

LLANVACHES COMMUNITY COUNCIL

Draft Minutes of the Ordinary Meeting of Llanvaches Community Council
Held at Llanvaches Church Hall on
Tuesday 21th June 2016 at 7PM

Present

Chairman:- Cllr Liz Williams

Councillors:- P Challenger, K James,
P Lawrence, L Morgan

Ward Councillor:-

In attendance:- Lucy Allen (Clerk)

Public Attendance:- 2

2740 INSTALLATION OF CHAIRMAN

Cllr Liz Williams signed the Chairman's Declaration of Acceptance of Office.

2741 APOLOGIES FOR ABSENCE

2742 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

None.

2743 MINUTES

Cllr Morgan proposed that the minutes of the Annual meeting of Council on Tuesday, 19th May 2016 be accepted as a true record subject to the amendment of Item Number 2582 to 2727. This was seconded by Cllr Challenger and agreed unanimously, the minutes were signed as a true record of the meeting.

2744 MATTERS ARISING FROM MINUTES

None.

2708 FINANCIAL MATTERS

a. Internal Audit 2015/2016

Members considered, in detail, the report from the Internal Auditor in respect of the Council's Governance and Accountability for the year ending 31st March 2016. The following recommendations were noted:-

1. The Council are to review and clearly document the arrangements and frequency for back up of accounting records. *The Clerk to investigate the purchase of an external hard-drive.*
2. The discrepancy in the tendering limits set in Standing Orders and Financial Regulations should be addressed in the next review.
3. Council should undertake and minute an annual review of internal control procedures and the scope and effectiveness of internal audit.

4. For completeness and to provide a better audit trail, future minutes should detail cheque numbers, together with payee details and gross amounts.
5. The next VAT reclaim should be adjusted to include the £0.20 under claimed in order to reconcile VAT records.
6. Council is advised to review the Clerk's contract on employment to ensure compliance with Section 1, Employment Rights Act 1996.

RESOLVED

Cllr Williams proposed to accept the report from the Internal Auditor in respect of the Council's Governance and Accountability for the year ending 31st March 2016. This was seconded by Cllr James and agreed unanimously. The Clerk will address the recommendations and make amendments where necessary and the Council will investigate the issue surrounding the Clerk's contract of employment.

b. Year End Accounts and Annual Return

The meeting received and considered the Year End Accounts and Annual Return for the year ending 31st March 2016.

RESOLVED

Cllr Morgan proposed to approve the Year End Accounts and Annual Return for the year ending 31st March 2016 and to authorise the Chairman to sign and date the Annual Return. This was seconded by Cllr Williams and agreed unanimously.

The Chairman signed and dated the Annual Return.

c. Annual Insurance

Members noted the revised quotation received from Aon Insurance which includes the increased cover for the ground surfaces. Members were advised that due to the lateness in the reply from the insurance company that there was now no opportunity to use another provider.

RESOLVED:-

Cllr Williams proposed to accept the quotation of £512.48 from Aon Insurance for the renewal of the annual insurance policy. This was seconded by Cllr Morgan and agreed unanimously.

d. Tree Maintenance

Members noted that the tree in the playing field is causing a local resident problems and considered the quotation received to have the tree felled. Members were advised that the tree in question was planted by local school children approximately 25 years ago and that the tree is believed to be a "Prunas" in which case they do only have a limited life span. Members also noted that had a maintenance programme been in place earlier then the tree would not need to undergo possible felling.

RESOLVED:-

To obtain further advise from contractors regarding the possible thinning of the tree or reduction in height and to review at the next meeting of the Council.

e. Payment of Accounts

<i>Payee</i>	<i>Description</i>	<i>Cheque Number</i>	<i>Amount</i>
L Allen	June Salary	Standing Order	£182.27
J Storey	Village Green plants	000894	£ 30.00
Aon	Annual Insurance	000895	£512.48
Spot On Ent.	Grant	000896	£260.00
S Bushell	Internal Audit	000897	£ 75.00
TOTAL			£1,059.75

Members noted that the payment to Spot On Entertainment was for £260.00 rather than the agreed £250.00 and resolved to pay the additional £10.00.

f. Cash Book and Bank Reconciliation

The adoption and reconciliation of the Community Council's bank accounts for May 2016 was confirmed.

2746 COUNCIL MANAGEMENT MATTERS

a. One Voice Wales

Members considered the nomination of a representative to attend the quarterly Area Committee Meetings of One Voice Wales.

RESOLVED:-

To nominate Cllr L Williams as the representative to attend the quarterly Area Committee Meetings of One Voice Wales.

b. Model Code of Conduct

Members considered the formal adoption of the revised Model Code of Conduct.

RESOLVED:-

Cllr Lawrence proposed that Llanvaches Community Council formally adopt the revised Model Code of Conduct. This was seconded by Cllr James and agreed unanimously. The revised model reflects the following changes in legislation:-

1. The Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2016.
2. The Local Government (Standards Committees, Investigations, Dispensations and Referral) (Wales) (Amendment) Regulations 2016.

c. Vacancy at Langstone Primary School for a Community Governor

Members considered a nomination for a Member to act as a Community Governor at Langstone Primary School.

RESOLVED:-

Not to nominate a Councillor to act as a Community Governor at Langstone Primary School.

2747 PLAYING FIELD MATTERS

a. Weekly Inspection Report

There were no issues to report.

2748 PUBLIC PARTICIPATION

A resident advised that the bin in the football field had now been removed and that the grass had been cut the correct number of times as per the contract although not within the correct number of cuts per month.

2749 MATTERS OF LOCAL INTEREST OR CONCERN

None.

2750 CORRESPONDENCE LIST

Members received and considered correspondence set out in the schedule emailed to members prior to the meeting.

2751 PLANNING MATTERS

None.

2752 FURTHER COMMENTS FOR FUTURE CONSIDERATION

None.

2753 DATE OF NEXT MEETING

The ordinary meeting of Llanvaches Community Council will take place on Tuesday, 19th July 2016 at 7.00pm in the Church Hall, Llanvaches.

2754 TO EXCLUDE THE PRESS AND PUBLIC

RESOLVED:-

To exclude the press and public owing to the confidential nature of the following item:-

Item 2755 NATIONAL SALARY AWARD 2016- 2018

2755 NATIONAL SALARY AWARD 2016 - 2018

Members considered the confidential report detailing proposals to increase the Clerk’s Salary Scale Point (SCP) to 15, over the next two financial years, and the annual increments for 2016/17 and 2017/18 in line with the salary scales advised by the National Association of Local Councils and the Society of Local Council Clerks.

RESOLVED:-

To award the Clerk an increase in salary scale point from 13 to 15 in view of the Certificate in Local Council Administration qualification held by the Clerk with effect from 1st April 2016 and to authorise the payment of the 2016 - 2018 National Salary Award. Proposed by Cllr Challenger, seconded by Cllr Williams and agreed unanimously.

The meeting closed at 8.10pm.

Signed **CHAIRMAN** **Date.....**