

# Cyngor Cymuned Trefriw Community Council

Mrs Vikki Teasdale, Clerc a Swyddog Cyllid / Clerk and Finance Officer  
Angorfa Trefriw Conwy LL27 0JJ  
Ffon / Telephone 07305 316095 Eboost /Email [clerk@trefriwcommunitycouncil.co.uk](mailto:clerk@trefriwcommunitycouncil.co.uk)

## Cofnodion Ionawr 7 2020 / Minutes 7<sup>th</sup> January 2020 Cyfarfod y Cyngor / Meeting of the Council

Present / Bressennol: Cllr K Ellis (Chair), Cllr J Kelly (Vice Chair), Cllr I Bowen, Cllr M Lees, Cllr G Scheltinga and Cllr S White  
In attendance: Vikki Teasdale (Clerk/RFO) and 1 member of the public

### Member of Public issues:

The Council were asked for an update on when the new bus timetables would be made available at the bus stops as this had previously been raised at the Council's September meeting. The Clerk responded to say that over the past few months she had been in contact with both by Conwy County Borough Council (CCBC) and then Llew Jones, the transport providers, to progress this on behalf of residents. She had established that Llew Jones had been given authority by CCBC to update the timetables at the bus stops although no specific date had been given as to when this would be done just that it would be in the new year.

**ACTION:** Clerk to again contact Llew Jones to ascertain timescale as to when the timetables would be in place at the respective bus stops.

	<u>Agenda Item/Discussion</u>	<u>Action/Resolution/Update</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>	<b>RESOLUTION</b> A quorum was confirmed by Cllr Ellis
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 received from Cllr L Williams and C. Cllr T Jones
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 members present signed the appropriate document
4.	<b>Minutes/Cofnodion LGA 1972, Sch 12 par 41(1)</b> To receive, approve and sign as a correct record the minutes of the Council meeting held on 3 <sup>rd</sup> December 2019	<b>RESOLUTION</b> The minutes were agreed as an accurate record by all members present and signed by the Chair

<p>5.</p>	<p><b>Chair's Announcements/Cyhoeddiadau y Gadeiryn</b></p> <p><b>Christmas</b> - Cllr Ellis thanked Council members and residents who had helped with the Council's Christmas arrangements.</p> <p>Cllr Ellis made specific mention of Dafydd Roberts who had kindly brought the Christmas tree to the centre of the village and Arfon Roberts who greatly assisted with both the erection of the tree and the lights. Cllr Ellis also thanked Cllr Bowen who not only helped to put the tree up but also, after the festivities, had taken the tree and lights down.</p> <p>Council also recognised the work that other groups and businesses had undertaken to make the centre of the village look festive for both residents and visitors. The continued success of the Christmas Light Up Event was also noted.</p> <p><b>Appointment of Clerk</b> - Cllr Ellis advised Council that the Staffing Committee had met with the Clerk to discuss the end of her probationary period. Following on from the meeting, Cllr Ellis recommended to Council the permanent appointment of Vikki Teasdale as Clerk.</p>	<p><b>RESOLUTION</b> Council unanimously agreed the appointment of Vikki Teasdale as Clerk</p>
<p>6.</p>	<p><b>County Councillor Report/Adrddiad-y-Cynghorydd Sir</b></p> <p>A brief report from the County Councillor (Tomos Jones) on matters of importance and interest to the community of Trefriw and Llanrhychwyn</p>	<p>None received as C. Cllr Jones not being present at the meeting</p>
<p>7.</p>	<p><b>Correspondence/Gohebiaeth</b></p> <p>Correspondence November/December 2019 – items of correspondence for information distributed throughout the month as recorded in Appendix 2 as required to be noted.</p> <p>The Chair invited members to raise any observations or concerns regarding the correspondence circulated as per Appendix 2.</p> <p>Council asked the Clerk for an update on the email circulated ahead of Council's November meeting in regard to the Local Full Fibre Network (LFFN) initiative which could provide free wi-fi to the village hall for 12 months should Council decide to agree to proceed. The Clerk confirmed that, as requested by Cllr Ellis, she had gone back to CCBC to obtain confirmation that any line rental required to support the system would not become a charge payable by the Community Council. Despite several attempts to make contact by both telephone and email no form of response had been received.</p>	<p><b>RESOLUTION</b> Council raised no observations or concerns and the document was accepted.</p> <p><b>ACTION</b> Clerk to continue to pursue response from CCBC</p>

8.	<b>Financial/Cyllid: LGA 1972 Sch 12 par 41(1)</b>	
8.1	<p>Council to discuss and question as required all financial transaction in Appendix 1 (v.2)</p> <p>Cllr Scheltinga asked the Clerk to clarify why the payment in respect of the fertilizer for the pitch field was no longer included within Appendix 1. The Clerk advised that this has been removed with agreement of the Chair who had asked the Clerk to make further enquiries to obtain an explanation as to why it was considered necessary to apply the fertilizer. Council proceeded to discuss the issue with the general consensus reached that there would be no benefit of applying fertilizer with Cllr Bowen proposing that no further action would be taken.</p>	<p><b>RESOLUTION</b> Council unanimously agreed that it would not proceed with applying any fertilizer to the pitch field</p> <p><b>RESOLUTION</b> Council raised no further observations or concerns and the document was accepted.</p>
8.2	<p>Council unanimously agreed that all transactions were deemed approved.</p>	<p><b>ACTION</b> Clerk authorised to make payments as detailed within Appendix 1 07-01-2020</p>
8.3/8.4	<p>Council reviewed the updated draft 2020/21 Budget as distributed by the Clerk who highlighted those items that had been amended from the previous draft to now include financial provision for the purposes of Welsh translation, upgrading the website to meet Welsh Government's accessibility requirements by September 2020, a nominal sum to cover the initial village hall's running costs and an amount to be held in reserve towards the potential asset transfer of the playparks. Council confirmed their agreement to the draft budget subject to the outcome of the Residents' Meeting on 18th January as the figures quoted within the budget in regard to the proposed Asset Transfers could not be agreed at this stage and Council would need to review these again at the February meeting</p>	<p><b>ACTION</b> Council to consider and resolve to accept both the 2020/21 budget and the precept request to CCBC at February's meeting</p>
8.5	<p>The Clerk updated Council that she had received confirmation that Cllr Ellis, Cllr Scheltinga and Cllr Williams were all current signatories for the TCC Investment Account with Cllr Lees also being a trustee without signatory powers. Council considered this to be a sufficient given the limited number of interactions each year.</p>	<p>No further action or amendment required</p>
8.6	<p>The Clerk confirmed that she had reviewed the amount held in Council's current account against anticipated expenditure for both the village hall refurbishment and the monthly expenditure between December and March. Based on this the Clerk advised that she had prepared a brief written summary that had been provided to both Cllrs Ellis and Kelly as Chair and Vice-Chair with a proposal that the sum of £10,000 be transferred from the investment account to the HSBC account to meet the difference. Cllrs Ellis and Kelly both confirmed that they were happy with the summary and with the recommendation.</p>	<p><b>RESOLUTION</b> Council unanimously agreed the recommendation and instructed the Clerk to authorise the transfer of £10,000 from the Council's Investment Account</p>

<p><b>9</b></p>	<p><b>Village Hall Repairs/Refurbishment</b></p> <p>Cllr Ellis updated Council as to the progress since the last meeting confirming that the damp proof membrane, insulation and sub-floor had been laid and the electric heaters had been installed. The cleaning and partial painting of the walls had also been completed. The laying of the top floor of engineered oak was scheduled to be started on 23<sup>rd</sup> January subject to a final survey taking place by the contractor on 10<sup>th</sup> January. Once the flooring was complete any relevant health and safety checks would be arranged</p> <p>Cllr Bowen advised that the main lights over the hall floor would need to be replaced as well as some of the ceiling tiles that were damaged. Cllr Bowen confirmed that he had sourced the replacement lights, the cost of which was reflected on Appendix 1 but would need to make enquiries regarding the replacement ceiling tiles.</p> <p>Cllr Kelly confirmed to Council that she had applied to the National Lottery Community Fund for £175 for a village hall re-opening party. The outcome of the bid would be known by the end of January.</p> <p>Council agreed that prior to the hall re-opening, working parties would be required for both cleaning the inside of the hall and also for external work such as clearing the paths of vegetation. Some residents had previously expressed an interest in helping via the Council's Facebook and Council could look to provide an update and ask for volunteers via social media.</p>	<p><b><u>ACTION</u></b> – Council unanimously agreed for Cllr Bowen to make enquiries regarding the replacement ceiling tiles and to then liaise with the Clerk regarding payment</p>
<p><b>10.</b></p>	<p><b>Asset Transfers – Information Gathering</b></p> <p>Cllr Ellis confirmed to Council that she and the Clerk had two meetings arranged for 8<sup>th</sup> January, the first with Steven Teale from CCBC re the next steps in the potential asset transfer of the public toilets and secondly with the Clerk of Llanrwst TC to discuss possible areas to share services and reduce operating costs if the transfer went ahead.</p> <p>In terms of the playparks, there was still no clarity as to whether CCBC would be seeking any financial ask or asset transfer in 2020/21 or 2021/22 but that this had been raised with CCBC's Rural Engagement Officer, who would also be attending the meeting with Steven Teale, so it was hoped that she would be able to provide an update on timescales.</p>	

	<p>The Clerk confirmed that she had received confirmation from the Council's insurance provider that, if required, public liability for both the toilets and the playparks would be covered under the Council's existing policy at no extra cost subject to appropriate inspections, maintenance and risk assessments being undertaken.</p>	
<p><b>11.</b></p> <p><b>11.1</b></p> <p><b>11.2</b></p>	<p><b>Community Engagement</b></p> <p>Services at Risk Meeting – 18<sup>th</sup> January 2020  11.1.1/11.1.2 Council discussed the preparations for the meeting all confirming that they were happy with the zones allocated out to each councillor for the leaflet drops. Councillors would meet at the hall at 10:00 am to set up agreeing that the tables would be laid out in a cabaret style with at least one councillor sitting at each table to provide the facts, facilitate discussion and make notes of emerging themes and any questions raised. Cllr Bowen would offer residents the opportunity to converse in Welsh if this was their preference. Cllrs Kelly and Bowen would conduct any introduction and closing overview bilingually as required. Cllr Lees would contact the Daily Post to advise of the residents' meeting and to see whether an article could be written highlighting the situation faced by town and community councils with the possible withdrawal of funding from CCBC.</p> <p>Simultaneous Translation Facilities  11.2.1 Cllr Lees confirmed to Council that he had made enquiries into the cost of providing both spoken and written translation for monthly meetings and supporting documents. The quote obtained reflected likely costs of £85 per meeting for simultaneous spoken translation with £15 per A4 sheet for written documents which, based on recent meeting agendas and minutes, would equate to approximately £165 per meeting.</p> <p>Councillors then discussed the merits of providing both a bilingual spoken and written service for residents and the costs involved. It was emphasised that Council now had a Welsh speaking councillor (Cllr Bowen) who was happy to provide a basic translation service at meetings and that this needed to be highlighted via the Council's website, Facebook page and meeting agendas to encourage first language Welsh speakers to attend meetings. Council could over the next few months assess and revisit the need for simultaneous translation at meetings via the take-up of residents requiring the basic translation service that would be offered.</p>	<p><b>RESOLUTION</b> Council unanimously agreed to provide bilingual meeting agendas and minutes and the Clerk was instructed to obtain the appropriate number of quotes to progress</p>
<p><b>12.</b></p>	<p><b>Working Groups</b></p> <p>Council reviewed current programmes of work to agree on appropriate working groups in which residents would be encouraged to join and participate. Council agreed that once the</p>	<p><b>RESOLUTION</b> Council unanimously agreed that working groups would be formed to deal with the</p>

	<p>working groups were established, Terms of Reference would need to be agreed, a chair appointed and the group would need to work up an action plan that would then come back to the full Council for endorsement. The Terms of Reference would need to reflect that the working group had been formed for research purposes and to make recommendations only with all final decisions being taken by the full Council.</p>	<p>marketing of the village hall, the cemetery extension and the services at risk (toilets and playparks)</p> <p><b>ACTION</b> – Cllr Ellis to source and circulate to councillors a Terms of Reference template</p> <p><b>ACTION</b> – Councillors to consider which working groups they could best serve on and Council to discuss and agree at February’s meeting</p>
13.	<p><b>Councillor Communication</b></p> <p>Cllr Lees led the discussion on how best councillors could communicate between council meetings. It was suggested that a WhatsApp Group could be set up, however, it was emphasised that this would in no way become a decision-making forum. Those councillors who had also created a specific council email address advised of the benefits of having a dedicated address to separate out personal and council emails especially with the relatively large amount of council emails that are distributed each month. This would also avoid any council related emails being overlooked.</p>	<p><b>ACTION</b> – Cllrs to provide Cllr Lees with their mobile phone numbers to set up the agreed WhatsApp group</p>
14.	<p><b>Review of pre-circulated community council documents</b></p> <p>Cllr Ellis confirmed that this item would be carried over to February’s meeting</p>	<p><b>ACTION</b> – Councillors to review previously circulated documents to agree appropriate amendments at February’s meeting</p>
15.	<p><b>Items proposed for discussions at the next Council meeting</b></p> <ul style="list-style-type: none"> <li>• TCC Budget for 2020/21 and precept request to CCBC</li> <li>• TCC Action Plan</li> <li>• TCC working groups</li> <li>• Asset Transfers</li> <li>• Village Hall <ul style="list-style-type: none"> <li>- Update on repairs and refurbishment</li> <li>- Local Full Fibre Network (LFFN) initiative</li> </ul> </li> <li>• Review of pre-circulated TCC policies</li> <li>• Community Engagement <ul style="list-style-type: none"> <li>- Services at Risk</li> <li>- Welsh document translation</li> </ul> </li> </ul>	

16.	Next Meeting of the Community Council	<b><u>RESOLUTION:</u></b> It was agreed that the next meeting would be at 7pm on Tuesday, 4 <sup>th</sup> February 2020 at Trefriw Village Hall
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