

LLANVACHES COMMUNITY COUNCIL

Minutes of the Ordinary Meeting of Llanvaches Community Council
Held at Llanvaches Church Hall on
Wednesday 17th June 2015 at 7PM

Present

Chairman:- Cllr Liz Williams
Councillors:- K James, P Lawrence, L Morgan
Ward Councillor:-
In attendance:- Lucy Allen (Clerk)
Public Attendance:- 2

2597 APOLOGIES FOR ABSENCE
Cllr C Carlson, Cllr P Challenger

2598 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA
None

2599 MINUTES
Cllr Morgan proposed that the minutes of the Annual meeting of Council on Tuesday, 19th May 2015 be accepted as a true record. This was seconded by Cllr James and agreed unanimously, the minutes were signed as a true record of the meeting.

2600 MATTERS ARISING FROM MINUTES
Item 2589 Public Participation

The pot hole between the Church Hall and the Scout Hut in Llanvaches had yet to be repaired. The Clerk to follow the matter up with Newport City Council.

Item 2590 (a) Big Lunch

The meeting noted that the Big Lunch on Saturday, 6th June 2015 had been successful and requested that the Clerk write to the organisers thanking them.

2601 FINANCIAL MATTERS

a. Payment of Accounts

i. Clerks Salary June 2015 by cheque	£182.27
ii. Newport City Council	£164.30
iii. Vision ICT	£300.00
iv. Clerks Expenses	£ 33.47
v. GSL (Internal Auditor)	£ 51.00
TOTAL	£731.04

Members noted that a credit note had been received from Newport City Council for the 2014/15 hedge cutting which had not been carried out.

Cllr James proposed that the above payments be approved, which was seconded by Cllr Lawrence and agreed unanimously.

b. Cash Book and Bank Reconciliation

The adoption and reconciliation of the Community Council's bank accounts for May 2015 was confirmed.

c. 1st Quarter Budget Monitoring Report

Members considered the 1st quarter budget monitoring report for the period ending 15th June 2015 which had been circulated with the agenda.

RESOLVED:-

To note the budget monitoring report for the period ending 15th June 2015.

c. Risk Assessment

Members reviewed the Community Council's annual risk assessment. The Clerk advised that guidance had been taken from the Governance and Accountability for Local Councils in Wales - A Practitioners Guide (2011) which makes a number of recommendations to assist in the identification of risks.

RESOLVED

Cllr Morgan proposed to accept the Community Council's annual risk assessment for the year 2015/2016, seconded by Cllr James and agreed unanimously.

d. Asset Register

Members reviewed the Community Council's asset register prepared by the Clerk.

RESOLVED:-

Cllr Lawrence proposed to accept the Community Council's asset register for the year 2015/2016, seconded by Cllr James and agreed unanimously.

e. Financial Regulations

The meeting review the Community Councils Financial Regulations which had been circulated with the agenda.

RESOLVED:-

To adopt the Financial Regulations subject to the following amendments:-

Amend Financial Regulation 2.2 Annual Estimates (Budget)

This information must be distributed to each Councillor at least 48 hours before that meeting.

To read:-

This information must be distributed to each Councillor at least 3 clear working days before that meeting.

Amend Financial Regulation 3.3 Budgetary Control

The information must be distributed to each Councillor at least 48 hours before the meeting.

To read:-

The information must be distributed to each Councillor at least 3 clear working days before the meeting.

Amend Financial Regulation 3.7

The information and arguments must be distributed to each Councillor at least 48 hours before the meeting to enable an informed judgement to be made.

To read:-

The information and arguments must be distributed to each Councillor at least 3 clear working days before the meeting to enable an informed judgement to be made.

Amend Financial Regulation 4.1 Accounting and Audit

All accounts, returns and supporting information for consideration by Councillors must be distributed to each Councillor at least 48 hours before the relevant Community Council Meeting.

To read:-

All accounts, returns and supporting information for consideration by Councillors must be distributed to each Councillor at least 3 clear working days before the relevant Community Council Meeting.

Amend Financial Regulation 5.3 Banking arrangements and cheques

All payments made by the Council shall be effected by cheque drawn on the Council's banker. All payments to the Council shall be by cheque or other order.

To read:-

All payments made by the Council shall be effected by cheque or other drawn on the Council's banker. All payments to the Council shall be by cheque or other order.

Amend Financial Regulation 5.10 Banking arrangements and cheques

The Council's banker shall send copies of the Current Account and Deposit Account Statements to the Clerk at the end of each quarter. The Clerk will distribute copies of the statements to the Chairman and to the RFO at the earliest practicable time.

To read:-

The Council's banker shall send copies of the Current Account and Deposit Account Statements to the Clerk at the end of each month.

Amend Financial Regulation 10.5 Orders for work, goods and services

The information must be distributed to each Councillor at least 48 hours before that meeting.

To read:-

The information must be distributed to each Councillor at least 3 clear working days before that meeting.

f. Precept and Concurrent Grant

Members noted that confirmation of the precept and concurrent grant allocation for the financial year 2015/2016 has been received from Newport City Council.

2602 COUNCIL MANAGEMENT MATTERS

a. The Pensions Regulator

Members noted that following the changes on workplace pensions, every employer with at least one member of staff must automatically enrol those who are eligible into a workplace pension scheme and contribute towards it. This law or "staging date" for Llanvaches Community Council is 1st August 2016. Members considered who to nominate as contact to receive these communications about the new legal duties.

RESOLVED:-

To nominate the Clerk as the contact to received communications about the new legal duties involved in the changes on workplace pensions. The Clerk to agenda all communications.

b. Website

Members were advised that work was progressing on the new Community Council website. The Clerk had requested with the website provider that some amendments be made and Cllr Williams agreed to write the introductory page.

2603 PLAYING FIELD MATTERS

a. Weekly Inspection Report

Members were advised that the weekly inspection report had been carried out and that there were no issues apart from the straps on the swing which would be replaced when the installation of the new play equipment commences. The weekly check list will be handed over to Cllr Morgan from 1st July 2015.

b. Hedges in Playing Field

Members considered the height of which they require the hedges to be maintained at in the playing field. The meeting was advised that the Chairman had prepared a document for Newport City Council which included pictures of the hedges from the playing field side and of the residents gardens to which the hedges intrude into.

Members further considered the three trees to the right of the field, on entering, as a resident had requested that these be cut back.

RESOLVED:-

To forward the document, prepared by the Chairman, to Newport City Council to request that the hedges be cut down as appropriate when hedge cutting commences and to advise the residents, via the next Community First publication, that the trees in the playing field would be cut back once quotations have been received. *(The Community Council have budget provision for tree maintenance of £200 in the current financial year)*

2604 PUBLIC PARTICIPATION

A member of the public raised concerns regarding the depth of the hedges in the playing field. The Clerk undertook to contact the contractor to see if the hedges could be thinned out.

2605 MATTERS OF LOCAL INTEREST OR CONCERN

Concerns were raised regarding the weed growth in and around the village, particularly on the footpaths. The Clerk undertook to contact Newport City Council to see if there was anything which could be done.

2606 CORRESPONDENCE LIST

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

2607 PLANNING MATTERS

Members were advised that Newport City Council were still investigating as to whether the steps which had been put into the hedge on Llanvaches Lane need planning permission.

2608 FURTHER COMMENTS FOR FUTURE CONSIDERATION

Installation of new play equipment and pathway - this item to added to the next agenda to ensure all financial requirements were considered before the Summer recess.

2609 DATE OF NEXT MEETING

To confirm that the next ordinary meeting of Llanvaches Community Council will take place on Wednesday, 15th July 2015 at 7.00pm in the Church Hall, Llanvaches.

The meeting closed at 8.25pm

Signed **CHAIRMAN**

Date.....