

Cyngor Cymuned Llangelynnin Community Council

Minutes of the Community Council – Wednesday April 12th 2023 – 7.00pm at Y Ganolfan

Present: Keith Carroll (KC) (Chairman) David Griffiths (DG) (Vice Chairman), Huw Davies (HD), Geraint Edwards (GE), Geraint Micah (GM), Nicola Roberts (NR) Jane Jenkins (JJ)(Clerk)

1. **Apologies Received:** Ian Williams, Louise Hughes, Francesca Pridding, Jen Warne & Jane Lawrence
2. **Chairperson's Welcome:** A warm welcome was extended to all to the meeting.
- 2.1 **Registration of Notice :** None
3. **Approval of previous minutes :** Previous meeting's minutes (and February's with amendments) were agreed as a true account

Proposed – GE **Second** – DG **Signed** – KC

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

- a) **Quotes:** 4 quotes in total received. DG and GM asked to leave the room while the quotes were discussed and compared. The Committee agreed upon the following: War Memorial to be awarded to David Griffiths, Footpaths to be awarded to David Griffiths and Playpark to be awarded to Gwynedd Council. JJ to inform those successful in writing and also to thank all other parties for tendering but advising they had been unsuccessful on this occasion. DG and GM invited back into the room and JJ advising of the outcomes.
- b) Amendment to **Biodiversity & Resilience of Ecosystems Duty Report** approved by all and can now be published on website.
- c) Amendments to **Asset Register** approved but KC requested that the Lenovo Ideapad 110-151BR be included before it is published on website.
- d) Amendment to **Risk Assessment Register** approved and can now be published on website.

5. **Correspondence**

- a) **Donation thank you** letters read out.
- b) **Churchyard Accounts** – General feeling was the donation should remain. However in the meantime JJ to forward copies of the accounts by email to all and also check with One Voice Wales as to the legality of the donation to assist with the upkeep of the graveyard as per FP's emailed request to JJ of 12th April.
- c) **BHIB Insurance** – JJ advising that policy details updated and defibrillators etc included and there was to be no further cost as adequate coverage already. An updated schedule had been issued.
- d) **Y Ganolfan Risk Assessment** – JJ advising what was required, what had been pencilled in so far – all approved, a minor amendment relating to the laptop but otherwise approved and can now be completed properly and submitted.

e) **Miscellaneous**

Friog Wall – JJ to write to Adrian at Gwynedd Council enclosing a copy of the letter received from Network Rail (LH to be copied in) and asking for clarification as to what is happening.

Dentistnearme – No further action save to place email and link on notice board.

Allotments and Government Funding – Forward to Sally Manning to ascertain if of any interest to the gardening club.

6. **Planning Applications:** Llanfendigaid, Rhoslefain LL36 9LS – no objections – no further action.

7. **Financial Matters:**

a) **Financial Report for 21/02/23 to 31/03/23** Agreed as a true account and approved.

Proposed – DG **Second** GE– **Signed** – KC

b) **Annual Accounts to 31/03/23** – Viewed by those in attendance, no queries – figures balanced. JJ confirmed the cash book would be brought up to date asap.

c) **Payments** – Three cheques requiring signature – Clerks Pay, Purchase of Printer and HMRC income tax payment. Equipment agreement signed by KC and JJ. HD advised that he had noted within the Financial Regulations that by paying the Clerk monthly these had been breached. Extended discussions confirmed a full vote was taken on this decision at the meeting on 8th March, and whilst it is a contradiction of the current financial regulations which stipulate payments six monthly, it was proposed by GE and agreed by all that this particular clause be amended when next up for review as the agreement to change had been minuted. The clause within the contract of employment will also require amending.

d) **Reclaiming of VAT** – JJ brought to the attention of the Council that the invoice from Fairbourne First Responders dated 23rd May 2022 had highlighted an issue in respect of the VAT charged. The First Responders group are not VAT registered and therefore are not legally permitted to issue invoices charging VAT. It was acknowledged that this had been an oversight on the Clerk when payment was made back in 2022 and as a result there was no means of recouping the paid VAT on this particular invoice. It was suggested by HD that Mike Senior be invited to the next meeting in May as this issue needed to be addressed as did how future ordering of items for the Defibrillators was going to be made. JJ to continue with reclaim of VAT on all other relevant invoices.

e) **Payment of pre-approved donations** – FP had previously raised concerns over the pre approved donation to the Churchyard fund and whether it was compliant. It was agreed by all present that this previous year ending 31st March remain as per previous agreements and it was signed off by KC. A copy of the churchyard accounts had been received and JJ to forward a copy to all councillors for their perusal. In respect of the Donations Policy itself HD suggested that this did require reviewing but that the draft policy sent to all following the last meeting was not strictly relevant to us. It was suggested that JJ review that draft policy and produce a Donations Policy which would be suitable and could be reviewed by all at the next meeting and discussed further.

8. **Representatives' Reports:** GE mentioned that there had been a meeting of the Ganolfan Trustees and all had expressed they were happy with the renovations of the kitchen. It was noted that the Ganolfan income had dropped but its costs had increased much in line with everything else. As it stands expenditure is significantly higher than income.

9. **County Councillors:** None

10. **Any Other Business:**

- a) **Declarations of Interest** – Those in respect of both March and April meetings signed by DG and GM.
- b) **Standing Orders and Financial Regulations** – These were not dealt with as JJ had received an email stating that further to new legislation the Models for both were to be reviewed and amended imminently and therefore it was agreed there was no point until such reviews and amendments had taken place.
- c) **Update 2021/22 Audit** – JJ confirmed that after speaking to the auditor and providing him with as much information available as possible the Audit had now been signed off.
- d) **Update on 22/23 Audit** – JJ advised contact had been made today (12/4/23) informing which documentation they require to start the current Audit. Forms for external audit have also been received. JJ to work with Glenda Edwards on these in order to “learn the procedure”.
- e) **IRPW (Independent Remuneration Panel for Wales)** – OPT out forms signed by KC and NR. DG took one for JW to complete and return asap.
- f) **Miscellaneous** – NR raised the issue of the Llwyngwriol Carnival and offered an insight as to what she had achieved to date. She raised the issue of the Community Council opening a separate bank account for her fundraising and this was rejected by all on the basis that both the Childrens Fund and Carnival were separate from the Community Council as neither had been formed by Sub Committees. Unless the events being held were actually organised by the Community Council and advertised as such then they could not be construed as such. Whether the Community Council had agreed to assist with a donation or not was irrelevant. NR was asked who was on the Carnival Committee and advised that whilst she had people helping, there was no formal Committee set up. When asked about funds that had been raised to date NR stated that monies raised for both the Childrens Fund and the Carnival were not currently being held in their own specific bank account. All of those Council members present advised NR to open bank accounts as traceability was crucial when dealing with public money. She should also set up a formal Committee with a Treasurer and Secretary in order to keep things legal and above board and to keep her name from being sullied should anyone request paperwork or make allegations. Spreadsheets showing income and expenditure should be kept and Minutes of all meetings should be produced. NR was advised that a number of banks would be able to assist with the opening of accounts and very few of them actually charged a fee for these accounts but she should “shop around”.

Meeting concluded.

Date of Next Meeting: AGM Wednesday 10th May at 7.00pm - “Y Ganolfan” Llwyngwriol

Signed

Chairman **Date**