

**MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING HELD ON  
THE 29<sup>TH</sup> SEPTEMBER 2022**

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<b><u>PRESENT:</u></b>	Cllr P. Downing (Chairman)	Cllr H. Roberts
	Cllr A. Wilson	Cllr C. Evans
	Cllr J. Harris	Cllr K. Griffiths (ex-officio)

**14. APOLOGIES FOR ABSENCE:**

There were no apologies for absence.

**15. TO RECEIVE DECLARATIONS OF PERSONAL INTEREST FROM MEMBERS IN ACCORDNCE WITH THE COUNCIL'S CODE OF CONDUCT:**

There were no declarations received.

**16. TO CONSIDER THE APPOINTMENT OF A NEW CLERK AND RESPONSIBLE FINANCIL OFFICER:**

**(a) One Voice Wales Consultancy proposal:**

Members had before them a copy of OVW's consultancy proposals for the recruitment and selection of a new Town Clerk/RFO. It was agreed to **RECOMMEND** to Council that the following proposals are undertaken by OVW:

- Provision of a draft job description and employee specification for consideration by the Council;
- Provision of an application form for use by candidate;
- Preparation of Guidelines for the Chair of the Shortlisting and Recruitment Panel ensuring full compliance with employment and equality laws;
- To provide a draft set of questions and model answers/written exercises for the Shortlisting Panel to consider – linked directly to the employee specification – to also include scoring sheets;
- To prepare application packs for Panel members – photocopying and postage costs to be charges only;

It was also agreed that Mr D. Jenkins from Pontarddulais Comprehensive School be invited to assist with the recruitment process and a donation be made to the school in appreciation of his services.

**(b) Composition of interview panel:**

It was agreed to **RECOMMEND** to Council that the panel consists of the Mayor, Deputy Mayor, Chair of Policy & Resources Committee, Chair of Estates, Development & Regeneration Committee and Chair of Special Events Committee. Should any of the above be unavailable the Deputy Chair would act as replacement.

If neither Chair or Deputy Chair was available then a suitable replacement would be sought.

**(c) Timescale:**

Timescale would be dependent on One Voice Wales. Clerk will seek further information from OVW prior to the Council meeting.

**(d) Existing Clerk's annual leave:**

The Clerk explained that he had not taken any annual leave for the financial year 2021-22 (20 days leave entitlement). And by the end of his employment on the 31<sup>st</sup> December 2022 he will have taken 14 days leave out of a pro-rata entitlement of 15 days. The Clerk was requested to leave the room whilst Members considered the matter. On his return it was agreed to **RECOMMEND** to Council that the Clerk be paid for his 20 days loss of annual leave.

**(e) Opening and closing the Institute during the period 14<sup>th</sup> November to 18<sup>th</sup> November 2022:**

The Clerk advised Members that the caretaker and cleaner would be on leave for the above period and he explained the times that hirers would be occupying the Institute, It was agreed that the Clerk and Members would be able to open and close the Institute during this period.

**17. TO CONSIDER A REQUEST FOR FINANCIAL ASSISTANCE UNDER THE COUNCIL'S UNADOPTED ROADS POLICY:**

Members had before them an application from the occupiers of Highland Terrace together with three quotations for the proposed works. It was agreed to **RECOMMEND** to Council that the Town Council would liaise with the contractor to undertake the work, make a contribution of £3,000 with the residents contributing the remainder of the cost.

**18. TO UNDERTAKE A REVIEW OF THE COUNCIL'S BUDGET:**

The Clerk presented an expenditure spreadsheet indicating the budget headings, existing budget, expenditure for the first and second quarter of the financial year, total to date, percentage spend by budget heading and expenditure for the financial year 2021/22. It was agreed to **RECOMMEND** to Council that the youth budget be reduced from £5,000 to £1,500 and the children's play-fund be increased from £3,500 to £7,000. Members also had before them an income spreadsheet indicating income headings, income for the first and second quarter of the financial year, total income to date and income for the financial year 2021-22. The Clerk explained the income and expenditure amounts under the miscellaneous headings.

**19. TO REVIEW THE COUNCIL'S FINANCIAL RISK ASSESSMENT SCHEDULE:**

Members had before them the Council's Financial Risk Assessment Schedule and it was agreed to **RECOMMEND** to Council that the Schedule be approved.

**20. TO CONSIDER THE FINANCE AND GOVERNANCE TOOLKIT FOR COMMUNITY AND TOWN COUNCILS:**

The Chairman reminded Members that they had previously considered Themes "A", "B" and "C" and would now consider Theme "D". Members considered all the business processes under Theme "D" and agreed that the Council should consider various policies not currently in place.