

*Minutes of the Council meeting held at the Coracle Hall, Llechryd at 7pm on the 3rd June, 2024 in accordance with The Local Government and Elections (Wales) Act 2021. Virtual access was also provided.*

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**Present**:

Cllr Jan Culley(Chairman), Iwan Davies, Ken Symmons, Colin Lewis, Garethe El Tawab, Hywel Davies.

Clerk

Members of the public: 0

**1. Apologies for absence**

Apologies were accepted from Cllrs Amanda Edwards, Clive Wychwood, and Ruth Davies.

It was noted again that Cllr R. Rose had tendered his resignation from the Council. The Council needs to advertise for a new member.

**2. Declarations of interest on Matters arising from the Agenda.**

None

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

The agenda was accepted as presented.

**4. Confirmation of Minutes**

**4.1 Draft Minutes of the Annual General Meeting of 13th May 2024**

It was noted that Cllr A. Edwards and not Cllr R. Davies has seconded the proposal to elect Cllr J. Culley as Chair. In addition to this it was noted that Cllr G. El Tawab was now the PACT member, replacing Cllr R. Davies

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| Proposed that the minutes be altered to reflect Cllr Edwards as seconder.be accepted as a true record | Seconded |  |
| Cllr I. Davies | Cllr H. Davies | Carried |

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| Proposed that the minutes be altered to reflect Cllr El Tawab as PACT member and the removal of Cllr R. Davies from PACT be accepted as a true record | Seconded |  |
| Cllr I. Davies | Cllr H. Davies | Carried |

The draft minutes of the Annual Meeting are to be updated by the Clerk.

**4.1.2 Confirmation of Minutes of 13th May 2024**

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| Proposed that the minutes be accepted as a true record | Seconded |  |
| Cllr I. Davies | Cllr H. Davies | Carried |

**5. Update on Meeting arrangements.**

A timetable for the future deadlines for information requirements for Council meetings was presented to the Council. It was noted that there is no August meeting of the Council. The new arrangements were agreed. It was agreed that the Clerk would update the timetable and recirculate to Councillors.

**6. Planning.**

A planning report was considered by Council relating to for Gwynfryn. The proposal represented no environmental problems. It was noted that the parking at the property should be residents only and this response needs to be communicated to Ceredigion CC.

*Planning enforcement*

No report.

*LDP 2 Update*

Nothing brought forward.

**7. County Councillors’ Report**

Deferred.

**8. Finance and Administration**

*8.1 Monthly Payments*

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| Proposed that the tabled figures be accepted | Seconded |  |
| Cllr H. Davies | Cllr G. El Tawab | Passed |

*8.1.2 Bank Reconciliation*

Deferred.

*8.1.3 Grass Cutting*

The Clerk gave an update of the position regarding the grass cutting contract. Mr Davies had accepted the contract and agreed to cut the toilet block grass at no extra cost. The Clerk will contact Mr Davies to finalise the invoicing arrangements.

*8.1.4 Bank Account*

It was agreed that that a debit card and read only access to the banking software would be arranged for the Clerk.

*8.1.5 Clerk Salary*

It was noted that the Clerk needed to supply Cllr I. Davies with payment information.

*8.2 Year end*

*8.2.1 To note first draft documents for Year End Accounts*

A first draft of the Annual Return was presented to the meeting. It was noted that two figures need updating. The Clerk confirmed that he would also need to do a review of the Fixed Assets which is scheduled for completion on 12th June 2024.

*8.2.2 Year End Accounts and Audit Briefing*

The Clerk set out a proposal for the completion of the year end processes. It was noted:

* That in 2024 the Council was subject to a full triennial audit.
* The Annual Return would not be able to signed off by the Council on 30th June and so a note explaining why would need to be displayed by the Council.
* The target is to send the Annual Return and working documents to the Internal Auditor by 21st June.
* It is currently hoped to submit the Annual Return and Working papers to Audit Wales by 6th August, subject to the Internal Auditor completing their work.
* A decision point has been set at 22nd July to inform Audit Wales of delayed submission if the Council cannot reach the target.

The Clerk was asked to keep the Council fully briefed on the situation.

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| Proposed that the timetable for completion of the year end process be accepted | Seconded |  |
| Cllr I. Davies | Cllr H. Davies | Passed |

*8.2.3 Internal audit*

See 8.2.2 above.

*8.2.4 External audit*

See 8.2.2 above.

*8.3 Future meetings*

*8.3.1 Reference to Code of Conduct, Standing Orders*

It was agreed to review how the meeting would be structured into the future.

*8.3.2 Development Plan*

It was agreed that this section would in future be dealt with as the “Development and Training Plan” so linking future business and training. The Toolkit Committee neds to meet for a further review of the training and development requirements including community engagement.

*8.3.3 Review of Agenda*

It was agreed to look at the way the agenda is run using the Standing Orders. Cllr C. Lewis pointed out that while the Standing Orders needed to be complied with that strict enforcement may not aid the flow of what is a relatively informal meeting. It was suggested that a schedule of deferred items could be included with the agenda so that the size of the agenda could be managed.

*8.4 Technology*

*8.4.1 Dedicated email*

It was decided to defer the development of the e mail until the year end process is completed.

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| Proposed that the development of dedicated e mail is deferred until the year end processes are completed. | Seconded |  |
| Cllr I. Davies | Cllr H. Davies | Passed |

*8.4.2 Facebook Page*

Defer until next meeting.

*8.5 Land registration*

The registration of the plating fields was raised again. It was agreed that the Clerk would look at the e mails to the Land Registry and forward the to Councillor K. Symmons.

*8.6 Grants*

*Nothing to report.*

**9. Committees**

*The Finance and Governance Toolkit for Town and Community Councils*

A meeting of the Committee needs to be arranged.

*HR Committee*

Meeting to be arranged for week commencing 10th June.

*Finance Committee*

It was agreed that a Finance Committee be formed with members being the account signatories and the Clerk.

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| Proposed that a Finance Committee be formed with members being account signatories (Cllrs I. Davies, A. Edwards, K. Symmons, H. Davies) and the Clerk. | Seconded |  |
| Cllr C. Lewis | Cllr G. El Tawab | Passed |

**10. Highways and Public Rights of Way**

*10.1 Action areas – No Update.*

*10.1.2 Mapping for village nameplates and speed*

Cllr Culley to bring copy maps to the next meeting.

*10.1.3 Crossing in Llechryd*

Defer for Cllr A. Edwards to report.

*10.2 Footpaths / open spaces*

*10.2.2Public Rights of Way*

Its was noted that many rights of way are not properly marked. It was proposed that the Council help organize the documentation of the footpaths and seek the help of volunteers. It was agreed this should be advertised in the Tiefiside and on relevant websites. Cllr El Tawab with the collaboration of the Ceredigion C.C Footpaths Officer would take the lead.

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| A summary of the footpaths in the Council’s boundaries be prepared. | Seconded | Cllr C. Lewis |
| Cllr G. El Tawab | Cllr G. El Tawab | Passed |

**11. Amenities**

*11.1 Toilet Block*

The Chair agreed to follow up with the electrician for electrical test. A heater needs to be installed and the Clerk is to follow this up with the Richard Rose.

*11.2 Play Area / Field*

Mr D. Davies had been awarded the grass cutting contract and work had commenced. Mr Davies has requested the code to the field and will be supplied with it.

*11.2.1 Climbing Frame*

Clerk to provide e mail trail.

*11.3 Church of the Holy Cross, Llechryd*

Deferred. Cllr C. Lewis and the Clerk to take forward.

*11.4 Millenium Building*

Nothing to report.

*11.5 Memorial bench for residents*

Chair to ask Cllr R. Davies to deliver bench as soon as possible.

*11.6 Allotment provision*

Deferred until next meeting. Clerk to look at e mail trail.

*11.7 Defibrillators*

The Clerk is liaising with Cllr El Tawab regarding paperwork.

*11.8 Noticeboards*

Cllr A. Edwards to take this forward.

*11.9 Grit Bins*

Deferred until July.

**12. Events**

*12.1 Social*

Cllr I. Davies to book a venue for the Chair’s Dinner.

*12.2 Community First Aid Grant*

The Clerk is to e -mail Cllr C. Wychwood and ask him to put together a costed proposal for presentation to the next meeting.

**13. Meeting Reports**

*13.1 School Governors*

Nothing to report.

*13.2 Coracle Hall*

Nothing to report.

*13.3 PACT meeting*

Nothing to report.

*13.4 Resilience Group*

Nothing to report.

*13.5 OVW Regional Committees*

Nothing to report.

*13.76 River Stakeholders Group*

Nothing to report. Cllr C. Lewis to e mail Ceredigion CC regarding the wood in the river by the bridge.

**14.Correspondence** (to include consultation documents not covered under any other heading).

There was no correspondence.

**15. Personal Matters – Councillors’ exchange of information**

The Chair is to organise a D-Day flag. The flag will be raised at 5pm on Wednesday.

The Chair is to write a letter of tanks to ex Cllr R. Rose.

**15. Date of next meetings**

Monday, 1st July, 2024, at 7pm.

There being no further business to discuss, the meeting closed at 9 10 pm.