

## MINUTES OF THE POLICY, COMPLIANCE AND FINANCE COMMITTEE

HELD ON THURSDAY 26th APRIL 2023 AT 6:30PM

**PRESENT:**      Cllr P. Downing (Chair)                      Cllr A. Wilson                      Cllr C. Evans  
                          Cllr J. Harris                                      Cllr H. Roberts                      Cllr K. Griffiths (Mayor)  
                          Clerk H. Davies                                      Asst. Clerk J James

The meeting was recorded for minuting purposes and will be deleted once minutes are agreed.

|     |  | Who   | Date by | Status |
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| 55. | <b>APOLOGIES FOR ABSENCE</b><br>No apologies received  |       |         |        |
| 56. | <b>TO RECEIVE DECLARATIONS OF PERSONAL INTEREST FROM MEMBERS IN ACCORDANCE WITH THE COUNCIL'S CODE OF CONDUCT</b><br>No declarations received  |       |         |        |
| 57. | <b>ACTIONS FROM MINUTES OF LAST MEETING - FOR INFORMATION</b><br>Policies continue to be reviewed. Financial Regulations report is being prepared.<br>Local Governance Toolkit – needs a task group to work on this at a separate meeting.<br>Financial Monitoring needs to be improved.         | Clerk |         |        |
| 58. | <b>Training</b><br>a. <b>Training Records</b> – The clerk produced and explained the training matrix showing what training is booked and what has been completed.<br>b. <b>Flick – Registration to be made.</b> All councillors need to be set up to engage in Flick training in their own time. | Clerk |         |        |

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| 59. | <p><b>Budget Report:</b><br/>Budget report was not accepted in its current format; this is a work in progress to be brought back to the next committee. The new chair will agree a deadline.</p>   | Clerk |      |  |
| 60. | <p><b>Income &amp; Expenditure 2023-24</b><br/>The update was discussed.</p>   |       | 12/4 |  |
| 61. | <p><b>Audit.</b><br/>Clerk has liaised with the auditor and the return has now been located in the Cardiff office. No further information received at time of the meeting.<br/>Clerk has started preparing for the 2022_23 audit.</p>  | Clerk | 29/3 |  |
| 62. | <p><b>Terms of Reference were reviewed for the following committees:</b><br/>All committees will be diarised for monthly meetings, and can be cancelled if not required. It was <b>AGREED</b> to update the terms of reference with the following:</p> <p>Policy, Compliance and Finance committee</p> <ul style="list-style-type: none"> <li>• Terms of reference regarding training and staff employment to be taken out of this committee and applied to Human Resources and Training committee.</li> </ul> <p>Human Resources and Training committee</p> <ul style="list-style-type: none"> <li>• This committee will ensure the council complies with requirements of employment law, reviews staff structure, and updates and reviews the council's training policy and monitors the training programme.</li> </ul> <p>Estates and Development committee</p> <ul style="list-style-type: none"> <li>• All recommendations of the committee will be subject to acceptance by full council.</li> <li>• The Housing Development group will be a sub-committee of Estates, meeting as and when required.</li> </ul> <p>Special Events committee</p> <ul style="list-style-type: none"> <li>• Establish a network of volunteers. Insurance implications to be addressed.</li> <li>• Chairperson, vice-chairperson and clerk are able to agree expenditure of £2,000 (which is 10% of the committee's current budget).</li> </ul> <p>Welsh Language committee to meet as soon as possible and set their terms of reference</p> | Clerk |      |  |

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|            | <p>When advertising for councillors, include that Welsh speaking would be an advantage.</p> <p>Email to be circulated to ask councillors who would be interested in attending the committees.</p> <p>Each committee will consist of a maximum of seven members and a minimum of five, which includes the mayor, and all members of each committee have voting powers. The chairperson and vice-chairperson for all committees will be elected immediately following the annual meeting in a special meeting.</p> <p>Terms of Reference to be <b>RECOMMENDED</b> to council for approval.</p> | Clerk                       |      |  |
|            |  | Council                     |      |  |
| <b>63.</b> | <p><b>Matters arising from Estates committee on 20/4/23</b></p> <p>a. Pontarddulais comprehensive are unable to provide support with determining the IT requirements for the Institute. Specification to be written and referred to Estates committee for approval.</p>  | Clerk                       | asap |  |
|            | <p>1. Additional agenda item for discussion agreed by chair prior to meeting:<br/>ILCA Training – the Clerk requested support to undertake ILCA training as recommended by One Voice Wales. A <b>RECOMMENDED</b> will be made to Council that the Clerk and Assistant Clerk undertake the training at a cost of £120 per person.<br/>The clerk will enquire if this training is also available for councillors should they require it.</p>   | Clerk<br>Council            |      |  |
|            | <p>2. Additional agenda item for discussion agreed by chair prior to meeting:<br/>County Ward councillors will continue to contribute to the cost of the Cleansing SLA with Swansea Council for 23/24. Money to be transferred to council account.<br/>Details of cleaning rota to be circulated to members of committee and put on Council website.</p>   | Cllr P.<br>Downing<br>Clerk | 12/4 |  |
|            | <p>3. Additional agenda item for discussion agreed by chair prior to meeting:<br/>Financial software -<br/>The Clerk has had quotations and demonstrations of financial software from firms that tailor software for Town Councils. The preferred system is <i>AdvantEdge</i>, as they have council clerks involved in developing the system and providing support.</p>  |                             |      |  |

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|     | It was <b>AGREED</b> this system would improve the council's financial reporting and reduce time currently spent on updating several spreadsheets. Clerk to prepare information, including costings, for <b>RECOMMENDATION</b> to Council to purchase this Financial Software package.   | Clerk<br>Council     |  |  |
| 64. | <p>Policies</p> <p>a. Code of Conduct: <b>RECOMMEND</b> to council that the policy is accepted.</p> <p>b. Civility &amp; Respect Pledge – it was suggested the pledge should form part of Code of Conduct. Refer back to next meeting of Policy, Compliance and Finance for further discussion.</p>  | Council<br>Committee |  |  |
|     | 4. Additional agenda item for discussion agreed by chair prior to meeting:<br>Payroll - <b>RECOMMEND</b> to council that Janet D Jenkins (Accountant) should be engaged to undertake the payroll function on behalf of the council.  | Council              |  |  |
| 65. | <p><b>Personnel matters</b></p> <p><b>a. Salary Scales</b></p> <p>It was <b>AGREED</b> the Clerk and Assistant Clerks' salaries are to be reviewed 12 months from the date of employment, in order to move to the next salary scale. This is to be done annually.</p> <p>The Assistant Clerk will move onto spinal point 11, which equates to the hourly rate.</p> <p><b>b. Pension</b></p> <p>Clerk is to join the NEST pension scheme and will inform the accountant.</p> <p>Assistant Clerk needs to write a letter confirming that she does not wish to join the pension scheme.</p> | Clerk                |  |  |
| 66. | <p><b>Matters referred from Council meeting on 6 April 2023</b></p> <p><b>a. External Facilitator</b></p> <p><b>RECOMMEND</b> to council that an external facilitator provides a presentation to Policy, Resources &amp; Compliance committee, outlining the proposal for a workshop session to develop the vision and strategy for the council.</p>   | Council              |  |  |

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|     | <p><b>b. Dulais Square Christmas Tree</b><br/> <b>RECOMMEND</b> to Council to purchase a new fuller, taller tree for Dulais Square. Existing tree to be replanted in the park. In the meantime, we can use an existing tree to light up while new tree grows. Clerk to check if cables for lights will be appropriate.</p> <p><b>c. 24-hour turnaround of minutes of meeting</b><br/> Chair has a right to scrutinise minutes before accepting them. If the chair of each committee is on hols the vice chair will check the minutes.<br/> Minutes to be put on website as draft until ratified.</p> | Council |  |  |
| 67. | <p><b>Finance and Governance Toolkit</b><br/> A task group will be formed to work on the toolkit.</p> <p><b>Members</b><br/> The closing date for election for the Dulais West vacancy has passed and has now been advertised as a co-option.<br/> Cllr J Davies has resigned. Elections have been notified, and the notice of a casual vacancy has been published. It is anticipated that two co-options will be decided at the council meeting in June.</p>  | Clerk   |  |  |
|     | Cllr P Downing closed the meeting at 8.10pm.   |         |  |  |