

## MAESTEG TOWN COUNCIL

Minutes of an **EXTRAORDINARY HYBRID** meeting of the **Council** held remotely via Microsoft Teams and at the Council Chamber, Council Offices, Talbot Street, Maesteg, on **Thursday, 14<sup>th</sup> July 2022**.

### **PRESENT:**

#### **COUNCILLORS:**

**A James (Mayor)**

F Abedalkarim, AR Davies, C Davies, P Davies, K Edwards, P Jenkins, C Knight, R Lewis, R Martin, R Penhale-Thomas, G Thomas, L Thomas, G Williams and I Williams

**APOLOGIES** were received from Cllrs R Collins and M Rowlands

### **DECLARATION OF INTEREST:**

**Cllr L Thomas declared an interest in any matters relating to Awen Cultural Trust.**

**Cllrs R Penhale-Thomas, P Davies and P Jenkins declared an interest in any items relating to BCBC.**

**Cllr I Williams declared an interest in matters relating to Maesteg Celtic Cricket Club.**

### **112. TO RECEIVE THE INTERNAL AUDITORS REPORT**

The Mayor welcomed Mr W Davies to the meeting as he had been asked to do an additional internal audit due to the lateness of the internal auditor providing the report. Members were provided with copies of Mr W Davies report and the following questions were raised:

Item 3 was requested to be added onto the agenda for the Finance Committee by Cllr G Thomas, this was confirmed to have already been done by the Clerk.

Item 8 Cllr L Thomas asked if the council were covered for all of the monies in the investment account as this exceeds the £85k insurance usually granted on such accounts. It was confirmed by the auditor that the monies, although exceeding £85k were indeed covered if anything drastic were to happen as the funds are invested across different assets.

Cllr R Penhale-Thomas requested that when the council forward the accounts onto audit Wales then an amendment sheet should be included with the discussion of item 8 as per previous ensuring safeguarding of funds is being undertaken by the council.

**113. ANNUAL RETURN OF ACCOUNTS YEAR ENDED 31 MARCH 2022**

Members were provided with copies of the Annual Return for the Year ended 31 March 2022. Clerk proceeded to go through the Annual Governance Statement and members answered each item.

Cllr Gavin Thomas thanked the auditor for his diligence on short notice on preparing the accounts for audit.

Cllr K Edwards queried the opening statement of the report, paragraph 3 that confirms Mr W Davies MBE having to be appointed due to no return with our appointed internal auditor. He stated that our books were not ready to be presented until 16<sup>th</sup> June 2022 which is 2 weeks prior to being submitted to Wales Audit and asked Mr W Davies MBE if that was appropriate time to complete an internal audit by?

Cllr G Thomas advised that the accounts were prepared at the end of the year and the internal auditor was contacted on the first week of April to help with the balancing of the books prior to the internal audit taking place but the appointed internal auditor did not attend several requests to a meeting and results in the books being presented late due to having to source Mr W Davies MBE in his place.

Cllr K Edwards rebutted this and confirmed that the accounts weren't balancing so were not ready to be audited and questioned if more training is required of staff to avoid this in the future.

Mr W Davies MBE confirmed in the annual report that previously a recommendation was to receive an invoice from Maesteg Cricket Club confirming the spending of grant funds but no invoice has been supplied still. Mr W Davies MBE continued that he would recommend that all future S137 grants are to be on the condition of the supply of invoices on the completion of the project or purchase of goods. He added that he has spoken to Audit Wales who state that the S137 process shouldn't be overburdensome on staff and a sample of invoices from granted S137 funds should be taken instead. Mr W Davies MBE recommended that if organisations refuse to provide an invoice upon request, then they should no longer receive council funding in the future.

Cllrs G Thomas and P Davies confirmed that the S137 policy is on the agenda for the Finance committee tonight.

**RESOLVED:**

- Annual Return Year Ended 31 March 2022 form completed, signed and dated by RFO and Chair of Meeting.
- Annual Return Form, Internal Auditor's Report to be sent to Audit Wales and placed onto the website

**114. TO DISCUSS MEMBERSHIP & CHAIR OF THE PERSONNEL COMMITTEE**

Cllr R Collins has advised that he no longer wishes to be on the personnel committee or its Chair. Due to the need for the Personnel Committee to meet to discuss the role of the CMO the Mayor has requested that the Extraordinary Council meeting is used to re-evaluate the membership of the Personnel Committee and to appoint a Chair.

In the AGM held on 19<sup>th</sup> May 2022 the following was agreed and ratified at the June 2022 Full Council Meeting:

To Appoint Membership of the Personnel Committee for 2022-23:  
Committee = 5 members

**RESOLVED:** Councillors: R Collins (Chair),  
A R Davies, A James. C Knight & L Thomas

Members discussed and voted on Cllr G Williams to be added to the Personnel Committee and for Cllr AR Davies to be Chair, both members agreed to this appointment.

**RESOLVED:**  
Update committee membership to the following;  
Councillors: AR Davies (Chair),  
A James, C Knight, L Thomas & G Williams

**115. TO DISCUSS VAN INSURANCE**

Members were provided with the following:

Current van insurance runs until 22/07/22, therefore Council need to agree to the renewal. The following 4 options have been sourced from a van insurance comparison site:

	<b>Tender 1</b>	<b>Tender 2</b>	<b>Tender 3</b>	<b>Tender 4</b>
<b>Personal Accident</b>	Yes	Yes	Yes	Yes
<b>Windscreen Cover</b>	Yes	Yes	Yes	Yes
<b>Courtesy Vehicle</b>	Yes	Yes	Yes	Yes
<b>RAC Breakdown Cover</b>	Yes	No	No	No
<b>Tool Cover</b>	Yes	No	No	No

<b>Excess</b>	£200 total	£250 voluntary £250 compulsory	£250 voluntary £250 compulsory	£250 voluntary £250 compulsory
<b>Cost</b>	<b>£346.49</b>	<b>£611.92</b>	<b>£623.69</b>	<b>£777.85</b>

Members agreed to tender 1 being £346.49, this was the renewal from the existing van insurance company.

**RESOLVED:** Clerk to proceed to renew the van insurance from the existing van insurance company.

**Minutes emailed to all Councillors to Read on 14<sup>th</sup> July 2022**

**Minutes accepted at a remote meeting of the Council  
held on 2<sup>nd</sup> August 2022**

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**Mayor**

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