

St Brides Major Community Council

Minutes of the meeting held on 26th February 2024 at 7.00pm in All Saints Church, Southerndown.

Present: Cllr. A. Parry (Chair), Cllrs. B Lewis, A Morgan, S Evans, E Hayhurst, A James, M Wynne-Jones, S Roberts, H Morris.

Also: Vale of Glamorgan Councillors C Stallard & J Protheroe.

1. Apologies.

Cllr S Edwards.

2. Motion

Due to the confidential nature of the business to be discussed it was **Resolved** to exclude the Public during items 3 & 4 of the Agenda.

3. Approval of Confidential Minutes

(12th February 2024)

Please see confidential supplementary minutes.

4. Update for councillors from the Chair.

Please see confidential supplementary minutes.

Following the conclusion of item 4 the public were readmitted to the meeting.

5. Staffing.

5.1 Resignation of Clerk.

It was **Resolved** to accept the resignation of the Clerk to the Council Mrs D Brunsdon, made in writing on 15th February 2024, with immediate effect.

It was agreed that Mrs Brunsdon would be paid her salary for February 2024. The Chair will write to Mrs Brunsdon.

It was agreed that while the council is without a clerk correspondence will be dealt with by Cllr. Angela Parry. Clerk.sbmcc@gmail.com will remain as the council's e-mail address. Cllr. Barry Lewis will be responsible for finance. Cllr. Allan Morgan will prepare the minutes and agendas.

5.2 Recruitment.

It was **Resolved** to form a personnel Committee composed of Cllrs. A Parry, A Morgan, S. Evans and A. James to oversee the recruitment of a new Clerk.

The draft job profile, advertisement and job description previously circulated by the Chair via e-mail were discussed. It was anticipated that the deadline for applications would be April 4th with a new Clerk hopefully appointed by the end of that month.

5.3 Disciplinary Policy.

It was **Resolved** that the council would adopt the Disciplinary Policy circulated by the chair via e-mail and that the policy would be published on the council's website.

6. Finance.

6.1 Finance Report:

Cllr Lewis provided an update.

He was still in the process of examining the documentation received from Mrs Brunsdon. The 2022-23 accounts had been sent to DWA for internal audit. Cllr Lewis had spoken to Mr Gower who provides payroll services to the council, and was in the process of determining the amount of income tax owed by the council for the former clerk.

6.2: To Approve the Audit Report for 2020-21:

Cllr. Lewis advised that the Audit Report for 2020-21 contained some inaccuracies which required clarifying with DWA accountants: therefore, the Audit Report was not presented for approval.

6.3 To Approve Payments.

The following payments were **Approved**:

DWA Accountants: £474.00 (preparing 2020-21 accounts)

Ogmore by Sea Community Art Group: £576.88.

(An incorrect amount of £660 was requested at the 12th February meeting).

Mrs D Brunsdon (February 2024 salary):£388.90

Cllr S Evans was asked to advise Mr Ken Rogers that all grant payments to the art group would be made directly to him.

6.4 Financial Working Group:

It was **Resolved** to form a Financial Working Group to oversee the financial management of the council composed of Cllrs A Parry, B Lewis and A James.

7. Council Website.

Audit Wales had informed the chair that the website did not meet requirements. It was **Resolved** to form a working group composed of Cllrs H Morris and A Morgan to oversee the management of the council's website.

8. Burial Ground.

It was **Resolved** to form a working group of Cllrs A James, S Evans & M. Wynne-Jones to ensure that the burial ground records are in good order and administer the burial ground while the council is without a Clerk.

There being no further business the meeting closed at 8.30 pm.

The next meeting of St Brides Major Community Council will be at 7pm Monday 11th March 2024 in All Saints Church, Southerndown.