

MINUTES OF THE POLICY, COMPLIANCE & FINANCE COMMITTEE

HELD ON TUESDAY 13th JULY 2023 at 7:00PM

PRESENT: Cllr J. Beynon (Chair) Cllr A. Wilson Cllr C. Evans (Mayor)
 Cllr K. Griffiths Cllr J. Harris

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

		Who	When	Status
11.	APOLOGIES FOR ABSENCE Apologies were received from Cllr H. Roberts.			
12.	TO RECEIVE DECLARATIONS OF PERSONAL INTEREST FROM MEMBERS IN ACCORDANCE WITH THE COUNCIL'S CODE OF CONDUCT No declarations received			
13.	MINUTES OF LAST MEETING FOR ACTIONS OUTSTANDING The clerk reported meeting with Lloyds bank regarding the £1 account, however was informed a debit card cannot be issued for the deposit account. The clerk will contact the business advisor for advice and a review of the accounts. Local Governance Toolkit – the task group will be arranged for September. Clerk will review new Standing Orders over the next few months, and report back to this committee.	Clerk Clerk		
14.	BUDGET REPORT Clerk presented the budget report for June 2023 which had been circulated prior to the meeting. Clerk will amend costs headings for some invoices. In addition, a report on receipts and payments for the festival was tabled and discussed.	Clerk	17/7	

	<p>Additional budget headings and sub-headings to be added to better identify spend. New headings agreed were Events, with sub-headings for Christmas parade, story competitions, and pantomime.</p> <p>Need to set-up separate account for a building fund with the aim to add £15k per year. Audit of current assets in Pontardulais needed in order to plan for purchase of property for community use. Key projects to be identified with budgets attached. Clerk will review and make recommendations.</p>			
15.	<p>IT SYSTEMS</p> <p>Phase 1 of IT project has commenced. Microsoft 365 is currently being installed and data being migrated by AdvantEdge. Folders containing meeting papers will be set-up in Microsoft Teams for members to reduce the number of attachments in emails.</p> <p>Phase 2 will involve improving the building's wi-fi and setting-up facilities to allow hybrid meetings. In addition, the microphones and the loop system will be enabled. Quotes have already been received from four providers and a decision is needed to appoint. Clerk has sought advice from OVW on writing a specification on what's required, however was advised this is not necessary as each provider will have a different proposal relevant to their business but to meet our needs. RECOMMENDATION to council to appoint one of the suppliers, as all councils should now be providing the facility for hybrid meetings.</p> <p>Phase 3 clerk will review the council's website, social media and digital noticeboards.</p> <p>Clerk to look at registration as a non-profit organisation if this enables free Microsoft licences.</p> <p>Chair proposed that using delegated powers, monitors be purchased for clerk and assistant clerk as laptop screen is not ergonomic for daily working. Committee agreed and clerk to purchase monitors to a limit of £538.</p>	<p>Council</p> <p>Clerk</p> <p>Clerk</p>	<p>27/7</p> <p>17/7</p>	
16.	<p>FORWARD PLAN 2023-24</p> <p>Committee proposed RECOMMENDATION to council to re-establish a chamber of commerce group in Pontarddulais that would be led by the town council.</p>	<p>Council</p>	<p>27/7</p>	

	<p>Pre-cept Clerk discussed timelines for setting 2024/25 pre-cept:</p> <ul style="list-style-type: none"> • September – all committees to discuss and prepare budget amount required • 26th October council meeting – draft budgets to be presented • 23rd November council meeting – final budgets to be agreed • January – pre-cept submission <p>Clerk to prepare projected budgets for September meetings.</p>	Clerk	August	
17.	<p>OVW – Feedback from conference Clerk reported on the OVW conference held in Builth. Event was very informative with excellent talks, particularly from Rebecca Evens MS.</p>			

Meeting finished at 8.40pm.