

Minutes of the hybrid meeting of the Personnel, Policy, and Finance (PPF) Committee held on Thursday 15 January 2026 at 6.00pm at the Old Wool Market

Present: Cllr J Hackett PPF Committee Chair
 Cllr D Thomas-Turner Sheriff
 Cllr A Benson-Davies
 Cllr P Lewis
 Cllr S Williams

In attendance: V Lewis Camacho Town Clerk
 E Gear Deputy Town Clerk
 Cllr B Simister
 Cllr R Thomas-Turner Deputy Mayor
 Member of the Public

The Chair welcomed everyone to the meeting.

1. **Apologies for absence** – Cllrs H Lewis and R Thomas (Ex-Officio Member). Absent - Cllr A Brooker.

2. **Declarations of interest from Members**

<i>Agenda Item</i>	<i>Member</i>	<i>Interest</i>	<i>Nature of interest</i>
None			

3. **Appointment of Vice-Chairman**

Resolved: Cllr A Benson-Davies proposed his appointment which was seconded by Cllr D Thomas-Turner. All in favour.

4. **Matters arising from the minutes of the last meeting**

The minutes of the meeting held on 11 December 2025, together with the recommendations to Full Council were approved at the Full Council meeting held on 18 December 2025. The Clerk confirmed that the Precept Request had been filed. There were no other matters arising which were not included on the meeting agenda. HR, Employment Law & Health, and Safety adviser engagement

5. **Financial Matters**

5.1 **Review of Bank Reconciliation, Income and Expenditure and Budget Comparison (Accounts)**

The Committee reviewed the Accounts to 31 December 2025 and had the opportunity to ask questions. The Accounts will be presented to Full Council on 22 January 2026 for approval.

Recommendation	To accept the Accounts to 31 December 2025. Proposed: Cllr D Thomas-Turner. Seconded: Cllr A Benson-Davies. All in favour.
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5.2 **i) Applications for financial assistance**

No applications had been received.

ii) Section 137 Expenditure Limited for 2026-27

Council noted the Welsh Government notification dated 17 December 2025 of the sum for the purpose of S137 of the Local Government Act 1972 for Town and Community Councils in Wales for the financial year 2026-27 is £11.60 (2025-26: £11.10) per elector. Based on an electorate of 9,500 (2024-25), the maximum amount the Town Council could incur expenditure for purposes it

has no other specific powers if the Council considers that such expenditure is in the interests of, and will bring direct benefit to the town, for all or some of its inhabitants, is £110,165. The Council is also permitted under Section 137 to incur expenditure for certain charitable and other purposes.

6. Policy Matters

6.1 Employment Law, HR & Health & Safety Adviser Engagement 2026-27 – Onboarding

The Committee noted the Clerk's brief update on the onboarding with Worknest which had commenced.

6.2 Provision of iPad devices for Councillors

The Committee considered a proposal from the Clerk regarding the provision of tablet devices for Councillors who may require them. As set out in the briefing paper, iPads were recommended over Android devices, primarily for security reasons. Costings were presented based on providing devices to all members, including larger screens where required for accessibility. It was noted that this would also support a future transition to Council-issued email accounts as part of improved governance arrangements.

Following discussion, whilst Members acknowledged the potential merits of the proposal and noted that it may be appropriate to review the matter again in the future, the Committee concluded that the expenditure was not justifiable at this time.

Recommendation: **Not to proceed with the provision of table / iPad devices to members of Council. Proposed: Cllr A Benson-Davies. Seconded: Cllr D Thomas-Turner. All in favour.**

7. Personnel

7.1 Clerk/Deputy Clerk SLCC Training Plan & Annual Membership

The Committee considered a report setting out the training pathways for the Clerk and Deputy Clerk, including progress to date, proposed commencement of studies, and forward training plans and associated costs, for which budget provision had been made. The report confirmed that the proposed training aligned with the requirements of their respective employment contracts, including further enrolment in SLCC qualifications.

The Committee also noted the role-specific training arrangements for other staff, including refresher training authorised by the Clerk within her delegated authority, and agreed this approach.

Members were further advised that, since publication of the agenda, details had been received of a Management of Memorials – Inspection Workshop, which it was recommended that both Facilities staff attend. This would enable in-house inspection of town council cemeteries and support their wider grounds maintenance responsibilities. It was also noted that Clerk's annual professional membership renewals fall due in February and would be included within the February payment approvals.

Recommendation 1: **The Clerk be authorised to commit the Council to the training expenditure for the Clerk, Deputy Clerk and Staff including enrolment in the SLCC qualifications extending to 2027-28 as set out in the report.**

Recommendation 2: **The Clerk be authorised to book both Facilities staff onto the Management of Memorials – Inspection Workshops (March 2026).**

Proposed: Cllr D Thomas-Turner. Seconded: Cllr S Williams. All in favour.

8. Items for next agenda

Clerk noted that the Councillor Training Plan would be brought to the next meeting.

9. Date of next meeting

Thursday 12 February 2026, 6.00pm, Old Wool Market.

The meeting closed at 6.34pm