Member requested the committee revisit the working hours for the post. RESOLVED to agenda the item for approval at full council.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ P&R committee minutes

**6. To consider and approve the Bank Reconciliation and Payments Lists for July and August 2021.**

Members reviewed and approved the bank reconciliations and payment lists. Balance as at end of August 2021 upon receipt of precept £128,826.21. Payments authorised: 30/7/21 Salary related costs £583.09; 30/7/21 Gwent PCC £1551.50; 17/8/21 Lloyd's bank service charges £7.00; 23/08/21 mobile phone costs £12.17; 24/08/21 Salary related costs £1220.98; 31/08/21 Salary related costs £616.20; 19/9/21 Lloyd's bank service charges £7, 23/9/21 Mobile phone costs £5.34; 28/9/21 Salary related costs £1,586.99.

**7. To receive a verbal report from the Clerk and approve shredding services.**

RESOLVED – Elite paper solutions approved for the removal of confidential waste in this instance. £40 budget approved.

The clerk reported receipt of £598.87 refund of administration charges from HSBC; a VAT refund of £1,638.82 will be claimed for the July to September period. One free place still available on the Finance training at One Voice Wales. Councillor Llewellyn to attend. Details of a new grant scheme for town centre businesses has been received from CCBC. The scheme is for property refurbishments and up to £25,000 can be applied for. Details will be uploaded to town council website and social media forthwith. The draft report from the independent remuneration panel has been received and will be circulated to Members electronically, Members were asked to get their comments in to the IRP by 25<sup>th</sup> November 2021. There will be a delay in the completion of the external audit for 2020-21 due to covid19 issues and a new date being requested for the public to exercise their rights. In consultation with the chair, the next meeting of this committee is to be slightly earlier in the day to allow Members to attend a meeting with the CCBC Policy Unit to contribute to the wellbeing assessment. The meeting time will be 5pm.

The clerk requested the purchase of an additional desk for the town hall. RESOLVED £220 expenditure.

**8. To discuss Members Allowances and reallocate available funds.**

RESOLVED virement of £400 committee chair budget and £1,700 member allowance budget to support purchase of equipment for hybrid meetings.

**9. To consider Hybrid Meetings, receive recommendations from the Clerk and authorise expenditure for I.T equipment and support services.**

RESOLVED committee recommendation to full council for council to independently purchase the equipment needed for hybrid meetings including android tablets for members to access emails and meeting documents. No ongoing IT support services required at this time. This item to be put on the agenda for the next meeting of full council.

**10. To review and adopt the DRAFT Member Officer Protocol at Town Council.**

Members reviewed the protocol and RESOLVED to adopt it forthwith.

**11. To receive Operation London Bridge briefing document.**

The committee noted the content of the briefing note, confirming arrangements.

**12. To review the Bargoed Town Council Complaints Policy and Procedure and consider the adoption of a three-year review cycle for the policy.**

RESOLVED – policy and procedure reviewed, and a three-year cycle will be implemented subject to any major changes in town council operation.

**13. To receive the Cardiff Capital Region Skills Partnership Newsletter Summer 2021, discuss the All-Wales Academy e-learning system and consider the town council Training Plan.**

Members discussed the development of the town council training plan, various training opportunities and different providers at some length. The committee spoke about the need for tailored training for various committees shaping the training offering to Members interests and ensuring any newly elected Members were supported when taking up their roles. Members noted the summer newsletter from Cardiff Capital Region Skills Partnership. The clerk was instructed to commence drafting town council training plan.

The meeting was closed at 18.30pm.

**Date of next meeting: Wednesday 27<sup>th</sup> October 2021 5pm.**