



*Minutes of the Council meeting held at the Coracle Hall, Llechryd at 7pm on November 6<sup>th</sup> 2023 in accordance with The Local Government and Elections (Wales) Act 2021.*

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Present:

Chairman Cllr Iwan Davies. Cllrs: ~~Jan Culley~~, Hywel Davies, ~~Ruth Davies~~, ~~Amanda Edwards~~, ~~Gareth El Tawab~~, Colin Lewis, Ken Symmons, ~~Nicky Redmond~~, Richard Rose, Clive Wychwood

~~CC A Edwards~~

~~CC C James~~

Clerk

Members of the public: 0

**1. Ymddiheuriadau am absenoldeb / Apologies for Absence**

Apologies were accepted from Cllrs N Redmond, A Edwards, J Culley, G El Tawab.

**2. Datgan Diddordeb ar faterion sy'n codi o'r Agenda / Declarations of Interest on Matters Arising from the Agenda**

Cllrs C Lewis, K Symmons and H Davies all declared a personal interest in the grant funding application for Senior Citizens Christmas Lunch.

Cllr I Davies an interest in payment to Telemat.

**3. Confirmation of Order of the Agenda** and identification of any items that might be resolved for confidential session

As Cllr C Lewis indicated he would have to leave the meeting at 9pm it was agreed to bring forward certain urgent items.

**4. Confirmation of Minutes of 02-10-23 and 12-10-23**

Ratification of decisions taken on 12-10-23

Resolved that the minutes be accepted as a true record.	Seconded	
Cllr C Lewis	Cllr R Rose	Carried

**5. Ceisiadau Cynllunio / Planning**

Nothing brought forward.

Planning documents can be found at: <https://www.ceredigion.gov.uk/resident/planning-building-control-and-sustainable-drainage-body-sab/planning-building-control/>

*Planning Enforcement*  
Nothing brought forward.

*LDP2 update*  
Nothing brought forward.

## 6. County Cllr's Report

Deferred.

## 7. Cyllid a Gweinyddu / Finance & Administration

### 7.1 Monthly Payments

06/11/2023	S Davies gross			370.12
	SSE SWALEC	Electricity		147.21
	Telemat Antur Cymru Enterprises	New laptop		561.98
	Danfo	Clean inv 7399		319.50
	Coracle Hall	Hire		30.00

The Clerk noted that a further Danfo invoice (7454) for £340.50 had been received and would be paid as contractual.

RESOLVED /ACTION	
That the payments be accepted as presented.	Carried

*The National Pay rise for 23-24 had apparently been agreed and the Clerk was waiting for notification of the rates. It will be backdated to April 23. And would need to be taken into consideration when budgeting for the post in 24-25.*

### 7.1.2 Bank Reconciliation

Pending.

### 7.2 First draft budget 24-25

Adroddiad Blynyddol Drafft Panel Annibynnol Cymru ar Gydabyddiaeth Ariannol - Chwefror 2024 | Independent Remuneration Panel for Wales Draft Annual Report - February 2024

Proposal to make the £156 payment to Cllrs mandatory. HMRC has confirmed this sum will not be taxable.

Chairman's allowance etc will be unless paid out on approve expenditure on production of invoices.

RESOLVED /ACTION	
That the Council does/does not support the mandatory payment of £156, annually, to Cllrs.	Carried

It was advised that no quotes had been received for the 24-25 Grounds Maintenance Contract. The Clerk has spoken to the current contractor who had agreed to quote for 24-25 to assist the Council if he was requested to do so.

RESOLVED /ACTION	
Given the urgency to set the budget figures it was agreed to request a quote from the current contractor.	Carried

### 7.3 External Audit Year end to March 2022 - challenge

The Clerk has provided evidence that the Council followed the correct procedures for late approval of the accounts. Now awaiting response from Audit Wales.

### 7.4 Grants

#### 7.4.1 Llechryd Community Events - Senior Citizens Christmas Meal

RESOLVED /ACTION	
That the sum of £1000 be awarded.	Carried

#### 7.4.2 Sports Association

To agree trigger points in the project and agree sum to grant/donate.

RESOLVED /ACTION	
Deferred.	Carried

#### 7.5 To agree meeting dates

RESOLVED /ACTION	
That the meeting dates be accepted as presented subject to confirmation of hall hire	Carried

## 8. HR Committee and Recruitment: Clerk/RFO

The Council passed 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*

Salary, hours and new job description. Confirmation of the HR Committee members and Terms of Reference (ToR).

*Resolution: To Admit members of the public and press*

It was noted that a physical handover would have to be arranged on the Clerk's last day. Cllr C Lewis kindly offered to donate a smart phone for the Council's sole use. Cllr I Davies agreed to investigate a suitable payment/contract option for the Council. The phone would be the main phone contact for the Council and if made available to the Clerk she would arrange for accounts that required a PIN confirmation to be transferred to the new number if at all possible.

That a new address would be required for the Council. The Clerk recommended a PO Box as this did not require the Clerk's home address to be published and would be a safeguard during any staffing transitional period in future.

PUBLIC RESOLVED /ACTION	
That the HR Committee members be Cllrs I Davies, J Culley, N Redmond, R Davies, G El Tawab. That the terms of reference for the Committee be: To deal with all matters pertaining to recruitment of new Clerk / RFO, including selection of candidates for interview and interview. Appointment of preferred candidate to be by resolution of the HR Committee. This decision to be made known to the Council members asap. The job description be accepted. That the hours for the post be 10 per week to include the Charity work. That the salary scale on appointment be between scale 8 and 20 of the Local Government Services Pay agreement 2023/24.	Carried

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## 9 Future meetings

### 7.2.1 Translation at Council meetings – Cllr I Davies

Cllr Davies has spoken to contact at CCC which offered simultaneous translation at all of its meetings. The initial cost to set this up to support hybrid meetings had been in excess of £50k and required two translators, one Welsh to English and one English to Welsh. The process was still being reviewed and developed.

He had also obtained some basic costings for a translator and headphone equipment.

RESOLVED /ACTION	
That a sum be added to the budget on the basis of the information provided. This sum to reflect two hours of simultaneous translation (Welsh to English) per meeting as per the meeting schedule agreed – cost £100 to £150 per meeting. That although it might be possible to engage a translator that provided headsets this was not always the case. Therefore a budget figure of £150 per headset for Clerk and Cllrs be added. It was noted that the actual method of providing simultaneous translation at a hybrid meeting was still be discussed.	Carried

## 10 llyr.gov registration

It was noted that the email and domain name were now ready to use but the implementation of the use of both would be left until a new Clerk had been appointed.

## 11 Land registration / Lease

To note land valuation had been supplied to the Solicitor so that the registration of the Charity land.

Once the necessary mapping had been completed the full lease would be supplied to the Coracle Hall Trustees for approval and submission to the Charities Commission.

## 12 Bequest of land

To note that the Land Registry investigation did not determine in favour of the Estate of the late Mr Sallis. The Solicitor acting on behalf of the Executors has closed the case.

## 13 Badge of Office for Vice-Chairman

Ongoing

## 14. Committees

14.1 *The Finance and Governance Toolkit for Town and Community Councils*  
Committee members Cllrs J Culley, A Edwards, R Davies, C Wychwood

Date of next meeting – decision deferred.

## 15 Hawliau Tramwy Cyhoeddu / Highways and Public Rights of Way

### 15.1 Action areas – Highways

#### 15.1.1 Crossing in Llechryd

Deferred

#### 15.1.2 Village nameplates and speed issues – locations

Deferred as no hard copy A3 map available.

*15.2 Footpaths / open spaces*

Nothing brought forward.

*15.3 Llechryd Bridge/River - To note current situation and agree any further actions*

It was noted that the bridge would be closed, as per the email circulated by the Clerk, in December to allow debris to be removed.

**16. Mwynderau/Amenities***16.1 Toilet Block*

16.1.1. To note with thanks the repairs undertaken FOC by Danfo.

*16.1.2 Electrician*

RESOLVED /ACTION	
That when the electrician was contacted he would be asked to quote for a full electrical safety review of the building, (plus repair costs) supply and fit a frost state heater in the cupboard.	Carried

*16.2 Play Area/Field*

*Replacement climbing frame – will remain property of CC*

Ongoing.

*16.3 Church of the Holy Cross, Llechryd*

Update.

Still not response from the Church in Wales with regard to the Architects comments on the rejection of the design proposed works.

*16.4 Millennium building*

Nothing brought forward.

*16.5 Memorial bench for residents*

The Clerk had been unable to find the dimensions of the existing base as it has been some months since they had been supplied. Cllr H Davies kindly agreed to measure the area again.

*16.6 Allotment provision*

Have received the request for provision of allotments to the Council will consider the matter further should a suitable site become available.

*16.7 Bus shelters**16.8 Defibrillators*

Coracle Hall – new box to be researched. Ask electrician to quote installation.

Llangoedmor

*16.9 Noticeboards*

Nothing brought forward.

**17. Events***17.1 River Teifi clean up*

RESOLVED /ACTION	
That as such a project was currently beyond the Council's capacity it would be removed from the agenda.	Carried

17.2 *Mari Lwyd – Cllr C Wychwood*  
Deferred.

**17.3 Community First Aid Grant**

The Clerk advised that Cllr R Davies had suggested she might be able to look into the grant funding.

RESOLVED /ACTION	
That Cllr R Davies be asked if she would look at the funding opportunity.	Carried

**17.4 Christmas Lights – 30<sup>th</sup> November, 6pm**

RESOLVED /ACTION	
To agree to purchase sweets for the children.	Carried

**17.5 D-DAY 80 - 6TH JUNE 2024**

RESOLVED /ACTION	
That a sum of £100 be added to the budget.	Carried

**18. Adroddiad / Meeting reports**

To receive any reports.

**18.1 Cllr R Davies - School Governors**

Nothing brought forward.

**18.2 Cllr A Edwards – Coracle Hall**

It was advised, in Cllr Edwards absence, that the Hall had an extremely tight budget to work with.

**18.3 Cllrs A Edwards and G El Tawab - PACT meeting**

Nothing brought forward.

**18.4 Resilience Group (to include updated information re flooding)**

It was hoped to organize a meeting with CAVO to investigate grant funding options.

**18.5 Cllr J Culley OVW regional committee**

Nothing brought forward.

**18.6 Cllr J Culley Ethics and Standards Committee**

Nothing brought forward.

**18.7 Cllr C Lewis River Stakeholder Event/Digwyddiad Rhanddeiliaid Afon**

It was advised that NRW was to be asked to increase its capacity for nutrient analysis to accommodate the probably introduction of volunteers to collect water samples.

**18.8 Cllr K Symmons Cardigan Hospital League of Friends**

Nothing brought forward.

**19. Correspondence / Gohebiaeth (to include consultation documents not covered under any other heading)**

Llywodraethwr Cymunedol Ysgol 3-19 Bro Teifi Community Governor (Ysgol 3-19 Community Governor Bro Teifi Community Governor)

Noted.

**20. Materion Personol / Personal Matters - Cllrs Exchange of Information / Cyfnewid Gwybodaeth**

Nothing brought forward.

**21. Date of Next Meeting – 04/12/23**

*There being no further business to discuss the meeting closed at 8.30pm*