

# Cyngor Cymuned Trefriw Community Council

Mrs Vikki Teasdale, Clerc a Swyddog Cyllid / Clerk and Finance Officer

Angorfa Trefriw Conwy LL27 0JJ

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## Minutes of the Meeting of the Council held on 11<sup>th</sup> October 2022 at 7.00pm at Trefriw Village Hall and online via Skype in accordance with the regulations of The Local Government and Elections (Wales) Act 2021

Present: Cllr Kim Ellis (Chair), Cllr Jasmine Kelly, Cllr Idris Bowen, Cllr Fred Dillien, Cllr Bronwyn Griffith, Cllr Gareth Siddorn and Cllr Stephen White

In attendance: Vikki Teasdale (Clerk/RFO), C. Cllr Elizabeth Roberts and one members of the public, attending in person

No public participation session took place as the member of the public confirmed that they were in attendance to observe

	<b>Agenda Item/Discussion</b>	<b>Action/Resolution/Update</b>
88.	<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 the Chair
89.	<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	<b>RESOLUTION</b> Apologies were received and accepted from Cllr Lucy Williams
90.	<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	<b>NOTED</b> Cllrs Bowen and White both declared a personal interest in agenda item no. 96.1, due to the proximity of the subject property to land within their respective ownership
91.	<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 21 <sup>st</sup> August 2022	<b>RESOLUTION</b> Council resolved that the minutes of the meeting held on 21 <sup>st</sup> August 2022 be accepted and signed by the Chair as a true record
92.	<b>Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 ("the Act")</b> It was recommended and proposed by the Clerk that, in accordance with the Act, the public and the press be excluded from the meeting during consideration of item number 98.2.3 on the grounds that the publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted	<b>RESOLUTION</b> Council resolved to accept the Clerk's recommendation in respect of agenda item 98.2.3. It was further <b>RESOLVED</b> that the item be discussed in a closed session at the end of the meeting and the numbering of the minutes of the meeting would reflect this change
93.	<b>Chair's Announcements/Cyhoeddiadau y Gadeiryn</b>	None made as all items covered by the agenda
94.	<b>Finance / Cyllid</b>	No objections or concerns were made in respect of the contents of Appendices 1.1 and 1.2
94.1	Council to acknowledge scrutiny and acceptance of the financial transactions as previously made and detailed within Appendices 1.1 and 1.2	<b>RESOLUTION</b> Council resolved to accept and ratify all payments as made within Appendices 1.1 and 1.2
94.2	Council to discuss and question as required all financial transactions as detailed within Appendix 1.3.	

<p><b>94.3</b></p> <p><b>94.4</b></p> <p><b>94.5</b></p> <p><b>94.6</b></p> <p><b>94.7</b></p> <p><b>94.8</b></p> <p><b>94.9</b></p>	<p>Council moved to vote and it was unanimously agreed that all transactions within Appendix 1.3 be deemed as approved and the Clerk be authorised to make the payments via the payment method as detailed.</p> <p>Council to acknowledge scrutiny and acceptance of the previously circulated HSBC bank statements and corresponding reconciliation for the HSBC Charitable account for July and August 2022</p> <p>Council to acknowledge scrutiny and acceptance of the previously circulated statements and corresponding reconciliations for (i) HSBC Charitable Account for September 2022 (ii) HSBC Business Manager for 2022/23, Quarter 2 (iii) PSDF TCC Investment Account for 2022/23, Quarter 2 – the Chair invited members to raise any questions on the documents as previously circulated</p> <p>The Clerk recommended to members that an application be made to HSBC in respect of a debit card that would enable purchases to be made directly from the current (Charitable) account rather than a councillor having to outlay funds and claim back reimbursement. This would further provide more transparency and a simpler audit trail. In order to provide an enhanced level of internal control which would protect both the Clerk and Council, Cllr Kelly, as Vice Chair and bank signatory, would retain the HSBC debit card once issued with the same then being used only at the direction of at least two bank signatories.</p> <p>Council to acknowledge scrutiny and acceptance of the 2022/23 Current and Deposit Account Cashbooks for Quarter 2, Appendices 1.4 and 1.5 – the Chair invited members to raise any queries on the documents.</p> <p>The Clerk referred Council to the 2022/23 Cashbook, Appendix 1.4, and confirmed that in the payments were currently tracking either on or below budget. The Chair invited councillors to raise any questions on the document but none were deemed necessary. The Clerk did advise that there had been a slight underestimation of the footpath maintenance following the re-tendering process and requested approval from Council to authorise that the nominal overspend of £15 be taken from general reserves held within the deposit account to meet the underpayment that would arise when the October works invoice was settled.</p> <p>The Clerk confirmed to Council that work would now need to commence on the 2023/24 draft budget ahead of Council’s November meeting and proposed that the Clerk and the Chair be authorised to start preparing the draft document.</p>	<p><b>RESOLUTION</b> Council resolved to approve all transactions within Appendix 1.3 <b>ACTION</b> Clerk to arrange the payments as detailed in Appendix 1.3</p> <p><b>RESOLUTION</b> Council accepted the documents as circulated and raised no observations or concerns</p> <p><b>RESOLUTION</b> Council accepted the documents as circulated and raised no observations or concerns</p> <p><b>RESOLUTION</b> Council resolved to accept the Clerk’s recommendation and authorised an application to be made to obtain a debit card <b>ACTION</b> Clerk to complete the relevant application form for signature by two bank signatories before for submission to HSBC Bank</p> <p><b>RESOLUTION</b> Council accepted the documents as circulated and raised no observations or concerns.</p> <p><b>RESOLUTION</b> Council accepted the documents as circulated and raised no observations or concerns. Council further <b>RESOLVED</b> to authorise the Clerk to transfer the sum of £15 from general reserves to meet the slight overspend to budget line 19</p> <p><b>RESOLUTION</b> Council resolved that the Clerk and Chair would collaborate to work up a draft budget for the November meeting - Agenda item for November</p>
<p><b>95.</b></p>	<p><b>Correspondence / Gohebiaeth</b> Correspondence for July/August; August/September; and September/October 2022 – items of correspondence for information distributed throughout the month as recorded in Appendix 2 as required to be noted. The Chair invited members to raise any observations or concerns regarding any items of correspondence as referred to in Appendix 2 but none were deemed necessary</p>	<p><b>RESOLUTION</b> Council raised no observations or concerns and Appendix 2 was accepted</p>
<p><b>96.</b></p>	<p><b>Planning Applications</b> Council to consider any applications received from Conwy County Borough Council or Snowdonia National Park Authority (SNPA) as either detailed below or circulated by the Clerk prior to the date of this meeting</p>	

<p>96.1</p> <p>96.2</p>	<p><b>Application Number:</b> NP4/32/375  <b>Proposal:</b> Demolition of existing sheds and erection of dwelling with associated vehicular access and parking area  <b>Location:</b> Land opposite Trefriw Terrace, Trefriw LL27 0JP  <b>Dated received:</b> 12<sup>th</sup> September 2022</p> <p><b>Application Number:</b> NP4/32/L222E  <b>Proposal:</b> Change of use of partly converted barn (approved as bunkhouse barn under Planning Permission NP4/32/L222A) to a single open market dwelling  <b>Location:</b> Hafod Gras, Crafnant Road, Trefriw LL27 0JZ  <b>Dated received:</b> 13<sup>th</sup> September 2022</p>	<p><b>RESOLUTION</b> Council considered application NP4/32/375 and resolved to lodge an objection on the basis that: members understood that the proposed development was not in line with the National Park's own planning policy; the construction and materials as proposed did not align to the character and appearance of the local area and that access and egress to the site during development would cause extreme difficulty given the narrow access lane. Council also raised concern as to the intended use of the dwelling <b>ACTION</b> Clerk to formally respond to SNPA outlining Council's objection to the planning application</p> <p><b>RESOLUTION</b> Council considered application NP4/32/L222E and resolved that although there was no formal objection, Council would raise an observation that the subject property already appeared to be fully renovated to a single dwelling whereby an application for retrospective consent would be deemed more appropriate <b>ACTION</b> Clerk to formally respond to SNPA outlining Council's response to the planning application</p>
<p>97.</p>	<p><b>County Councillor Report / Adroddiad-y-Cynghorydd Sir</b>  A brief report was provided by C. Cllr. Elizabeth Roberts on matters of importance and interest to the communities of Trefriw and Llanrhychwyn</p>	
<p>98.</p> <p>98.1</p> <p>98.1.1</p> <p>98.1.2</p> <p>98.2</p> <p>98.2.1</p> <p>98.2.2</p>	<p><b>Working Group Updates to Council</b>  <u>Village Hall Working Group (VHWG) update:</u>  Cllr Bowen, as a member of the working group, acknowledged the agenda item but asked members to agree to defer any discussion regarding the revitalising of the group until agenda item 98.3 as that update may help with further discussion</p> <p>The Clerk confirmed to members that notification had been received from SSE Energy Services as to the increase in the Village Hall electricity unit tariff and standing charge as of 1<sup>st</sup> October 2022. Members agreed that, based on these increased amounts, the amount to be re-charged to hirers would need to be increased to £0.42 per unit.</p> <p><u>Cemetery Working Group (CWG) update:</u>  Cllr Kelly confirmed that there was still no published UK Government's response to the DEFRA consultation but they would follow up and seek to provide an update at the Council meeting in January</p> <p>Cllr Bowen referred to Appendix 3 and provided a verbal overview confirming the outcome of the discussions with the architect who had originally drawn up the plans for the cemetery planning application confirming that the architect had agreed they would be able to provide</p>	<p><b>ACTION</b> Standing Agenda Item</p> <p><b>RESOLUTION</b> Council resolved that the unit charge for electricity usage to Village Hall hirers be increased to £0.42p <b>ACTION</b> Clerk to amend the Village Hall Booklet to reflect the increased electricity unit charge to hirers</p> <p><b>ACTION</b> Agenda item for January 2023</p> <p><b>RESOLUTION</b> Council resolved to approve the recommendation to submit amended drawings / plans needed to vary the current planning</p>

<p>98.2.3 98.2.4  98.3</p>	<p>amended plans and advise on how best to negotiate approval from SNPA. Cllr Bowen, at this stage, did not have details of costings for the work but would strongly recommend to Council that formal plans are prepared and submitted to SNPA for consideration given that SNPA have already been approached for advice on whether the proposed amendments were likely to be agreed.</p> <p>Item to be discussed in a closed session at the end of the meeting (agenda item 109)</p> <p>The Clerk confirmed to members that they had received a communication from a member of the now defunct Friends of Trefriw Cemetery Group regarding a noticeboard that had been purchased with funds held at the time that the group was wound up. The former member of the group was keen for the noticeboard to be handed over to Council and be sited at the Cemetery as was the previous intention. Members confirmed that Council would be happy to accept the kind offer of the noticeboard, however, it was proposed that this would not be put in place at this time but stored until the cemetery extension works were completed as it was considered that this would then provide a more suitable place for the noticeboard to be installed.</p> <p><u>Village Hall Community Group (VHCG) update by Cllr Bowen:</u></p> <p>Cllr Bowen advised members that the Charity Commission had rejected the proposed amendments to the objects of the Village Hall Charity with the main reason for the rejection being that the Village Hall is owned by the Community Council rather than a charity – it is not feasible to raise charitable funds whereby the beneficiary is a tier of local government. Cllr Bowen advised that the likely outcome would now be the formal winding up of the Charity unless the trustees can identify another way forward, such as granting a lease to a new legal body who would then manage and maintain the Hall. Cllr Bowen advised that there is currently no appetite from the current trustees to take over the day to day running of the Hall which leaves the Council with the responsibility of running and maintaining the Hall via the precept, offset by the fees that are charged to hirers. It was acknowledged that this places an ongoing burden on the community and Council would need to engage with residents regarding this. Cllr Kelly confirmed that this is something that could be included within the Community Engagement Events planned over the next few months in order to canvas opinion to then feedback to Council as to how to best proceed.</p>	<p>permission for the cemetery extension with SNPA. <b>ACTION</b> Cllr Bowen to obtain costs from Seven Architecture for producing amended plans for the cemetery extension and associated advice for Council approval.</p> <p><b>RESOLUTION</b> Council resolved to accept the offer of the donated noticeboard for the Cemetery <b>ACTION</b> Clerk to take receipt of the donated Cemetery noticeboard <b>ACTION</b> Cemetery Working Group to arrange the installation of the noticeboard as part of the Cemetery extension works</p> <p><b>ACTION</b> Cllrs Kelly and Bowen to liaise to create suitable questions in order to gather resident's view on the future of the Village Hall <b>ACTION</b> Cllrs Ellis and Kelly to facilitate and seek to obtain resident's views on the future of the Village Hall at the Community Engagement Day on 5th November and subsequent survey/ad hoc engagements</p>
<p>99. 99.1  99.1.1</p>	<p><b>Health and Safety</b></p> <p>As per the Agenda, it was agreed that Council would only receive verbal updates from members where issues needed to be highlighted and/or discussed.</p> <p>The Clerk confirmed that all monthly inspection sheets had been received and that no new issues had been raised.</p> <p>The Clerk confirmed to members that following the recent deterioration to the eastern boundary cemetery wall, quotes had been obtained for urgent remedial works given the health and safety implications. Cllrs Ellis and Kelly had met with the Clerk to review the quotes, in accordance with Council's Financial Regulations, and Hunter Garden Services had been formally instructed although the works could not be commenced until the contractor had been given authorisation to access the neighbouring field to be able to complete the repairs. Cllr</p>	<p><b>ACTION</b> Standing Agenda item</p> <p>No issues were highlighted by members</p> <p><b>RESOLUTION</b> Council resolved to ratify the decision made by Cllrs Ellis and Kelly and the Clerk to instruct Hunter Garden Services to undertake the eastern boundary cemetery wall works</p>

<p><b>99.2</b></p> <p><b>99.3</b></p> <p><b>99.4</b></p> <p><b>99.5</b></p> <p><b>99.6</b></p> <p><b>99.7</b></p>	<p>Bowen advised that they had not been able to make contact with the landowner. Cllr Griffith confirmed that they would look to seek agreement at the earliest opportunity given the safety aspect to both the users of the cemetery and the livestock within the adjacent field.</p> <p>The Clerk raised with Council that as the costs of the remedial work were originally to form part of the cemetery extension works the standalone costs were currently unbudgeted with the Clerk seeking approval to transfer funds from the reserves held within the deposit account to settle the invoice once received.</p> <p>No other issues of health and safety within the wards had been identified by the members present</p> <p>Council formally received the draft 2022 Village Hall Risk Assessment</p> <p>The Clerk confirmed to members that they had met with Cllrs Ellis and Kelly to review and look to instruct a contractor to undertake the five-year electrical installation check, as authorised by Council at the July meeting (minute number 73.3). The Clerk confirmed that although four contractors were approached only two provided quotes, however, due to the level of expenditure involved it had been agreed by the Clerk and the two Councillors to proceed based on only the two quotes as received. The Clerk confirmed that the electrical installation check had been completed, with only minor works having been identified; the full written report was currently awaited.</p> <p>The Clerk appraised members that following a meeting with CCBC it had been confirmed that a formal licence under s178 would now be required to both erect and add festive lighting to a Christmas Tree on the Singrig, due to the proximity to the public highway (Gower Road/B5106). Given the additional costs, which were unbudgeted, and time implications of having to obtain the licence, the Clerk was concerned that this would prevent a tree being erected. Members discussed the situation and it was suggested that an approach be made to Reverend Elliott of St Mary's Church to see whether the previous arrangements of dressing an existing tree within the church grounds could be feasible for this year. Members confirmed that should this be agreed a donation be made to the Church for the use of the church grounds and also to cover the cost of the electricity that would be used for the lights.</p> <p>Cllr Ellis referred members to Appendix 5 regarding the proposal that a further defibrillator unit be installed at Llyn Geirionydd which, if approved by the relevant authorities as well the Community Council, would involve the Community Council in agreeing to fund the installation costs, currently no more than £265. Members confirmed support for the proposal but suggested that other groups that use the lake could be approached to contribute towards the installation costs</p> <p>Council noted a proposal for a community speed watch group to be set up that could gather documentary evidence to support an application for an early rollout of the Welsh Government's default speed limit of 20 mph. Cllr Kelly confirmed that they would include a proposal to seek resident volunteers to become involved in such a group at the Community Engagement Day on 5th November 2022</p>	<p><b><u>ACTION</u></b> Cllr Griffith to seek agreement from the owner of the adjacent field for contractor access to effect the urgent wall repairs</p> <p><b><u>RESOLUTION</u></b> Council resolved to authorise the Clerk to transfer sufficient funds from general reserves to the cemetery maintenance budget (budget line 17) to meet the costs of the remedial works</p> <p><b><u>RESOLUTION</u></b> Council raised no observations or concerns and the document was accepted as drawn</p> <p><b><u>RESOLUTION</u></b> Council resolved to ratify the decision made by Cllrs Ellis and Kelly and the Clerk to instruct Bryn Electrics CYF to undertake the Village Hall five-year electrical installation check</p> <p><b><u>ACTION</u></b> Clerk to contact Reverend Elliot to enquire as to the feasibility of installing Christmas lights within the church grounds in lieu of a Christmas tree on the Singrig land</p> <p><b><u>RESOLUTION</u></b> Council resolved to accept the proposal to install a further defibrillator at Llyn Geirionydd</p> <p><b><u>ACTION</u></b> Cllr Ellis to approach other user groups of Llyn Geirionydd to seek donations towards the costs to install a defibrillator</p> <p><b><u>ACTION</u></b> Cllr Kelly to draft a proposal for a community speed watch group and seek expressions of interest to join at the Community Engagement Day on 5 November</p>
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<p><b>100.</b></p> <p><b>100.1</b></p>	<p><b>Village Improvements</b> Cllr Kelly raised with members the Places of Interest Sign next to St Mary's Church that was in a very poor state of repair. Cllr Kelly had made initial contact with Llanrwst's Men's Shed who had confirmed that they would be happy to remove and repair the sign with Council contributing towards the cost of materials. On this basis, Cllr Kelly was seeking approval to progress this directly with the group.</p> <p>Cllr Ellis referred members to Appendix 6 and the possibility of obtaining grant funding, via CCBC, under the Rural Communities Development Grant which would provide up to 80% of the cost of items purchased to provide village enhancements. The items which had received initial approval from CCBC were additional plastic benches for both the recreational field on Gower Road and Bro Geirionydd playground and then a bicycle rack to be placed on the land behind the central bus stop (the Singrig). Having sourced suitable items to meet both the environmental and sustainability criteria, Cllr Ellis would now propose to members that an application be made to see whether the funding would be granted. If successful, Council would have to purchase the items and pay for all installation costs up front and then claim back 80% of the costs, being the maximum that could be reclaimed. Cllr Ellis further confirmed that the funding had to be drawn down by 31<sup>st</sup> December 2022 so the Clerk would be working to a tight deadline.</p>	<p><b>ACTION</b> Standing Agenda item <b>RESOLUTION</b> Council resolved to agree Cllr Kelly's approach for the repair of the sign <b>ACTION</b> Cllr Kelly to enquire with Llanrwst Men's Shed as to the costs and proposed timescale for the repair in order to appraise Council further <b>RESOLUTION</b> Council resolved to accept the proposal to apply for grant funding to install recycled plastic picnic benches and cycle racks, with Council agreeing, in principle, the 20% contribution towards the overall cost <b>ACTION</b> Clerk to obtain quotes and submit the application for grant funding at the earliest opportunity</p>
<p><b>101.</b></p>	<p><b>Councillor/Clerk Training</b> The Clerk advised that no training had been undertaken by either councillors or clerk during the preceding month.</p>	<p><b>ACTION</b> Standing Agenda Item</p>
<p><b>102.</b></p> <p><b>102.1</b></p> <p><b>102.2</b></p>	<p><b>External Meetings/Webinars</b> The Clerk confirmed their attendance with the Chair at the Conwy Town and Community Council virtual forum meeting on 3<sup>rd</sup> October 2022 with feedback being provided on the current CCBC budget which, based on current forecasts, gave a £20M shortfall with service delivery cuts either being made to fund the shortfall, non-statutory services being devolved to community councils or contributions to costs being sought, however, no specific figures were provided at the Forum. The Clerk confirmed they would circulate the PowerPoint slides that were used during the presentation once received from CCBC.</p> <p>The Clerk confirmed to members the following, upcoming events where Council may wish to agree representation:</p> <ul style="list-style-type: none"> <li>• Conwy Valley Strategic Route Study – zoom meeting on 18<sup>th</sup> October, 2:00 pm to 4:00 pm</li> <li>• SNPA Annual Meeting of Town and Community Councils – online 25<sup>th</sup> or 27<sup>th</sup> October, 7:00 pm to 8:15 pm</li> <li>• OVW The Importance of Community &amp; Town Councils in building resilient spaces for nature – online conference on 27<sup>th</sup> October, 10:00 am to 4:00 pm</li> <li>• Joint SLCC/OVW Event – online, 9<sup>th</sup> November 2022, 10:00 am to 4:00 pm</li> </ul>	<p><b>ACTION</b> Standing Agenda Item</p> <p><b>ACTION</b> Clerk to circulate presentation slides once received from CCBC</p> <p><b>ACTION</b> Clerk to re-circulate to councillors <b>ACTION</b> Cllr Kelly to attend the SNPA Annual Meeting event <b>RESOLUTION</b> Council resolved that there would be no representation at the OVW event <b>ACTION</b> Clerk to re-circulate to councillors</p>
<p><b>103.</b></p> <p><b>103.1</b></p>	<p><b>Community Engagement</b> Cllr Ellis advised members that no residents attended the Meet your Councillor Surgery on 28<sup>th</sup> September 2022</p>	<p><b>ACTION</b> Standing Agenda Item</p>

<p><b>103.2</b></p> <p><b>103.3</b></p> <p><b>103.4</b></p> <p><b>103.5</b></p> <p><b>103.6</b></p> <p><b>103.7</b></p>	<p>Cllr Ellis confirmed to members that the next Community Coffee morning would be the last of the six sessions that Council had agreed to sponsor. Cllr Griffith was asked to re-enquire as to whether the Community Wellbeing Team had scope to be able to cover the costs of providing the refreshments and heating costs for further sessions during the winter months.</p> <p>Council noted the Community Coffee morning to be held on Thursday, 10<sup>th</sup> November 2022 from 10:30 am to 12:00 noon</p> <p>Council formally received the proposal from Cllrs Ellis and Kelly for Community Engagement Events to be held over the autumn/winter with the outcomes being used to inform the 2023/24 Action Plan. Members confirmed their support for the community engagement as per the proposed timetable. It was agreed that the Meet your Councillor surgery originally proposed for 27<sup>th</sup> November now be rolled up and incorporated within the other Community Engagement events</p> <p>Cllr Kelly requested approval from members to defer any discussion regarding the proposed Artisan Market until the January meeting given the volume of current projects as the proposal, if agreed, would be to host a market in March or April 2023.</p> <p>Council noted the Welsh Water Cost of Living Roadshow to be held on Thursday, 27<sup>th</sup> October 2022 from 10:00 am to 2:00 pm</p> <p>Cllr Ellis confirmed that Cllr Dillien would lead the Remembrance Day ceremony at the War Memorial on 13<sup>th</sup> November at 11 a.m. The Clerk confirmed that the wreath obtained on behalf of the community had been ordered.</p>	<p><b><u>ACTION</u></b> Cllr Griffith to contact the Conwy Community Wellbeing team to enquire as to the availability of funding for the community coffee mornings</p> <p><b><u>RESOLUTION</u></b> Council raised no observations or concerns and the proposal was accepted as drawn</p> <p><b><u>ACTION</u></b> Agenda Item for January 2023</p>
<p><b>104.</b></p> <p><b>104.1</b></p> <p><b>104.2</b></p>	<p><b>Governance</b></p> <p>One Voice Wales Finance and Governance Toolkit – Cllr Kelly confirmed that, following the review that the Chair and Clerk had undertaken, they were working to produce a comprehensive suite of employment policies that would be tabled at the January 2023 meeting for Council's approval.</p> <p>Cllr Kelly also highlighted that councillors should have a dedicated council email address, this being something that had been raised previously. For those councillors who did not have a dedicated council email there would be a potential privacy risk if Council were to receive a FOI request as they would be required to allow access to their personal email address. Cllr Kelly stated any councillors still using a personal email address would be strongly recommended to create and only use a dedicated council email address for council correspondence. Any changes to email addresses should be notified to the Clerk at the earliest opportunity.</p> <p>Council formally received the draft Training Plan – Cllr Kelly advised that this has been drafted based on roles rather than individual councillors so as to be proportionate given the size and scope of the Council</p>	<p><b><u>ACTION</u></b> Agenda Item for January 2023</p> <p><b><u>ACTION</u></b> All Councillors recommended to create a dedicated Council email address for data protection reasons</p> <p><b><u>RESOLUTION</u></b> Council raised no observations or concerns and the document was accepted as drawn</p>
<p><b>105.</b></p>	<p><b>Henry Higgins Trust</b></p> <p>Cllr Kelly updated members, on behalf of Cllr Williams, confirming that CCBC were in communication with the Charity Commission regarding the previously agreed changes to amalgamate the two trusts into one trust and for the objects of that one trust to then be broadened out to create a general hardship fund. Once the changes had been implemented, Council would take over the administrative function with all applications being submitted to the</p>	<p><b><u>ACTION</u></b> Cllr Williams to produce materials to publicise the new purpose and application arrangements of the Henry Higgins single Trust</p>

	<p>Clerk for consideration. The future vision of the trust would be to continue with fundraising events to maintain sufficient monies to be able to offer support to those in genuine hardship. Cllr Kelly confirmed that Cllr Williams would look to produce materials that would publicise the new purpose of the trust and application arrangements with an expectation that applications could be taken from December 2022.</p>	<p><b><u>ACTION</u></b> Cllr Williams to appraise C. Cllr Roberts (as trustee) and the Clerk of the new terms and administrative arrangements once these are in place</p>
106.	<p><b>Staffing Committee</b>  Cllr Kelly confirmed that the Staffing Committee had met with the Clerk to complete the annual review - this had given an opportunity to highlight the Clerk's various achievements during the preceding year. The review had also enabled the Clerk to raise with the Committee the request that Council agree to acquire a second monitor and riser stand to improve working conditions which the Committee would recommend that Council approve.  Cllr Kelly referred members to Appendix 10 and provided an overview as to the rationale and recommendation for now seeking a permanent change in the contracted hours to be worked each month by the Clerk which would increase from 54 to 62 as of 1<sup>st</sup> November 2022. This would be funded by the existing budgeted amount for 2022/23. The proposal also included an additional 36 hours to be included within the 2023/24 budget for the Clerk to claim during periods when the increased contracted monthly hours were still not sufficient.  Cllr Kelly further confirmed to Council that it was proposed and agreed by the Committee and the Clerk that the annual review would, in future, take place in September of each year given that there is not anticipated to be any Council meeting during the month of August and to take account of summer holiday annual leave requests</p>	<p><b><u>RESOLUTION</u></b> The Council resolved to accept and agree the recommendations of the Staffing Committee in respect of the purchase of the office equipment and that the Clerk's contracted hours be permanently increased to 62 per month with provision made in the 2023/24 budget to provide for this and an additional 36 hours of overtime, if needed.  <b><u>ACTION</u></b> Staffing Committee to ensure the permanent uplift in the number of hours is reflected in the Clerk's Contract of Employment  <b><u>ACTION</u></b> Staffing Committee to ensure the reference to the Clerk's annual appraised taking place in September of each year is officially recorded  <b><u>ACTION</u></b> Staffing Committee and Clerk to ensure that budgetary provision is made in 2023/24 to reflect the permanent uplift in working hours and the £500 reserve to cover ad hoc overtime  <b><u>ACTION</u></b> Clerk to advise the payroll department of the permanent increase in contracted hours from 1<sup>st</sup> November 2022</p>
107.	<p><b>Next Month's Agenda</b>  The following additional items were proposed and accepted for Council's next meeting:  None proposed as all covered by standing agenda items</p>	<p><b><u>ACTION</u></b> Any further items to be presented for consideration and/or ancillary papers in support of agenda items are to be received by the Clerk no later than <b>Thursday, 27<sup>th</sup> October 2022</b></p>
108.	<p><b>Next Meeting of the Community Council</b></p>	<p><b><u>RESOLUTION</u></b> The Council resolved that the next meeting of Trefriw Community Council would be held at 7pm on <b>Tuesday, 8<sup>th</sup> November 2022</b> on a hybrid basis both in person at Trefriw Village Hall and virtually via Skype</p>

All members of the public left the meeting at 21:05



## Confidential Session

109.	Cllr Kelly, as Chair to the Cemetery Working Group, appraised members as to the ongoing non-compliance with Council's burial procedures and referred members to the proposed draft letter that had been prepared in order to formally address the issues. Cllr Kelly invited members to raise any concerns that they may have on the content of the letter.	<b>RESOLUTION</b> Council approved the content of the proposed draft letter and authorised that this be sent as appropriate
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(The meeting closed at 21:12)