

# ST BRIDES MINOR COMMUNITY COUNCIL



## MINUTES OF THE FINANCE COMMITTEE MEETING OF ST BRIDES MINOR COMMUNITY COUNCIL HELD ON MONDAY 11<sup>TH</sup> MARCH 2019 AT 5.00 PM AT SARN LIFE LONG LEARNING CENTRE

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### PRESENT

Councillors: D Lewis (Chair)  
E Jones  
Y Nott

Apologies: P Harris  
F Watkins

Clerk: Ann Harris

Public: No public in attendance

Minute No:

1FC/19-20

**ITEM 2 TO RECEIVE DECLARATIONS OF PERSONAL AND PREJUDICIAL INTEREST, IF ANY, FROM MEMBERS IN ITEMS ON THE AGENDA**

Councillor Name	Minute Number	Declaration	Speak/Vote
David Lewis	All relevant	Borough Councillor BCBC	No/No

2FC/19-20

**ITEM 3 TO RECORD THE ACCURACY OF THE MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 12<sup>TH</sup> NOVEMBER 2018**

The Minutes were approved as a true record of the meeting and the Chair signed the Minutes.

**Resolved:** This was noted.

3FC/19-20

**ITEM 4 MATTERS ARISING FROM THE NOVEMBER 2018 MEETING**

Minute No 11fc/18-19 T&CC Fund:

The Clerk informed Members that the car park entrance did not meet the criteria for this fund as the minimum claim must have a total value in excess of £5,000 and the cost of the work to the entrance is £2,801.34.

**Resolved:** The information was noted and an application could not be considered.

4FC/19-20

**ITEM 5 TO REVIEW ANY RISKS TO THE BUDGET FOR 2018/19**

An up-to-date budget monitoring sheet was distributed to Members showing the unaudited expected balance carried forward.

Under the Data Protection Act the council is required to register with the Information Commissioner's Office and the Clerk informed Members that she had registered the council at an annual fee of £40.

The Clerk informed Members of new regulations called The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018 which come into force for existing websites from 22<sup>nd</sup> September 2020. The council will need to comply and need to be mindful that there

may be costs in checking and changing the website to meet this needs when precept setting for 2019/20.

It was noted that the Heol y Mynydd Community Garden rent had not yet been received.

**Resolved:** The information and action of the Clerk was noted. It was agreed to recommend to full council that the Clerk requests the rent before year end and that a copy of the initial agreement is requested.

**5FC/19-20                    ITEM 6 RENEWAL OF ONE VOICE WALES MEMBERSHIP**

The cost of renewal was given by the Clerk and had been included in the budget for the year, this was discussed.

**Resolved:** It was agreed to recommend to full council for further discussion and a vote.

**6FC/19-20                    ITEM 7 PROVISION OF FLORAL BASKETS AND FLORAL BEDS 2019/20**

Provision for these items had been included in the budget for the year. The Clerk had reviewed the number of baskets with the contractor and identified suitable lighting columns on the main bus route from the Cymdda to just past the roundabout in Bryncethin lowering the number of baskets from previous years. The Clerk raised several points regarding the condition and incorrect size of some of the brackets used and the sterilization and capillary matting needed.

Provision for the floral beds were also included in the budget for the year. The beds had been inspected and it was advised to plant bedding plants for the summer and obtain a quote to moving to shrubs from the winter.

**Resolved:** It was agreed to recommend to full council to reduce the number of floral baskets to 58 and to place them along the main bus route through the 3 wards. That the flower beds are planted with fewer plants than in previous years and that the Clerk and contractor would look at cheaper alternatives from the winter going forward.

**7FC/19-20                    ITEM 8 COUNCIL INSURANCE**

The Clerk suggested that now that the Memorial car park has been laid to tarmac and work would be carried out to correct the entrance, the council may wish to consider checking adding 'all risks' to the insurance cover.

**Resolved:** It was agreed to recommend to full council that the Clerk checks that the car park is covered for all risks and if not to obtain a quotation for this cover.

8FC/19-20

**ITEM 9 BOWSER**

As the Council has changed its contractor for the provision of floral displays the bowser was no longer needed. The Clerk asked for guidance on a proposal to store it or if the council wished to sell it.

**Resolved:** It was agreed to recommend to full council that the Clerk sells the bowser for the highest achievable price.

9FC/19-20

**ITEM 10 COUNCILLOR ALLOWANCES POLICY**

The Clerk suggested putting in place a policy to cover councillor allowances as guidance going forward. She suggested it should include what action is taken if a councillor is disqualified or resigns mid-year if they've received their full allowance and what proportion should be returned, what happens if a councillor dies in service, when the allowances are paid, if payments to Chair and Vice-Chair should be made in staggered payments etc.

**Resolved:** It was agreed to recommend to full council that the Clerk draft's an Allowances Policy which would be considered for adoption at the April 2019 Ordinary Council Meeting.

10FC/19-20

**ITEM 11 NATIONAL PAY INCREASE - effective 1<sup>st</sup> April 2019**

The Clerk reminded Members that her salary is aligned to a salary point as set out in the most recent National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales and that her contract states that the salary should be reviewed annually on the anniversary of her appointment in March. In addition that the current salary point she's aligned to prior to the national increase due on 1<sup>st</sup> April 2019 is new spinal point 12. Due to the introduction of the national living wage, the national agreement has introduced a new pay spine and some spinal columns have been combined and the Clerk's salary now aligns with spinal point 13 which results in an increase of 23p per hour from the effective date.

In addition the Clerk raised an error in her contract of employment regarding annual leave in that the leave allocation was too high for the number of hours worked.

**Resolved:** It was agreed to recommend to full council to recommend the increase in line with the Clerk's contract of employment. That the Clerk distributes a copy of her contract of employment to all Members and that the leave allocation be reviewed.

11FC/19-20

**ITEM 12 ITEMS FOR THE NEXT FINANCE COMMITTEE MEETING**

**Resolved:** There were no items suggested for the agenda of the next meeting and therefore it was agreed to keep this open to include anything that may arise in the time between meetings, with the Chair's agreement.

12FC/19-20

**NEXT MEETING**

The next meeting would take place before the summer recess at Sarn Centre if there were items for the agenda and if not would take place in the early autumn; the date and time tbc

The meeting closed at 5.41 pm

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Chair of Council

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5<sup>th</sup> September 2019