



Bargoed Town Council

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Minutes of the Policy and Resources Committee Meeting 1st February 2023

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

Also in Attendance: Mrs H Williams, Town Clerk.

Meeting Chairman: Councillor Reg Carroll

1. Apologies for Absence
Councillor C Andrews (CCBC); Councillor H Llewellyn (medical).
2. To receive Declaration of Interests or dispensations on any item(s) on this Agenda, if appropriate.
No declarations received.
3. Press and Public Participation Session.
No enquiries received by the clerk.
4. To receive, approve and sign Minutes of the November 30th, 2022, meeting and the special meeting of the Policy & Resources Committee 5th January 2023.
November 30th 2022 minutes Councillor Collins moved, Councillor Davies seconded; 5th January 2023 minutes Councillor Davies moved, Councillor Collins seconded. The committee RESOLVED to instruct the chair to sign both sets of minutes.
5. To adopt the expenses policy with effect from April 2023.
The meeting reviewed the edits to the expenses policy and RESOLVED to approve its adoption with effect from April 2023. The clerk was instructed to make an electronic copy available to all members.
6. To approve arrangements for Members training needs analysis to be completed prior to updating the training plan for 2023-24.
The committee received a verbal update from the clerk on the One Voice Wales guidance that was circulated about training needs analysis. Members discussed the timescales involved in updating their annual training plan and instructed the clerk to arrange one to one sessions with each member to conduct the training needs analysis and formulate an agreed training plan. This piece of work to be completed within 3 months.

Signed: _____ Date: _____ P&R committee minutes

7. To review bank reconciliations and payment lists.
RESOLVED to approve the November and December 2022 bank reconciliations and the payments list for December 2022 to January 2023. The chair was instructed to sign all three documents.
8. To approve documents for the recruitment of a Deputy Clerk/Deputy RFO post as recommended by the Human Resources & Staffing Sub Committee.
Members reviewed the edited documents and approved their publication with immediate effect.
9. To consider proposed arrangements for the recruitment of youth representatives for the 2023-24 academic year including plans for youth engagement activities and authorise expenditure as appropriate.
The chair spoke about what an excellent assess the male youth representative is to town council after having had the pleasure of his company at the recent CTG event in Bargoed library. The meeting instructed the clerk to liaise with Heolddu school to provide feedback and make enquiries about the second youth representative. The meeting moved on to discuss the timetable for recruitment of youth representatives for the next academic year. The committee resolved to seek expressions of interest from 16- to 20-year-olds via notices in the community and via schools and the local college. Expressions of interest to be written on one side of A4 maximum. The committee will shortlist and invite candidates to an informal pizza evening in order to get to know the candidates better. Initial notices to go out beginning of May 2023.
10. To discuss an event in May 2023 which will be managed and delivered on behalf of Bargoed Town Council by Caerphilly County Borough Council; establish a small working party and authorise expenditure from reserve funds.
The clerk advised she had consulted the chair of the town council events & environment committee on this item prior to the meeting. A request for two members of the EE committee to also attend the working party.
RESOLVED to make a grant of £15,000 towards the delivery of a May Fair event in Bargoed Town Centre Saturday 13th May 2023 which will be managed and delivered on behalf of Bargoed Town Council by the events team at CCBC. Small working party to meet with CCBC officers Wednesday 8th Feb at 10am to present their ideas.

This concluded the business of the agenda. The meeting closed at 12.25pm