



Minutes of the Council meeting held at the Coracle Hall, Llechryd at 7pm on the 12th May, 2025 in accordance with The Local Government and Elections (Wales) Act 2021. Virtual access was also provided.

Present:

Cllrs Iwan Davies (Chairman), Amanda Edwards, Ken Symmons, Hywel Davies, Clive Wychwood and Gareth El Tawab.

Clerk

Members of the public: 0

1. Apologies for absence

Apologies for absence were received from Cllr J. Culley.

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

There were no declarations of interest.

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

Proposed that the agenda was accepted as presented.	Seconded	
Cllr I. Davies	Cllr G. El Tawab	Carried

The agenda was accepted as presented.

4. Confirmation of Minutes of 7th April 2025

It was noted that the school referred to on page 637 was in North Ceredigion. There was also a spelling error on page 637. It was noted the VE Day event referred to on page 639 was held on 10th May 2025.

Proposed that minutes of 7 th April 2025 be accepted as an accurate record subject to the amendments listed above.	Seconded	
Cllr A. Edwards	Cllr H. Davies	Carried

Chairman's signature

Dated:

5. Update on Meeting arrangements.

Nothing to report.

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

6.1.1 Year End Update

6.1.1.1 Unaudited Annual Return May 2025-1

The Clerk presented to draft unaudited Annual Return to the Council.

6.1.2 Internal Audit

6.2.1.1 Submission of Working Papers

The Clerk reported that the Annual Return and working papers had been submitted to the internal auditor. The auditor would issue his final audit reports soon as the Council responded to his interim report.

6.1.3 External Audit

6.1.3.1 Issue of External Audit Guidance and Timetable.

The external audit guidance and timetable had now been issued.

6.1.3.2 2023-24 External Audit

The Clerk reported that the 2023-24 audit was still incomplete. The Clerk had chased this up by e mail at the end of March 2025 but had not yet received a response.

6.2 Financial Matters

6.2.1 Finance Paper May 2025-2

The Clerk presented a paper to the Council dealing with the following matters:

- Payments for the period April 2025
- Income received in the period 21st February 2025 to 31st March 2025
- The Bank Reconciliation at 31st March 2025

Chairman's signature

Dated:

Monthly Payments Schedule April 2025

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

Monthly Payments Schedule May 2025 Council Meeting

Bank Transfer/Other

Transaction Date	Supplier	Invoice Number	Item Service	Amount £
30/04/2025	Telemat	Inv-9399	Exchange Onlie Plan 1	28.51
05/05/2025	Coracle hall	1303	Hire 07/04/2025	20.00
26/04/2025	SSE	8700040830	Electricity	205.05
07/05/2024	Clr I. Davies	n/a	Mobile Plan 2/12/23 to 26/3/25	45.54
30/04/2025	Dasnfo	45777	Cleaning April	294.84
31/03/2025	Darren Williams	3	Grass Ctting Play Area	315.00
04/04/2025	Darren Williams	2	Work in play area	255.00
12/05/2025	Clerk	n/a	Salary	652.96
12/05/2025	Clerk	n/a	WFH	7.14
26/04/2025	Clerk	n/a	Postage	0.87
08/04/2025	Clerk	n/a	Plastic Box for files	9.00
03/04/2025	Clerk	n/a	Postage	3.50
06/07/2025	Clerk	n/a	Printer Paper	3.00
Total				1,840.41

Direct Debit

Transaction Date	Supplier	Invoice Number	Item Service	Amount £
31/03/2025	LAS Recycling	P248754	Waste February	52.06
Total				52.06

Income Received March 2025

No income was received in the period 21st February 2025 to 31st March 2025 into the Treasurers Account.

The Clerk presented the Council with a schedule of interest income received into the Business Account in the period 1st April 2024 to 31st March 2025. This amounted to £11.23.

Chairman's signature

Dated:

Bank Reconciliation at 31st March 2025

The Clerk presented Councilors with a bank reconciliation at 31st March 2025.

Bank Reconciliation at 31 March 2025

	Main Account £	Business Account £	Total Cash £
Balance per the Cash Book	93,665.70	1,019.64	94,685.34
Balance per the Bank Statement	93,665.70	1,019.64	94,685.34
Reconciling Items			0.00
			0.00
			0.00
	93,665.70	1,019.64	94,685.34

<p>It is proposed that the Council approves:</p> <ul style="list-style-type: none"> • Payments for the period April 2025 • Income received in 21st February 2025 to 31st March 2025 • Interest received in the period 1st April 2024 to 31st March 2025 • The Bank Reconciliation at 31st March 2025 	Seconded	
Cllr G. El Tawab	Cllr A. Edwards	Carried

The Clerk reported that the Council had not yet received details of its insurance renewal for 2025-26 as a result of delays at the insurer. It was suggested that authorization of the payment be delegated to the Chairman and Vice Chairman subject to the increase in the premium being 10% or less.

<p>It is proposed that authorization of the payment of the 2025-26 insurance policy be delegated to the Chairman and Vice Chairman subject to the increase in the premium being 10% or less.</p>	Seconded	
Cllr A. Edwards	Cllr H. Davies	Carried

Chairman's signature

Dated:

6.2.2 2025-26 Planning and Precept

The Clerk reported that the Council had received the first instalment of the precept from the County Council.

6.3 Governance

6.3.1 Timetable Compliance Paper

The timetable for the publication of minutes was missed due to work undertaken by the Clerk in relation to the Annual Return.

6.3.2 Update on Outstanding Work May 2025-3

The Clerk presented an update on outstanding work.

Item	Task	Completed
1.	Access to bank account and card	
2.	Cllr conciliation following complaint	
3.	Budget and Precept	6 th 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.	VAT Reclaim 2023-24/2024-25	
20.	Flag Pole and Maintenance	
21.	Grit Bins	

6.3.3 Councillor Recruitment Plan

Nothing further to report.

6.4 Development and Training Plan

Nothing to report.

Chairman's signature

Dated:

6.5 Technology

6.5.1 Dedicated email

It was noted that the Council's e mail system needs to incorporate 2 factor authentication.

6.5.2 Website

A draft proposal had been submitted to the clerk which he was currently reviewing.

6.6 Grants

No further grant requests have been received.

7. Planning.

A250202 Fronteifi, Cardigan, Ceredigion, SA43 2LD – No Comments.

Planning enforcement

Nothing to report.

LDP 2 Update

Nothing to report

8. County Council Matters

The County Councillor informed the Council that she had attended the following events.

The opening of the Glannant path adjacent to the Glannant to Preseli road.

A special Council to appoint a Corporate Officer for Learning.

Attended a consultation meeting to scrutinise the complaints policy.

A meeting of the fostering panel was held.

The Councillor attended a meeting of the Youth Council.

There was a meeting with the Health Board regarding the weekend opening of Cardigan Health Centre and dental provision. There will be a report to the County Council regarding this in November 2025.

Attended the period prevent pilot scheme at the Coracle Hall.

Attended the VE Day tea party organised by Parti Yn Y Parc on 10th May 2025.

Chairman's signature

Dated:

Attended a meeting of Y Fan.

OVW commended Aberporth Community Council for its help in Storm Darragh.

Attended a scheme to help young people cycling.

9. Committees

9.1 HR Committee

A meeting of the HR Committee is to be arranged.

9.2 Finance Committee

The first meeting of this Committee is scheduled for 4th June 2025.

10. Highways and Public Rights of Way

10.1 Action areas

10.1.1 Mapping for village nameplates and speed

This matter remains outstanding.

10.2 Footpaths / open spaces

10.2.1 Llechrhyd Bridge/River

Nothing to report.

10.2.2 Public Rights of Way

Damaged signs to be reported.

11. Amenities

11.1 Toilet Block

This has been added to the work list and so can be taken off future agendas.

11.2 Play Area / Field

The Clerk updated Councillors regarding developments in this area.

At present the park remains closed. The Clerk informed the meeting that the Council's insurers had not given their assurance that they would cover the park in the event of an accident prior to the outstanding work identified in the RoSPA report being completed.

The Clerk advised the Council that they should get a firm of professional park

Chairman's signature

Dated:

maintenance contractors in to undertake the maintenance. The Council should ensure that the maintenance company had the appropriate competencies to undertake the work and insurances in place to indemnify the Council.

Cllr A. Edwards said that Mr P. Edwards and Cllr H. Davies had offered to undertake the maintenance and she could not see a problem with that if they the correct competencies and produced the necessary insurance.

It was suggested that a Maintenance Sub Committee be set up and that details of competencies and the insurance documentation should go to that Committee.

It was agreed to organise a meeting for Monday 19th May 2025 to take these two matters forward.

11.3 Crossing between Garage and School

This item remains outstanding.

12. Events

Nothing to report.

13. Adroddiad / Meeting reports

It was noted that the Coracle Hall had agreed to the mural on the toilet block and had received a grant for new planters.

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

The clerk informed the Council that the Council had received a request from Parti Yn Y Parc to hold an event in the Llechryd Playing Fields.

Cllr EI Tawab suggested that in future any organisations using the playing fields should be required to present the LPFA with a risk assessment and proof of liability insurance for the event. The Council had only previously requested this documentation from the school.

The Council had received a text message from a member of the public regarding the closure of the play area. The Clerk had responded to this.

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

The Council gave their best wishes to Cllr K. Symmons who had been invited to a garden party at Buckingham Palace in May 2025.

The Council also wished the best to Cllr C. Wychwood who is giving a presentation to school children.

Chairman's signature

Dated:

16. Date of next meeting

Monday, 19th May 2025 at 7pm.

There being no further business to discuss, the meeting closed at 8.55pm.

DRAFT

Chairman's signature

Dated: