

**Cowbridge with Llanblethian Town Council**  
**Minutes of the Meeting of the Finance & General Purposes Committee**  
**held in the Council Chamber, Cowbridge Town Hall,**  
**on Tuesday 6<sup>th</sup> April 2004 at 7.00pm.**

**Present:** Chairman – Councillor J R Harris  
Mayor – Councillor H W Field  
Councillor J L Jones.

**In Attendance:**  
Town Clerk - Mr. Andrew Davies

**Item 1: Apologies for Absence**  
Councillor V W Eveleigh, G A Cox, Mrs S M Cox, W H Evans

**Item 2: Declaration of Interests.**  
None

**Item 3: Receipts & Payments Account/sundries/Accounts to be paid**  
Receipts and Payment Accounts for period 1<sup>st</sup> April 2003 to 31<sup>st</sup> March 2004 and the statement of bank balances as at 31<sup>st</sup> March 2004 were circulated to members and read.  
**Recommended** that these accounts be approved.

A list of accounts to be settled from 16<sup>th</sup> March 2004 to 6<sup>th</sup> April 2004 was circulated to members and read.

**Item 4: Matters arising from the Committee meeting held on 2<sup>nd</sup> March 2004.**  
Councillor J R Harris referred to item 10.3 and advised that he and the Town Clerk had met with Mr Mark Hooper from Pinnacle Office Equipment to discuss the proposed upgrade of the office copying and printing equipment. The queries raised at committee were satisfied and it was established that the overall running costs should be reduced with the additional machine providing scanning, copying and faxing facilities all in one. A new answering machine was also negotiated at no extra cost. The chairman confirmed that a contract has been agreed for the new machine.

**Item 5: Matters arising from the Full Council meeting held on 16<sup>th</sup> March 2004.**  
No matters arising

**Item 6: Grant Aid.**  
6.1 Letter received from Ian Downing acknowledging the grant aid payment made by the Town Council. In his letter he offered to provide a report of his trip to the Arctic.  
**Noted.**  
The Town Clerk confirmed that he has acknowledged the letter and requested a copy of the report of his trip when he returns.

6.2 Application from Wales Air Ambulance for Financial Assistance towards the running of the Service, which costs £1.5m per year.  
**Noted**

- Item 6:** **Grant Aid (continued).**  
6.3 Application for financial assistance received from Charlotte Richards of the Verlands Cowbridge. Charlotte has been chosen to be a member of the Joshua Foundation which is a charity primarily based in Wales and formed in 1998 to provide holidays and experiences for children suffering from terminal cancer. Charlotte's involvement with the Charity involves her raising £600.00 (out of a total £2000) by May this Year. In addition, she intends to continue her charity work in Australia becoming involved in various conservation projects.  
**Proposed** by Councillor H W Field, seconded by Councillor J L Jones, that a payment of £50.00 be made.  
**Resolved** that in pursuance of the power conferred by section 137 of the Local Government Act 1972 (as amended) and being of the opinion that the expenditure satisfies the requirements of that section, the Committee approves the payment of the sum of £50.00 to Charlotte Richards.  
The Committee thought it would be a good idea to invite Charlotte to come and relate her experiences in Australia to the members of the Council when she returns.
- Item 7** **Risk Assessment**  
Members **recommend** that Risk Assessment should be a target for the new Town Council in June and should primarily be addressed and carried out by the Leisure and Amenities and Town Hall Committees.
- Item 8** **Salary Review**  
No action taken.
- Item 9:** **Correspondence.**  
9.1 Non Domestic Rates notification for the Town Hall for the forthcoming year. The rate is now £8701.00, which represents an increase of 2.7%.  
Non Domestic Rates notification for the Limes Cemetery for the forthcoming year.  
The rate is now £117.52, which also represents an increase of 2.7%
- 9.2 Letter received from Dr Pamela Jones, advising that a new Neighbourhood Watch Group has been formed in Westgate area of Cowbridge. Mrs Jones requests that the Town Council considers funding for two Neighbourhood Watch signs. A copy letter to Mrs Jones from the Vale of Glamorgan Council was also enclosed confirming the application for the signs has been approved.  
Members **recommends** that the funding is agreed as The Town Council previously resolved that in any one year financial year, funding for two signs be provided for any new Neighbourhood Watch Group setting up.  
The Town Clerk will advise Mrs Jones accordingly and request details of their cost.
- 9.3 Letter received from Vale of Glamorgan Neighbourhood Watch Association to confirm that a new Group has been established in the Westgate Area.  
**Noted.**  
The Town Clerk has acknowledged that letter and advised that whilst the Town Council does not supply or install the signs it has resolved to provide funds for two signs for any new group setting up.

**Item 9:**

**Correspondence.**

9.4

Letter received from the Welsh Assembly Government – Local Government Investments – Draft Guidance Under Section 15(1)(a) of the Local Government Act 2003. The Welsh Assembly Government is currently considering the draft guidance. The Guidance will apply with effect from the financial year 2004-05 and is meant to formalise the investment procedures undertaken by community councils but is not meant to be overly onerous. It will only apply to the very largest community councils or those with significant sums to invest. Normally it is anticipated that the Annual Investment Strategy is agreed before 1 April of each year of the financial year in question. However, for this year 2004 – 05, Community Councils will need to agree the Annual Investment Strategy by no later than the end of July 2004. The Strategy is meant to be a document that sets out the categories of investments planned to be undertaken and the amount to be invested over relevant periods of time and community councils may find it appropriate to include approval of their Annual Investment Strategy within their budgetary processes. Examples of an Annual Investment document were enclosed with the letter.

**Noted.**

9.5

Letter received from Cardiff County Council in respect of the Cardiff and Vale of Glamorgan Pension Fund advising that the Employer's Contribution Rate will be 273% with effect from 1<sup>st</sup> April 2004.

**Noted.**

9.6

Letter received from Welsh Assembly Government in respect of payments made under Section 137 Local Government Act. The appropriate sum set for the financial year 2004 – 04 is £5.00 per elector. The retail price index increased by 2.7% and the appropriate sum under S137 has increased to £5.14 per elector.

**Noted.**

9.7

Letter received from the Vale of Glamorgan Council in respect of the Provision of Payroll Services 2003/04 and 2004/05. The letter advised of the outstanding sum for financial year 2003/04 and necessary amendment required to be made to the standing order for the forthcoming financial year 2004/05.

**Noted.**

**Item 10:**

**Any Other Business.**

10.1

Councillor J L Jones referred to the Good Citizens Award and enquired whether many forms have been requested.

The Town Clerk confirmed that a number of forms have been issued and several completed ones have been returned already. The closing date for the forms has been set at 30<sup>th</sup> April. The 'Award' will be placed on the agenda for the next meeting.

10.2

The Town Clerk advised the Committee that the office shredder is no longer functioning properly and requested that a replacement be bought if the current machine is irreparable.

Members of the Committee agreed that the Town clerk should investigate the matter.

**Item 11:**

**Date and Time of next Meeting.**

Wednesday 5<sup>th</sup> May 2004 at 7.00pm.

**Chairman.**