

MINUTES OF THE POLICY & FINANCE COMMITTEE MEETING HELD ON 1ST. JULY 2024

Present : Cllr. G Edwards Etheridge (Deputy Mayor)
Cllrs. N Dix, C Clark, C Erasmus, D Box & D Davies

Cllr K Williams attended remotely & Chaired the Meeting

1. Apologies for Absence

Apologies for Absence were received from Cllr. R Mills

2. Declarations of Interest

There were no Declarations of Interest

3. To Appoint Chair & Vice Chair of Committee

Cllr. K Williams was proposed, seconded and unanimously supported to remain Chair of the Committee

Cllr. C Clark was proposed, seconded and unanimously supported to become Vice Chair of the Committee

4. To Receive Minutes of the Policy & Finance Committee Meeting held on 19th. February 2024

The Minutes of the last meeting of the Committee held on 19th. February 2024 were received and ***agreed*** as a true record

5. Matters Arising

There were no Matters Arising

6. Applications for Financial Assistance (if any)

The Clerk reported there were no Applications received

7. Finalise Annual Report – Draft Attached

The Clerk presented the Draft Report and suggested the emphasis be given to the Outcomes against Priorities set for 2023/24 and Priorities for 2024/25 as the remainder of the Report was fairly factual information.

Members went through Priorities and Outcomes for 2023/24 and were in unanimous agreement with what had been reported.

In respect of Priorities for 2024/25 it was agreed that with regard the Town Council will look to increase its profile and look to work with other Organisations to make the Office a small Community Hub, mention be made of the public having access to meet / access Town Councillors.

Furthermore, it was agreed to add an additional priority regarding the Smooth Transition on retirement of existing Clerk

Issues raised during discussion on Priorities included -

Rota System for Members to man offices and possible advertised meet your Members sessions with the public

Cllr. D Box, having discussed with Clerk, has invited members of Task & Finish Group on Suicide Prevention (Chartist Bridge) to meet at Offices on Monday 15th. July approx 3.00pm

Deputy Mayor reported on potential meeting regarding Shutters on Bus Bays with Caerphilly CBC Officers on 10th. July

8. Update on Job Advertisement

The Clerk gave a brief update on the response to the Job Advertisement.

He reported that whilst in excess of 20 people had expressed an interest (the majority via Indeed, a recruitment agency and presumably picked up from either Caerphilly CBC or One Voice Wales postings) many appeared at first sight not to match the required core competencies and seemed unsuited to the position.

Having consulted with the Mayor & Deputy Mayor, the initial deadline was extended to Friday 5th. July and an advertisement posted in the South Wales Argus (paper & online) on Friday & Saturday 28th./ 29th. June at a cost of £600 + VAT

Members were disappointed at the response to date and supported the placement of advert in the South Wales Argus. They queried why there was such a poor response, and after some discussion thought it might be the fact many individuals (especially perhaps those working in local government and similar) had become used to working from home.

After some further discussion, it was **agreed** the Clerk update Town Council next week and that consideration perhaps be given to posting the Vacancy on LinkedIn and an Interview Panel be selected to trawl through applications with a view to shortlisting suitable candidates

9. Proposed Work Programme for Committee – Priority Model Standing Orders & Financial Regs

The Clerk highlighted the need for these items to be treated as a priority. Members might recall they were originally intended for discussion last year, but with the move to the new dedicated Offices in town, and the Clerk's decision to retire later this year, these matters became the priority for the Committee.

Members **agreed** work commence on these items at the next meeting, scheduled for Wednesday 24th. July starting at 6.15pm. and further meetings until completed. As this could be a somewhat laborious task, it was suggested perhaps meeting be for an hours duration.