



Bargoed Town Council

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Minutes of the Policy and Resources Committee Meeting 31st May 2023

Present: Councillors R Carroll; P Collins; C Andrews; H Llewellyn; J Bissex.

Also in Attendance: Mrs H Williams, Town Clerk.

Meeting Chairman: Councillor Reg Carroll (Deputy Mayor)

1. Apologies for Absence
Councillor Davies (training)
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 appoint a deputy chair to the Policy & Resources committee for 2023
RESOLVED to appoint Cllr C Andrews as deputy chair.
5. To receive, approve and sign Minutes of the Policy & Resources Committee 29th March 2023.
RESOLVED to approve the minutes as a true record of the meeting and instruct the chair to duly sign the minutes. Councillor Bissex joined the meeting at this point.
6. To review, approve and sign bank reconciliation and payment list.
Members noted the insurance payment not yet presented at bank and RESOLVED to approve the April bank reconciliation and payment lists for both April and May 2023.
7. To receive items from the clerk that require a decision and/or expenditure authorisation:
 - a. Replacement for a member's equipment – RESOLVED to approve a replacement Samsung tablet plus portable stands and stylus for use by Members. Up to £165 ex vat total expenditure authorised.
 - b. Repairs and renewals expenditure for two new flags and a new shredder – RESOLVED to purchase 1 x 2yd Welsh flag and 1 x 2yd Union flag with a replacement cross cut shredder. Total expenditure authorised £250 ex vat.
 - c. Three £75 prizes for the floral display competition amongst Bargoed town centre businesses, from the civic budget – RESOLVED to fund the prizes for the floral display competition from the town council civic budget. Members thanked the mayor for his generosity but they felt strongly that the town council should be supporting this activity among town centre businesses, and also making town council equipment available for loan by local businesses for this activity.

Signed: _____ Date: _____ P&R committee minutes

- d. Youth representative 2022-23 presentation expenditure – RESOLVED to instruct the clerk to order a commemorative pen and a gift voucher for the outgoing youth representative with a total budget of £50 authorised.
 - e. Youth representative 2023-24 engagement evening expenditure – youth representative engagement event planned for 4.30pm Wednesday 12th July 2023. RESOLVED budget of £50. Full Council to be invited to attend with members meeting at 6pm to briefly discuss and select the two youth representatives for 2023-24.
 - f. Schedule for the finance & governance toolkit working group – RESOLVED to ask the working group to meet three times per year and deal with one section of the toolkit each time. The first session to be July 2023.
8. To receive the 2022/23 Greater Gwent (Torfaen) Pension Fund account statement from Torfaen County Borough Council. – contents noted.
 9. To look at the Community Ownership Fund and discuss the toilet block at Bargoed Urban Park. The clerk provided members with information about both the Community Ownership Fund Round 3 and the Assets Collaboration Programme Wales Round 3 funding sources. Members discussed the potential for the public toilet block at Bargoed Urban Park at some length. The clerk spoke about asset transfer schemes and drew attention to the short timescales involved with both funding programmes noting that this is the norm, and that Members would need to be prepared with their project plan almost completely drafted, background information already in place, and community engagement having been completed if they were to be successful in such a funding bid. The meeting resolved to commence engagement with CCBC regarding the listed building at Bargoed Urban park, and to also add this to the work programme for the community engagement committee. Members spoke about being mindful of raising expectation in the community, and of not being reluctant to engage with CCBC and other organisations on collaborative projects.
 10. To consider policies which are due for renewal as follows:
 - Disciplinary – Cllr Andrews to review with the clerk
 - Equality & Diversity – Cllr Andrews to review with the clerk
 - Grant-making – Cllr Collins to review with the clerk
 - Grievance procedures – Cllr Collins to review with the clerk
 - Retention & Disposal of Documents Policy & Procedures – Cllr Bissex to review with the clerk
 - Training & Development – Cllr Bissex to review with the clerk
 11. To consider dates & times for completion of members training needs analysis. The Mayor and Deputy Mayor will attend the office Thursday 1st June, Cllrs Andrews, Collins & Davies to complete their exercise Monday 5th June, the clerk was instructed to liaise with remaining members as soon as possible to complete this piece of work. The training plan will be published after June full council meeting.

This concluded business of the agenda. The meeting closed at 18.00pm