

**LLANTWIT FARDRE COMMUNITY COUNCIL
CYNGOR CYMUNED LLANILLTUD FAERDREF**



Minutes of the Virtual Meeting of the Llantwit Fardre Community Council held on Thursday, 25th June, 2020 at 4.08 p.m.

PRESENT

Community Councillor B.James – Chair

Community Councillors

R.Butler, M.Diamond, J.James, A.Raines, G.Stacey, D.Stone, N.Tizard-Lee,
L.Walker and A.Watts

In Attendance

Ms.K.May – Clerk & Executive Officer
Mrs.A.Jenkins – Finance Mentor

Note: With the permission of the Chair, the meeting commenced 8 minutes later than scheduled to give those Members who were experiencing problems in connecting to the meeting the opportunity to try and resolve the technical issues.

1. CHAIR'S ANNOUNCEMENT

The Chair announced that as today's agenda had been hand delivered to Members on the 16th June, 2020, thereby giving Members ample opportunity to raise any queries in relation to any of the reports to the Clerk. He had been informed that some Members had emailed the Clerk with queries which had been responded to. Therefore, whilst the Chair did not want to stifle any debate, he did wish the meeting to be prolonged unnecessarily.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Community Councillors S.Bristo and C.Johnson.

3. **DECLARATIONS OF INTEREST**

RESOLVED – to note that there were no declarations of interest made at the meeting pertaining to the agenda.

4. **MINUTES**

RESOLVED – to approve as a correct record the minutes of the virtual Community Council meeting held on the 9th June, 2020.

5. **VERBAL REPORT OF CHAIR OF THE STAFFING COMMITTEE**

With the permission of the Chair, the Chair of the Staffing Committee, Community Councillor A.Watts reported that following discussions between the Vice-Chair of the Staffing Committee, the Clerk and himself, one of the Outside Operatives role had been expanded to include supervisory duties and therefore his salary had been increased. This matter will be reviewed and a report will be presented to the Staffing Committee in due course.

RESOLVED - to endorse the action taken on this matter.

REPORTS FOR CONSIDERATION

Noted: The reports as considered at Minutes Nod. 6 – 9 below were to be actioned at the Extraordinary Meeting of the Council which was to be held on Monday, 23rd March, 2020, but due to COVID-19 had to be cancelled.

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6. **INVESTING OF COUNCIL RESERVES**

In their joint report, the Clerk and the Finance Mentor advised Members that there was a need to move some money out of the current account as the risk of losing it should something happen be too great and it was **RESOLVED** –

1. To agree to increase the level of investment with CCLA to £85,000 should another suitable company be not found;
2. To agree to open a savings/reserve account with Lloyds and keep the maximum balance between the two under £85,000.
3. To agree to open an additional account with another institution for safe holding of remaining reserves.

7. **REVIEW OF CHARGES FOR ROOM HIRE OF THE CARNEGIE PARISH HALL/COUNCIL CHAMBER AND TY ILLTUD**

RESOLVED – to defer consideration of this matter to the Finance and Policy Committee.

8. ADOPTION OF PROPOSED FINANCIAL RISK ASSESSMENT

In their joint report, the Clerk and Finance Mentor outlined the importance of this Council in properly assessing its risks, as failure to manage risks effectively could have serious consequences.

It was reported that a significant part of the Risk Management process is that Members annually review the scope and level of Insurance cover to ensure that they are satisfied it covers the identified risks to an appropriate level that they are satisfied with.

RESOLVED – To adopt the Financial Risk Assessment and to ensure that the listed actions are completed.

9. REVIEW OF SPENDING FOR THE FINANCIAL YEAR AND VIREMENTS FOR THE END OF YEAR ACCOUNTS

In their joint report, the Clerk and the Finance Mentor sought the consideration of Members to the recommended virements, as listed in the report, which were more than would normally be expected but were, in the main, as a result of new systems, policies and procedures being established. Therefore, 2019/20 had been about sorting out and starting afresh and 2020/21 would be about adapting to the changes that had been made and working within the set budget.

RESOLVED – to agree to the virements as listed in the report.

10. ACCOUNTS FOR PAYMENT – APRIL, MAY AND JUNE, 2020

RESOLVED – to receive and adopt the accounts for payment as listed for April, May and June, 2020 and to note that Councillors B.James and G.Stacey will sign the cheques for the month of June, 2020:-

APRIL		
Lloyds	Monthly Charge	5.00
Siemens	4 Month Telephone Lease	194.86
Lyreco	Stationery	46.98
RCTCBC	Salaries, Pensions, HMRC	13,000.00
RCTCBC	Outstanding Salaries (qtr4)	2,647.60
PK Safety	Cleaning Materials	66.84
RCTCBC	Rates	666.50
RCTCBC	Rates Car Park (Ty Illtud)	238.50
Screwfix	Decorating Materials (Ty Illtud)	191.89
PK Safety	Paint Brushes (Ty Illtud)	105.47
PPG Architectural	Paint (Ty Illtud)	56.42
Corona Energy	Gas catch up for the year to date (Ty Illtud)	568.78
Crown Garden Services	Grass Cutting (Feb)	336.30

Treforest Hardware	Plastic Chain	24.00
Mighty Oaks	Cherry Tree Felling	312.00
Ella Morgan School of Ballet	Donation towards equipment (Ward Project – Efail Isaf)	394.79
EDF Energy	Street Lighting Electricity (March)	337.79
	TOTAL	19,207.04
MAY		
Lloyds	Monthly Charge	5.00
Seer Design	Stationery	66.00
Toshiba	Copier/Printing	144.55
BT	Phone & Computer Costs	240.98
RCTCBC	Salaries, Pension, HMRC	13,000
EDF Energy	Electric (office)	131.00
PK Safety	Cleaning Materials	53.96
RCTCBC	Rates (May)(Parish Hall)	669.00
EDF Energy	Electric	100.73
Corona Energy	Gas (Parish Hall)	264.13
RCTCBC	Rates (Car Park & Hall – Ty Illtud)	241.00
Welsh Water	Water (Ty Illtud)	12.50
EDF Energy	Electricity	22.32
Corona Energy	Gas	86.72
PPG Architectural	Paint (Ty Illtud)	56.42
Woodland Walk	Plants	247.74
Country Timbers	Timber/Fence (Nant Celyn Park)	377.40
Forest Park & Gardens	Weedkiller/Masks	113.52
Crown Garden Services	Grass Cutting (April)	336.30
EDF Energy	Pathway Lighting	337.12
Fuel Genie	Diesel	84.61
	TOTAL	16,591.00
JUNE		
Lloyds	Monthly Charge	5.00
Lyreco	Stationery	97.00
Lyreco	Printer/Copying	89.46
Jason Morgan	Internal Audit	320.00
Zurich	Insurance	4,779.00
BT	Phone Bills	250.92
RCTCBC	Salaries, Pensions, HMRC	13,000.00
Biffa	Mixed/Dry Recycling	139.93
Biffa	Standard General Waste	813.85
RCTCBC	<u>Rates (Parish Hall)</u>	<u>669.00</u>
<u>EDF Energy</u>	<u>Electric (April) (Parish Hall)</u>	<u>116.22</u>
<u>EDF Energy</u>	<u>Electric (April) (Parish Hall)</u>	<u>96.69</u>
<u>EDF Energy</u>	<u>Electric (May) (Parish Hall)</u>	<u>101.21</u>
<u>EDF Energy</u>	<u>Electric (May) (Parish Hall)</u>	<u>92.04</u>
<u>Corona Energy</u>	<u>Gas (May)</u>	<u>204.37</u>

RCTCBC	Rates (Car Park & Hall – Ty Illtud)	241.00
EDF Energy	Electricity (April) (Ty Illtud)	20.99
EDF Energy	Electricity (May) (Ty Illtud)	20.20
Corona Energy	Gas (May) (Ty Illtud)	70.47
Country Timbers	x80 100mm Half Round Fencing	400.00
Jerry Widdas	Cae Fardre – See-Saw	1,850.00
EDF Energy	Electric (April) (Street lighting)	191.90
EDF Energy	Electric (May) (Street lighting)	274.13
	TOTAL	24,861.12

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11. INCOME AND EXPENDITURE ACCOUNTS FOR APRIL AND MAY, 2020

The Clerk attached to her report at Appendix A, details of the Income and Expenditure for the periods April and May, 2020 and it was **RESOLVED** – to confirm the Income and Expenditure for April and May, 2020.

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12. REPORT OF THE INTERNAL AUDITOR FOR THE FINANCIAL YEAR ENDED 31ST MARCH, 2020

Members gave consideration to the annual internal audit which had been carried out to satisfy the requirements of the Wales Audit Office for the control and regulation of Community Councils in Wales in respect of the appropriate use of public money.

The Internal Auditor reported on the following areas that had been tested, where, he had no observations to make as the necessary actions had been carried out satisfactorily, with the exception of one recommendation as shown below:-

- Previous Internal Audit Report
- Proper Book-keeping
- Standing Orders and Financial Regulations – adopted and applied
- Items Purchased above the `de minimus` amount
- Accounts Payable – Recommendation – the payment list should be attached to the meeting minutes and signed at the same time as the minutes are signed. (Note: This has been duly undertaken as shown at Minute No.10 above).
- VAT
- Risk Management Arrangements
- Budgetary Controls
- Bank Reconciliation
- Investments
- Year End Accounts

In conclusion, the Internal Auditor was of the opinion that this Council is in compliance with the expected levels of control required and detailed in the `Internal Audit` section of the `Annual Return` for the year ended 31st March, 2020.

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Members conveyed their thanks to the Staff and the Finance Mentor for the hard work that had been undertaken in such a short period of time to accomplish the high level of control that is clearly now in place; and which has been recognised and commented upon by the Internal Auditor.

Following the comments made by Members, the Clerk reported that the contract of the Finance Mentor ends on the 30th June, 2020 and she wished to place on record her personal thanks to Alison as her help and support given during the last nine months had been invaluable. Members also expressed their thanks to Alison.

RESOLVED – to receive and acknowledge the Internal Auditor’s Report for the Financial Year ended 31st March, 2020.

123. ACCOUNTING STATEMENTS ON THE ANNUAL RETURN 2019/20

RESOLVED - to confirm the Accounting Statements on the Annual Return for 2019/20 and that the Chair of the Council, Community Councillor B.James sign the relevant documentation to confirm this.

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134. ANNUAL GOVERNANCE STATEMENT ON THE ANNUAL RETURN 2019/20

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RESOLVED – to confirm the Annual Governance Statement on the Annual Return for 2019/20 and that the Chair of the Council, Community Councillor B.James and the Clerk sign the relevant documentation to confirm this.

145. EXTENSION OF PROBATIONARY PERIOD

RESOLVED – that the probationary period of the Assistant Clerk & Executive Officer be extended to the 31st December, 2020.

156. DISPOSAL OF ITEMS

RESOLVED – to confirm the disposal of the following items which were included in the Asset Register that was considered by the Internal Auditor under the heading “Disposal for the Year Ending 31st March, 2020:-

- Carnegie Parish Hall
 - Numatic Hoover (in dangerous condition)
 - Cooker Beko (old)
 - Jeyes Hygiene Floor Buffer (in dangerous condition)
- Garage/Workshop
 - Ariens Grass Mower (broken and old)
- External
 - Notice Board located at Bus Shelter, St.David’s Manor, Church Village (new but vandalised soon after installation – removed)
 - Litter Bin at Tonteg Play Area (Broken – removed)
- Ty Illtud
 - Piano (infested with woodworm)
 - Organ (damaged – irreparable)
 - Cooker (old)
 - Phone system (old telephones)
 - Fridge/Freezer (old)

**B.JAMES
CHAIR**

The meeting closed at 4.40 p.m.

Signed.....Dated.....

