**Peterston-super-Ely Community Council**

***Cyngor Cymuned a Llanbedr-y-Fro***

**Minutes of the Council Meeting held at 7.30pm, on 17th May 2016 at the Church & Community Hall, Peterston-super-Ely**

**Present:** Councillors:CllrJan Parry (Chairman), Ian Pearson (Vice-Chair), Cllrs Pat Cadwalladr, Bill Budd, David Jaques, David Moody-Jones, & Michael Morgan.

**Also Present:** Joanna Howell (Clerk to the Council)

**Apologies:**  Cllr Ray Petre, CC Rhodri Traherne and PCSO Kieron Byrne

Cllr Parry welcomed everyone to the meeting.

1. **Election of Chair**

The Clerk asked for nominations for the Chairperson, Cllr Morgan proposed that the current chairperson Cllr Parry be re-elected, this was seconded by Cllr Budd and was agreed by all. Cllr Parry thanked the other councillors and the Clerk for all their support and hard work during the year.

It was **resolved** that Cllr Parry be re-elected Chairperson for the next year.

1. **Election of Vice-Chair**

The Chair asked for nominations for the Vice Chairperson, Cllr Morgan proposed that the current vice-chairperson Cllr Pearson be re-elected, this was seconded by Cllr Cadwalladr and was agreed by all. Cllr Pearson thanked the other councillors.

It was **resolved** that Cllr Pearson be re-elected Vice-Chairperson for the next year.

1. **To review the report of the internal auditor**

The Clerk explained that the role of the internal auditor had been formalised this year under the new external auditors and hence a more detailed report had been produced. The Clerk referred the Council to the previously circulated report and wished to point out the two recommendations. One that all cheque stub be signed by the signatories of that cheque, this was confirmed would be done in the future. Secondly the Council needed to discuss whether they needed a specific reserve for the Churchyard, after a short discussion it was confirmed that the budgetary process was enough of a control to ensure suitable money was available for the Churchyard maintenance.

1. **To review the year end accounts and review of signing of annual report**

The clerk explained the previously circulated annual return and accounts and went on to ask if there were any questions. There were no questions and comments.

Cllr Pearson proposed acceptance of the accounts for 2015/16 and of the annual return, this was seconded by Cllr Budd and agreed by all.

It was **resolved** that the financial reports be fully approved and the chair signed her section of the annual report.

1. **Community Action Planning 2016/17**

The Chair referred the Council to the previously circulated update Community Action Plan. After a short discussion the following was agreed:-

*AP Clerk to get quotes for painting of the two bus shelters*

*AP Clerk to send letters of thanks to Hywel Thomas, Dave Phillips & Cyril Williams for their work on the planters and benches*

*AP Clerk to get quotes for work to be done on the white steps to the layby, in terms of removing the overgrown vegetation and putting in slow growing shrubs*

*AP Clerk to contact resident of Gwern y Steeple regarding the bench at the top of Gwern y Steeple*

*AP Chair to enquire about ownership of hedges obscuring 30 mph signs*

*AP Clerk to speak to Countrywide about work needed to Churchyard*

*AP Clerk to confirm with new contractor painting of the telephone box*

1. **Sub – committees and representatives on external bodies**

The clerk listed the subcommittees as the following:-

* 1. Churchyard – Cllrs Pearson, Parry, Petre & Morgan
	2. Playstation/MUGA - Cllrs Pearson, Parry & Jaques
	3. Playing Fields – Cllrs Jaques, Pearson, Morgan & Parry

It was agreed by all that there be no changes to the subcommittees.

Cllr Jaques explained that in August 2016 his role as CC representative on the Governing Body of Peterston super Ely Primary School comes to the end of its 4 year term, and he would not be able to continue in this role.

*AP Clerk to contact secretary of the Governing Body to enquire if a representative is needed until May 2017 when the new Community Council is elected.*

Cllr Moody-Jones volunteered to be the Community Liaison Committee representative with Cllr Parry as reserve.

Cllr Pearson and Cllr Parry agreed to remain as representative for OVW meetings.

1. **Review and approval of Standing orders, Code of Conduct, Risk Management policies, Welsh Language Policy & Financial Regulations**

The Chair asked the Council to refer to the previously circulated regulations.

Approval of the standing orders with no changes from 2015/16 was proposed by Cllr Jaques, seconded by Cllr Budd and agreed by all.

Approval of the updated Code of Conduct was proposed by Cllr Cadwalladr, seconded by Cllr Budd and agreed by all.

Approval of the Risk Management Policies with no changes from 2015/16 was proposed by Cllr Parry, seconded by Cllr Pearson and agreed by all.

In regards to the Welsh Language Policy, Cllr Parry asked that it be reworded to reflect that newsletters etc. would only be circulated in Welsh upon a specific request. With this agreed change the policies approval was proposed by Cllr Moody-Jones, seconded by Cllr Morgan and agreed by all.

The Clerk referred to the updated Financial Regulations. In regards to the monthly reconciliations already completed, these now had to be signed upon review by a member of the Council. As Cllr Pearson currently reviewed the reconciliations it was agreed that he would continue to do this, and report his findings to the Council.

In regards to the review of the budget vs actual, the Clerk explained that this would continue to be done formally at least once a quarter however materiality had now been defined and so explanations for these would be needed.

The Clerk now wished the Council to consider at what level formal quotes would be needed for contracts. At the moment any contracts over £1k would need to have three formal quotes however this was causing a problem, as contractors were not willing to quote for these ‘small’ jobs. After a detailed discussion it was agreed that this maximum level would be increased to £3k, so any contracts between £100 and £3k would involve attempting to get three estimates, and any contracts over £3k would need to have three quotes.

Approval of the updated Financial Regulations with the changes as above were proposed by Cllr Pearson, seconded by Cllr Parry and agreed by all.

It was **resolved** to approve the draft Standing Orders, Code of Conduct, Welsh Language Policy Risk Management Policies and Financial regulations for 2016/17, as they stand with the agreed changes above.

1. **Review and Approve the draft policy on paying Councillors Expenses**

There was a short discussion on the draft policy, it was proposed by Cllr Morgan that the policy be accepted, with Councillors being able to apply for the allowed expenses should they wish, but that all applications are brought before the full Council. This was seconded by Cllr Cadwalladr and agreed by all.

It was **resolved** that the policy on paying Councillors Expenses be accepted as it stands.

1. **Review of Conflicts of Interest**

All Councillors confirmed there were no additional or changes to the conflicts of interest that needed to be recorded.

1. **Review of confirmation of arrangements for insurance**

The clerk explained that the Council were in a long term agreement with Zurich, who had provided a quote of £361.98 which was less than last year. It was proposed by Cllr Pearson and seconded by Cllr Cadwalladr to accept the Zurich renewal. This was agreed by all.

*AP Clerk to accept renewal*

1. **Setting the dates of the ordinary meetings**

After a short discussion around whether the now monthly meetings were working it was agreed that the meetings would continue to be held on the second Monday of each month other than August and December. However the meeting would under normal circumstances last until 9pm at the latest. Also as this meeting was late in the month, a June meeting would not be required.

The Clerk confirmed that the hall had been booked for the 2016/17 year.

*AP Clerk to advertise meeting dates and cancellation of June meeting.*

1. **Annual review of the Clerk’s salary & conditions**

For this the clerk was asked to leave the room. A discussion was held. The clerk was invited back to join the meeting. The Chair wished to thank the clerk for their work over the last year and was delighted to inform the clerk that she would receive a pay rise to SCP 25. The Clerk thanked the Council.

 The AGM was closed at 8.10pm.

Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_