

Cyngor Cymuned Llangelynnin Community Council

Minutes of the Community Council – Wednesday March 8th – 7.00pm at Y Ganolfan

Present: David Griffiths (DG)(Acting Chairman), Huw Davies (HD), Ian Williams (IW), Geraint Edwards (GE), Geraint Micah (GM), Francesca Pridding (FP), Jane Lawrence (JL), Jane Jenkins (JJ)(Clerk)

1. **Apologies Received:** Keith Carroll, Louise Hughes, Nicola Roberts and Jen Warne

2. **Chairperson's Welcome:** A warm welcome was extended to all to the meeting.

3. **Approval of previous minutes :** Previous meeting's minutes were agreed as a true account and approved subject to the following changes: Point 5. Matters arising points B to D to have sub headings, namely B New Clerks T & C's and Pay, C Sarpa and D Quotes.

Proposed – GE Second – FP Signed –

4. **Matters arising from the previous meeting :**

Quotes: GM had not received emailed specifications to enable him to quote. He was asked to leave the room while the matter was addressed along with DG who had provided a quote. GM confirmed that he did wish to submit a quote and it was therefore proposed by IW and seconded by FP to defer the opening of the quotes received and leave making a decision until the April meeting. JJ to provide GM with a hard copy of the specs by post to enable him to quote. **GM and DG** invited back into room following agreement.

Line Painting: Yellow and white line painting – JJ advised yellow lines had been included on the next schedule and would be carried out during the spring/summer. Car park white lines had been forward to the parking department who would be seeking a price from the line painting company. No further action required in respect of grit bins as these are no longer the Community Councils responsibility.

Falling Rock Sign: DG advising the sign has been removed and a new sign facing the correct way had been ordered.

5. **Correspondence:**

1. **Appoint Internal Auditor :** JJ advising matter in hand, contact had been made and engagement letter had been sign and returned but we had not received their signed copy as yet.

2. **One Voice Renewal :** All parties happy to renew – JJ to proceed with renewal and payment of cheque. FP asked if her email could be provided to them in order that she could be emailed direct.

3. **Tom Brown :** All parties agreed that upon appointment of contractor(s) for the paths he could be sent details in order he could make contact with them direct regarding his request

4. **Cambrian Coast Railway Liaison Committee –** all parties in agreement to JJ raising a question to Network Rail and to any other relevant party as to when work may commence on Friog Hill A493 relating to the boundary wall/crash barrier as this had been scheduled to commence in Quarter 1 of 2023

5. **MacMillan Request :** Not agreed

6. **Miscellaneous:**

- a) Training Needs Survey - DG, GE and FP to complete survey with JJ. Date to be arranged
- b) Email from Peter Barnes Sibrydion – FP advised no further action as we are compliant

6. **Planning Applications:** None

7. Financial Matters:

a) **Financial Report for 21/01/23 to 21/02/23** was agreed a true account and approved. FP requested that within future financial reports the element of VAT be recorded separately for payments

Proposed – IW Second FP– Signed –

b) **Review Annual Donations Policy** – FP advised that our Donations Policy was not a policy but simply a payment schedule and we needed to have an appropriate Policy in place. JJ handed out a draft template which was briefly discussed and agreed needed further discussion at the April meeting. There were several relevant conditions that needed to be included within a policy i.e. what monies were being used for, formal request application. FP also raised the issue in respect of Llangelynnin Parish Churchyard about the legalities of them receiving a donation as they were a working church and stated proof of expenditure should be provided. It was agreed this should come into practice for the next years donations. Further discussion of these points along with Policy and Payment Schedule to take place in April. JJ to send out a copy of draft policy and application form to everyone.

c) **Payment of pre-approved donations** – The payment of donations for this last year 2022-23 to be made now. It was noted these are late being sent out and should have been dealt with in February.

d) **Cheque payments** – payment to KC (defibrillator pads), to Sarpa and One Voice to be made now.

8. Representatives' Reports: None

9. County Councillors: None

10. Any Other Business:

- a) **Review BIBH Insurance Policy** – JJ to email with change of clerk details and include 2 x defibrillators, 2 x defibrillator boxes and the 3 items of fresh air fitness equipment into the schedule
- b) **Review Asset Register** – Several alterations required namely: 6 instead of 7 Wooden Benches with concrete ends, 1 x plastic bench, 3 x fresh air fitness equipment, 1 bench instead of 2 in Godre'r Gaer and the 2 x defibrillators and boxes.
- c) **Review Risk Assessment Register** – Add a new risk assessment pertaining to Payments and fraud
- d) **Review Biodiversity & Resilience of Ecosystems Duty Report** – under Review of Section 6 duty to include the words “we will ensure that contractors will be informed to check on possible wildlife habitats during the nesting season”
- e) **Declarations of Interest** – DG and GM signed those relevant to February Meeting. Those relevant to the March meeting will be ready for signature at the April meeting
- f) **Contract of employment and Job Description – new Clerk and Matters arising from extraordinary meeting 02.03.23** – Further discussion on points within minutes – agreement reached as follows:
 - i. Salary set at Payscale 12
 - ii. Salary to be paid on a monthly basis from end March. March salary would include the February hours.
 - iii. Expenses to be paid on a monthly basis from end March. March expenses would include February also.
 - iv. Salary to be increased annually in accordance with national pay agreement/government guidelines
 - v. GE proposed and GM seconded that a printer to be sought for the additional printing – FP to check as she believes she has a spare one – otherwise a new one to be purchased
 - vi. In relation to printing of minutes/agendas etc KC (advised by email) GE, FP and DG OPTED OUT, JL, HD and GM required hard copies at meetings only and IW wished to continue with

the existing arrangement which is a hard copy provided to him prior to the meeting. The remaining Councillors will need to advise of their decision at the April meeting

vii. IRPW – all of those councillors present OPTED OUT duly completing forms and handing back to JJ. Remaining Councillors will need to complete forms at next meeting

- g) **Miscellaneous** - GM advised that Gwynedd County Council had approached him regarding a circular walk incorporating Llwyngwril that they wondered if we would be happy to promote. The general consensus was yes but it could be discussed further in April. Meanwhile GM would respond to them and obtain maps and plans etc.
- h) **Miscellaneous** - IW raised the subject of payment to Glenda Edwards for her assistance to JJ but GE advised she did not want payment.
- i) **Miscellaneous** - KC had messaged DG regarding the defibrillators and stated that Mike Senior had expressed a wish to have control over them as he had knowledge of how they operated etc with the Council just meeting costs for new pads and parts. In other words they would belong to the Council but would be maintained by the First Responders.
- j) FP mentioned it would be a good idea to forward a copy of Standing Orders and Financial Regulations to all councillors in order that they had all relevant information to hand.

Date of Next Meeting: Wednesday April 12th at 7.00pm - “Y Ganolfan” Llwyngwril

Signed

Chairman **Date**