

Cowbridge with Llanblethian Town Council
Minutes of the Meeting of the Finance and Governance Committee
held by Video Conference on Tuesday 11th May 2021 at 7.00pm.

Present: Mayor - Cllr S Vaughan
Chair – Cllr A Trousdell
Councillors: G Cox, S Cox, and Gwen Baty

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

1. **Apologies for Absence.**

Received from Councillors Gus Baty, M Wilson, and R Spencer-Downe.

2. **Declarations of Interest**

None.

3. **Matters Arising from the meeting on 13th April 2021.**

Councillor Trousdell and the Town Clerk provided an update regarding item '4 – update from the IT working group'. The Town Clerk attended a meeting looking at options for the setup of a cemetery booking system that would be connected to the accounts system, allow on-line bookings and include the digital map. The associated costs included:

- £468 plus VAT for the system
- £29 ability to book on-line
- £10 for the payment system
- £199 set-up fee

However, since this meeting the Town Clerk has been in contact with the Vale of Glamorgan Council who would cover the cost under a pilot scheme if the application form is submitted by 21st May,

RESOLVED TO RECOMMEND: Councillor Vaughan was thankful for the work on this, and pleased the pilot is available to this Council. Councillor Vaughan also proposed the application is completed and submitted by the deadline date (21st May 2021), which was seconded by Councillors Trousdell and Gwen Baty.

4. **Year end 2021 / 21 including year-end provisions**

Councillor Trousdell shared the report on the screen, which was also distributed prior to the meeting. There were no changes to the numbers since the April 2021 committee meeting, but the following change request was discussed and proposed:

Councillor Vaughan attended the Independent remuneration panel meeting and reported that all Community and Town councils must now provide mandatory allowances for carers - another Community Council has earmarked £1,500 in case anyone wishes to claim the mandatory carers allowance.

RESOLVED TO RECOMMEND: Councillor Trousdell proposed this Council also earmark £1,500 for this mandatory allowance, which was seconded by Councillor Vaughan.

5. **Receipts and Payments**

The Town Clerk shared the summary of receipts and payments on the screen, which was presented by Councillor Trousdell.

Councillor Trousdell noted that they are still transitioning to an income and expenditure reporting mechanism which should be up and running by the next meeting.

6. Reserves Policy

The Town Clerk shared the Reserves Policy Document on the screen, which was presented by Councillor Trousdell.

Councillor Trousdell developed the policy with the following points noted:

- Councillor Trousdell attended a 'One Voice Wales' reserves policy training course (this policy has been developed with input from that course).
- There is no obligation to have a reserves policy, but it is classed as good practice.
- Recommended that a 3rd to half the precept amount is an acceptable amount for reserves.
- Covering three months staff pay should be included.

Councillor Trousdell noted that repairs to the roof are already included. Further to the Town Hall meeting preceding this, Councillor Gwen Baty suggested adding the new boilers once the full costs are investigated.

RESOLVED TO RECOMMEND: Councillor Trousdell proposed the reserves policy is put forward to the Annual General Meeting in May, which was seconded by Councillor Vaughan.

7. Grant Application Form

The Town Clerk has designed a grant application form, which was sent out prior to the meeting (also shared on the screen).

Councillor Vaughan thanked the Town Clerk for working on the form and was very pleased with it.

RESOLVED TO RECOMMEND: Councillor Vaughan proposed the removal of 'Grants will not be made to individuals and would not normally exceed 50% of the cost of the project or activity' on page 3. It was felt that the percentage allocated should allow flexibility and discretion based on individual circumstances. This was seconded by Councillor Trousdell.

There was a discussion around the number of signatures requested (two preferred as more robust), however this may not be possible if the application process is on-line (one may be the only option).

Councillor Trousdell will consider and investigate how to approach the information required to process the application on page 8. Some members had concerns regarding suggesting grant amounts (would prefer the organisation to state how much they need). Councillor Trousdell will also consider whether to include the VAT registration requirement.

Councillor Geoff Cox noted a typographical error on page 7 (change Grand Aid to Grant Aid).

RESOLVED TO RECOMMEND: Subject to additions and changes above, it was agreed the form would be taken to the Full Town Council for proposal and sign off.

8. Date and Time of next meeting - To be confirmed at the Council AGM, but provisionally 7pm Tuesday 1st June 2021.