

**Cowbridge with Llanblethian Town Council**  
**Minutes of the Town Council Meeting**  
**held in the Council Chamber, Cowbridge Town Hall,**  
**on Tuesday 21<sup>st</sup> February 2017 at 7.00pm.**

**Present:** Mayor – Councillor Mrs E A George  
Deputy Mayor – Councillor Mrs S Vaughan  
Councillors: Mrs M Arnold, Mrs G Baty BEM, Ms F Blomeley,  
Mrs A Burges, Mrs S M Cox, Mrs N C Thomas, G A Cox, J R Harris,  
P J Knapp and D W Morris BEM.

**In Attendance:**

Town Clerk – David B Morris  
Assistant Town Clerk – Mrs Jackie Griffin  
PC S Elson, South Wales Police  
One member of the public.

Councillor G A Cox preceded the meeting with a prayer.

**Item 1.**  
**16/17**

**Apologies for Absence.**

Apologies from the following Members were accepted:  
Councillors D G Morgan, A T Trousdell and T L Williams MBE.

**Item 2.**  
**17/17**

**Declarations of Interest.**

<b>Name of Member</b>	<b>Agenda Item/Nature of Interest</b>
Councillor G A Cox	Item 9 – Reports of Committees Item 9d – Town Hall Report – Item 5 – Matters Arising. Trustee of Cowbridge and District Museum.
Councillor Mrs S M Cox	Item 9 – Reports of Committees Item 9d – Town Hall Report – Item 5 – Matters Arising. Trustee of Cowbridge and District Museum.

**Continued...**

**Item 3.  
18/17**

**The Financial Report.**

The Report was presented by Councillor J R Harris. The Receipts and Payments Account for the period 1<sup>st</sup> April 2016 to 31<sup>st</sup> January 2017 and statement of bank balance as at 31<sup>st</sup> January 2017 was circulated.

Balances as at 31<sup>st</sup> January 2017.

Current Account:	£ 8,655.00
Business Investment Account:	£ 87,427.29
Money Market	<u>£ 60,000.00</u>
Total	£156,082.29
Less Outstanding Cheques	<u>£ 42,710.28</u>
	<u>£113,372.01</u>

**Proposed** by Councillor J R Harris, seconded by Councillor D W Morris and **resolved** that the Receipts and Payments Account and statement of bank balance be accepted and adopted.

**Item 4.  
19/17**

**To confirm the minutes of the Town Council Meeting held on the 24<sup>th</sup> January 2017.**

**Proposed** by Councillor Mrs G Baty, seconded by Councillor P J Knapp and **resolved** that the minutes of the Town Council Meeting held on 24<sup>th</sup> January 2017 were confirmed as a correct record and duly signed.

**Item 5.  
20/17**

**Matters arising from the Town Council Meeting held on the 24<sup>th</sup> January 2017.**

Members debated whether comments, opinions and views made by individual Members who wished them recorded on decisions made by the Town Council should be minuted.

**Proposed** by Councillor G A Cox, seconded by Councillor Mrs M Arnold and **resolved** that, in future, the Minutes should only record decisions and actions to be taken.

**Item 6.  
21/17**

**Community Police Matters.**

Constable S Elson circulated crime and incident figures for the month of January and gave some background information. Total reported occurrences were 12 compared to 9 for January 2016.

The Town Clerk reiterated that incidents of anti-social behaviour are still taking place in the Twt Park. PC Elson advised that he would monitor the situation and that the new PCSO Dan Rees had been made aware of the issues.

**Continued...**

**Item 7.**  
**22/17**

**Road Safety.**

The following items were discussed:

- Councillor Mrs E A George requested that a ‘speed monitoring’ exercise is carried out in Aberthin as soon as resources allow.
- PC Elson reported that there are currently problems with parking at Borough Close, during school time, with people leaving their cars there and walking into town.
- Councillor Mrs S M Cox advised that there are still issues with parking during school drop off and pick up times, at the junction of Brookfield Park Road and Broadway. Motorists are parking on junctions affecting visibility for other road users and pedestrians. PC Elson advised that he would make sure that PCSO Dan Rees was aware of the problem and ask him to visit the area.

*At this point in the Meeting, the member of the public was invited to address the Town Council for five minutes on item 12.2 (Council tax increase/Town Hall hire costs) that she was particularly concerned with. Accordingly the Mayor brought the item forward.*

**Proposed** by Councillor P J Knapp, seconded by Councillor Mrs G Baty and **resolved** that in light of the concerns raised by the member of the public and the correspondence referred to at Item 12.2, in regard to the fairness and equality of hiring a Town Hall store room to the Freemasons, this item be referred back to the Town Hall Committee for due consideration.

**Item 8:**  
**23/17**

**Reports.**

**a. The Mayor.**

**Thursday 26<sup>th</sup> January** – The Mayor attended an Evening with Cowbridge Guides where some Guides were enrolled. The Mayor then judged the ‘Bake a Cake’ competition.

**Tuesday 31<sup>st</sup> January** - The Mayor and Consort attended a Private Viewing of the Holocaust Memorial Exhibition entitled “How can life go on?” hosted by Vale of Glamorgan Arts Development at Art Central, Town Hall, Barry.

**Saturday 4<sup>th</sup> February** – The Mayor and Consort hosted a Coffee Morning in the Mayor’s Parlour in aid of the Mayor’s chosen charity ‘Forget Me Not Chorus’.

The Mayor and Consort attended Llantwit Major Mayor’s Youth Music Concert at St Illtud’s Church, Llantwit Major featuring youth talent from the town.

Councillor D W Morris attended the Launch of the Vale of Glamorgan Armed Forces Veterans Breakfast Club at the Indoor Bowls Club, Sully Sports & Social Club.

**Continued...**

**Item 8:**

**Reports (Continued):**

**a. The Mayor (Continued):**

**Wednesday 8<sup>th</sup> February** – The Mayor and Consort attended the ‘Cowbridge Creative Writing Competition Celebration’ Evening at the Old Hall. The Mayor presented the awards and light refreshments were provided.

**Friday 17<sup>th</sup> February** – The Mayor and Consort attended Cowbridge Comprehensive School’s Performing Arts Production of ‘Miss Saigon’, preceded by a Reception.

**b. Town Clerk.**

**(i) *Dates for your diary 2017:***

Thursday 23<sup>rd</sup> February – Big Screen presents ‘Bridget Jones’ Baby’.

Saturday 4<sup>th</sup> March – Mayor’s Coffee Morning.

Monday 13<sup>th</sup> March – Commonwealth Day – Raise the Flag Ceremony.

Thursday 23<sup>rd</sup> March - Big Screen presents ‘Ethel & Ernest’.

Thursday 27<sup>th</sup> April - Big Screen presents ‘Sully’.

Friday 28<sup>th</sup> April – Mayor’s Charity Dinner in St Quentin Suite, The Bear Hotel.

NB. No Committee meetings in May.

Thursday 4<sup>th</sup> May – Local Elections.

Tuesday 9<sup>th</sup> May – Meeting for Elected Councillors to sign declarations and Nominations for Mayor and Deputy Mayor.

Tuesday 16<sup>th</sup> May – Mayor Making Ceremony.

Wednesday 17<sup>th</sup> May – Adjourned AGM.

**(ii) *One Voice Wales Innovative Practice National Awards 2017***

The Town Clerk advised Members that, in consultation with Councillor A T Trousdel, he had nominated the Town Council’s Queen’s 90<sup>th</sup> Birthday ‘Beacon’ Event for the ‘Best Community Engagement Initiative’ Award, as part of One Voice Wales’ Innovative Practice Annual Awards 2017.

**(iii) *OVW Membership Form***

The renewal of membership to One Voice Wales is due. The cost of membership for 2017/18 will be £587 (an increase of £16 on the previous year).

**Proposed** by Councillor Mrs S M Cox, seconded by Councillor P J Knapp and **resolved** that the membership of One Voice Wales for 2017/18 should be renewed.

**(iv) *Welsh Government - Town and Community Councils Survey on the services provided and assets managed by Town and Community Councils to be completed by 30<sup>th</sup> March.***

The Town Clerk had circulated a draft response for consideration by Members. The survey response was agreed with one amendment that the public footpaths in the parks come under the jurisdiction of the Vale of Glamorgan Council.

**Continued...**

**Item 8:**

**Reports (Continued):**

**b. Town Clerk (Continued):**

*(v) Letter to the Town Council from Taylor Wimpey.*

The Town Clerk circulated a letter received from Taylor Wimpey informing Members that a public consultation event, regarding their acquisition of the 'Darren Farm' land and their application for 'Reserved Matters Planning Permission', will be held on Wednesday 15<sup>th</sup> March 2017 in the Lesser Hall. The consultation event will be open to the public from 12 noon to 7pm, however Councillors may attend from 10am to 11am.

*(vi) Launch of 'Community Mapping Toolkit' by Creative Rural Communities.*

An invitation had been received for Members to attend the above mentioned Launch of the 'Community Mapping Toolkit' at the Bear Hotel on Thursday 9<sup>th</sup> March at 6pm. The Town Clerk and Councillor Mrs E A George are attending. Should any other Member wish to attend please advise the Town Clerk's Office for arrangements to be made.

*(vii) Approval of Payment of Accounts*

Council were asked to approve the Payment of the Accounts from 25<sup>th</sup> January 2017 to 21<sup>st</sup> February 2017 circulated at the meeting.

**Proposed** by Councillor D W Morris, seconded by Councillor Mrs S M Cox, that the payment of the accounts totaling £14,545.26 be ratified.

**Resolved** as proposed.

**Item 9.  
24/17**

**Reports of Committees.**

**a. Leisure & Amenities.**

Councillor Mrs E A George reported on the meeting held on the 6<sup>th</sup> February 2017 and recommended in particular the following items -

Item 10.1 – Tender for Grass Cutting Contract.

That the contract to cut the grass in the parks and cemetery, prune hedges and weed spray hard surfaces had been awarded to Edenvale Garden Services at a cost £5,500.00

Item 11.3 – Invoice Payment to Sutcliffe Play.

That the Committee had recommended payment be made with 10% held back until satisfied that all the additional work has been completed to the Glide. This had now in fact been done and therefore Sutcliffe should be paid in full.

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**Item 9. Reports of Committees (Continued):**

**a. Leisure & Amenities (Continued):**

Councillor Mrs M Arnold referred to item 8.2(iii) – Maintenance to Church Grounds. That it was intended to carry out work to the rear of Holy Cross Church to clear weeds and remove the wrought iron railings that had fallen down around the old graves. Councillor Mrs M Arnold referred to a report which stipulated that the wrought iron rails were preserved and therefore they could not be removed. The Town Clerk advised that this was a matter of health and safety. That the wrought iron railings had not been removed, they had been picked up and leant against the tombstones. Wooden fencing had then been placed around the graves to stop any persons interfering with the tombstones or the wrought iron railings.

Councillor G A Cox referred to item 8.3(i) – Planting of the Boundary Wall Border at Southgate Park. Councillor G A Cox suggested that something sustainable be planted there such as wild flower seeds to reduce the cost and maintenance needs.

**Proposed** by Councillor Mrs G Baty, seconded by Councillor D W Morris, that the matter be referred back to the Leisure and Amenities Committee for further consideration.

**Resolved** as proposed.

**Proposed** by Councillor P J Knapp, seconded by Councillor D W Morris, that the report of the meeting held on 6<sup>th</sup> February 2017 be accepted and adopted.

**Resolved** as proposed.

**b. Planning.**

Councillor Mrs S M Cox reported on the meeting held on the 6<sup>th</sup> February 2017.

Particular reference was made to Item 8 – Community Matters, and the meeting with Marcus Goldsworthy, Head of the Planning and Regeneration Department, Vale of Glamorgan Council that had taken place with herself, Councillors Mrs E A George and D G Morgan. The purpose of the meeting was to consider ways that the Town Council and the Vale of Glamorgan Planning Department could work more closely especially in considering the impact on the town as a result of recent housing permissions. The outcome of the discussions was:

- To seek a closer working relationship through more use of e-mail or telephone contact to key people in the Vale. A list of names of key personnel will be sent to the Town Council.
- Car parking problems. Vale keen on maximising parking on the Market Site.

...Continued

**Item 9. Reports of Committees (Continued):**

**b. Planning (Continued):**

- Congestion in the town centre will be kept under review as impact of new housing is assessed.
- Section 106 funding and the precept from the Darren Farm development could be made available to the Town Council if there are Community and Town Council boundary changes in the future.

**Proposed** by Councillor Mrs N C Thomas, seconded by Councillor Mrs A Burges and **resolved** that a letter is sent to the Boundary Commission for Wales, with copies to the local Assembly Members and Vale of Glamorgan Councillors requesting that consideration is given to changing the boundaries to take the land at Darren Farm into the boundary of Cowbridge with Llanblethian Town Council.

**Proposed** by Councillor Mrs S M Cox, seconded by Councillor Mrs G Baty, that the report of the meeting held on 6<sup>th</sup> February 2017 be accepted and adopted.

**Resolved** as proposed.

**c. Finance & General Purposes.**

Councillor J R Harris reported on the meeting held on the 7<sup>th</sup> February 2017 and recommended in particular the following items -

Item 9 – Review of Town Hall Hiring Fees.

That due to increasing maintenance costs, business rates and possible future capital expenditure on the roof, the fees for the hire of the Town Hall be increased by 3% (rounded up or down where necessary) from the 1<sup>st</sup> April 2017.

Item 10 – Review of Limes Cemetery Fees.

That due to increasing costs to maintain the cemetery and administrative requirements, selective cemetery fees and costs of administration is increased from the 1<sup>st</sup> April 2017.

Item 13.2 – Payment to Sutcliffe Play.

That since the Vale of Glamorgan Council C.A.S.H. Grant had been received, all outstanding work had been completed by Sutcliffe Play and the Independent Safety Inspection had passed the new play equipment for use, Sutcliffe Play to be paid in full.

Item 12 – Review of Amenities Supervisor's Job Specification and Description and Salary Grade would be dealt with separately under Item 14 as a Part 2 item.

**Proposed** by Councillor J R Harris, seconded by Councillor Ms F Blomeley, that the report of the meeting, with the exception of Item 12 (*appendix 5*), held on 7<sup>th</sup> February 2017 be accepted and adopted. **Resolved** as proposed.

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**Item 9. Reports of Committees (Continued):**

**d. Town Hall.**

Councillor P J Knapp reported on the meeting held on the 7<sup>th</sup> February 2017.

It was reported that the proposed increase in the cost of business rates cannot be appealed until the actual invoice has been received.

**Proposed** by Councillor P J Knapp, seconded by Councillor D W Morris, that the report of the meeting held on the 7<sup>th</sup> February 2017 be accepted and adopted.

**Resolved** as proposed.

**Item 10. Reports of Representatives.**

**25/17**

10.1

**Cowbridge with Llanblethian United Charities.**

No meeting.

10.2

**Evan Jenkins Charity.**

No meeting, there will be an extra meeting on the 23<sup>rd</sup> February.

10.3

**Cowbridge Institute Charity.**

No meeting.

10.4

**One Voice Wales (OVW).**

No meeting.

10.5

**Cowbridge & District Museum Trust.**

No meeting.

10.6

**Cowbridge Town Twinning Association.**

Councillor Mrs G Baty reported that the AGM will be held on the 17<sup>th</sup> March.

10.7

**Joint Liaison Association on Footpaths.**

The Town Clerk advised that he had spoken to Gwyn Teague, Vale of Glamorgan Council Footpaths Officer, with regard to re-arranging the meeting to a daytime and is waiting for him to provide suggested dates and times when he is available to attend the meetings.

**Proposed** by Councillor Mrs M Arnold, seconded by Councillor Mrs N C Thomas and **resolved** that a letter is sent to the Vale of Glamorgan Council pointing out the issue of the public footpath that runs alongside Waitrose into Twt Park, which is still continuing to flood on a regular basis.

...Continued



- Item 10.**
- 10.8 **Reports of Representatives (Continued):**  
**Governing Body of Y Bont Faen Primary School.**  
Councillor Ms F Blomeley reported on the meeting held on the 26<sup>th</sup> January at which the following items were discussed:
- school policies were updated and renewed;
  - school is liaising with parents to create a new purpose built website for the school;
  - Key stage 2 Teachers are working with teachers from other schools to assist with Maths and English grading and the transition of students from Primary to Secondary education;
  - A response has been drafted and forwarded to the Welsh Government to the recent consultation document on the reform of School Governors.
- Next meeting at the end of March.
- At this point in the meeting, Councillor Mrs M Arnold suggested that a letter of congratulations is sent to Cowbridge Comprehensive School on their outstanding production of 'Miss Saigon'.*
- 10.9 **Governing Body of Ysgol Iolo Morganwg.**  
No representative.
- 10.10 **Cowbridge Chamber of Trade.**  
No meeting.
- 10.11 **Cowbridge in Bloom.**  
No meeting.
- 10.12 **Community Liaison Committee.**  
Councillor J R Harris reported on the last meeting of the Committee, which dealt with the following items:
- A presentation on the Well Being Analysis for the Vale of Glamorgan.
  - During the policing update the Inspector stated that a PCSO would be assigned to Cowbridge.
  - Debbie Marles, Elections Officer, gave a presentation on the forthcoming Town and Community Council Elections.
  - Update on 'Reshaping Services'.
- 10.13 **Age Connect Good Neighbour Scheme.**  
Next meeting 11<sup>th</sup> March.
- 10.14 **Cowbridge Charter Trust**  
No meeting.
- 10.15 **Food & Drink Festival**  
No meeting although correspondence received which is to be read.

...Continued

- Item 10. Reports of Representatives (Continued):**
- 10.16 **Vale Market Community Enterprise**  
Councillor Mrs S Vaughan reported that the 'CAT' Lottery bid was unsuccessful because it was weak in the areas of social need and poverty aspects. Two bids had been received in connection with the sale of the land which is currently being marketed, but they were non-compliant. On the 15<sup>th</sup> February VMCE members met with the Vale of Glamorgan Council Officers. The lease currently held by Glamorgan Marts runs out on 31<sup>st</sup> March 2017.
- 10.17 **Llanblethian Community Group.**  
Councillor Mrs G Baty advised that the group is planning an event in March based on Welsh Food and it will take place in Llanblethian Church Hall.
- 10.18 **Vale of Glamorgan Destination Management Partnership.**  
Councillor Mrs S Vaughan reported that the next meeting will be held on 11<sup>th</sup> April.
- 10.19 **Local Access Group (LAG)**  
Councillor Mrs G Baty reported that at the last meeting it was advised that the bursaries awarded by the Waterloo Foundation have ended. Under the scheme 183 applications had been received for small business start-ups by 16 to 30 years old applying for grants of up to £3,000. Initially approximately half of the business start-ups were failing but after the introduction of follow-up visits, mentoring and assistance the success rates have greatly improved with 92% of the businesses still operating after two years.
- An event is taking place on 9<sup>th</sup> March in the Bear Hotel on 'Community Mapping' and all Members are welcome to attend.
- 10.20 Councillor J R Harris reported that he and the Town Clerk had attended an event held by the Independent Remuneration Panel for Wales (IRPW) in Abergavenny on 15<sup>th</sup> February. The purpose of the event was to consultant on proposals for the IRPW Annual Report for 2017/18. The Annual Report for 2016/17 was due to be published at the end of February and included a number of Determinations to be decided by Community and Town Councils.
- These included -
- Payment of up to £150 to each Member for use of IT equipment, consumables etc.
  - Payment of up to £500 for up to 3 Members with specific responsibilities such as Chair of Planning.
  - Payment of a financial loss compensation that has actually occurred as a result of a Member attending approved duties outside their area.

...Continued

**Item 10. Reports of Representatives (Continued):**

10.20

- For overnight stays a payment of subsistence expenses.
- Payment of up to £403 per month for Councillors with dependent care responsibilities on production of receipts from the Carer.

Once the 2016/17 IRPW Report was received it would be subject of Council consideration in relation to which Determinations are adopted.

**Item 11. 'Cowbridge Working towards a Dementia Friendly Town'**

26/17

– The Mayor, Councillor Mrs E A George.

Councillor Mrs E A George reported that she had met with Mr Steve Blackman, President of Rotary Club, on the 20<sup>th</sup> February to discuss the response in relation to interested groups that wished to take part in the initiative. Proposed to meet again in March and produce a flyer that could be circulated to the local traders explaining what a 'Dementia Friendly Town' meant.

**Item 12. Correspondence.**

27/17

12.1

Application received from the Vale of Glamorgan Council's Licensing Department, for the Grant of a Premises Licence for 18b High Street, Cowbridge for the supply of alcohol (off sales) and opening hours, Monday to Sunday, 9.00 to 21.00. Any observations to be forwarded prior to 7<sup>th</sup> March 2017.

**Noted.**

12.2

E-mail correspondence received from Member of the Public regarding Council Tax Increase and Town Hall Costs. The issues raised concerned:

- The hire of the first floor storage room referred to in the Town Hall plans as the 'dressing room store' to the Freemasons for exclusive use paying on a quarterly basis at a lower rate compared to the hourly rate for the hire of the other rooms. That three of the Masonic Lodges use the Town Hall as their registered address.
- The Masonic Lodges hire storage space in a store room on the first floor referred to as the dressing room store. That each Lodge is currently charged £22 a quarter for storage, which is below market value and that no other group has an opportunity to hire storage space in the Town Hall.

This matter had already been referred to the Town Hall Committee for consideration.

12.3

Letter received from Llangollen International Musical Eisteddfod acknowledging the grant funding from the Town Council and offering two complementary tickets for Thursday Night Concert or any Daytime Competition. Members agreed that the tickets should be offered to Councillor T L Williams who has expressed an interest in attending the Eisteddfod.

**Continued...**

**Item 12.**

**Correspondence (Continued):**

12.4 Letter from Loic Mainguet, Chair of Klettgau – Clisson Twinning, inviting Cowbridge with Llanblethian Town Council's Mayor to its 40<sup>th</sup> Anniversary between Thursday 25<sup>th</sup> May and Sunday 28<sup>th</sup> May 2017. It was agreed that as the Local Elections take place on 4<sup>th</sup> May with Mayor Making taking place on 16<sup>th</sup> May, time to accept the invitation is extremely limited and therefore the invitation should be declined with thanks.

*Proposed by Councillor P J Knapp, seconded by Councillor Mrs N C Thomas, that Standing Orders is suspended to allow the meeting to continue past 9pm.*

*Resolved as proposed.*

12.5 Letter from Dwr Cymru Welsh Water advising of the commencement of works to upgrade Cowbridge Water Treatment Works and Llanblethian Pumping Station. There will be a public open meeting giving additional information on the proposed improvement works on Monday 6<sup>th</sup> March from 2pm to 7pm in the Lesser Hall.

**Noted.**

12.6 E-mail correspondence from Dinas Powys Community Council seeking a declaration of support from the Town Council for the provision of a new highway link from Barry to the Merrie Harriers area.

**Noted.**

12.7 Letter from the Rotary Club of Cowbridge seeking permission to place two A4 signs on either embankment at entrance of Twt Park with Town Mill Road to publicise the planting of Crocus Bulbs to promote the campaign to eradicate Polio worldwide.

The Town Council supported the request.

12.8 E-mail correspondence from the Vale of Glamorgan Council giving Guidance to Council Employees and Elected Members for the Pre-Election Period and enclosing a Briefing Paper for the forthcoming Local Elections. The e-mail explains that the Pre-Election 'Purdah' Period for the Local Elections is from 20<sup>th</sup> March 2017 to 4<sup>th</sup> May 2017. Therefore Council must remain impartial during this period and not use or give the impression of using public money to promote one candidate/political party or its/their policies over another.

The Town Clerk advised that he will be attending a briefing on 23<sup>rd</sup> February 2017 at Barry Civic Offices and will bring Nomination Packs back for any person who wishes to put themselves forward for election. A notice will be put up on notice boards and on the Web Site to advise that Packs can be collected from the Town Hall but must be personally returned to the Electoral Officer in Barry, once completed.

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**Item 12.**

**Correspondence (Continued):**

12.8

**Important Dates:**

Committee and Full Council meetings as normal in April with an additional Planning Meeting on 24<sup>th</sup> April.

4<sup>th</sup> May - Elections

9<sup>th</sup> May - Council Meeting to sign declarations etc.

16<sup>th</sup> May - Mayor Making and Adjourn AGM

17<sup>th</sup> May - Reconvene Council AGM.

**Noted.**

12.9

Report from the Vale of Glamorgan Council dated 9<sup>th</sup> February 2017 regarding the proposed Cardiff Capital Region – City Deal.

The Vale of Glamorgan Council has signed up to the deal which includes the improvement of the Cardiff Capital Region's infrastructure with the introduction of a Metro System including the Valley Lines Electrification programme and the creation of a new non-statutory Regional Transport Authority.

**Noted.**

12.10

E-mail correspondence from the Welsh Government advising that they are recruiting for Chairs of NHS Wales Health Boards and Trusts, and Commissioners for the Royal Commission on the Ancient and Historical Monuments of Wales. Members to apply, if they wish, as individuals.

**Noted.**

**Item 13.**

**Publications received.** (All held by the Town Clerk)

**28/17**

13.1

Wales Audit Office - Financial Management and Governance in Community and Town Councils Report 2015-16.

A summary of the report had been circulated with an invite to take part in a Webinar Event Monday 27<sup>th</sup> February 2017 at 6.30pm.

The report advised of the following:

For the 2016/17 Audit, the Auditor General will be focusing on two aspects –

- 1) Effective payroll management – proper operation of PAYE and proper approval of staff pay awards.  
Community and Town Councils will need to provide the following evidence –
  - Employer Number as issued by HMRC
  - Copy of PAYE Returns to HMRC
  - Minutes evidencing approval of staff pay awards for the year.

...Continued

**Item 13.**

**Publications received (Continued):**

13.1

Wales Audit Office - Financial Management and Governance in Community and Town Councils Report 2015-16 (Continued):

2) Consider how the Code of Conduct has been adopted by the Council.

Has the Council adopted the Code of Conduct?

Have Individual Members agreed on acceptance of the Office to abide by the Code?

Is Council maintaining and publishing a Register of Members' Interests and publicising Declaration of Interests.

Community and Town Councils will need to provide the following evidence -

Community and Town Councils will need to provide the following evidence -

- Copy of Minutes that the Council has adopted the Code of Conduct
- Individual Members have agreed to comply with the adopted Code.

**Noted.**

13.2

Guidance from the Public Services Ombudsman for Wales –

Code of Conduct for Members of Local Authorities in Wales.

Updated Guidance on the Code of Conduct previously circulated to members for their consideration. The Guidance supports the Cowbridge with Llanblethian Town Council Members Model Code of Conduct that was amended and adopted by the Council on 21<sup>st</sup> June 2016.

Particular attention was drawn to -

- The Principles of Public Life on Page 10 and 11.
- Bullying and Harassment on Pages 17 & 18.
- Personal and Prejudicial Interests – Page 28 – 36.
- Registration of interests – Page 37 – 38.

**Noted.**

13.3

Welsh Local Government Association – Social Media: A Guide for Councillors – circulated to all Members.

The Town Clerk to draft an Access to Information and Social Media Policy for consideration and adoption by the Town Council. **Noted.**

**Proposed** by Councillor J R Harris, seconded by Councillor D W Morris and **Resolved** that prior to Item 14, Standing Order 33 be applied since the item concerns the Conditions of Service in regard to the Job Specification & Description and Salary Grade of the Amenities Supervisor, therefore Standing Order 64 to be invoked.

*Part 2' Item – “That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during consideration of the following item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.”*

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**Item 14. 29/17      Item 12 – Finance and General Purposes Committee Report Continued.**

- 14.1      Appendix 5 – Review of Amenities Supervisor’s Job Specification & Description and Salary Grade.
- 14.2      Letter from Amenities Supervisor – Job Description Pay Review.

*Confidential Appendix 1 Refers for both Items 14.1 and 14.2.*

Finance and General Purposes Committee Confidential Report (Appendix 5) dated 7<sup>th</sup> February 2017 recommendation was approved to accept the revised Job Specification & Description with one exception to review the costs of Essential Users Allowance against the leasing of a vehicle. The subsequent recommendation concerning the Salary Grade to reflect the revised Job Specification & Description and performance of the Amenities Supervisor was amended and approved as detailed in the Confidential Report Appendix 1.

*Part 2 Rescinded.*

**Item 15. 30/17      Documents for sealing.**

- 15.1      Grant of Exclusive Right of Burial for Cremation Plot No. E18 in the Limes Cemetery, purchased by Mrs E A Francis, 23 St Johns Close, Cowbridge.
- 15.2      Grant of Exclusive Right of Burial for Cremation Plot No. E19 in the Limes Cemetery, purchased by Ms N Butler, 79 Geraints Way, Cowbridge.
- 15.3      Grant of Exclusive Right of Burial for Grave No. N142B in the Limes Cemetery, purchased by Mr N J Turk, Birch Tree Cottage, Common Road, Whiteparish, Salisbury.

**All documents sealed.**

**Item 16. 31/17      Date and time of next Meeting.**  
Tuesday, 21<sup>st</sup> March 2017 at 7.00pm.

Councillor Mrs E A George  
**Mayor.**

Date minutes signed.