

PORTHCAWL TOWN COUNCIL



MINUTES OF THE MEETING OF COUNCIL HELD (ELECTRONICALLY) ON THURSDAY 31 MARCH 2022

PRESENT:

COUNCILLORS: M Chegwen

Cllrs: A Harris
R Lee
S Maitland Thomas
J Manley
J Pratt
L Tallon Morris

TOWN CLERK: K Grabham

LOCUM CLERK: C John

FACILITIES MANAGER: K Sutton

THE TOWN CLERK ADVISED EVERYONE PRESENT THAT THE MEETING WAS BEING RECORDED IN ACCORDANCE WITH THE RECENT UNANIMOUS DECISION OF THE TOWN COUNCIL.

217. To receive apologies for absence.

M Clarke	-	Personal
N Clarke	-	Personal
L Desmond Williams		Personal
M Emmet-Lewis		Personal
B Jones		Personal
B Lewis		Personal
M Rock		Personal

218. To receive Members' Declarations of Interest in respect of the business to be transacted.

None received.

219. To confirm and sign the minutes of the Full Council meeting held on 10th March 2022.

Resolved: To accept the minutes of the meeting held on 10th March 2022 as a true and accurate record

220. To adjourn if necessary to take Public Question Time

No members of the public present

221 . For information - Mayoral Events and Engagements

It was noted that Mayor had attended the Cowbridge Town Council Civic Service and would be re-opening the Porthcawl Museum on Saturday 2nd April 2022.

223. Update form BCBC Members

No BCBC member in attendance

224. To consider item - One Voice Wales Membership .

Following discussion members present felt that the Town Council had benefited greatly from their membership over the last year. The training benefits were also noted.

Resolved: To renew the Town Council's membership to One Voice Wales at a cost of £2856.00

225. To consider correspondence – Email from BCBC – Prohibition and restriction of waiting and loading and parking places) (civil enforcement) order 2013 (amendment no.14a) experimental order 2021 - variation no.1 2022

Resolved: To note the information provided

226. To consider correspondence – Letter from PEDW – BCBC (Porthcawl Waterfront Regeneration) CPO Order 2021

The Town Clerk reminded member that this was the response letter sent by Town Council regarding the development on the seafront.

Noted that a request had been received from J Strong to have copy of letter Porthcawl Town Council sent to Bridgend County Borough Council in relation to the matter.

Agreed that a copy of the letter sent by Porthcawl Town Council to Bridgend County Borough Council relating to this matter should be given to Mr Strong as requested.

227. To consider request from Cllr B Jones – Documentation for Newton/Nottage Road Project

The Clerk informed the meeting that following advice received this matter was being deferred to the next meeting of Council following the election.

228. For information – S137 Discretionary Expenditure Limit for 2022/23

Town Clerk explained that s137 discretionary expenditure limit was set for Town Councils annually and for 2022/23 the amount for £8.82 for Porthcawl.

229. To consider item – Sandy Bay Lease

Resolved: To renew lease for Sandy Bay

220. To consider item – Draft Annual Report

Town Clerk advised that every year there is a requirement for all Town and Community Councils to produce an annual report, the copy provided was for members to accept.

Resolved: To accept the Annual Report as presented

221. To consider item – Draft updated Standing Orders

Town Clerk presented the updated Standing Orders to members it was noted that these should be reviewed annually and that this had been something that was mentioned by the auditor for consideration.

Resolved : To adopt the Standing Orders as presented

222. To consider item – Public Service Ombudsman for Wales Code of Conduct for Members

Request was made to Council to accept the updated Code of Conduct as presented.

Resolved: To accept the updated Public Service Ombudsman for Wales Code of Conduct for Members

223. To consider item – Draft updated Bullying & Harassment Policy

Amendment “insert Councillor”

Resolved: To accept the policy as presented

224. To consider item – Draft updated Member & Officer Protocol

Resolved: To accept the policy as presented

225. To consider item – Draft updated Training & Development Policy

Members were advised that the provisions contained with the new Local Government and Election Act, Councils were required to have a training policy in place for Councillors and Staff, in addition the auditor had advised that the Town Council adopt such a policy.

Agreed that the training and development policy should reflect that training is mandatory.

Following discussion:

Resolved: To accept the policy as presented.

226. To consider item – Draft new Flexible Working Policy

Town Clerk reminded members that it had been previously agreed that hybrid working would be introduced for staff.

It was noted that this system of work would be managed and monitored closely.

It was agreed that a regular report would be presented to the staffing committee regarding working hours and toil.

Resolved: To accept the policy as presented

227. To consider item – Draft new Data Retention Policy

Resolved: To accept the policy as presented

228. To consider item – Draft new Playground Inspection Policy

Resolved: To accept the policy as presented

229. To consider item – Draft new Reserves Policy

Resolved: To accept the policy as presented

230. To consider item – Draft new Investment Policy

Noted that this was an audit requirement.

Resolved: To accept the policy as presented

231. To consider item – Draft new Bio-diversity Policy

Noted that Assistant Town Clerk had drawn up this policy.

Resolved: To accept the policy as presented

232. To retrospectively approve Internal Audit Letter of Engagement for 2020/2021

Town Clerk noted that his had been an oversight and that this had not been presented to Council when it should have and as such Clerk was asking for retrospective approval.

Resolved: To retrospectively approve Internal Audit Letter of Engagement for 2020/21.

Town Clerks Report

233. Internal Audit Recommendations update

It was noted that there were 27 audit recommendations, 22 had been completed 2 were pending and 3 outstanding.

234. Internal Auditor & Letter of Engagement

Resolved : To appoint JDH Business Services as the 2021/22 internal auditor for Porthcawl Town Council at a cost £1282 plus VAT.

Resolved: To complete and sign letter of engagement as presented.

235. Financial Risk Assessment

Resolved: To accept the Financial Risk Assessment as presented

236. Independent Remuneration Panel of Wales Report

Council considered the determinations as presented by the Town Clerk on an individual basis based on the documentation circulated prior to the meeting.

Members felt that following lengthy discussion and consideration this matter was a very important one for several reasons for the Town Council and as such the matter should be deferred to the Annual General Meeting for the newly elected members to consider.

237. Locum Town Clerk Update – Information Only

C John left the meeting while this item was being discussed.

Resolved: That the Locum Town Clerks contract is extended for a further three months

Cllr M Emmet-Lewis joined the meeting at 8pm

Locum Clerk re-joined the meeting

238. Quarter 3 Financial Reports – To be circulated under separate cover

Noted that Information had been circulated to members, no questions received from members.

Town Clerk sought Council permission to carry forward the following to the next financial year 2022/23 budget: -

Griffin Park CAT transfer funds of £30,000
Wilderness project money of £30,000
Tourism budget of £17,000.

Resolved: That permission be granted.

Noted Cllr S Maitland Thomas did not participate in the vote on this item.

Town Clerk asked that the following funds are carried forward to the following financial year to earmarked reserves to be re-allocated to new projects: Need to be ambitious in what Town Council want to achieve in the next Financial Year.

Portway Roundabout £15000
Festival and sponsorship £23000
S137 grant funds £20000

Resolved: Permission granted.

Town Clerk sort approval to open a public sector deposit fund for Council to deposit some of the Councils surplus funds. It had been raised by the auditor that the Town Council were holding too much money in one account and this needed to be addressed.

Resolved: Permission granted

239. Verbal Update

Town Clerk thanked members for their support during a challenging year of Council.

Noted that any unspent funds for the Queens Jubilee would be going back into Town Council Reserves.

Cllr L Tallon Morris and Cllr A Harris thanked the Town Clerk and Locum Clerk for their hard work during the year.

The meeting concluded at 8.50pm