

Cyngor Cymuned
Llanddowror & Llanmiloe
Community Council



**Minutes of Meeting held at the Meeting Room, Llanddowror on Monday 14th
August 2017, at 19.30hrs**

Members present: Chairman David Howells Councillors: Sandra Hewens, Graham James, Angela Crewes, Tony Paradise. Former Clerk to the Council Frank Roberts

1. **Apologies for Absence:** Councillors Chris Holt, Jane Tremlett and Gwyn Lewis
2. **Declaration of Personal Interests:** None
3. **Final Accounts**

Frank Roberts presented the Final Accounts of the Community Council for the year 2016/2017. All Community Council accounts are now subject to extra scrutiny and the signed engagement of Llewelyn Davies Accountants, acting as internal auditors, satisfies the Wales Audit Office requirements, who in turn act as external auditors. A summary of the accounts was presented and the accounts were duly signed off by the Chairman. Frank also presented the Wales Audit Office Annual Return. This included submission of the Council's Register of Assets, Code of Conduct and copies of minutes of Council meetings. The Annual Return was duly signed off by the Chairman and will be submitted in due course to the Wales Audit Office.

It was agreed that a copy of the Register of Assets would be sent to each Community Councillor and that a yearly asset check should be completed and reported in the Register of Assets. This check could be completed by members of the Council and should be commenced from September 2017. Cllr James pointed out that the television in Llanddowror Meeting Room should be added to the Register (if not already on it) as it had been recently purchased by the Community Council.

Frank noted that he would be happy to complete a formal handover to the Council, of the Clerk's responsibilities when this can be mutually arranged. It was agreed that an action plan be detailed, by Frank, for the ongoing processes in the meantime, whilst the Clerk's post remains vacant. Frank was thanked for all his hard work and support whilst in the role of Clerk. His expertise and professionalism had benefited the Community Council enormously and his resignation was unanimously considered a great loss to the Council.

4 Correspondence

Correspondence was considered in light of the requests made by letter by MJ Cory. The post of Clerk was not advertised when it became vacant in 2016 in the light of the immediate and extenuating circumstances at the time. Frank Roberts was unanimously co-opted. He had not officially taken up the role of Community Councillor at this time and therefore there was no conflict of interest.

Minutes were not taken at the meeting held by the Llanddowror councillors following resignation of the Clerk, as the meeting was held to discuss the immediate matter of managing the keys of the Meeting room and the ongoing upkeep and cleaning of the PCs.

Signed as a correct record of the meeting.....Chairperson 11th September 2017.

It was agreed that copies of the complaints procedure and the grievance policy would be made available to MJ Cory either as hard copy or online, but in view of advice given, that MJ Cory would be invited to view the invoice she had requested to see, but that a hard copy would not be made directly available to her.

5 Contingency Arrangements for Meeting Room and PCs

The Chairman noted that the Meeting Room is owned by the Community Council but is used by Llanddowror community. The Chairman proposed that a public meeting is called, and the 4 groups who regularly use the meeting room are asked for representation to establish a committee to manage the running of the meeting room. It would be the responsibility of this committee to liaise with the Community Council, in particular with regard to financial matters.

The cost of the meeting room to the council includes utilities (water and electricity), building and contents insurance, fire protection services (annually), maintenance costs and cleaning materials for the PCs. The volunteer rota for the cleaning of the PCs continues uninterrupted and without difficulty. The ongoing issue of risk assessments for those volunteering to clean the PCs continues. The risk assessment should be made available to all volunteers (this has not been the case in the past) and details displayed on the notice board in the meeting room. It was agreed that further discussion with Carmarthenshire council was needed with regard to the risk assessment.

6 Vacancy for post of Clerk to the Community Council

It was agreed that the post of Clerk be advertised, following review and reconsideration of the current role description and responsibilities, possibly using a generic role description. In addition the post should be advertised with a salary in line with current national salary scales.

7 Any other Business

It was agreed that a letter of thanks is sent to Mark Tucker, who has resigned as Councillor, thanking him for his hardwork and long service to the Community Council.

The Chairman proposed that after an interim period that Frank Roberts might consider being co-opted as Community Councillor. He agreed that he would consider this at the end of the year.

Cllr James gave notice that he would resigning, as planned, at the end of the year and Cllr Hewens also gave notice that she was also considering resigning at the end of the year.

There was no further business

The meeting closed at 21.30 hrs.

Date and time of next meeting

MONDAY 11TH SEPTEMBER 2017 AT 19.00HRS AT LLANMILOE MEETING ROOM

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Signed as a correct record of the minutes.....Chairperson 11th September 2017