

MINUTES (V.2) OF THE POLICY, COMPLIANCE & FINANCE COMMITTEE

HELD ON THURSDAY 8TH FEBRUARY 2024 at 7:00PM

Amended following Council Meeting on 29 February 2024

Present:

Councillors Cllr H. Roberts (Chair) Cllr C. Evans Cllr K. Griffiths Cllr P Downing

 Cllr A. Wilson Cllr J. Harris

Apologies Cllr J. Beynon

The Chair agreed to include the following additional items for information on the agenda:

- Preventapest
- Salary payments

		Who	When	Status
54.	APOLOGIES FOR ABSENCE Cllr J. Beynon			
55.	TO RECEIVE DECLARATIONS OF PERSONAL INTEREST FROM MEMBERS IN ACCORDANCE WITH THE COUNCIL'S CODE OF CONDUCT No declarations received			
56.	MINUTES OF LAST MEETING FOR ACTIONS OUTSTANDING <ul style="list-style-type: none">• 14/12/23: Bank mandate to be signed and returned• 4/1/24: Clerk to contact Cllr J Beynon for information on remembrance service books.	Clerk		

57.	FINANCE			
	<p>Budget Reports</p> <ul style="list-style-type: none"> Members approved the bank reconciliations for January 2024. Warm spaces grant donation received from Pontarddulais Partnership. 			
58.	REGENERATION GROUP UPDATE			
	<p>Cllr. Downing provided an update:</p> <ul style="list-style-type: none"> The group had recently met with shop owners and provided a presentation. Shop-holders reported an increase in custom during pop-up markets. A suggestion will be made to Ms J Evans for consideration to future markets being extended in other areas in the village. Communication/advertising will be discussed in future meetings. Four meetings will be held each year. 			
59.	POLICIES			
	<ul style="list-style-type: none"> Table of policies will include the date for review. This will be spread over the year so that there will be four reviewed each meeting. Health & Safety Policy: Include 'At Work' in title. It was agreed to RECOMMEND to Council the above policy be accepted. Priority to be given to policies that relate to employees. Customer Care Policy required. 	<p>Clerk/HR Committee</p> <p>Council</p> <p>Clerk</p>		
60.	GRANTS			
	<ul style="list-style-type: none"> The vision setting workshop on 6th and 13th March will identify aims and targets which will categorise the grants required. The Partnership will provide monthly reports to the Clerk with 3 clear days-notice for circulation to full council. 			
61.	FINANCIAL ASSISTANCE APPLICATIONS			
	Closing date 14 February 24. Policy states 16 February 24.			

	The committee discussed grants and due to the short-timing it was decided to bring the next Policy, Compliance & Finance committee meeting forward to discuss the grants on Thursday 22 February. This will be held via zoom. Policy to be reviewed for 2025 and to include the bank statement for the end of the financial year and an explanation for any reserves.	Clerk		
62.	PREVENTAPEST Due to issues with pests a year's contract has been taken out. A cost of £85 per quarter was negotiated.			
63.	SALARY PAYMENTS A standing order will be set-up for janitorial staff for monthly salaries.	Clerk		

The meeting ended at 20.00

ADDENDUM

Following the meeting a need arose for a Pontarddulais Town Council Safeguarding Policy, to accompany a grant application. As there was no existing policy, the Clerk produced and circulated a policy to the members of the Policy, Compliance and Finance Committee for agreement. The committee now recommend that is policy is accepted by Council.