

## Cyngor Cymuned Trefriw Community Council

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### Cofnodion 17 Medi 2019 / Minutes 17<sup>th</sup> September 2019 Cyfarfod anghyffredin y Cyngor / Extraordinary Meeting Of the Council

Present / Bressennol: Cllr L Williams (Acting Chair), Cllr K Ellis, Cllr J Kelly, Cllr M Lees  
In attendance: Vikki Teasdale, Clerk / RFO, and 1 member of the public

	<u>Agenda Item</u>	<u>Action/Resolution</u>
1.	<b>To confirm that a Quorum of elected members is present/Cadarnhau bod yr aelodau etholedig sy'n bresennol yn ffurfio cworwm</b> A quorum was confirmed by Cllr Williams	
2.	<b>Apologies/Ymddiheuriaday LG Act 1972 Sch 12 par 20</b> To accept apologies and consider approving reasons for absence/Derbyn ymddiheuriadau ac ystyried cymeradwyo rhesymau dros absenoldeb Apologies were received from Cllrs Austwick and Salter	
3.	<b>Declarations of Interest/Datgan Buddiannau LG Act 2000 s50 Local Authorities (Wales) Order 2008/788</b> To disclose personal and financial interest in items of business listed below/ Datgan diddordeb personol ac ariannol yn y materion wedi eu rhestru isod All Councillors present signed the appropriate document	
4.	<b>Chair's announcements/Cyhoeddiadau'r Cadeirydd</b> None	

<p>5.</p>	<p><b>Council Positions</b></p> <p>Cllr Williams as acting Chair advised the Council that a new Chair and Vice Chair would need to be elected following the recent resignation of Cllr Sandham.</p> <p>Cllr L Williams was proposed and seconded and unanimously elected as Chair. The Clerk witnessed the signing of the Acceptance of Office of Chair.</p> <p>Cllr K Ellis was proposed and seconded and unanimously elected as Vice Chair. The Clerk witnessed the signing of the Acceptance Form of Office of Vice Chair.</p>	<p><b><u>RESOLUTION:</u></b> Cllr L Williams elected as Chair</p> <p><b><u>RESOLUTION:</u></b> Cllr K Ellis elected as Vice Chair</p>
<p>6.</p>	<p><b>Working Practices of Trefriw Community Council</b></p> <p>Cllr Williams invited the Clerk to advise the Council on whether any working practices could be changed to provide more support and streamline current working methods. The Clerk advised that although she had only been in post for a few weeks she felt that using her personal telephone contact details was not ideal and also the use of online banking would be welcomed to facilitate easier payment methods as well as real time tracking of the Council's finances.</p> <p>Cllr Williams proposed that suitable funds be made available to purchase a basic mobile phone for use by the Clerk which was seconded and unanimously agreed.</p> <p>The Council unanimously agreed that moving to online banking would simplify the Clerk's role in regard to payments and overall banking processes. The Council also agreed that moving from manual to direct debit mandates for regular payments would further streamline processes. The Clerk raised the question of bank account signatories following the resignation of Cllr Jehu. The Council agreed that Cllr Ellis and Cllr Kelly would be added to the bank mandate in addition to Cllr Williams to provide further resilience.</p> <p>Cllr Ellis asked about the current arrangements for the storage of files and records. The Clerk advised that, where appropriate, paper copies of documents were held but that there was no other back up procedure that she was aware of. Council discussed the potential risk of not having a suitable process to back up the storage of files and records and the various options that were available to include the procurement of a data pen or a portable hard drive. The member of the public present who had professional experience in IT advised that both of these</p>	<p><b><u>ACTION:</u></b> Clerk to purchase basic mobile phone</p> <p><b><u>ACTION:</u></b> Clerk to make appropriate arrangements with HSBC to move to online banking</p> <p><b><u>ACTION:</u></b> Clerk to make appropriate arrangements for Cllr Ellis and Cllr Kelly to be added to the bank mandate</p> <p><b><u>ACTION:</u></b> Clerk to investigate the suitability of both a USB data pen and a cloud-based storage system to implement</p>

methods were not completely reliable and may not be suitable in the long term. He suggested that some form of virtual storage could be a better option as annual subscription costs are minimal. Cllr Ellis considered that having both virtual storage and a data pen/USB would provide a robust system of back-up/storage of the computerized files.

Cllr Williams highlighted the need for something to be placed on the website and other forms of communication to reiterate that the Clerk's position was a part time role (50 hours per calendar month) to manage the expectations of both stakeholders and residents.

Cllr Ellis highlighted the importance of ongoing training for both the Clerk and the Councillors and the possibility of inviting one of the local dedicated trainers from One Voice Wales to provide a basic induction training session which all current councillors and the clerk would attend. Cllr Lees asked what formalised training was available from Conwy County Borough Council as it was likely that new councillors were being appointed to various town and community councils on a regular basis.

Cllr Ellis referred specifically to the Good Councillor Guide publication that should be made available to all councillors old and new either in electronic or paper form.

The Council also discussed the merits of putting a copy of the Guide on the TCC website to assist prospective new councillors in understanding the full remit and responsibilities of the role to enable applicants to have an informed view prior to making an application to become a councillor.

Cllr Kelly encouraged the Council to consider taking up more of the training that is being offered by external bodies as distributed by the Clerk. Council agreed to include a standing agenda item for each meeting to discuss the training and seminars being offered and to discuss whether there was value in the Councillors and/or Clerk attending.

It was also recommended that the Clerk undertake suitable training prior to completing the annual audit in view of the qualified audit for 2018/19. The Council agreed that the Clerk should complete training in respect of both the annual audit and budget setting.

**ACTION:** Clerk to update website, email signature and any other forms of communication to emphasise normal hours of working.

**ACTION:** Cllr Williams to contact OVW trainer, Tina Earley, at Colwyn Bay to discuss possibility of bespoke induction training

**ACTION:** Cllr Williams to contact CCBC to identify what training provision is available for new councillors

**ACTION:** Clerk to publish a copy of the Good Councillor Guide on the TCC website and to provide a PDF copy to all current Councillors

**ACTION:** Clerk to ensure standing agenda item for all future meetings for Council to review available training events and/or seminars

**ACTION:** Clerk to identify appropriate training sessions and update Council

	<p>The Council then discussed the four councillor vacancies – two for Trefriw and two for Llanrhychwyn – and, in particular, the need to engage more fully with and obtain representation on the Council from Llanrhychwyn ward. It was proposed that a form of weekly open surgery in Llanrhychwyn would help to have an open dialogue where, on a rota basis, current Councillors could hold surgeries to meet and answer any questions that prospective councillor applicants may have and further to discuss and bring back to the monthly council meetings any issues that may be highlighted by the residents of Llanrhychwyn.</p> <p>In respect of general correspondence distributed by the Clerk, Cllr Ellis advised that having reviewed the supporting documentation for the Conwy County Borough Council’s Scrutiny Committee taking place on 18<sup>th</sup> September public toilets is detailed as being at risk of reduced/removed funding. Cllr Ellis stated that if CCBC were to reduce or remove the funding then responsibility to support and clean the public toilets would fall either in part or wholly to the Community Council.</p>	<p><b>ACTION:</b> Clerk to add agenda item for next meeting to further discuss weekly surgeries in Llanrhychwyn</p>
<p><b>7.</b></p>	<p><b>Conduct of Councillors</b></p> <p>Cllr Williams emphasised the need for Councillors to be aware of the mandatory requirements as outlined in Standing Orders with particular emphasis on code of conduct/standards of behaviour, full disclosure of personal interests and the responsibilities that come with the office of councillor.</p> <p>Reference to Good Councillors Guide was again raised by Cllr Ellis as this provides a comprehensive list as to the rights and responsibilities of a Councillor.</p> <p>Cllr Ellis also advised that all Councillors should have completed a Declaration of Personal Interests Form upon their appointment with any subsequent variations then being notified to the Clerk</p> <p>Cllr Williams highlighted the requirement to review all Council policy documents to ensure that the same are still relevant and to address any anomalies. Cllr Ellis stated that some policies did not appear to have been officially reviewed for some time and the Councillors would need to address this promptly. The Council agreed to the immediate review of the</p>	<p><b>ACTION:</b> Clerk to distribute appropriate Form for completion and return by Councillors no later than the next meeting</p> <p><b>ACTION:</b> Clerk to distribute electronic copies of the agreed policy documents for review and comment at the next meeting</p>

	<p>policy documents in relation to Standing Orders, the Complaints Procedure and the Code of Conduct with all Councillors reviewing these documents to discuss at the next meeting.</p> <p>The Council agreed that it would have a standing agenda item in June of every year to again commence the review of all policies as this would be the meeting that would immediately follow the Council's AGM.</p>	
8.	<p><b>Future Meetings</b>  Cllr Williams advised the Council that although it is hoped that the Village Hall would be fully operational in the coming months the Council would need to decide on a fixed venue for the monthly meetings in in the interim. The Council agreed that the large vestry of the Peniel Chapel was a suitable alternative pending the full restoration of the Village Hall.</p>	<p><b>ACTION:</b> Cllr Ellis to make arrangements to secure the Peniel Chapel for future meetings</p>
9.	<p><b>Agenda Items for next meeting</b></p> <ul style="list-style-type: none"> <li>• Review of pre-circulated community council documents</li> <li>• Training for Councillors/Clerk</li> <li>• Village Hall repairs - general update <ul style="list-style-type: none"> <li>– Village Hall options/quotes for heating solutions</li> <li>– Formation of sub-committee to project manage restoration programme</li> </ul> </li> <li>• Councillor recruitment/engagement <ul style="list-style-type: none"> <li>– TCC Llanrhychwyn Surgery</li> </ul> </li> <li>• Village Improvements <ul style="list-style-type: none"> <li>– Report on village tidy up day (21<sup>st</sup> September)</li> <li>– Update on Trefriw Trails repair/maintenance work</li> <li>– Update on new notice boards</li> <li>– Bus stop maintenance</li> </ul> </li> <li>• Community Engagement <ul style="list-style-type: none"> <li>– Preparations for Christmas celebrations</li> </ul> </li> </ul>	<p>–</p>
10.	<p><b>Next Meeting of the Community Council</b></p>	<p><b>RESOLUTION:</b> It was agreed that the next meeting of the Council will be at 7pm on Tuesday, 1<sup>st</sup> October 2019 in the Peniel Chapel, Trefriw</p>