



Minutes of the Council meeting held at the Coracle Hall, Llechryd at 7pm on the 3<sup>rd</sup> February, 2025 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 and Gareth El Tawab.

Clerk

Members of the public: 2

**1. Apologies for absence**

Apologies for absence were received from Cllrs Clive Wychwood and Amanda Edwards.

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

Cllr I Davies declared an interest in item 6.5.4 as the company he works for was providing the anti-virus software.

He also declared an interest in the grant application by Ceredigion YFC.

**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 of 6<sup>th</sup> January 2025**

It was noted that there were three typing errors in the draft minutes and that these need to be corrected.

Proposed that minutes 6 <sup>th</sup> January 2025 be accepted as an accurate record subject to the amendments noted.	Seconded	
Cllr J. Culley	Cllr I. Davies	Carried

E-mail comments received from Cllr A. Edwards referred to the fact that the County

*Chairman's signature*

*Dated:*

Councillor's report was not complete in the minutes. It was noted that the report was complete and some of the matters discussed under the County Councillor's report in fact related to meeting reports and had been included in that section in the final minutes.

A discussion ensued about what Councillors and the public would want to see in the County Councillor's report. It was agreed that it would be useful if the County Councillor's report could include a section on what had been voted on at the County Council, the result of the vote and how the County Councillor had voted.

## **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 he had received no further communication with the external auditors following the submission of additional audit information in December 2024.

### **6.2 Internal Audit**

#### **6.2.1 Progress on Implementing Internal Audit Recommendations Paper Feb 2025-1**

The Clerk reminded Councillors of the Internal Audit recommendations that had now been outstanding since 2022-23 in relation to the Council's Risk Management processes.

These included having quantified risk assessments that are updated and reported upon on a regular basis and showing how risk assessments had changed during this period. The Clerk is to implement these procedures. Cllr Hywel Davies said he had experience in this area and agreed to help in the process.

The second element of the assessment was around ensuring that the Council paid due diligence to the risks associated with suppliers. Cllr I. Davies commented that this entailed having an approved supplier list. It was noted that the County Council had an approved supplier list and the Community Council could piggy back on this with the appropriate procedures in place.

It was noted that this process needed to be in place with all suppliers and any organisations that the Council did business with to ensure that there was transparent accountability in the use of public funds. This would mean ensuring proper probity and value for money in the use of public funds.

*Chairman's signature*

*Dated:*

## 6.3 Financial Matters

### 6.3.1 Finance Paper Feb 2025-2

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

### Monthly Payments Schedule February 2025

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

#### Payments

#### February 2025 Council

##### Bank Transfer/Other

Transaction Date	Supplier	Invoice Number	Item Service	Amount £
03/01/2025	Coracle Hall	1244	Hall Hire 04/11/2024	180.00
31/12/2024	Danfo	8369	December Public Toilets	294.00
17/12/2024	Dwr Cymru	3111566801	Cash payment	89.65
13/01/2025	SSE	2287866	Electricity	198.07
07/01/2025	Clerk	n/a	Gross Pay January	653.66
07/01/2025	Clerk	n/a	WFH January	7.45
<b>Total</b>				<b>1,422.83</b>

##### Direct Debit

Transaction Date	Supplier	Invoice Number	Item Service	Amount £
31/12/2024	LAS Recycling	P238307	Waste December	52.06
<b>Total</b>				<b>52.06</b>

### Income received December 2024

Transaction Date	Received From	Transaction Reference	Transaction Description	Credit Amount £
02/12/2024	Christmas Dinner	n/a	Cash	353.00
03/12/2024	Chair	Inv2	Christmas Dinner	33.00
16/12/2024	Clerk	Inv3	Christmas Dinner	16.50
<b>Total</b>				<b>402.50</b>

Chairman's signature

Dated:

### Bank Reconciliation at 20<sup>th</sup> December 2024

The Clerk presented Councilors with a bank reconciliation at 20<sup>th</sup> December 2024.

	<b>Main Account £</b>	<b>Business Account £</b>	<b>Total Cash £</b>
Balance per the Cash Book	99,693.61	1,014.58	100,708.19
Balance per the Bank Statement	99,693.61	1,014.58	100,708.19
Reconciling Items			0.00
			0.00
			0.00
	99,693.61	1,014.58	100,708.19

It is proposed that the Council approves the: <ul style="list-style-type: none"> <li>• Payments Schedule for the February 2025 Council</li> <li>• Income received in the December 2024</li> <li>• The Bank Reconciliation at 20<sup>th</sup> December 2024</li> </ul>	Seconded	
Cllr J. Culley	Cllr G. El Tawab	Carried

#### 6.3.2 2025-26 Planning and Precept

The Clerk informed the Council that the precept amount of £35,000 had been reported to Ceredigion County Council by the 31<sup>st</sup> January 2025 deadline.

#### 6.3.3 Depreciation and Asset Valuation Feb 2025-3

The Clerk presented the Council with a paper dealing with depreciation and asset valuation. It was agreed that it was not appropriate to apply depreciation to Council assets as the Council operates a cash accounting system.

It was decided that the Council would adopt a tri-annual valuation of land, buildings and specialist equipment. All other assets would be reviewed on an annual basis.

It is proposed that the Council adopts a tri annual asset valuation process as set out in paper Feb 2025-3.	Seconded	
Cllr J. Culley	Cllr H. Davies	Carried

Chairman's signature

Dated:

## 6.4 External Audit

### 6.4.1 Update on Audit.

Nothing additional to report.

The Chairman asked that the Clerk report back to Council on the external audit process and the ramifications of not implementing the recommendations of audit reports.

## 6.5 Governance

### 6.5.1 Annual Return 2023-24 and 2022-23

See 6.5.5.

### 6.5.2 Timetable Compliance Paper

Nothing to report.

### 6.5.3 Tri Annual Contracting Paper Feb 2025-4

This paper put forward the idea that the Council moves to tri-annual contracting framework. The Clerk outlined the benefits for the Council and contractors as set out in the paper.

The Clerk is to seek advice for One Voice Wales on the appropriateness of such contracts.

It is proposed that the Council implements a tri-annual contracting system as set out in paper Feb 2025-4 and develops a procedure to enact this.	Seconded	
Cllr J. Culley	Cllr H. Davies	Carried

### 6.5.4 Renewal of anti-virus software licence Paper Feb 2025-5

Cllr I. Davies leaves the meeting having declared an interest.

It is proposed that the Council renews the anti-virus software licence with Telemat Ltd.	Seconded	
Cllr J. Culley	Cllr G. El Tawab	Carried

Cllr I. Davies rejoins the meeting

*Chairman's signature*

*Dated:*

### 6.5.5 Update on Outstanding Work

The Clerk updated the Council on the list of outstanding work in hand at 3<sup>rd</sup> February 2025.

#### **Amended Outstanding Work List 3<sup>rd</sup> February 2025**

<b>Item</b>	<b>Task</b>	<b>Completed</b>
1.	Access to bank account and card	
2.	Cllr conciliation following complaint	
3.	Budget and Precept	6 <sup>th</sup> Jan 2025
4.	Write specification for new website	
5.	Updating Standing Orders	
6.	Updating Financial Regulations	
7.	Revise Grant Application System and Forms	
8.	Annual Report 2022-23	
9.	Annual Report 2023-24	
10.	Write procedures for the payment of invoices and payroll	
11.	Toilets – electrical and taps	
12.	Tender for path in playground	
13.	Deal with Church of the Holy Cross	
14.	Resolve issues with the equipment in the playground	
15.	Councillor Recruitment	
16.	Development of Playing Fields Charity	
17.	Risk Management work for Internal Auditors	
18.	Translation of minutes into Welsh	
19.	Bi-lingual meetings	

The Clerk is to follow up access to the bank account with Cllr A. Edwards.

The holding of bilingual meetings was discussed and the Chairman agreed to raise this matter with One Voice Wales. This action point was added to the list of outstanding work.

### 6.5.6 Councillor Recruitment Plan

The Clerk is taking this forward.

## **6.6 Development and Training Plan**

The Clerk is to forward the link for Code of Conduct training once received.

## **6.7 Technology**

### 6.7.1 Dedicated email

The Clerk is to send new usernames and passwords to Councillors and implement a transition plan. The Chairman asked that a corporate calendar be set up in the new e

*Chairman's signature*

*Dated:*

mail system.

#### 6.7.2 Facebook Page

Nothing to report.

#### 6.7.3 Website

No further progress to report.

#### 6.8 Land registration

See item 6.5.5.

#### 6.9 Grants

There were no grants to consider.

### 7. Planning.

The Council asked the Clerk to note with the County Council that the applicant named in the planning application did not live at Coedmor Home Farm.

#### *Planning enforcement*

Nothing to report.

#### *LDP 2 Update*

Nothing to report

### 8. County Council Matters

Nothing to report but note the comments in section 4 regarding the report that the County Councillor needs to deliver in future.

### 9. Committees

#### 9.1 The Finance and Governance Toolkit for Town and Community Councils

##### 9.1.1 Future of the Finance and Governance Toolkit Committee Paper 2025-7

The Chairman presented the Council with a paper on the above subject. It was agreed that this item would be removed from future agendas.

Llangoedmor Community Council resolves that:	Seconded	
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Chairman's signature

Dated:

<p>i. the Toolkit Committee be reformed to include all councillors.</p> <p>ii. the Toolkit Committee meets once annually in March to review the work of the Council within the parameters laid out in the recommended model toolkit.</p> <p>iii. recommendations from the review form the Council's development plan and inform the training plan.</p> <p>iv. actions recommended by the Toolkit Committee are carried out by full council and the Clerk/RFO.</p>		
Cllr J. Culley	Cllr H. Davies	Carried

## 9.2 HR Committee

The Committee agreed to meet on 10<sup>th</sup> February 2025.

## 9.3 Finance Committee

Nothing to report.

## 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

#### 10.2.1 Llechrhyd Bridge/River

The Clerk is to check that the debris in the river has been reported to the County Council on CLIC.

#### 10.2.2 Public Rights of Way

It was noted that the County Council Footpaths Officer had not attended the Council. Cllr G. El Tawab agreed to follow this up.

*Chairman's signature*

*Dated:*



## **11. Amenities**

### **11.1 Toilet Block**

Details of works are ready to be sent out to contractors.

### **11.2 Play Area / Field**

#### **11.2.1 Climbing Frame**

See 6.5.5.

#### **11.2.2 Path**

See 6.5.5.

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

See 6.5.5.

### **11.4 Millenium Building**

The Clerk has reported the trees to the National Grid and will follow this up. This item can be taken off the agenda in future months.

### **11.5 Defibrillators**

Operational responsibility for Defibrillators has now passed to Cllr Wychwood and so this item will be removed from the agenda in future months.

### **11.6 Noticeboards**

Cllr A. Edwards had reported by e mail that she is in contact with the graffiti artist.

### **11.7 Grit bins**

This item remains outstanding.

## **12. Events**

It was suggested that a litter pick be organised for Sunday 2<sup>nd</sup> March 2025.

Cllr K. Symmons suggested that the Council organise a St Davids Day event with the school. The chairman said she would look into this with the headmaster at the school.

## **13. Adroddiad / Meeting reports**

It was noted that the Resilience Group meeting had been postponed. No date has been set for the next meeting.

*Chairman's signature*

*Dated:*

The PACT meeting had dealt with speeding traffic. The date of the next meeting was set for 6<sup>th</sup> March 2025 at 6.30pm.

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

The Clerk had received a letter from Ceredigion YFC. It was agreed that a response be sent saying that the Council would send them a grant application form once it had reviewed its processes.

The Chairman informed the Council that she had been in correspondence with Mr Ben Lake MP. Mr Lake is interested in local government and wanted to visit the Council. The Chairman had provided him with some potential dates for a visit.

**15. Matterson Personol / Personal Matters - Cllrs Exchange of Information / Cyfnewid Gwybodaeth**

Cllr G El Tawab suggested that the Council nominate Cllr K. Symmons for the Buckingham Palace Graden Party. This was in recognition of his 50 years of service with the Council. It was agreed that the Clerk would put his name forward.

**16. Date of next meetings**

Monday, 3<sup>rd</sup> March 2025 at 7pm.

There being no further business to discuss, the meeting closed at 8.58pm.

*Chairman's signature*

*Dated:*