



## MINUTES OF THE BRIDGEND TOWN COUNCIL EXTRA ORDINARY MEETING

Monday 26<sup>th</sup> March 2018, 7pm at Carnegie House Council Chamber

<b>Present:</b>	Cllr. Stuart Baldwin (Mayor) Cllr. Steven Bletsoe Cllr. Kate Boucher Cllr. Angela Morelli Cllr. David Unwin	Cllr. Paul Warren Cllr. Alan Wathan Cllr. Carolyn Webster Cllr. Tim Wood
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**In attendance:** Mrs L Edwards (Town Clerk), Mrs D Jones (Deputy Town Clerk/RFO)

### 1. To Receive Apologies for Absence

Apologies for absence were received from:

Cllr F Bletsoe, Cllr N Burnett, Cllr C Evans, Cllr I Robson, Cllr G Sassoon-Hales, Cllr M Voisey, Cllr L Walters

Absent: Cllr S Charles, Cllr R Porter

### 2. Declarations of Interest (if any) of Members

There were no declarations of interest.

### 3. To Consider the draft minutes of the Finance Committee Meeting of 22<sup>nd</sup> March 2018 including approval of the following items:

**Bridgend Town Council Quarterly Budget Review as at 22nd March 2018**

**Bridgend Town Council Expenditure Forecast to March 31st 2018 and virement of budgets**

**Bridgend Town Council General Reserves as at 22nd March 2018**

**Recommendations for Bridgend Town Council Internal Controls**

**Bridgend Town Council Annual Investment Strategy**

**Bridgend Town Council Risk Assessment**

**Bridgend Town Council Financial Regulations**

**Bridgend Town Council Asset Register**

**Internal Auditor Engagement Letter for the Year End 31st March 2018**

- The Town Clerk reported that the Finance Committee Meeting of 22<sup>nd</sup> March 2018 was not quorate and therefore a formal decision making meeting could not go ahead. She advised that a decision was made at the meeting to proceed on an informal basis to consider the items on the agenda and make recommendations for consideration and approval at the Extra Ordinary Town Council meeting on Monday 26<sup>th</sup> March 2018.

- Chair of Finance referred members to the notes of the Finance Committee Meeting of 22<sup>nd</sup> March 2018. Members read and reviewed the notes of the meeting.
- Mayor asked members to raise any questions in respect of the notes of the meeting.
- Deputy Mayor referred to item 14, to consider a quotation for the purchase of five PC's for BTC staff and asked if the supplier was based locally. Clerk advised that the supplier is not local; she explained that Bridgend Town Council has a Service Level Agreement in place with BCBC and that staff use the BCBC network and telephone system. She added that because of this, BTC order equipment from BCBC and that the quotation received is from a BCBC approved supplier. Deputy Mayor stated that he would prefer to use a local supplier but understands the reasons on this occasion why BTC are not.

**Resolved:** To approve the notes of the Finance Committee Meeting of 22<sup>nd</sup> March 2018.

#### **Bridgend Town Council Quarterly Budget Review as at 22nd March 2018**

- Deputy Clerk/RFO presented the Bridgend Town Council Quarterly Budget Review spreadsheet to members.
- Members studied the Quarterly Budget Review as at 22nd March 2018 spreadsheet.

**Resolved:** To approve the Bridgend Town Council Quarterly Budget Review as at 22nd March 2018.

#### **Bridgend Town Council Expenditure Forecast to 31<sup>st</sup> March 2018 and virement of budgets**

- Members read and reviewed the Bridgend Town Council Expenditure Forecast to 31st March 2018 spreadsheet and discussed the virement of budgets.
- Deputy Clerk/RFO explained that the Christmas Budget sum was larger than expected and that this matter is under query with BCBC; she stated that the invoice will not be paid until this matter has been resolved.
- Cllr C Webster requested further details regarding the figures for some of the budget headings. The Deputy Clerk/RFO provided the information requested.
- Chair of Finance advised members that the Finance Committee discussed the virement of budgets and recommend that the Clerk and Deputy Clerk/RFO vire budgets as appropriate.

**Resolved:** To approve the Bridgend Town Council Expenditure Forecast to 31<sup>st</sup> March 2018 and to delegate the virement of budgets to the Clerk and Deputy Clerk/RFO.

#### **Bridgend Town Council General Reserves as at 22nd March 2018**

- Members read and reviewed the Bridgend Town Council General Reserves forecast as at 22nd March 2018 report.
- Deputy Clerk/RFO advised members that an actual General Reserves Report will be provided to council on completion of the end of year reports.

**Resolved:** To approve the Bridgend Town Council General Reserves report as at 22nd March 2018.

#### **Recommendations for Bridgend Town Council Internal Controls**

- Members read and reviewed the recommendations for Bridgend Town Council Internal Controls report.
- Deputy Clerk/RFO suggested that this document is reviewed bi-annually; members agreed.

**Resolved:** To approve and implement the recommendations detailed in the Bridgend Town Council Internal Controls report; and that the document is next reviewed on 15<sup>th</sup> October 2018.

#### **Bridgend Town Council Annual Investment Strategy**

- Members read and reviewed the Bridgend Town Council Annual Investment Strategy document.
- Deputy Clerk/RFO suggested that this document is also reviewed bi-annually; members agreed.

**Resolved:** To approve the Bridgend Town Council Annual Investment Strategy document; and that the document is next reviewed on 15<sup>th</sup> October 2018.

#### **Bridgend Town Council Risk Assessment**

- Members read and reviewed the Bridgend Town Council Risk Assessment document.
- Deputy Clerk/RFO suggested that this document is also reviewed bi-annually; members agreed.

**Resolved:** To approve the Bridgend Town Council Risk Assessment document; and that the document is next reviewed on 15<sup>th</sup> October 2018.

#### **Bridgend Town Council Financial Regulations**

- Members read and reviewed the Bridgend Town Council Financial Regulations document.
- Deputy Clerk/RFO suggested that this document is also reviewed bi-annually; members agreed.

**Resolved:** To approve the Bridgend Town Council Financial Regulations document; and that the document is next reviewed on 15<sup>th</sup> October 2018.

#### **Bridgend Town Council Asset Register**

- Members read and reviewed the Bridgend Town Council Asset Register as at 26<sup>th</sup> March 2018.
- Deputy Clerk/RFO explained that the Christmas Equipment value had decreased significantly due to the depreciation of old stock, and the decision of Council to no longer hang cross street features due to the safety of the Catenary Wiring.

**Resolved:** To approve the Bridgend Town Council Asset Register as at 26<sup>th</sup> March 2018.

#### **Internal Auditor Engagement Letter for the Year End 31st March 2018**

- Members read and reviewed the Internal Auditor Engagement Letter for the Year End 31st March 2018.
- Deputy Clerk/RFO explained that she would liaise with the Internal Auditor regarding the requirement by the Welsh Audit Office of an Internal Auditors Report.

**Resolved:** That the Deputy Clerk/RFO sends the approved Internal Auditor Engagement Letter for the year ending 31st March 2018 to the appointed Internal Auditor.

#### **Deferred Item - Independent Remuneration Panel for Wales Report**

- Chair of Finance circulated a report regarding the decisions of the Independent Remuneration Panel for Wales.
- Chair of Finance explained the new process for remuneration and asked members to discuss and consider two items; Payments to Members of Town and Community Councils and Publication of Remuneration – the Panel's Requirements.

#### **Payments to Members of Town and Community Councils**

- Chair of Finance advised members that Bridgend Town Council falls within Community and Town Council Group A as detailed within the report.
- He stated that Determinations 44, 46, 48, 49, 50 and 51 set out in the report apply to Bridgend Town Council.
- Members discussed Determination 44 and agreed that a payment of £150 will be paid to members at the end of April 2018. Clerk highlighted that these payments are mandatory for the Council and will therefore be made automatically; she advised that Councillors may contact her in writing prior to the full Town

Council meeting on Monday 16th April stating if they wish to refuse all or any payments available to them.

- Clerk reported that payments will be issued to members by cheque on 27th April 2018 and that members wishing to receive payment by bank transfer should provide details to the Clerk before 27th April 2018.
- Chair of Finance referred members to Determination 46 relating to a mandatory annual payment of £500 in recognition of specific responsibilities for up to a maximum of 5 members; he advised that this could apply to the Chairs of Committees. Members discussed this suggestion in depth and concluded that a decision on this matter should be deferred to the Annual General Meeting to be held on 21<sup>st</sup> May 2018.

**Resolved:** That Determination 46 is deferred to the Annual General Meeting to be held on 21<sup>st</sup> May 2018 for consideration.

**Publication of Remuneration – the Panel’s Requirements**

- Chair of Finance referred members to the *Publication of Remuneration – the Panel’s Requirements* section of the report and detailed the 2 options available; he asked members to review each option and decide which one to choose.
- Members considered how claims for the cost of care will be published under the terms detailed in the IRPW report and agreed that the total amount reimbursed by the authority during the year will be published but not attributed to any named member.
- Members agreed that Councillors who wish to claim this payment must provide receipts for the cost of care.

**Meeting Closed: 7.55pm**

Signed: .....

Mayor

Date: .....