



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

Clerk

Members of the public: 0

A minutes silence was held for the late Cllr Colin Lewis before the start of the Council meeting.

**1. Apologies for absence**

There were no apologies for absence.

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

There were no declarations of interest. The Clerk agreed to send out paper copies of the declarations of interest form.

**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 Confirmation of Minutes of 4<sup>th</sup> November 2024**

Proposed that minutes 4 <sup>th</sup> November 2024 be accepted as an accurate record.	Seconded	
Cllr C. Wychwood	Cllr I. Davies	Carried

*Chairman's signature*

*Dated:*

## **5. Update on Meeting arrangements.**

Nothing to report.

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

### **6.1 Year End**

#### **6.1.1 Year End Update**

The Clerk reported that confirmation had now been received from Audit Wales that the working papers for 2023-24 had been received.

### **6.2 Internal Audit**

#### **6.2.1 Progress on Implementing Internal Audit Recommendations**

The risk management work the Internal Auditor asked be undertaken is still work in progress.

### **6.3 December 2024 Financial Matters**

#### **6.3.1 Paper Dec 2024-1**

The Clerk presented a paper to the Council dealing with the bank reconciliation, income, and payments for approval.

#### **Monthly Payments November 2024**

A schedule of payments was presented to the Council for approval.

It was noted that the invoice to Orwig Davies Catering, which had been received on 2<sup>nd</sup> December 2024, would be added onto the list of payments so that payment could be made in a prompt manner.

Cllr A. Edwards questioned the direct debit payment to LAS recycling in October 2024 and the Clerk agreed to look at this.

*Chairman's signature*

*Dated:*

**Payments****December 2024 Council****Bank Transfer/Other**

Transaction Date	Supplier	Invoice Number	Item Service	Amount £
31/10/2024	Danfo	8244	October Public Toilets	273.00
01/11/2024	Coracle Hall	1218	Hall Hire 7,14,16,21/10/2024	57.00
01/12/2024	Clerk	n/a	Gross Pay November	596.82
01/12/2024	Clerk	n/a	WFH November	6.80
02/12/2024	Orwig Davies Catering	214	Oap Christmas Dinner	742.50
29/08/2024	The Works	n/a	Stationry and Envelopes	3.00
29/08/2024	Morrisons	n/a	2 Packs A4 Photocopying Paper	8.00
29/08/2024	Post Office	n/a	Postage	2.90
30/08/2024	Max Spielman at Tesco	n/a	Photocopying Maps	20.00
30/08/2024	Tesco	n/a	Wireless Mouse and Keybopard	10.00
02/10/2024	Post Office	n/a	Postage	1.55
01/11/2024	Post Office	n/a	Postage	2.60
02/11/2024	RBL	93	Poppy Wreath	20.00
22/11/2024	The Works	n/a	Files x2	3.00
22/11/2024	Post Office	n/a	Postage	2.60
<b>Total</b>				<b>1,749.77</b>

**Direct Debit**

Transaction Date	Supplier	Invoice Number	Item Service	Amount £
30/09/2024	LAS Recycling	P231892	Waste September	27.77
31/10/2024	LAS Recycling	P234428	Waste October	52.06
<b>Total</b>				<b>79.83</b>

**Income received October 2024**

Transaction Date	Received From	Transaction Referenece	Transaction Description	Credit Amount £
04/10/2024	Ceredigion CC	n/a	Waste Recycling	64.20
29/10/2024	Ceredigion CC	n/a	Precept	10,800.00
<b>Total</b>				<b>10,864.20</b>

**Bank Reconciliation**

The Clerk presented Councilors with a bank reconciliation at 29<sup>th</sup> October 2024.

Chairman's signature

Dated:

It is proposed that the Council approves the: <ul style="list-style-type: none"> <li>• Payments for the period November 2024</li> <li>• Income received in the period 1<sup>st</sup> October 2024 to 29<sup>th</sup> October 2024</li> <li>• The Bank Reconciliation at 29<sup>th</sup> October 2024</li> </ul>	Seconded	
Cllr J. Culley	Cllr G. El Tawab	Carried

### 6.3.2 2025-26 Planning and Precept Paper

The Clerk informed the Councillor that a paper would be sent to Councillors for consideration in the January meeting in early December.

The Clerk then took the opportunity to highlight to the Council some of the work that was currently outstanding. It was noted by Cllr C. Wychwood that one of the reasons the previous clerk had resigned was due to workload.

#### **Outstanding Work List 2<sup>nd</sup> December 2024**

1. Access to bank account and card
2. Budget and Precept
3. Write specification for new website
4. Updating Standing Orders
5. Updating Financial Regulations
6. Revise Grant Application System and Forms
7. Annual Report 2022-23
8. Annual Report 2023-24
9. Write procedures for the payment of invoices and payroll
10. Toilets – electrical and taps
11. Tender for path in playground
12. Deal with Church of the Holy Cross
13. Resolve issues with the equipment in the playground
14. Councillor Recruitment
15. Risk Management work for Internal Auditors

## **6.4 External Audit**

### 6.4.1 Update on Audit.

Nothing additional to report.

*Chairman's signature*

*Dated:*

## 6.5 Governance

### 6.5.1 Annual Return 2022-23

The outstanding Annual Returns were set out in the list of outstanding work in 6.3.2.

### 6.5.2 Timetable Compliance Paper

It was noted that papers were late being sent out due to workload resulting from complaints to the Monitoring Officer.

### 6.5.3 Standing Orders and Motions to the Council

This is set out in the list of outstanding work in 6.3.2.

### 6.5.4 Councillor recruitment Plan

It was agreed that this needs to be addressed as a matter of urgency. A recruitment plan needs to be put in place.

### 6.5.5 Meeting Dates 2025

The Clerk presented the Council with the meeting dates for 2025.

## Meeting Dates 2025

All at 7pm at the Coracle Hall, Llechryd (unless otherwise advertised) with virtual access by Zoom available (please see website <http://llangoedmorcc.org.uk> for further details)

<b>2025</b>		
January	6	
February	3	
March	3	
April	7	
May	12	
June	2	
July	7	
August	As required	
September	1	
October	6	
November	3	
December	1	

## 6.6 Development and Training Plan

There was no further action in this area but this needed to be taken forward in conjunction with the HR Committee.

*Chairman's signature*

*Dated:*

## 6.7 Technology

### 6.7.1 Dedicated email

Cllr I. Davies said he would liaise with the clerk to implement this over the next month.

### 6.7.2 Facebook page

Cllr C. Wychwood's informed the Council that he had received complaints via Facebook that the OAP Christmas Dinner was not free.

The Clerk informed the Council about the WLGA guidance on the use of social media.

### 6.7.3 Website

The clerk informed the Council that this was still work in progress. Cllrs I. Davies, C. Wychwood and A. Edwards agreed to take this forward. The Clerk requested that any structure be referred to him before a build was commenced.

## 6.8 Land registration

Cllr A. Edwards said that she would like the original motion amended to include the words "subject to further information received" added. It was agreed to vote on the motion with this amendment added.

Proposed that the Council instructs the Clerk to engage a firm of solicitors to take forward the matter of land registration in accordance with the Council's Financial Regulations subject to further information received.	Seconded	
Cllr J. Culley	Cllr H. Davies	Carried

## 6.9 Grants

There were no grants to consider.

## 7. Planning.

No further updates.

### *Planning enforcement*

Nothing to report.

### *LDP 2 Update*

Nothing to report

Chairman's signature

Dated:

## **8. County Council Matters**

Cllr A. Edwards reported to the meeting on County Council matters.

Ceredigion was now working with elderly people using the Age Friendly Ceredigion Agenda.

Ceredigion County Council was now operating a direct payment policy.

The Council had voted on STV on 14<sup>th</sup> November 2024 and the proposal was not carried.

Councillors had received a tour of Canolfan Padarn. Staff had highlighted the ALN topics at the facility.

Other events Cllr Edwards had attended as a County Councillor included a Remembrance Service, a school open evening, and a consultation session with Community Councillors. Llangoedmor councillors had been invited to the last event but the Clerk was uncertain what had happened to the e mail and said he would look into this.

Cllr A. Edwards said that she was now a member of the County Council Fostering Panel. Cllr Symmons and Cllr Davies congratulated her on her appointment.

## **9. Committees**

A meeting of the HR Committee needs to be scheduled for the new year.

The Toolkit Committee needs to be convened. The Committee is not currently quorate and is looking for Councillors to join the Committee.

A meeting of the Finance Committee is yet to be convened.

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

### **10.1 Action areas**

#### **10.1.1 Mapping for village nameplates and speed**

The Clerk is to follow up the mapping.

### **10.2 Footpaths / open spaces**

Nothing to report.

#### **10.2.1 Llechrhyd Bridge/River**

Debris is still blocking the bridge. This has been reported to the County Council by Cllr A. Edwards.

*Chairman's signature*

*Dated:*

### 10.2.2 Public Rights of Way

This is still outstanding. The Clerk is to contact Mr S. King.

## 11. Amenities

### 11.1 Toilet Block

Details of works are ready to be sent out to contractors. The Clerk will action this in early December.

### 11.2 Play Area / Field

#### 11.2.1 Climbing Frame

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

#### 11.2.2 Path

A motion as put to the Council regarding the tender for the footpath.

Proposed that the Council instructs the Clerk to engage a firm of civil engineers to draw up a tender specification for repairs to the path in the play area in accordance with the Council's Financial Regulations.	Seconded	
Cllr J. Culley	Cllr A. Edwards	Carried

### 11.3 Church of the Holy Cross, Llechryd

The motion set out in the agenda was withdrawn. It was agreed to discuss the matter with the Council's insurers to find out if they would pay for the legal costs.

### 11.4 Millenium Building

The clerk is to contact Birch regarding the branches and the overhead power lines.

### 11.5 Defibrillators

Cllr C. Wychwood has confirmed that he now has operational responsibility for the defibrillators and will ensure the boxes are registered. The Clerk is going to order the equipment required including a spare set of pads.

*Chairman's signature*

*Dated:*



### 11.6 Noticeboards

Proposed that the Council agrees to a single quote action to secure the work of the Graffiti artist estimated to be £1,000 in line with the Council's Standing Orders.	Seconded	
Cllr A. Edwards	Cllr C. Wychwood	Carried

### 11.7 Grit bins

The Clerk is to report to the County Council regarding the maintenance of grit bins.

## 12. Events

### 12.1 OAPs Christmas Dinner

The OAP Christmas Dinner had taken place in the afternoon of 2<sup>nd</sup> December 2024 and seemed to be a success.

Thanks were extended to Youssef El Tawab who had volunteered to serve meals.

### 12.2 Christmas Lights

The Council will be switching on the Christmas lights on Thursday 5<sup>th</sup> December 2024 at approximately 6pm.

It was agreed that Cllr A. Edwards would organise a Christmas function at the Seven Stars public house after the lighting up event on Thursday 5<sup>th</sup> December 2024.

## 13. Adroddiad / Meeting reports

The PACT meeting due to be held on 28<sup>th</sup> November 2024 was cancelled. It was hoped to organise another meeting in December 2024.

Cllr Wychwood reported that he would be attending a CAVO meeting and reporting back to the Council.

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

### 14.1 Grant request Urdd

The Urdd had written to the Council requesting funding. A grant form had been sent out to them.

## 15. Materion Personol / Personal Matters - Cllrs Exchange of Information / Cyfnewid Gwybodaeth

*Chairman's signature*

*Dated:*

It was agreed that a letter of congratulation would be sent to Gardd Enfys.

**16. Date of next meetings**

Monday, 6<sup>th</sup> January 2025 at 7pm.

There being no further business to discuss, the meeting closed at 8.36pm.

*Chairman's signature*

*Dated:*