



Be kind



Byddwch yn garedig

COWBRIDGE (ANCIENT BOROUGH) with
LLANBLETHIAN TOWN COUNCIL
CYNGOR TREF Y BONT FAEN
(Bwrdeistref Hynafol) gyda
LLANFLEIDDAN

Minutes of the Meeting of the Finance & Governance Committee held in the Council Chamber and remotely using Microsoft Teams at 8.00pm on Tuesday the 7th of June 2022.

Present: Councillors; John Andrew, Malcolm Wilson, Alec Trousdell & Beverly Tonkin.
Town Clerk Cathy Kennedy

Apologies: Councillors; Geraint Baty, Gwen Baty.

THE MEETING WAS RECORDED

Committee Members: The Mayor John Andrew, The Deputy Mayor Malcolm Wilson, Gwen Baty, Geraint Baty, Alec Trousdell and Beverly Tonkin.

1. ELECT A CHAIR FOR THE ENSUING YEAR

Cllr Alec Trousdell was elected as chair of the committee for the ensuing year.

2. ELECT A DEPUTY CHAIR FOR THE ENSUING YEAR

Cllr Beverly Tonkin was elected as deputy chair for the ensuing year.

3. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Gwent Baty and Geraint Baty.

4. DECLARATIONS OF INTEREST

There were no declarations of interest.

**5. TERMS OF REFERENCE
RESOLVED**

The terms of reference for 2022/23 were approved subject to the following amendments;

- a. Item 11 – remove completely
- b. Item 13 - Change 'superintend' to monitor on item
- c. Item 16 - remove 'accept as provided elsewhere in these terms of reference'

**6. MINUTES
RESOLVED**

The minutes of the meeting held on Tuesday the 5th of April were approved.

7. MATTERS ARISING

- a. It was noted that the payroll will be moving inhouse from the 1st of August 2022.
- b. An update was received regarding progress of the council website.
- c. It was noted that a card payment system will be put in place allowing hirers to pay using links included on the new website.

8. INTERNAL AUDIT REPORT

The internal audit report was presented to the meeting. It was noted that it was pleasing to see statements referring to good governance and financial control, There were several good practice recommendations some of which had already been initiated by the town clerk.

**9. ANNUAL RETURN
RECOMMENDED**

To approve the annual return for 2021/22.

**10. FINANCIAL REPORT
RECOMMENDED**

To approve the financial report dated 31st of May 2022.

**11. REVIEW OF SIGNATORIES
RECOMMENDED**

To approve that Cllr Wilson and Cllr Tonkin be added as new signatories.

**12. MEMORIAL BENCH HARD STANDINGS
RECOMMENDED**

To approve that Urban Recreation be contracted to fit four hard-standings for memorial benches.

**13. STANDING ORDERS
RECOMMENDED**

To set up a working group to review standing orders.

14. THE LIMES SHED LEASE

It was reported that the lease of the Limes Shed to Cardiff Electrical Ltd had been terminated due to the business director being three months overdue for payment and not responding to email, phone calls and text messages. The shed locks had been changed by Cardiff Electrical, however, due to concerns of a possible bees' nest in the building, the shed was opened by staff. It was noted that all items had been removed by the business owner.

RECOMMENDED

Include on the agenda for the next meeting of the committee.

15. DATE OF NEXT MEETING

The next meeting will be held on Tuesday the 5th of July 2022.