



Bargoed Town Council

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Minutes of the Policy and Resources Committee Meeting 20th July 2022

Present: Councillors R Carroll; P Collins; J Davies; D IngramJones.

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.

Councillor H Llewellyn; Councillor T Williams; Councillor C Andrews.

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 review and approve the draft unapproved minutes of the Policy & Resources committee meeting 29th June 2022.

Councillor Davies moved, Councillor Collins seconded. RESOLVED to approve the minutes as a true record.

5. To receive verbal briefing from the Clerk along with updates on minute references 29/06/22-7, 8, 10.

Minute reference 29/06/22-7; the clerk confirmed a meeting time of 10am Monday 1st August via MS Teams; Minute reference 29/06/22-8 – the clerk confirmed she and the chair had written an application to the Cwtsh fund for volunteer community gardening projects across the four town council wards which will be submit Thursday 21st July. Minute reference 29/06/22-10 – the clerk advised Members of the place plan being written for Bargoed and the importance of working with CCBC to ensure the town council strategic plan works alongside the place plan. A request has been received from the Integrated Wellbeing Network that any plans include the Dementia Friendly Bargoed initiative. Members instructed the clerk to contact all

Signed: _____ Date: _____ P&R committee minutes

Members of Town Council to remind them of their forward work plan input required at full council next week. The strategic plan will be held off until the work with CCBC on the place plan has been completed.

The clerk moved on to brief Members on correspondence from Unity Trust Bank regarding interest rates. Members considered the expected precept payment at the end of August and the £85k limit. The clerk was instructed to investigate bank fees on savings accounts and open an account as appropriate.

6.To review and approve the Bank Reconciliation and approve the Payments List.

RESOLVED to approve the bank reconciliation.

Councillor Collins declared an interest in one entry on the payment list and took no part in the discussion. The clerk advised Members of an urgent situation dealt with by the Mayor prior to him falling ill, which resulted in Cllr Collins paying for timber for the raised beds at the food growing garden in Yew Street Park, Aberbargoed. The committee considered the circumstances and RESOLVED to retrospectively authorise the payment of £80 from the community orchard & garden budget. The clerk was instructed to request authorisation of expenditure for the soil from the next meeting of the Events & Environment committee. RESOLVED to authorise the payments list in full.

7.To receive confirmation of Quarter 1 scrutiny of the accounts from the delegated Member.

Cllr Collins confirmed completion of quarter one scrutiny and reported all to be in order.

8.To carry out a budget review at the end of Quarter 1 (April – June 2022) and discuss any recommendations to Full Council.

The committee conducted a comprehensive review of spending in quarter one RESOLVING to approve the recommended virements from the clerk as follows:

Member Allowances £1,200; Committee Chair £500; Member Attendance Allowances £1,760 – total £3,460 to the Growth Fund. Insurance costs £751.81 from Contingencies.

9.To consider the Town Council Environmental Duty and the “It’s for them” campaign.

Members discussed the increased public information being received from Welsh Government and various other sources on the environment and biodiversity and the best way to circulate such information. The committee RESOLVED to instruct the clerk to set up an Environment page on the town council website and for this information to be uploaded as it is received.

10.To receive information from the Clerk on the Finance & Governance Toolkit for Community and Town Councils and confirm arrangements for the initial session.

RESOLVED in-house training session for all Members of Town Council 5th October 2022 11am – 2pm.

11.To agree arrangements for Aberbargoed ward in the event of Operation London Bridge needing to be implemented.

The committee instructed the clerk to liaise with a ward member in the first instance. The chair to collect keys and equipment as soon as possible.

In accordance with standing order 11, the meeting papers for this committee are confidential, therefore agenda item 12 is not open to the press or the public.

12.To receive minutes of the confidential Human Resources & Staffing committee meeting 5th July 2022 (as previously circulated) and consider recommendations.

Members ratified all the recommendations of the Human Resources & Staffing committee RESOLVING to adopt the Carers Policy and Career Break Policy, amending the written terms and conditions of employment of the clerk, changing the weekly working hours to 22.5hrs per week with effect from 1st September 2022, and confirming successful completion of the probationary period for the Assistant Clerk with effect from 10th May 2022.

The chairman advised members this concluded the business on the agenda and thanked all present for their time. The meeting closed at 17.00pm

Signed: _____ Date: _____ P&R committee minutes