

**Cowbridge with Llanblethian Town Council  
Minutes of the Meeting of the Finance and Governance Committee  
held by Video Conference on Tuesday 13<sup>th</sup> April 2021 at 7.00pm.**

**Present:** Mayor - Cllr S Vaughan  
Deputy Mayor – Cllr R Spencer Downe

Chair – Cllr A Trousdell

**Councillors:** G Cox and M Wilson

**In Attendance:** Town Clerk – C Kennedy  
Temporary Admin Assistant (minute taker) – A Pallister

*As a mark of respect following the death of HRH The Duke of Edinburgh all members of the committee wore black clothes, black armbands or black ties.  
There was also a minute silence at the beginning of the meeting.*

- 1: **Apologies for Absence.**  
Received from Councillors Gus Baty, Gwen Baty and S Cox.
- 2: **Declarations of Interest**  
None.
3. **Matters Arising from the meeting on 9<sup>th</sup> March 2021.**  
None.
- 4: **Report and information from IT Working Group**
  1. WIFI is working throughout the Town Hall (Staff - secure and Guest). The login details for guest will be put on the notice board at the Town Hall.
  2. The Town Clerk is organising one-to-one Microsoft Teams training for Councillors.
  3. Councillor Wilson noted how well the IT updates were going and thanked Councillor Andrew (as did Councillor R Spencer-Downe).
  4. Progress is being made on setting up a file sharing system (SharePoint).
  5. A long-term contract with HCDS needs to be discussed and set up.
- 5: **Receipts and Payments**  
Invoices received include:  
Biffa (emptying of bins)  
2 x St Davids Recruitment for the Temporary Admin Assistant  
Vale end of year payroll settlement figure  
One Voice Wales training  
Electrical invoice  
Maintenance person  
Capital Fire Protection  
Electricity bill for the Limes shed  
Lease payment for the photocopier  
Insurance for the museum

Councillor Trousdell will be circulating full receipts and payments accounts for 20/21.

Councillor Vaughan noted that another on-line signatory is needed.

As the new Town Clerk, C Kennedy is organising the set up on-line payments with Lloyds bank; however, there are a few issues getting this set up that need resolving.

**RESOLVED TO RECOMMEND: Councillor M Wilson volunteered to be another signatory.**

**6: Limes shed**

The tenant took over on 1st April 2021 (lease has been signed). The Solicitor's bill was £850, and the tenant paid the first quarterly fee pro rata of £815.07.

**7: Reserves Policy**

This is work in progress (at the last meeting it was agreed that Councillor Trousdell and the new Town Clerk will work on it together).

**8. Date and Time of next meeting - Tuesday 11<sup>th</sup> May 2021 @ 7pm**