

# "Cyngor Cymuned Trefriw Community Council

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## **Cofnodion Mai 1 2018 Cwrdd y Cyngor / Minutes 1st May 2018 Meeting of Council**

Present / Bresennol: Chair Cllr A Minton, Cllr M Jehu, Cllr M Lees, Cllr L Porter and Cllr D Sandham  
In Attendance: Andrew Bradshaw Clerk / RFO

No Members of the Public were present

### **1 To confirm that a Quorum of elected members is present.**

Cadarnhau bod yr aelodau etholedig sy'n bresennol yn ffurfio cworwm  
A Quorum was confirmed by the Chair

### **2. Current Chair to Invite nominations for the post of Chair for this Council Year 2018-19**

The Chair invited nominations for the position of Chair for Year 2018 – 2019 with the Cllr Minton being proposed

### **3. Council to elect a Chair of the Council**

Clerk to witness the signing of the declaration of office

***Resolution: Cllrs Lees and Porter proposed and seconded the motion with Cllr Minton accepting office of Council Chair***

### **4. The Chair to invite nominations for Vice Chair of the Council for this Council Year 2018-2019**

The Chair invited nominations for the position of Vice Chair with Cllr Lees being proposed

### **5 Council to elect a Vice Chair of the Council**

Clerk to witness the signing of the declaration of office

***Resolution: Cllrs Porter and Sandham proposed and seconded the motion with Cllr Lees accepting office***

### **6. Councillors to sign declaration of office for the new term of Council to be witnessed by the Clerk**

All Councillors present signed the Acceptance of Office documentation

### **7. Apologies / Ymddiheuriadau LG Act 1972 sch 12 par 40**

To accept apologies and consider approving reasons for absence  
Derbyn ymddiheuriadau ac ystyried cymeradwyo rhesymau dros absenoldeb  
All Councillors were present with County Cllr Jones sending his apologies.

### **8. Declarations of Interest / DATGAN BUDDIANNAU. LG Act 2000 s50 Local Authorities (Wales) Order 2008/788**

To disclose personal and financial interests in items of business listed below.  
Datgan diddordeb personol ac ariannol yn y materion wedi eu rhestru isod  
All Cllrs present signed appropriate documentation and declared no interest in any Agenda Items

### **9. Minutes / Cofnodion LGA1972, Sch 12 para 41(1)**

To receive, approve and sign as a correct record the minutes of the Council meeting held on 6th March 2018  
The Minutes for the Meeting of 6th March 2018 were confirmed as a true reflection of the meeting and were proposed and seconded by Cllrs Minton and Sandham. No Meeting was held in April 2018

### **10. CHAIR'S ANNOUNCEMENTS/ CYHOEDDIADAU Y GADEIRYD.**

The Chair thanked all for their attendance at the meeting

### **11. Correspondence / Gohebiaeth**

Correspondence March 2018– May 2018

Items of Correspondence for information distributed through out the month as required to be noted  
Revised Eryri Dev Plan, Review of Community Councils Consultation, Consultation on Planning Policy Wales, Wales Audit Office Survey of Community Councils, Local Government Brief on GDPR, Review of Electoral Arrangements in Conwy closing date 25/06/2018, Conwy Valley Award meeting 12/04/2018, Conwy Consultation on Toilet Strategies, Broadband Meeting Invite, NRW Invite to Gwydir Res event, Openreach Trefriw Bridge, War Memorial Idea and Cemetery information request Mr McGregor, Jaynie Jones email, CCBC dog fouling, Serif Closure, Cnty Cllr Jones (skip and rugby club) , IRP review invite 09/05/2018 Llandudno, Wales Audit Office Review AND Code of Conduct Training for Councillors Glasdir 18/06/2018

### **12 County Councillor's Report / Adroddiad-y-Cynghorydd Sir**

A report from the County Councillor on matters of importance and interest to the community of Trefriw and Llanrhychwyn  
The Clerk reported that the County Cllr had asked him to relay to Council that he had attended a Scrutiny Committee and had held a drop in Surgery in Trefriw Village Hall for Trefriw and Llanrhychwyn Residents.

### **13. FINANCIAL / CYLLID: LGA 1972 Sch 12 par 41(1).**

#### **13.1 Council to discuss and question as required all Financial transactions in Appendix 1**

Council had no Questions relating to Appendix 1 Financials and Cllrs Minton and Porter proposed and seconded the Item.

#### **13.2 Cemetery Unpaid Invoices- Council to receive update from the Clerk**

The Clerk reported that the matter had now been resolved with payment in full being received

13.3 Clerk to update Council on 2017 /18 Budget Position  
The Clerk made Council aware that for the Year End 2017-18 Community Council had spent within its Budget and balances used were slightly less than budgeted. However upon receipt of accrued invoices 2018-19 the Council would be almost in line with Budget Expenditure. Council had no questions on the conclusion of the 2017-18 Budget

13.4 Council to consider donation request from Eisteddfod 2019 Trefriw Group

**Resolution: It was agreed by all Cllrs present and proposed and seconded by Cllrs Minton and Porter to donate £100. It was also suggested that an amount could be allowed for in next years Budget for a further donation.**

13.5 Council to consider donation request from Wales Air Ambulance

**Resolution: It was agreed by all Cllrs present and proposed and seconded by Cllrs Jehu and Sandham to donate £50.**

13.6 Council to consider donation request from Betws y Coed GP Surgery

**Resolution: It was agreed by all Cllrs present that they would require more information with regards to the matter before they were able to make a decision. The Clerk confirmed that he had already written to the Surgery for clarification**

13.7 Council to discuss and agree to renew OVW Subscription £127

**Resolution: It was agreed by all Cllrs present and proposed and seconded by Cllrs Minton and Porter to renew OVW membership.**

13.8 Confirmation of Completion of Annual Return and conclusion of Internal Audit

Clerk to update Council over Internal Audit and Council to approve submission to External Auditors for completion of Audit 2017-2018

Clerk confirmed to Council that the Internal Auditor had finished the Audit and found all documentation in order and had signed the Audit Form for 2017-18. The Clerk stated that based on this he would like Councils permission to submit the Annual Return 2017-18 to the External Auditors and to Post the relevant Notice on the Council Notice Board "Exercise of Electors Rights". The Clerk also paid reference in stating that the PSDF allocation of funds was now held in the Asset Section, Clerks expenses had been included within salaries and not Expenditure and that the Council had no Interest in any Trust Funds which were items to note from prior Audit comments.

**Resolution: It was agreed by all present , proposed and seconded by Cllrs Lees and Jehu to submit the Councils Annual Return on the Clerks recommendation**

13.9 Council to discuss and accept proposal from the Clerk to transfer £10,000 from Deposit Account to PSDF

**Resolution: It was agreed by all Cllrs present and proposed and seconded by Cllrs Minton and Porter to transfer the Funds as recommended**

13.10 Council to note NALC pay award for Councils Clerk has been agreed and will be confirmed shortly  
Council noted

#### **14 Governance**

14.1 Council to Adopt Code of Conduct for the Council for 2018 -19 Financial Year

**Resolution: It was agreed by all Cllrs present and proposed and seconded by Cllrs Minton and Porter to Adopt the Code of Conduct 2018-19 as presented**

14.2 Council to Adopt Financial Regulations for the Council for 2018 -19 Financial Year

**Resolution: It was agreed by all Cllrs present and proposed and seconded by Cllrs Porter and Jehu to Adopt the Financial Regulations 2018 -19 as presented.**

14.3 Council to appoint a Councillor to Higgins Trust and complete documentation

Cllr Lees stated that although since being appointed he had not yet completed the required documentation he wished to remain the Councils representative and would sign the relevant documents before the next meeting of Council. All Councillors present accepted this proposal.

14.4 Clerk to update on Councils position re GDPR

Clerk made Council aware that the GDPR comes into affect as of the 25th May 2018 and that the Council was working to ensure that it was compliant. The Clerk stated that the Council held very little personal data which assisted with compliance and would update further at Junes Meeting of Council.

14.5 Council to agree a date for the Staffing Committee to Meet to complete Clerk / RFO Appraisal

The Clerk made Council aware that they needed to meet to discuss the Clerks performance and to meet with him. The Clerk also pointed out that he had not been appraised for last year. Cllrs Minton, Jehu and Porter were Councils representatives on the Staffing Committee. Cllr Porter duly resigned from the Committee.

#### **15 Council to discuss , review and draw up Action Plan for the withdrawal of Serif Plus Website Platform for the Community Council Website August 2018**

15.1 Council to discuss, agree quotations and pricing for the rebuild of Council Website in WordPress format

After a brief discussion Cllr Porter stated that she would make the new website as it was a simple task. The Clerk stated that he felt that the project was time consuming and out of his remit and was happy for the Cllr to undertake the project with a time line for completion of 1st August for the site to have been made, tested and uploaded to the hosting platform.

15.2 Council to discuss and agree purchase of WordPress license £50 (software)

Cllrs Porter and Lees stated that they felt that the requirement to purchase the software as opposed to using free licenses was not required and other Cllrs present had no objections to their ideas. The Clerk did state that he was not fully aware of all the implications involved in the use of free licenses but would look into on the Councils behalf.

#### **16. TREFRIW VILLAGE ENHANCEMENTS / GWELLIANNAU I BENTREF TREFRIW**

16.1 Council to consider residents proposal to site two hanging planters outside the Village Hall

**Resolution: It was agreed by all present, proposed and seconded by Cllrs Lees and Porter to agree to the hanging of two planters to the outside fence of the Village Hall opposite the main doorway.**

16.2 Council to receive update from Clerk re Trefriw Bridge Duct replacement Project

The Clerk made Council aware that Openreach had now confirmed that the works to the ducting would be completed in

August 2018 and with this in mind the Clerk would instruct the Monument Restoration Company to complete the works to the War Memorial in September 2018. The Clerk again sort confirmation from Council that they were happy for the works to be undertaken as per prior requests and this was given by Council

16.3 Village Hall Operating Issues – Cleaning and recent issues arising from Hall misuse

The Clerk made Council aware that he had to deal with two incidents of wilful neglect in relation to the use of the Village Hall recently. Both incidents appear to have taken place after the Thursday morning cycling session. One incident was the blocking of a sink with the tap then left to run and over flow causing excessive damp and moisture and secondly the misuse of the toilet area.

The Clerk made Council aware that he managed the village hall including cleaning as a good will gesture and was not within his job description and he felt it unreasonable to have to deal with such events. The Clerk made Council aware that he has discussed with the relevant Hall user and told them that if such incidents happen again they will be stopped from using the hall

16.4 Council to agree minor repair works to the Village Hall Interior

The repair works in question to be completed were the repainting of the toilet ceiling( since the flood) and some other areas around the Hall such as the front of stage. Cllr Jehu offered to complete the works which was duly accepted

**17. To confirm that the NEXT MEETING of the COUNCIL will be on 5th June 2018 at Nant BH Outdoor Centre Cadarnhau y bydd CYFARFOD NESAF y CYNGOR am 9 ar dydd Mehefin 5 2018**

## APPENDIX 1

### 1. FINANCIAL / CYLLID: LGA 1972 Sch 12 par 41(1).1 Balances / Gweddill

To agree the bank reconciliation statements to 31st April 2018 and to note the balances in the Current, Deposit and the PSDF account / Cymeradwyo'r mantolenni cysoniad banc hyd at Ebrill 31 2018 a gwneudnodyn o'r gweddill yn y cyfrif cyfredol, y cyfrif cadw a chyfrif Cronfa Adnau'r Sector Cyhoeddu

- a) Balance in Current account on / Gweddill yn y cyfrif cyfredol ar - 24/04/2018 :£7047.54
- b) Balance in Deposit account on: / Gweddill yn y cyfrif cadw ar - 24/04/2018 £13656.99
- c) Balance in PSDF on / Gweddill yng nghyfrif Cronfa Adnau'r Sector Cyhoeddus ar- 24/04/2018:£49900.33

The Clerk to confirm bank reconciliations on both current, deposit accounts with the Chair for March and April 2018

#### 1.1 Payments / Daliadau - To review and agree items of expenditure LGA1972 s150 (5)

| Payments April/ May 2018  | Item                                      | Value          | Rec No |
|---------------------------|---|----------------|--------|
| Booker Cash and Carry *** | Cleaning / toiletries Vhall               | 41.99          | 323    |
| CCBC ***                  | Cemetery Mortgage                         | 693.00         | 324    |
| BT Village Hall ***       | Broadband                                 | 110.55         | 325    |
| Host 4 U ***              | Website Domain                            | 95.98          | 326    |
| Royal Mail ***            | 24 second class stamps                    | 6.72           | 327    |
| A Bradshaw Clerk          | salary April inc of employee pension cont | 608.05         | 328    |
| A Bradshaw Clerk          | home expenses April                       | 15.07          | 328    |
| Jason Taylor              | March Cemetery Cut                        | 180.00         | 329    |
| CCBC Skip Hire            | Feb / March                               | 444.00         | 330    |
| OVW                       | Yrly Membership                           | 127.00         | 331    |
| Currys PC World           | Computer , printer and software           | 1089.99        | 332    |
| Currys PC World           | printer cartridge                         | 13.99          | 333    |
| A Bradshaw Clerk          | Pension cont April Employer               | 141.67         | 334    |
| A Bradshaw Clerk          | salary May inc of employee pension cont   | 608.05         | 335    |
| A Bradshaw Clerk          | home expenses May                         | 15.07          | 335    |
| A Bradshaw Clerk          | Employee Pension Cont May                 | 141.67         | 336    |
| <b>Total</b>              |   | <b>4332.80</b> |        |
| Prices inc VAT @ 20%      |   |                |        |
| *** Paid March 2018       |   |                |        |

#### 1.2 Receipts / Derbyniadau

| Description                  | Date       | Invoice No. | Value             |
|------------------------------|------------|-------------|-------------------|
| HMRC VAT Refund April        | 26/03/2018 | 290         | £1,175.98         |
| Play Day Grant Funding April | 26/03/2018 |             | £500.00           |
| HSBC Interest April          | 02/03/2018 |             | £1.09             |
| Cemetery April               | Various    | 289,291,292 | £1,495.00         |
| Village Hall April           | Various    | Various     | £195.68           |
| CCBC Precept                 |            | 299         | £5,906.00         |
| Cemetery                     | Various    | 298/ 300    | £1,052.00         |
| Village Hall April           | Various    | 294,296,297 | £221.64           |
|                              |            |             | <b>£10,547.39</b> |

#### 1.3 Transfers / Trosglwyddiadau

None

#### 1.4 PSDF

Interest Received £17.45 February 2018

Interest Received £15.66 March 2018