

Cyngor Cymuned Trefriw Community Council

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Minutes of the Council Meeting held on 23rd June 2020 at 7.00pm online via Skype as permitted in The Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020

Present: Cllr Kim Ellis (Chair), Cllr Jasmine Kelly (Vice Chair), Cllr Idris Bowen, Cllr Mike Lees, Cllr Gill Scheltinga, Cllr Steven White and Cllr Lucy Williams
 In attendance: Vikki Teasdale (Clerk/RFO)

| | <u>Agenda Item/Discussion</u> | <u>Action/Resolution/Update</u> |
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| 1. | To confirm that a Quorum of elected members is present/Cadarnhau bod yr aelodau etholedig sy'n bresennol yn ffurfio cworwm | <u>RESOLUTION</u> A quorum was confirmed by Cllr Ellis |
| 2. | Apologies/Ymddiheuriaday LG Act 1972 Sch 12 par 20 To accept apologies and consider approving reasons for absence/Derbyn ymddiheuriadau ac ystyried cymeradwyo rhesymau dros absenoldeb | No apologies had been received |
| 3. | Declarations of Interest/Datgan Buddiannau LG Act 2000 s50 Local Authorities (Wales) Order 2008/788 To disclose personal and financial interest in items of business listed below/Datgan diddordeb personol ac ariannol yn y materion wedi eu rhestru isod | No interests were declared |
| 4. | Minutes/Cofnodion LGA 1972, Sch 12 par 41(1) To receive, approve and sign as a correct record the minutes of the Council meeting held on 3 rd March 2020 | <u>RESOLUTION</u> The Council resolved that the minutes of the meeting held on 3 rd March 2020 be accepted as a true record and be countersigned by Cllr Ellis |
| 5. | Chair's Announcements/Cyhoeddiadau y Gadeiryn <u>Expenditure</u> – Cllr Ellis confirmed to Council that certain items of routine expenditure had been agreed and settled since the last meeting on 3 rd March in accordance with clause 4.1 to the Council's Financial Regulations. Full details of the items had been listed within Appendices 1, 2 and 3 as circulated by the Clerk with the Agenda with all payments falling within the categories as agreed in the 2020/21 budget. | |

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| <p><u>EAFRD Grant</u> – Cllr Ellis confirmed that the Clerk had made enquiries regarding the grant funding that had been approved in May 2019 and had received confirmation that the £500 grant was still available. The monies had been granted as a contribution towards the maintenance costs of painting the central village benches, plants for the memorial garden and central planters and also a new noticeboard opposite the Woollen Mill for use by the community. The work recently undertaken by councillors and members of the public to paint the central benches had almost been completed and the cost of the paint would be covered by the grant. Cllr Ellis and the Clerk would liaise with members of the Gardening Club in respect of the memorial garden planting which would take place in the autumn and the Clerk would source details of replacement noticeboards for circulation to Council ahead of the next meeting. Cllr Ellis advised that in order to comply with the terms and conditions of the grant funding all volunteers would need to complete a Volunteer Timesheet and these would be circulated by the Clerk to those that had volunteered with the bench painting. Cllr Ellis formally thanked all those who had assisted with the painting of the bench.</p> <p><u>New Flag</u> – Cllr Ellis advised Council that the Fairy Falls Hotel had donated a new Welsh Flag to replace the current flag on the flagpole as this had become somewhat weathered. Cllr Ellis formally thanked the Fairy Falls Hotel on behalf of the Council for this. Cllr Ellis further confirmed that the Historical Society had also passed to Council a St David’s Day flag and also an Owain Glyndwr flag and these were now with the Clerk for flying at the appropriate times.</p> <p><u>Village Hall Noticeboard</u> – Cllr Ellis confirmed that the noticeboard had been removed by Cllr Bowen who had kindly agreed to see whether this could be mended rather than Council having to agree an expensive replacement. Cllr Bowen advised that the remedial work was ongoing.</p> <p><u>Village Hall Repointing Work</u> – Cllr Ellis referred to the photographs of the right-hand side wall that she had shared with Council which showed that areas of damp are present and it would appear that the mortar on the outside of the wall had cracked and spread and urgent repointing work will be required to address this. Cllr Ellis advised that Chrissi Wood and Glyn Dickinson had agreed to investigate the full extent of the remedial work required and attend to both the repointing to the outside as well as making a cosmetic repair to the inside whilst waiting for the damp to dry out. The work would be undertaken on a voluntary basis, with material costs only being charged.</p> <p><u>Village Hall Curtains</u> – Cllr Ellis advised that she has spoken to Glyn Dickinson regarding the electricity boxes on the stage that were preventing the curtains from being rehung and confirmed that Glyn would arrange for the boxes to be re-sited to allow the curtains to be put up again which would help with heating the hall during the colder months.</p> | <p><u>ACTION</u> Clerk to obtain and circulate details for a replacement community noticeboard to Councillors ahead of the next Council Meeting</p> <p><u>ACTION</u> Clerk to circulate Volunteer Timesheets</p> |
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| <p>6.</p> | <p>Financial/Cyllid: LGA 1972 Sch 12 par 41(1)</p> <p>6.1 Council to discuss and question as required all financial transaction as detailed within Appendices 1, 2 and 3.</p> <p>6.2 Council unanimously agreed that all transactions were deemed approved.</p> <p>6.3.1 The Clerk confirmed to Council that the internal audit had been completed and the auditor had found all documentation to be in order. The Clerk also formally presented the Statements of Account for the year ending 31st March 2020, previously circulated as Appendix 4, and invited Council to discuss and question as required any detail.</p> <p>6.3.2 The Clerk stated that based on the foregoing, she would now seek Council's agreement to the Accounting Statements for 2019/20 and Annual Governance Statements (Parts 1 and 2) as contained within the Annual Return and subsequent permission to submit the Annual Return for the year ended 31st March 2020 to the external auditors and complete the relevant notice.</p> <p>6.4 Cllr Kelly appraised Council of the potential to apply for a £10,000 Charity Grant from CCBC as per the information circulated within the Agenda. The grants were being made available to help small charities respond to the financial challenges of Covid-19. Council agreed that the closure of the Village Hall, which had charitable status, had impacted on both bookings that had been secured following the recent re-opening of the Hall as well as lost potential bookings some of which may not be resumed. It was also noted that whilst the Hall has been closed Council has been responsible for all overheads some of which would have been offset by the revenue raised by the lost bookings.</p> | <p>No objections or concerns were made and the documents were accepted</p> <p>RESOLUTION The Council resolved to approve all transactions within Appendices 1, 2 and 3 ACTION The Clerk was authorised to make the payments as detailed within Appendix 3</p> <p>No objections or concerns were made and the documents were accepted RESOLUTION The Council resolved to agree to approve the Statements of Account for the year ending 31st March 2020 that had been previously circulated</p> <p>RESOLUTION The Council resolved to agree the Accounting Statements and all of the Governance questions within the Annual Return for 31st March 2020</p> <p>RESOLUTION The Council resolved to submit the Annual Return for 31st March 2020 to the external auditors upon the Clerk's recommendation</p> <p>RESOLUTION The Council resolved to apply for the Charity Grant and the Clerk was instructed to make such application before the deadline of 30th June 2020</p> |
| <p>7.</p> | <p>Correspondence/Gohebiaeth</p> <p>Correspondence for March, April and May 2020 – items of correspondence for information distributed throughout the month as recorded in Appendices 5, 6 and 7 as required to be noted.</p> <p>Cllr Ellis highlighted to Council the donation request from Tarian Cymru detailed as item number 15 on Appendix 7. Council had previously resolved to only review donation requests at the June and December meetings and this was the only current donation request that had been received. Cllr Ellis advised Council that any donation could only be made via an online link and the Council's current banking arrangements prevented this.</p> <p>The Chair invited members to raise any other observations or concerns regarding any other items of correspondence as referred to in Appendices 5, 6 and 7</p> | <p>RESOLUTION The Council resolved that no form of donation would be made to Tarian Cymru</p> <p>RESOLUTION The Council raised no observations or concerns and the documents was accepted.</p> |

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| <p>8.</p> | <p>Cemetery Working Group</p> <p>8.1 Cllr Kelly provided Council with an update on the Application for Local Places for Nature Starter Pack via Keep Wales Tidy confirming that the expression of interest had resulted in the Council being allocated a butterfly garden package. Due the current situation, the materials within the pack had yet to be delivered but these would consist of raised planters, compost, and plants. The garden needs to be installed by 31st March 2021 with progress updates being provided to Keep Wales Tidy during the installation. The exact location of the garden will be agreed when the Keep Wales Tidy representative completes their site visit although the original plan to have this within the area of the extension may not be viable due to the works that are to be commenced. Cllr Kelly confirmed that the Cemetery Working Group would keep full Council updated.</p> <p>8.2 Cllr Kelly referred to Appendix 8 being the quote from Cambrian to fill in the large trench leading into the cemetery car park. Cllr Bowen advised that in filling in the trench the contractor would need to ensure that a small gully remained to allow water to run-off.</p> <p>8.3 Cllr Kelly updated Council as to the cemetery extension works confirming that the working group had met at the cemetery prior to lockdown to review the area and agree the first phase of works which would involve clearing the area where the wall would need to be taken down and to install fencing to secure the area. Cllr Kelly advised that Jay Butters was also part of the working group and was providing expert arboreal advice which had resulted in a working party being able to meet (socially distancing) on 17th June to undertake some initial clearing of ivy from the front boundary wall and the cutting down of overgrown tree branches. Photographs of the work undertaken had been put on the Council's Facebook page which had received many positive comments from the community. Cllr Kelly confirmed that further working parties will be arranged for people to volunteer.</p> <p>Cllr Bowen advised that a couple of capping stones from the wall near the pedestrian gate needed to be replaced and asked whether the resident stonemason may volunteer to replace these. Cllr Lees confirmed that he would be happy to make an approach on behalf of the Council.</p> | <p>RESOLUTION The Council resolved to accept the quote from Cambrian (Appendix 8) and instructed the Clerk to authorise the works subject to a small gully being left ACTION Clerk to liaise with Cambrian re cemetery car park works</p> <p>ACTION Cllr Lees to liaise with the stonemason and report back to Council.</p> |
| <p>9.</p> | <p>Future Meetings of the Community Council</p> <p>Cllr Ellis invited the Clerk to propose to Council the setting of future meeting dates for the year 2020/21. The Clerk advised that having meetings set on the first Tuesday of each month resulted in financial details not being available to be formally record in time for the meeting. The Clerk, therefore, recommended that future meetings be held on the second Tuesday of each month to enable the most updated bank reconciliations to be circulated for Council's scrutiny and approval at each meeting thus enhancing internal controls.</p> | <p>No objections or concerns were made in regard to the Clerk's proposal RESOLUTION The Council resolved that future meetings would be held on the second Tuesday of the month</p> |

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| | <p>Council discussed the meeting dates for the year 2020/21. Due to the ongoing Coronavirus situation, the current emphasis is on holding business critical meetings only. As a result, Council agreed that it would not meet in July but would schedule meetings from August onwards with the dates as follows - 11th August 2020, 8th September 2020, 13th October 2020, 10th November 2020, 8th December 2020, 12th January 2021, 9th February 2021 and 9th March 2021.</p> | <p>RESOLUTION The Council resolved that the next meeting would be held at 7pm on Tuesday, 11th August 2020 either remotely via Skype or at Trefriw Village Hall should government restrictions permit</p> |
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