



*Minutes of the Council meeting held at the Coracle Hall, Llechryd at 7pm on the 2<sup>nd</sup> September, 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, Hywel Davies, Amanda Edwards, Clive Wychwood, Gareth El Tawab and Ruth Davies.

Clerk

Members of the public: 1

Item 7.1 was dealt with out of order as the member of the public was interested in this matter and access to the church grounds.

**1. Apologies for absence**

None.

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

None. It was commented that declaration of interest forms need to be made available in the meeting.

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

As noted, Item 7.1 was dealt with out of order.

**4. Confirmation of Minutes**

**4.1 Confirmation of Minutes of 1<sup>st</sup> July 2024**

The minutes of the 1<sup>st</sup> July 2024 were confirmed subject to a mistake in 10.1.2 with the word Pride being replaced with pick.

Proposed that the minutes be altered to correct the error and be accepted as a true record	Seconded	
Cllr C. Lewis	Cllr K. Symmons	Carried

**5. Update on Meeting arrangements.**

Nothing to report.

*Chairman's signature*

*Dated:*

## 6. Cyllid a Gweinyddu / Finance, Governance, IM&T & Administration

### 6.1 Year End

#### 6.1.1 Paper Sept 2024-1 Annual Return and related Issues

The Clerk gave the meeting a presentation outlining the governance arrangements in place in the organisation around the Annual Return.

The Clerk then presented a paper to Council about the Annual Return and related issues.

Proposed that the Accounting Statements for the Year Ended 31 <sup>st</sup> March 2024 are approved.	Seconded	
Cllr H. Davies	Cllr C. Lewis	Carried

Proposed that the Annual Governance Statement for the Year Ended 31 <sup>st</sup> March 2024 is approved.	Seconded	
Cllr C. Lewis	Cllr G. El Tawab	Carried

Proposed that Annual Internal Audit Report for the Year Ended 31 <sup>st</sup> March 2024 is noted.	Seconded	
Cllr C. Wychwood	Cllr C. Lewis	Carried

Proposed that the Fixed Asset Report at 31 <sup>st</sup> March 2024 is noted.	Seconded	
Cllr C. Lewis	Cllr G. El Tawab	Carried

Proposed that the Fixed Asset accounting policies used by the Council for the Year Ended 31 <sup>st</sup> March 2024 are confirmed.	Seconded	
Cllr C. Lewis	Cllr C. Wychwood	Carried

### 6.2 Internal Audit

#### 6.2.1 Paper Sept 2024-2 Internal Audit Report 2023-2024

The Clerk then presented a paper to Council dealing with the Internal Auditor's detailed recommendations to the Council and their planned implementation.

Proposed that the Council: <ul style="list-style-type: none"> <li>• Acknowledges receipt of the 2023-24 Internal Auditor's Report.</li> <li>• Approves implementation of the recommendations set out in the Action Plan.</li> <li>• Charges the Clerk with the implementation of the recommendations and reporting to Council on the progress.</li> </ul>	Seconded	
Cllr C. Wychwood	Cllr C. Lewis	Carried

Chairman's signature

Dated:

As part of the discussions the matter of fixed asset policy was raised and in particular a review of the asset register, the write off policy and depreciation. The Clerk agreed to draw up the Terms of Reference for the review.

Proposed that the Council charges the Finance Committee with looking at the Council's treatment of Fixed Assets.	Seconded	
Cllr A. Edwards	Cllr R. Davies	Carried

### 6.3 September 2024 Financial Matters

#### 6.3.1 Paper Sept 2024-3

The Clerk then presented a paper to Council dealing with the bank reconciliation, income, payments for approval and the write off of reconciling items as noted in the Internal Auditor's Report.

#### Monthly Payments July 2024 to August 2024

##### Payments

##### September 2024

Transaction Date	Supplier	Invoice Number	Item Service	Amount £
05/04/2024	ICO	ZA174988	Information Commissioners Fee	35.00
04/07/2024	Coracle Hall	1156	Coracle Hall -03/06/2024	20.00
30/06/2024	LAS Recycling	P223919	Litter June 2024	51.94
04/07/2024	Coracle Hall	1176	Coracle Hall -01/07/2024	20.00
01/07/2024	Coracle Hall	1176	Hall Hire 01/07/2024	25.00
31/07/2024	LAS Recycling	227749	Litter July 2024	23.24
22/06/2024	Darren Williams	25	Playing Field Grass Cut -31/05/2024 and 14/06/2024	630.00
22/06/2024	Darren Williams	26	Church Grass Cut -31/05/2024 and 14/06/2024	84.00
28/06/2024	Darren Williams	34	Playing Field Grass Cut - 28/06/2024	315.00
12/07/2024	Darren Williams	38	Church Grass Cut -12/07/2024	95.00
16/07/2024	Darren Williams	39	Playing Field Grass Cut -16/07/2024	315.00
16/07/2024	Darren Williams	40	Disposal of Tree by Public Toilets	60.00
30/07/2024	Darren Williams	46	Playing Field Grass Cut - 30/07/2024	315.00
12/07/2024	SSE	IV01180492	Bill January 2024 to July 2024	367.53
31/08/2024	H. Lewis and Son	46	Install Bench and Sign Board	696.00
06/08/2024	Clerk/Defib Store	42298	Reimbursement for Defibrillator Pads for Defib store	144.00
31/08/2023	Clerk	n/a	Sundry Expenses	26.99
31/08/2024	Clerk	n/a	Pay July	653.66
31/08/2024	Clerk	n/a	HMRC July	130.73
31/08/2024	Clerk	n/a	WFH Allowance July	7.45
31/08/2024	Clerk	n/a	Pay August	625.24
31/08/2024	Clerk	n/a	HMRC August	125.05
31/08/2024	Clerk	n/a	WFH Allowance August	7.13
			<b>Total</b>	<b>4,772.96</b>

Proposed that the Council approves the payments for July and August 2024.	Seconded	
Cllr C. Lewis	Cllr G. El Tawab	Carried

Chairman's signature

Dated:

**Income Received April to July 2024**

Transaction Date	Received From	Transaction Reference	Transaction Description	Credit Amount £
09/04/2024	Lloyds Bank	n/a	Gross Interest	1.04
30/04/2024	Ceredigion CC	67687	Precept and Cemetery Grant	11,340.00
09/05/2024	Lloyds Bank	n/a	Gross Interest	1.08
10/06/2024	Lloyds Bank	n/a	Gross Interest	1.15
09/07/2024	Lloyds Bank	n/a	Gross Interest	1.04
31/07/2024	Ceredigion CC	67687	Precept	10,800.00
<b>Total</b>				<b>22,144.31</b>

Proposed that the Council approves the income received for the period April to July 2024.	Seconded	
Cllr H. Davies	Cllr C. Wychwood	Carried

**Bank Reconciliation at 22 July 2024**

	Main Account £	Business Account £	Total Cash £
Balance per the cash Book	88,288.00	1,012.72	89,300.72
Balance per the Bank Statement	88,296.53	1,012.72	89,309.25
Underpayment to S. Davies	-0.90		-0.90
Underpayment Electricity	-3.44		-3.44
Misread Cheque 64	-0.20		-0.20
Misread Cheque 126	-4.00		-4.00
Error in 2022/23 reconciliation	0.01		0.01
	<u>88,288.00</u>	<u>1,012.72</u>	<u>89,300.72</u>

Proposed that the Council approves the Bank Reconciliation at 22 <sup>nd</sup> July 2024.	Seconded	
Cllr C. Lewis	Cllr A. Edwards	Carried

Proposed that the Council approves the write back of the reconciling items in the Bank Reconciliation amounting to £8.53.	Seconded	
Cllr C. Wychwood	Cllr G. El Tawab	Carried

Chairman's signature

Dated:

## 6.4 External Audit

### 6.4.1 Submission of Accounts

The Clerk reported that now the Annual Return had been approved by the Council the Annual Return and working paper would be submitted to the external auditors using a secure electronic transfer method before the end of the week.

## 6.5 Governance

### 6.5.1 Annual Return 2022-23

The Clerk reported that the 2022-23 Annual Report had not yet been produced and would be completed in the next month.

### 6.5.2 Paper Sept 2024-4 Council Governance

The Clerk presented a revised version of the timetable for Council information. The amendments dealt with the posting of information to the Council's website

Proposed that the Council adopts the revised timetable and charges the Clerk with reporting breaches to Council.	Seconded	
Cllr I. Davies	Cllr C. Lewis	Carried

It was noted that not all documents that were posted to the Council's website were in a PDF format. Although this did not represent a security risk it was established that PDF documents would be preferable.

Proposed that the Council adopts the use of PDF documents.	Seconded	
Cllr A. Edwards	Cllr H. Davies	Carried

### 6.5.3 Procurement Procedures

The levels of authorisation in the financial procedures were discussed. The Clerk is to look at this.

### 6.5.4 Planning and Precept

Councillors were charged with producing a sheet of A4 setting out any ideas that they may have for community projects before the precept and budgeting round for 2025-26.

## 6.6 Development and Training Plan

Deferred

## 6.7 Review of Agenda

To be removed from future agendas.

*Chairman's signature*

*Dated:*

## 6.8 Technology

### 6.8.1 Dedicated email

Deferred until October.

### 6.8.2 Facebook page

It was reported that the Council needs a plan setting out how it is going to use Facebook as a communications and engagement tool.

### 6.8.3 Website

It was agreed to look at the provision of a new more user-friendly website. A web developer would be engaged to build it.

Proposed that the Council looks into the development of a website using an independent web developer.	Seconded	
Cllr A. Edwards	Cllr G. El Tawab	Carried

## 6.8 Land registration

The Clerk will take this forward once the accounts are finalised.

## 6.9 Grants

Nothing to report.

## 7. Planning.

No further updates.

### *Planning enforcement*

Final ANo report.

### *LDP 2 Update*

Nothing brought forward.

## 7. County Council Matters

A report was made regarding bins that have been issued in the South of Ceredigion.

There are two online consultations ongoing'. One regarding Polling Stations and one about the Welsh language.

People in the area need to register an interest if they are interested in optical fibre broadband.

Information was given regarding grants which may be suitable to repair the path around the playing field.

*Chairman's signature*

*Dated:*

It was noted that a County Councillor had died.

It was suggested that a letter of congratulations be written to the new MP for Ceredigion. This is to be actioned by the Clerk.

Proposed that the Council writes a letter of congratulations to Ben Lake MP.	Seconded	
Cllr C. Lewis	Cllr A. Edwards	Carried

## 9. Committees

It was noted that Committee Chairs need to arrange meetings in the near future.

## 10. Highways and Public Rights of Way

### 10.1 Action areas

#### 10.1.1 Mapping for village nameplates and speed

Cllr A. Edwards is to follow up the Elin Jones survey.

The Clerk supplied Councillors with copies of the A4 map of the area as requested at the previous meeting.

Cllr C. Wychwood and the Clerk are to follow up PFDA membership.

Proposed that the Council looks to join the PDFFA scheme.	Seconded	
Cllr A. Edwards	Cllr C. Wychwood	Carried

#### 10.1.2 Gutters

This has been reported to Ceredigion County Council on CLIC.

### 10.2 Footpaths / open spaces

#### 10.2.1 Llechrhyd Bridge/River

Ceredigion County Council are now aware of the problem and have said they will address it.

#### 10.2.2 Public Rights of Way

Cllr G. El Tawab is looking at this area.

Cllr R. Davies raised the issue of signs that are blocking vision and making the area look shoddy. The Clerk is to report this to Ceredigion County Council on CLIC.

## 11. Amenities

### 11.1 Toilet Block

The Clerk was asked to move forward with the work needed in the toilet block. This included servicing the taps, electrical testing, a heater and servicing/replacing the hand driers.

Chairman's signature

Dated:

It was commented on that the toilets are a bit smelly and the Council asked the Clerk to contact Danfo regarding this.

## *11.2 Play Area / Field*

### *11.2.1 Climbing Frame*

The position regarding the climbing frame needs to be followed up.

The path in the playing field needs attention and the clerk was asked to look at this and get quotes.

## *11.3 Church of the Holy Cross, Llechryd*

A member of the public had raised questions about the church and so this item was taken first in the 15 minutes allocated to members of the public. Cllr C. Lewis reported on the current state of the repair works at the church. The church is currently closed to the public until the path is repaired on advice from the Council's insurers.

It was agreed to put a notice on the church gate and to put up information on Facebook. It was agreed the Clerk would write a notice to go on the gate and Facebook.

One option could be to allow people in under supervision if they sign a legal waiver. This would need to be assessed Health and Safety wise and agreed with the insurers.

## *11.4 Millenium Building*

Nothing to report.

## *11.5 Memorial bench for residents*

Nothing to report.

## *11.6 Allotment provision*

It was agreed that the Facebook page would be used to gauge interest in the provision of allotments. It was noted that the Council would need to acquire land for the allotments and the interested parties needed to know that they may have to travel to access them.

## *11.7 Defibrillators*

It was agreed to purchase defibrillator preparation kits.

Proposed that the Council purchases the defibrillator preparation kits.	Seconded	
Cllr A. Edwards	Cllr C. Lewis	Carried

## *11.8 Noticeboards*

Dedicating noticeboards to residents was discussed.

*Chairman's signature*

*Dated:*



**12. Special Resolution to End Meeting**

Due to the time, it was proposed that any further business be deferred until the next meeting.

Proposed that the Council defers the discussion of further agenda items until the next meeting due to a lack of time.	Seconded	
Cllr A. Edwards	Cllr H. Davies	Carried

**16. Date of next meetings**

Monday, 7<sup>th</sup> October 2024 at 7pm.

There being no further business to discuss, the meeting closed at 10.10 pm.

*Chairman's signature*

*Dated:*