# '''Cyngor Cymuned Trefriw Community Council

Mr Andrew Bradshaw, Clerc a Swyddog Cyllid/Clerk & Finance Officer

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 **Cofnodion Mehefin 5 2018 Cwrdd y Cyngor / Minutes 5th June 2018**

 **Meeting of Council**

 Present / Bresennol: Chair Cllr A Minton,Cllr M Jehu, Cllr M Lees and Cllr D Sandham

 In Attendance: Andrew Bradshaw Clerk / RFO and four members of the public

A number of comments were received from the Public concerning the condition of the phone box by the Outdoor centre, fly tipping within the area and the fees now charged by CCBC at Mochdre recycling facility, the road around Geirionydd Lake and a resurfacing programme, issues over cattle grids adjoining the public highway, areas of road that have been resurfaced and now encourage speeding vehicles, broadband within the Llanrhychwyn area being poor, 20mph speed limit required by the Outdoor Centre, recycling bins being full and not emptied regularly and an overview of the Wales GB event by an involved local resident. It was mentioned that the County Cllr's assistance in resolving these matters would be appreciated and a surgery in the Llanrhychwyn Ward would be also be welcomed.

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. 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

 Cllr Porter had sent her apologies which were accepted by Council

**3. 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 relevant documentation and declared no interest in any Agenda items

**4. 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 1st May 2018

 The Minutes for the Meeting of 1st May 2018 were confirmed as a true record of the meeting and were proposed and

 seconded by Cllrs Lees and Sandham.

**5. CHAIR’S ANNOUNCEMENTS/ CYHOEDDIADAU Y GADEIRYD.**

**6. Correspondence / Gohebiaeth**

 Correspondence May 2018– June 2018

 Items of Correspondence for information distributed through out the month as required with matters noted

 as emails over bikes in the hall, request for copy budget, Eisteddfod Invitation and grass verge cut.

**7 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 County Cllr was not present to update Council.

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

8.1 Council to discuss and question as required all Financial transactions in Appendix1

 The Clerk ran through Appendix 1 relating to Finance with Council having no Questions, Cllrs Lees and Jehu proposed

 and seconded the Item

8.2 Council to note that Annual Return for 2017-18 will be submitted to the External Auditors ahead of the 19th June 2018

 deadline.

 Noted by Council

8.3 Council to endorse NALC recommendation for Clerks pay award for April 2018 and to note hours of work

Resolution: It was agreed by all present and proposed and seconded by Cllrs Minton and Sandham to adopt the recommendation from NALC to increase the Clerks salary which would be backdated to April 2018

8.4 Council to Review and Adopt Councils Risk Assessment 2018-19

Resolution: It was agreed by all present and proposed and seconded by Cllrs Minton and Lees to adopt the Councils Risk Assessment

8.5 Council to discuss and consider Renewal of CVSC Membership

Resolution: It was agreed by all present and proposed and seconded by Cllrs Minton and Sandham to renew the Councils Membership

**9 Governance**

9.1 Council to receive update and confirmation of completed documentation for Higgins Trust

 Cllr Lees confirmed that he had now completed all the relevant documentation for the Higgins Trust

9.2 Clerk to update on Councils position re GDPR

 The Clerk made Council aware that the new GDPR came into force as of the 25th May 2018 and replaced the old Data

 Protection Act 1998. The Clerk made Council aware that neither SLCC or OVW had yet run any formal training for Clerks

 So all interpretation was based upon self learning. The Clerk stated that as TCC was not a Marketing Organisation and held

 little personal data risk averse management was required with a proportional approach. The Clerk confirmed that he had

 completed a recent Data Audit and had deleted many Council held data bases so as to comply with Legislation. The Clerk

 confirmed that the process was ongoing and was looking forward to receiving formal training and had and will be raising

 again with OVW and SLCC re formal Clerk training.

9.3 Council to appoint new Cllr to the Staffing Committee and to agree a date to Meet with the Clerk

Resolution: It was agreed by all present and proposed and seconded by Cllrs Minton and Jehu to confirm the Staffing Committee Members as Cllrs Minton, Jehu and Sandham with a Meeting to be held 15th June 2018 with the Clerk.

9.4 Council to Review and Adopt Standing Orders for Financial Year 2018-19

Resolution: It was agreed by all present and proposed and seconded by Cllrs Lees and Jehu to adopt the Standing Orders for Financial Year 2018

9.5 Council to Review and Adopt Statement of Internal Control Financial Year 2018-19

Resolution: It was agreed by all present and proposed and seconded by Cllrs Lees and Jehu to adopt the Statement of Internal Control for Financial Year 2018

**10 TREFRIW VILLAGE ENHANCEMENTS / GWELLIANNAU I BENTREF TREFRIW**

10.1 Council to receive update from the Community Engagement Group

 Cllr Lees confirmed that the Councils Newsletter was currently being translated and once complete prices for printing

 would be gained and reported to Council for approval

10.2 Council to receive update from Cemetery Group

 Cllr Minton confirmed that the Group had met with an Architect who would be submitting plans to the National Park once

 they had been completed and accepted by Council.

10.3 CCBC Village verge / grass cutting Schedule – Council to discuss

 Resolution: After some discussion it was agreed by all and proposed and seconded by Cllrs Lees and Sandham that as the piece of land in question owned by CCBC it is their responsibility to cut as required. Council was of the view that the verge as the main route into the village from the North would look more attractive if maintained and cut regularly but was ultimately CCBC responsibility.

 11 **To confirm that the NEXT MEETING of the COUNCIL will be on 3rd July 2018 at Trefriw Village Hall**

 **Cadarnhau y bydd CYFARFOD NESAF y CYNGOR am 7 ar dydd Gorsennaf 3 2018**

12. Council to decide whether, because of the confidential nature of the business to be transacted and pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press are not admitted during this part of the meeting.

Resolution: It was agreed by all present and proposed and seconded by Cllrs Minton and Jehu that the Public and Press should be excluded from the meeting for item 13 due to its confidential nature.

 All members of the Press, Public and the Clerk left the Meeting

**13. Council to discuss Clerks Yearly performance in advance of Staffing Committees Meeting with the Clerk.**

 **Staffing Committee to agree a date to Meet with the Clerk.**

**APPENDIX 1**

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

 To agree the bank reconciliation statements to 31st May 2018 and to note the balances in the Current, Deposit and

 the PSDF account / Cymeradwyo'r mantolenni cysoniad banc hyd at Mai 31 2018 a gwneudnodyn o'r gweddill yn y

 cyfrif cyfredol, y cyfrif cadw a chyfrif Cronfa Adnau'r Sector Cyhoeddu

1. Balance in Current account on / Gweddill yn y cyfrif cyfredol ar - 24/05/2018 :£6549.79
2. Balance in Deposit account on: / Gweddill yn y cyfrif cadw ar - 24/05/2018 £2656.99
3. Balance in PSDF on / Gweddill yng nghyfrif Cronfa Adnau'r Sector Cyhoeddus ar- 24/05/2018:£59954.60

 The Clerk confirmed bank reconciliations on both current, deposit accounts with the Chair for April and May 2018

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

|  |  |  |  |
| --- | --- | --- | --- |
| Payments JUNE 2018 | Item | Value | Rec No |
| \*\*\* PSDF | PSDF | 10000.00 | 337 |
| \*\*\* BT | Village Hall | 103.02 | 338 |
| \*\*\* Jason Taylor | Cemetery Cut April | 251.88 | 339 |
| Cambrian | Field cut / spike / fertilise | 100.00 | 340 |
| Cambrian | Field cut two fields 08/05 | 40.00 | 341 |
| Iona Edwards | Internal Audit | 120.00 | 342 |
| Cambrian | Field Cut two fields 016/05 | 40.00 | 343 |
| Firemaster | Service fire extinguishers | 51.96 | 344 |
| SSE | Village Hall | 550.39 | 345 |
| A Bradshaw Clerk  | salary June inc of employee pension contribution | 608.05 | 346 |
| A Bradshaw Clerk  | home expenses June | 15.07 | 346 |
| A Bradshaw Clerk  | Employee Pension Cont June | 141.67 | 347 |
| Total |   | **12022.04** |   |
| Prices inc VAT @ 20% |  |  |  |
| \*\*\* Paid May 2018 |  |  |  |

**1.2 Receipts / Derbyniadau**

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Date** | **Invoice No.** | **Value** |
| Vhall income | various May 2018 | 301, 302 | £69.92 |
|   |   |   | **£69.92** |

**1.3Transfers / Trosglwyddiadau**

£11000 from Deposit to Current Account (PSDF transfer)

**1.4 PSDF**

Interest Received £17.22 April 2018

£10000 Transferred from HSBC Account