

**FINAL MINUTES OF THE MEETING OF PENNARD COMMUNITY COUNCIL  
FINANCE EMPLOYMENT AND POLICY COMMITTEE  
HELD ON THE 4<sup>th</sup> JANUARY 2023 AT 7.05PM**

**Present: Cllr Darran Hickery DH (Chair), Cllr Susan Rodaway SER, Cllr Lynda James LJ, Cllr Ralph Cook RC, Cllr Jean Marnell JM, Clerk, Karen Penny and Will Smith as observers with no voting rights.**

**Apologies for absence None**

Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are accepted.

**Absent: Cllr Keith Atkins**

**Declarations of interest Cllr James declared an interest at point 1 but stayed in the room to answer questions**

**All votes will be named votes**

**1. To discuss and agree what funding can be given to the Community Bus Project.**

The information received regarding the bus project was discussed, Cllr Rodaway asked if there was a possibility of one of the days to be changed to a weekend to allow children and daytime workers to make use of the bus, Cllr James explained that this may not be possible due to the bus having other commitments at the weekend but she would pass the suggestion on.

As other Community Councils and organisations had been approached for funding, it was suggested that there should be a stakeholder meeting organised so all future funding possibilities could be discussed further.

In the meantime, it was proposed that a £2000 donation to the scheme for this financial year should be recommended to Full Council.

**Proposed by JM seconded by SER agreed by all with 1 abstention LJ.**

**2. To discuss and agree defibrillator case funding request for recommendation to Full Council.**

This matter was deferred, awaiting funding information regarding an application to the Pennard Charity.

**3. To review and agree the draft Admin budget 2023-24 for recommendation to Full Council**

The draft admin budget was discussed and amendments made ready for recommendation to Full Council

**Proposed by RC seconded by JM agreed by all**

**4. To review and agree the draft budget 2023-24 for recommendation to Full Council**

The draft Budget for 2023-24 was discussed and agreed subject to the building estimate which should be with us before the Full Council Meeting.

**Proposed by JM seconded by RC agreed by all**

**5. To agree the 2023-2024 Precept for recommendation to Full Council**

The precept was discussed and compared with previous years; it was agreed that the figure would be recommended to Full Council subject to the building estimate which should be with us before the Full Council Meeting.

**Proposed by RC seconded by LJ agreed by all**

**6. To consider use of procurement framework for hall tender.**

The Clerk explained that she had contacted Sell2Wales as well as Pennarth and Barry Town Councils for information on using procurement frameworks when sending out tenders, especially the larger one which will be needed for the Hall refurbishment. Sell2Wales is a procurement portal rather than a framework so it may not be the right source, she is awaiting the procurement officers for the two Town Councils to return from Christmas break so she can seek advice as to the sort of frameworks they use

**Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media will be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.**

**Proposed by SER seconded by JM agreed by all**

**7. To agree title for employee as recommended at appraisal.**

At the recent appraisal it was suggested that the Admin Assistant post which has many titles should be changed to Community & Grants Officer.

**Proposed by JM seconded by LJ agreed by all**

**The meeting closed at 8.17pm**