



Bargoed Town Council

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Minutes of the Policy and Resources Committee Meeting 31st January 2024

Present: Councillors R Carroll; J Davies; P Collins;; C Andrews.

Also in Attendance: Mrs H Williams, Town Clerk; Mr T Oliver, Deputy Clerk.

Meeting Chairman: Councillor Reg Carroll (Deputy Mayor)

1. Apologies for Absence.

Councillor Bissex (family commitment)

2. To receive Declaration of Interests or dispensations on any item(s) on this Agenda, if appropriate. Cllr R Carroll declared an interest in item 9(i) Oakland Hall Allotments, Cllr Davies declared an interest in item 13(i).

3. Press and Public Participation Session.

No enquiries received by the clerk.

4. To receive, approve and sign Minutes of the Policy & Resources Committee meeting 20th December 2023.

RESOLVED to approve the minutes as a true record of proceedings, Councillor Collins moved and Councillor Andrews seconded. The chairman signed the minutes in the presence of the meeting.

5. To review and approve bank reconciliation and payment lists.

RESOLVED to approve the bank reconciliation and payment list. The chair was instructed to sign both documents in the presence of the meeting.

6. To receive confirmation of internal scrutiny of quarter three accounting records from the delegated member.

Councillor Collins confirmed scrutiny of the quarter three accounting records advising no errors/omissions found and all is in order. He noted that the item highlighted in respect of missing VAT claim on one payroll administration invoice last quarter had been claimed this quarter and all records are correct.

7. To conduct a quarter three review of expenditure against the budget for 2023-24.

Members reviewed expenditure against the budget for 2023-24 up until 31st December 2023. No comments received as Members had previously worked through the accounting records and forecasts when calculating their budget requirements for the new financial year.

8. To receive a verbal report and recommendations from the RFO on options for financial management software for use by Bargoed Town Council and approve expenditure.

The Deputy RFO presented Members with details of the work undertaken by both staff on comparing three financial management software options, explaining demonstrations, quotations and evaluation carried out. Members considered costs for each of the three options including onboarding and installation, training, annual fees and maintenance costs. Members RESOLVED to approve implementation of Scribe with effect from the 2024-2025 financial year, authorising expenditure of £719 for onboarding, set up and training and a further £900 annual cost (£75 month).

The meeting chairman left the room at this point and Cllr Andrews (deputy chair) took the chair for the next item on the agenda.

9. To consider applications to the small grants programme as follows:

- Oakland Hall Allotment Association

RESOLVED to make a grant of £250.

Cllr Carroll was invited to return to the room and he once again took the chair for the remainder of the meeting.

- Target Ovarian Cancer

RESOLVED to make a grant of £200. The clerk was instructed to vire funds from the remaining donations budget to accommodate the grant.

10. To receive the CCBC Town Centre Management Team update on the Bargoed Town Centre Audit and provide feedback as appropriate.

Noted

11. To receive and note the content of the Gwent Employer News for Scheme Employers in the Greater Gwent (Torfaen) Pension Fund January 2024.

Noted

12. To receive confirmation of the feedback provide to the local planning authority in respect of planning applications:

The Clerk confirmed submission of no objections from town council have been sent to the local planning authority in respect of the following applications:

23/0827/HH -Erw Lon Heolddu Uchaf Farm Access

23/0634/HH – 33 Bedwellty Road Aberbargoed – convert roof space to attic room

23/0837/COU – 2 Hanbury Road Bargoed – change of use to A1

24/0006/FULL -Emporium Snooker Club Bargoed – construct a beer garden area of adjacent club

24/0026/FULL -Sweet Peas Nursery Ty Charlestown 44-46 High St Bargoed – construct wooden extension to create nappy change room to include the replacement of window with door for access to room and storage area.

13. To consider correspondence from the CCBC Armed Forces Champion as follows and approve any expenditure/issue instruction to the clerk:

- Support for a Caerphilly borough resident family

The clerk was instructed to respond to the enquiry advising that no donation will be provided by town council at this time as the family are not resident within any of the four town council ward areas therefore Members feel it would be inappropriate.

- 80th Anniversary of the DD Landings

The Deputy Clerk was instructed to liaise with the Bargoed branch of the Royal British Legion to ascertain details of any planned activities and report back to the next meeting. The meeting also instructed liaison with the community champion at Morrisons to enquire about store activity for this event.

This concluded business of the meeting. The meeting closed at 18.30pm