

**Minutes of the Finance & Governance Meeting  
held (electronically) on Thursday 24<sup>th</sup> June 2021**

Present: Cllr's M Clarke, N Clarke, T Hill, B Lewis, J Pratt, L Tallon-Morris, R Smith

Town Clerk: K Grabham

Assistant Clerk: S Watkins

**1. Apologies for absence**

Cllr R Smith – Joined the meeting late

**2. To receive Declarations of Interest**

Cllr R Smith, Item 5 – Director of Inclusability.

**3. Committee Action Log**

The Clerk introduced the action log and talked members through the progress on the individual items.

Cllr R Smith joined the meeting 6.34pm. Cllr N Clarke brought Cllr R Smith up to date on the progress of the meeting.

**4. To receive update from Porthcawl Rugby Club – Grant Utilisation**

The Clerk introduced Tracey Williams Secretary of Porthcawl Rugby Club.

Tracey explained that the project was to extend the changing area and provide disabled toilet. Tracey informed the committee that the work commenced in January 2020, but stalled due to Covid-19.

A member thanked Tracey for her update and queried if there were any plans to open the club up to further community groups.

Tracey confirmed that community groups already use the rugby club.

A member informed the committee that the Council is proud of its record in supporting groups with funding and that the Council are delighted that the Rugby Club were able to secure funding from the Wales Rugby Union as a result of the pledge and funding provided by the Council.

**Resolved: Members thanked Tracey Williams for the update and noted the content of the update.**

## **5. To receive update from Inclusability – Grant Utilisation**

Cllr N Clarke introduced Kelly Smith from Inclusability. Kelly provided an update on how the grant had been used and played a video for the members to show and highlight the work that Inclusability does.

Cllr Clarke thanked Kelly for coming along and updating the committee and asked if the bird boxes are for sale. Kelly advised that this was a pilot scheme however, it could be something that was looked into in the future.

A member queried if there were any plans for the future to work with local groups.

**Resolved: Members thanked Kelly Smith for the update and noted the content of the update.**

## **6. To review 2020/2021 Capital Expenditure over £1,000.00**

Cllr B Lewis joined the meeting at 6.55pm.

Members discussed the invoices presented within the agenda.

Members queried the expenses paid for the repair of benches at Nottage Green.

A long discussion took place with regards to all invoices, a member queried why there were no signatures on the invoices and the Clerk informed members that all invoices were being e-mailed to the then Mayor for approval.

The Clerk informed members that the Financial Regulations 4.1 state that any invoice over £5,000.00 needs to come to Council for full approval.

The Assistant Town Clerk informed members that the Healthmatic invoice was approved at Full Council on the 9<sup>th</sup> February 2021 and that all other invoices had been approved by the operations committee and the decision to pay the invoices would have been ratified by Council.

A member highlighted that two invoices received from the same company on the same date totalled over £5,000.00 as each invoice would have been considered individually, and therefore not have been put before full council for payment. Members agreed that the Clerk/RFO would need to pay close attention to prevent this from occurring again.

**Resolved: For the Clerk to contact the architect for the Griffin Park Toilets and request a final outturn project report.**

**Resolved: For BCBC to be contacted to establish if the dropped kerb at Griffin Park can remain in place and if removable bollards can be put in place to prevent parking in front of the toilet block.**

**Resolved: That members have noted and reviewed the capital expenditure over £1,000.00**

## **7. Town Clerk Reports**

### a) Porthcawl Town Council Website

The Clerk informed members that the Town Councils website does not meet the current accessibility requirements that were issued by Welsh Government in 2019. The Clerk informed the committee that she has spoken with our current website provider and asked for a quote to be provided to update the website and to include the accessibility. To date, there has been no response from our current website provider. The Clerk asked the committee for permission to obtain quotes from alternative website providers.

**Resolved: For the Clerk to obtain quotes to update the Councils website and to include the accessibility requirements as per the directive from Welsh Government.**

**The Meeting concluded at 7.35pm**