



Minutes of the Policy and Resources Committee Meeting Wednesday 14th January 2026

Present in person: Councillors P Collins; C Andrews; H Llewellyn; R Carroll; Y Price; C Bissex-Foster.

Present online: Councillor J Davies.

Also in Attendance: Mrs H Williams (Town Clerk); Mr C Gapper (Deputy Clerk).

Meeting Chairperson: Councillor R Carroll

To receive Apologies for Absence.

None, all present.

To receive Declaration of Interests or dispensations on any item(s) on this Agenda, if appropriate.

No declarations made.

Press and Public Participation Session. No enquiries received by the clerk.

1. To receive, approve and sign Minutes of the last meeting 26th November 2025.
Councillor Collins moved, Councillor Andrews seconded.
Resolved – to approve and sign the minutes.
2. To hear from the clerk regarding an administrative error using Scribe and receive verbal feedback from the delegated Member who has undertaken scrutiny of the accounting administration.
The Clerk drew the attention of the committee to the Scribe accounting system on screen and explained how supplier refunds and reimbursements have been administered in error throughout 2025, with budget balances having been incorrectly represented as a result. Internal scrutiny processes identified the error, and steps have been taken on the system to rectify the position by nullifying a few transactions and inputting correct transactions to ensure budget balances are accurate.
Councillor Collins advised of having completed his internal scrutiny of both quarter two and three accounting records, noting that the clerk has added notes to each of the transactions on the system where amendments have been made. All is in order, and a VAT refund claim of £3,033.37 has been submit for quarter three.
3. To review and approve bank reconciliations for November and December 2025 and the payment list to date.
The committee worked through the payments list line by line noting nullified transactions and amendments as previously mentioned. Two months bank reconciliations were scrutinised, with Members noting the balance matches the cashbook.
Resolved – to approve the bank reconciliations and payments list to date.
Resolved – to instruct the clerk to remove the two unrepresented payments totaling £12.00 from the accounts as they have been carried forward on the system for a year.

4. To receive items from the Clerk as follows:

Meeting Minutes

Signed: _____ **Date:** _____

(1) Greater Gwent Pension Fund Valuation for Bargoed Town Council.

Members noted the three year fund valuation and a revised employers pension contribution rate of 15.8% for the three years of 2026 to 2029.

(2) Welsh Government notification of the appropriate sum under section 137(4)(a) of the Local Government Act 1972 Section 137 Expenditure Limit for 2026-27.

The committee noted a total electorate figure of 8978; an increased appropriate sum of £11.60 per elector; and a total expenditure limit under section 137 of £104,144.80 for the 2026-27 financial year.

(3) Communication from Unity Trust Bank Plc advising of reduced interest rates and changes to transactional fees and charges.

The clerk advised of monthly charges increasing to £7 per month, and transactional charges will also include 15p per BACS transaction and 70p per £100 cash deposited. Gross interest rate on the Instant Access Account is reducing to 2.10%.

5. To work with the Clerk on the draft budget for 2026-2027; consider allocation of bank interest; note the special meeting of the Joint Town and Community Councils Liaison Committee 26th January 2026, and prepare recommendations to Full Council in respect of precept.

The committee considered planned activities for 2026-2027, reviewed earmarked reserves and cost pressures such as the pre-notification of fee increases on memberships, software and sports provision. Staff costs calculations include an assumed 4% NJC Annual Uplift, a reduced employers pension contribution and increased training budget. Band D base rate of 3800.85 and bank interest to date was noted.

Resolved – to make the following recommendations to full council:

- bank interest to be included with budget surplus in the general fund
- use of £14,090 of earmarked reserves
- £15,000 discretionary grant fund to be maintained
- £15,000 all risks contingency fund in earmarked reserves to continue to be maintained
- earmarked reserves built to support long term projects such as renewal of festive lighting, IT equipment, local election costs.
- a reduction of £500 in Members Care Costs budget as target £10,000 will be reached – Members already resolved to maintain this level of earmarked reserves moving forward.
- a reduction in the number of selection boxes purchased (2,000 instead of 2,500)
- a new budget line for family community initiatives
- ad hoc Bargoed library initiatives to be considered through discretionary grants

A precept demand of £234,404 to be considered, which equates to a Band D property rise of £2.26 per year, 4p per week.

6. To consider an application to the small grants scheme from Heol Fargoed Allotment Association.

Resolved – to approve a £250 grant.

7. To receive confirmation of responses to the local planning authority in respect of planning applications:

- 25/0864/NCC Vary condition 2 of planning consent 23/0654/FULL

No comments or objections raised by Members.

The Chair thanked Members for their attendance and closed the meeting at 16.51 PM.