



## **Bargoed Town Council**

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## **Minutes of the Policy and Resources Committee Meeting 26<sup>th</sup> October 2022**

Present: Councillors R Carroll; P Collins; T Williams; D IngramJones; C Andrews.

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 (school); Councillor J Davies (bereavement).

### **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.

### **4. To review and approve the draft unapproved minutes of the Policy & Resources committee meeting 28<sup>th</sup> September 2022.**

Councillor Ingram-Jones moved; Councillor Collins seconded. RESOLVED to instruct the chair to sign the approved minutes.

### **5. To review and approve the Bank Reconciliation and approve the Payments List.**

The meeting scrutinised the bank reconciliation along with the October 2022 payments. The clerk drew attention to the Wales in Bloom entry fee which is still showing on the payments to be made list as the entry form is still outstanding. Members noted that other than routine costs most payments were in respect of the recent events for older people. The committee approved both documents and instructed the chair to sign in the presence of the meeting.

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

**6.To consider a recommendation to open an instant access savings account at Unity Trust bank and approve the virement of funds.**

RESOLVED to approve the instant access account. Clerk instructed to review the bank balance and transfer most funds leaving a nominal sum of approximately £2,000.

**7.To receive confirmation of Quarter 2 scrutiny of the accounts from the delegated Member and carry out a budget review at the end of Quarter 2 (July – September 2022) and discuss recommendations to Full Council.**

Cllr Collins confirmed completion of quarter two scrutiny reporting everything to be in order. Members reviewed the end of quarter spending against budget, noting the additional grant funds secured and the availability of project underspend funds for consideration by Members. The clerk reminded Members of the committed funds and both earmarked reserves and designated funds held. The meeting considered the current cost of living crisis, and the work currently being discussed at CCBC on warm hubs. The committee recommendations to full council:

1. To carry forward the designated election costs underspend for by-election costs of casual vacancies.
2. Consider opportunities to support with cost-of-living projects with the remaining fireworks event budget.
3. Light refreshments & training materials to be provided for the full day training/strategic action planning from the Members training budget up to £200.
4. Production of two Welsh language hard copies of the annual report in addition to the two English copies.
5. Source an additional laptop, up to £500, from the repairs and renewals budget.

**8.To receive the edited forward work plan for consideration by Members of the committee.**

The chair advised Members of his work with the clerk on merging Members suggestions into the first draft forward work plan advising the document to now be more focussed. The clerk invited Members to take the hard copy documents away for consideration. Feedback via Teams 8.11.22

**9.To receive confirmation of completion of external audit 2021-2022.**

The chairman confirmed receipt of the completed unqualified audit opinion from Wales Audit Office dated 26<sup>th</sup> September 2022. The clerk confirmed the audit notice and completed annual return have both been uploaded to the website and notices are in community noticeboards for public consideration.

**10.To review the Bargoed Town Council Reserves policy.**

Members edited the reserves policy reducing the target running costs reserves to 50% and projects/services reserves to 10%. Members recommend full council consider cost of living support reserves.

**11.To consider the Finance & Governance Toolkit and set up a working group to commence work.**

Members resolved a working group of four Members to commencing this work. A rolling programme of work to be employed over a period of twenty-four months. Clerk to liaise with delegated members to arrange initial session on section one.

The chairman concluded the business and thanked all present for their time. The meeting closed at 16.55pm