



**Minutes of the meeting of Llangoedmor Community Council held at the
Old School Rooms, Llangoedmor on Monday, 9th May 2016**

Present: Chairperson: Cllr Gareth Evans. Cllrs: Mrs Amanda Edwards Cllrs: Mrs Jina Hawkes, Colin Lewis, Ken Symmons, Mrs Kay Morgan, Mrs Eleri Davies, Iwan Davies, Hywel Davies

CC H Lewis

Clerk

Members of the Public: None

1. Welcome and Apologies / Croeso ac Ymddiheuriadau

Apologies had been received from Cllrs B Rees and P Hazzelby

2. Disclosure of Personal Interest / Datgelu Buddiannau Personol

None.

3. Personal Matters / Materion Personol

None.

4. Planning Applications / Ceisiadau Cynllunio

None.

Ceredigion County Council (CCC) – Planning committee information x 2 – noted.

5. Minutes of Previous Meeting / Cofnodion y Cyfarfod Blaenorol

Cllr Mrs A Edwards proposed, Cllr J Hawkes seconded and it was carried unanimously that the minutes of 04.04.16 were a true record.

6. Matters Arising – Materion yn Codi

Cllr C Lewis queried with the Clerk that she had received copies of the history leaflet from him. She confirmed that she had.

Cllr C Lewis confirmed that the street lighting and the signage problems had been rectified by CCC.

It was queried if the minutes printed for the meeting could have an indication of which items had been carried onto the agenda for the meeting. The Clerk agreed to trial a system.

ACTION: Trial system for minutes for the meeting. BY: Clerk

7. Finance and Administration / Cyllid a Gweinyddu

Monthly payments

	Payee	For	bank	
21.04.16	Mrs S Houghton	Laptop	461.74	PAID
25.04.16	7 Stars	Guest Annual Dinner	19.95	
9.05.16	Sign of the Times Ltd	Plaque	446.40	
9.05.16	Mary Jones	Translation	120.00	
9.05.16	Abacus	Clean public toilets Apr/May	340.00	
9.05.16	Coracle Hall	Hire of 2.11.15	15.00	
9.05.16	Swallow Office Supplies	Office supplies	33.40	
9.05.16	Mr R Harman	Emptying bins Jan/March 16	30.00	
9.05.16	S E Houghton	Post	7.80	
9.05.16	S E Houghton	Salary difference due to tax code change	62.20	
9.05.16	S E Houghton	Home office	25.00	
30.04.16	S E Houghton	Salary May	311.54	SO
			1,873.03	

Cllr C Lewis queried the payment 'due to tax code change'. The Clerk confirmed that the Standing Order for her salary reflected the tax she had been paying in the previous financial year and needed to be amended to reflect her current tax requirements with HMRC. Until such time as it could be changed the difference could be made up by cheque. It was agreed that the standing order be changed.

Cllr Mrs A Edwards suggested that the Council might have a debit card attached to its account as, increasingly, payments were required to be made in this way. It was queried if an account that required two signatories could support a card. Other possible ways forward were discussed.

ACTION: Check with bank BY: Clerk

Annual Insurance renewal

Report provided – renewal date 1st June 2016

Following discussion the Clerk was requested to contact the Council's insurers with a number of changes and queries.

ACTION: Contact insurers BY: Clerk

Pensions Regulator – requirement for Council to register for automatic enrolment

The Clerk explained that the Council had to enrol. She did not earn enough to qualify for the pension scheme but there were still statutory declarations to be made or the Council could be fined.

ACTION: Enrole and make statutory declarations according to the appropriate timetable BY: Clerk

Year end

The Clerk had provided provisional figures including the annual bank reconciliation, balance sheet and provisional year-end figures showing differences as %. The Council was required to provide an explanation of any difference +/- 15%. She stated that she was still awaiting a response from External Auditor re the situation with the 'Trust' and still had the supporting paperwork required by External Audit this year, to find.

Appointment of Internal Auditor:

The Council had received letters from Mr K Griffiths and Mrs J Jamison. Following discussion it was agreed that the Council would appoint Mrs J Jamison to conduct the internal audit for the 2015/16 year.

ACTION: Contact both. Arrange audit with Mrs J Jamison BY: Clerk

Donations request

Llechryd Village Community Events had applied to the Council for funding to help purchase ducks for the duck race. It was noted that the event was greatly enjoyed and that the monies raised benefited the community. Cllr Mrs K Morgan proposed that £250 be donated. Second Cllr Mrs J Hawkes, carried unanimously.

Item for confidential: HMRC PAYE credit

As there were no members of the public present the Council discussed the confidential matter.

Code of Conduct

It was agreed unanimously to adopt the new code of conduct, a copy of which had been received by all Cllrs.

Website

The Clerk advised that with the new laptop up and running she would now update information and look at developing the site further.

Grass Cutting Contract

It was agreed that the old cemetery was looking well.

Clerks trial period completed – confirm appointment

Cllr C Lewis proposed, Cllr Mrs J Hawkes seconded and it was carried unanimously that the Clerk be confirmed in post following her 6 month trial period. Cllr Mrs A Edmunds would look at the Clerk's Contract and terms and conditions.

ACTION: Contract and Conditions BY: Cllr Mrs A Edmunds

Clerk's request to attend OVW/SLCC joint event in Swansea on 22nd June. St Dogmaels CC had agreed to cover half attendance costs if Llangoedmor agreed to match this (total cost £69 plus travel). Agreed unanimously.

8. Highways and Public Rights of Way / Priffyrdd a Hawliau Tramwy Cyhoeddus

CCC Consultation on multiple proposed changes to speed limits on A484

Following discussion it was agreed that the Council welcomed the fact that issues of speed on the road were being addressed. It was felt that a 40mph limit on the proposed stretch of road would be more effective and Ceredigion County Council would be asked to give this some consideration.

The Council would also ask that the County Council considers a similar 40mph speed limit on the A484 from Croes y Llan to Cardigan. In the Community Council's opinion this stretch of road was equally dangerous.

ACTION: Contact CCC BY: Clerk

CCC Notice of proposed amendments to the Ceredigion County Council (off street parking places) Consolidation Order 2012

It was noted that Cardigan Chamber of Trade was holding events to try to get car parking fees reduced or abolished in the town. It was felt that in order to encourage a vibrant town and community car parking fees should be kept to a minimum.

ACTION: Contact CCC BY: Clerk

9. Amenities / Mwynderau

Car Park / Right of way

Cllr P Hazzelby had found information but he was unfortunately unable to attend the meeting. He had passed a booklet on to Cllr Mrs A Edwards, which gave a history of the Hall and surrounds. It was agreed that all Cllrs and Clerk should receive a copy (to be returned to the Council if Cllrs stood down for any reason). It was agreed, unanimously, to cover the cost of £150 to get 15 copies printed.

ACTION: Contact printers BY: Cllr Mrs A Edwards

Charity

The Clerk stated that advice from One Voice Wales (OVW) was that immediate action must be taken to regularise the matter of the charity administration.

In order to do this Cllrs must consider, prior to any discussion, if they had a personal or prejudicial interest in the matter. CCC Monitoring Officer had provided advice which the Clerk would circulate.

The recommendation from OVW was:

1. Contact Charities Commission
2. Contact External Auditor re how to prepare this year's accounts (done)
3. Advise potential internal auditors of situation (done, requested to keep confidential until such time as Cllrs aware of situation)
4. Contact insurers as the Council does not own the land (as the Charity is not in a position to function at this point in time it would have to continue under Council insurance)

5. Seek further clarification as to how to manage assets (those that are removable without significant damage could be deemed to belong to the Council, surfaces etc which could not be removed without significant damage, although paid for by the Council could be deemed to belong to the Charity)
6. Contact HMRC re reclaim of VAT on works etc on charity land (the Council might be required to pay back VAT reclaimed on work on Charity property, HMRC apparently treats each case on its merits)

The Clerk suggested that, other than necessary maintenance, the Council did not undertake any works on the area until the way forward was clear.

Clerk would forward the playground check list. Cllr B Rees had very kindly offered to undertake the weekly inspection as he is regularly on site, provided someone was prepared to undertake the check if he were absent. As the playground annual *inspection* was safety related the Clerk had booked with ROSPA.

The Clerk advised she was still chasing response re Christmas light fitting at Church.

10. Ongoing Projects

SLt Lawrence / War Memorial

Following discussion it was agreed that a small working party would convene in June to discuss an event to mark the installation of the plaques.

Defibrillator

Cllr Mrs A Edwards had produced a suitable notice which was approved by all. She would print and laminate a copy to be installed in a frame adjacent the defibrillator. It was agreed that the Clerk would circulate a PDF of the instructions for use to all, however it was noted that the access code must not be changed.

ACTION: Poster BY: Cllr A Edwards **ACTION:** Circulate PDF of usage instructions BY: Clerk

Emergency Planning

Ongoing

Speedwatch

Cllr C Lewis requested that an updated set of speed figures be sought from CCC.

ACTION: Contact CCC BY: Clerk

11. Events / Digwyddiadau

Annual Dinner – review

It was agreed that the dinner had been very enjoyable and Cllr Mrs A Edwards was thanked for organising a pleasant evening.

Photo Marathon

Cllr B Rees and the Clerk had attended a PTA meeting at the School. The School would look into the costs of printing the photographs which would then be reflected in the entry fee.

Cllr Mrs A Edwards advised that the date for the event was to be 9th July with an exhibition of photographs during the carnival weekend.

Village in Bloom

Specifications for the boxes had been drawn up an Cllr Mrs A Edwards had contacted the sawmills.

The Chairman would investigate and note possible sites for the boxes. Landowners could then be contacted.

ACTION: Siting of boxes to be investigated BY: Chairman

12. Meeting reports / Adroddiad

None

13. Correspondence / Gohebiaeth + e mail correspondence

Cardigan Town Council

Invitation to Chairman to attend Mayor Installation Ceremony on 17 May, 7.30pm at the Guildhall followed by refreshments at Castle and to the Mayoral Civic Service, 22nd May, 2016, Bethania Chapel, 2pm

Chairman to attend both.

ACTION: Contact Town Council BY: Clerk

CCC The Annual Meeting of the County Council 2 p.m. on FRIDAY, the 20th of MAY.

Chairman to attend.

ACTION: Contact CCC BY: Clerk

Correspondence noted:

Asesiad Chwarae a Chynllun Gweithredu Ceredigion Play Assessment and Action Plan

CCC Invitation to Members' Workshop - Children's Play Opportunities

CCC information on play area grants

Police Community Messaging

Post Office: Confirmation of new postal services in village.

Smarter Energy Future for Wales – report

Older People's Commissioner for Wales – Newsletter May 16

Clerks and Council's direct

Hywel Dda - Transforming mental health services
Stakeholder feedback event 10 May

15. Exchange of information / Cyfnewid Gwybodaeth

Cllr Mrs A Edwards advised she had completed the survey of bus shelters for CCC as the original copy appeared to have been lost by them. She advised that many of the shelters marked on the map did not exist and the mapping was of very poor quality which had not helped matters.

16. Date of next meeting – 6.06.16

Should there be any confidential matters arising the Council will pass the following resolution and all members of the public and press will be requested to leave the meeting at this point: *Resolution: In view of the confidential nature of the business to be discussed, the public and press be excluded from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, Section 1*

CONFIDENTIAL 9.05.16

HMRC PAYE

The Clerk explained that the Council had received a letter from HMRC stating that the PAYE account was 766.51 in credit for the 15/16 financial year. A call to HMRC revealed that the Council was a further 179.67 in credit from the previous financial year. The Clerk believed that the 766.51 roughly equated to the tax paid by Miss Quinnell, the previous Clerk. It appeared that HMRC had no record of online submission for Miss Quinnell which is why the account appeared to be in credit. Cllr Mrs A Edwards had experience of PAYE matters and would assist in formulating the figures required to regularise matters as this was beyond the Clerk's experience. It was noted that the Council might be fined for lack of appropriate reporting although this had not been stated by HMRC at this point.