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**CYNGOR CYMUNED DRAETHEN, WATERLOO & RUDRY  
COMMUNITY COUNCIL**

**MINUTES OF THE COUNCIL MEETING HELD AT RUDRY PARISH HALL  
7pm Tuesday 25<sup>th</sup> July 2017**

**Present :**

**Community Councillors**

Cllr E Lamb (EL), J Garland (JG), J Farace (JF), M Jones (MJ), K Stanworth (KS),  
V Williams (VW)

**Clerk to the Council** – H Treherne

**18. WELCOME AND APOLOGIES**

The Chairman had given his apologies, therefore it was proposed and seconded that EL take the chair for the meeting.

Members were welcomed to the meeting.

**19. POLICE REPORT**

There was no police representative at the meeting, hence no Police report.

**20. CODE OF CONDUCT FOR MEMBERS**

**Declarations of Interest – Public Register**

The Clerk reminded Members that it is their responsibility and duty to declare any interest they may have in matters that come before meetings of the Community Council.

RESOLVED – Noted (to comply with requirements of the Local Government Act 2000)

**21. MINUTES OF THE LAST MEETING**

The minutes of the last meeting were discussed and the following amendments were considered:

EL asked that the minutes reflect that she had asked for an update on legal advice re : HR matter (Ref : minutes 27.06.17, item 95).

EL asked that the minutes reflect that a detailed discussion had not taken place at the meeting with regards to the non-compliant areas of the audit (Ref : minutes 27.06.17, item 96 b).

EL asked that the minutes reflect the reason why she had queried the figures on the income and expenditure template, ie that the template showed income of £20K, whereas it was verbally stated that the bank balanced showed a balance of £28K. (Ref : Minutes 27.06.17, item 99i).

EL asked that the minutes reflect that it was resolved that AD support JG to update the financials before the next meeting. (Ref : Minutes 27.06.17, item 99 i).

EL asked that the minutes reflect that JG would provide Councillors with findings on the January consultation to support the business planning work. (Ref : Minutes 27.06.17, item 99 i).

EL asked that the minutes reflect that Councillors would meet prior to the July Council meeting in order to work through the 'Role of the Community Councillor' paper and to produce an action plan to be agreed at the July Council meeting. JG asked for it to be minuted that an actual timescale/date had not been agreed for that committee meeting and that she objected to this point of accuracy and that it did not comply with a constituted meeting as no public notice was posted and no public were invited to the meeting.

EL asked that the minutes reflect that a policy be created on what expenses can be claimed in order to demonstrate value for money. (Ref : Minutes 27.06.17, item 99 c).

RESOLVED – To accept the minutes as a true record, subject to the above amendments, which were agreed by majority. The minutes were then signed by the meeting Chair (EL).

a) Matters Arising

VW reported that she had had a telephone conversation with Sue Price re : Tree Charter and that she was happy to be involved. MJ said that she had spoken with Sarah and that also a record could be kept in DWR office of when tree was back or book was returned. JG offered to compose a letter to go out to conservation groups. (Ref : Minutes 27.06.17, item 95 a).

RESOLVED –

1. VW to report back to next meeting with update.  
Clerk to notify when tree or book was returned.  
JG to compose letter to go out to conservation groups.

EL reported that the Councillor emails were now live and it was resolved that Councillors would be given another week from the date of the meeting to activate them. Councillors were also asked to be aware that the 'out of office' message could be transferred to other private email addresses unless done on the internet view, as opposed to on a smartphone. (Ref : Minutes 27.06.17, item 95 b).

RESOLVED – All Councillors to activate new email addresses by 27<sup>th</sup> July.

VW reported that she would be meeting with Anne-Marie Lawrence, SPICE Regional Coordinator, on 29<sup>th</sup> August 2017 at 9.30 am at the DWR office and that inform TH of the date. (Ref : Minutes 27.06.17, item 95

RESOLVED – VW to inform TH of date of meeting

JG reported that she had spoken with the Welsh Language Board, who had advised that a Welsh Language Policy was not compulsory if under 30% of the population spoke Welsh, but that it would be good practice to adopt a Welsh Language policy and adapt to the needs of the community. (Ref : Minutes 27.06.17, item 99 b).

RESOLVED – Welsh Language Policy to be added to list of policies required

The amended cheque had now been received by the Clerk and would be banked as soon as possible. (Ref : Minutes 27.06.17, item 99 iv).

The Clerk reported that she had requested replacement of the sign on Pentwynwyn Road, but had been asked by CCBC if this was a replacement or brand new sign. She was informed that this was a replacement sign and it was resolved that she report back to CCBC and ask for a replacement sign. (Ref : Minutes 27.06.17, item 101 a).

RESOLVED – Clerk to ask CCBC for replacement sign

JG reported that the bench had now been received. Keys had been obtained from CCBC to install the bench and permission had been received from CCBC re : painting etc, which was agreed. JG to arrange installation of the bench. It was agreed to discuss at next meeting a date to paint the bench. (Ref : Minutes 27.06.17, item 101 a).

RESOLVED –

1. JG to arrange installation of the picnic bench
2. Date of painting to be agreed at next meeting

VW requested that, due to the heavy agenda, discussion re : the website be deferred to the next meeting. (Ref : Meeting 27.06.17, item 101 b).

JF had received and completed claim form. (Ref : Meeting 27.06.17, item 102).

A date for Julian Haymen's presentation had not yet been confirmed. Clerk was asked to find out how long his presentation would be in order to plan the best time for him to attend.

RESOLVED – Clerk to contact Julian Haymen

## **22. CHAIRMAN'S REPORT Due to his apologies there was no Chairman's report**

## **23. CORRESPONDENCE**

Correspondence had been received from The Tommy Cooper Society regarding an event at The Twyn Visitors' Centre. The Clerk was asked to contact the Society to enquire about having more defibrillators for each of the phone boxes in Waterloo and Draethen.

RESOLVED – Clerk to contact The Tommy Cooper Society re : defibrillators

## **24. FINANCE**

a) Review of financial regulations and governance

Financial regulations were reviewed, as agreed at AGM. EL noted that Regulation 29 was inappropriate, considering financial agreements agreed with Clerk. JG reported that the Audit additional questions had been responded to and a response was awaited.

RESOLVED - To review the role of governance under item 10.

b) Budget and Business Plan

JG presented the budget. Total available budget for the financial year was £23,773.11, with reserves of £5,786.11. Current bank balance was £28,397.83. JG confirmed that the £6,000 outstanding precept was not in the budget for this financial year, as it had been budgeted for last year, but the amount would be payable in this financial year, so assisting to boost Council reserves.

Community Councillors discussed the budget heads and agreed that the budget of £150 allowance per Councillor would be added and it would be up to each individual Councillor if they wished to claim it, as it was an allowance that every Community Councillor is entitled to. An amount of £1,500 to be added to cover potential rent for the office and an earmarked contingency of £1,000 would be added for potential election fees in five years' time, with the intention to add equivalent values over the next five years. The budget was amended to reflect this and was then agreed by EL and seconded by VW.

It was resolved that the business plan would be agreed at the next meeting. As agreed under matters arising, the Clerk would ask the consultation consultant to attend the next meeting and to provide information in advance of the meeting. VW volunteered to complete the inputting of consultation data provided by JG to put on the spreadsheet to be forwarded to the consultant in advance of the meeting.

- RESOLVED
1. To agree amended budget
  2. Clerk to contact consultant to attend next meeting

c) Approval of financial update and bank reconciliation

The Clerk gave a financial update by producing up-to-date bank statements, as she had only just started her employment and had not had time to do a financial update and bank reconciliation.

RESOLVED – To accept the bank statements as a true record

d) Approval of transactions (including salaries and expenses)

- i) A claim had been submitted by VW for £44.55 towards mileage for delivery of the newsletter and £24.00 for the purchase of six keys for new office lock.

RESOLVED – To agree payment of the claim by BACS

- ii) A claim had been submitted by JF for £7.91 for supply and fit of new office lock and £3.71 for repair of Speed Watch equipment.

RESOLVED – To agree payment of the claim by BACS

- iii) An invoice had been received from One Voice Wales for £120 for AD, VW, JF and EL to attend New Councillor Induction training (attendance agreed at previous meeting).

RESOLVED – Clerk to pay the invoice by cheque

- iv) The Clerk reported that BT were owed £94.70 for broadband.

RESOLVED – Clerk to pay the invoice by BACS

- v) The Clerk reported that some regular bills, such as BT line rental, were paid by direct debit and she requested approval to allow these to carry on. These amounts would appear on regular financial updates. She also reported that her salary would be paid by BACS and that Playworks would be carrying out the payroll and would be paid each month by BACS. If any of the above varied, she would report back to Council.

RESOLVED – Clerk to pay regular direct debits and pay Playworks the wages bill by BACS, without requirement of monthly approval from Council

vi) JG reported that the CIL payment had been made.

RESOLVED - Noted

(e) Approval of grants

(i) Rudry Parochial Church Council

MJ declared an interest in this item and took no further part in the decision-making.

Councillors considered the grant application to pay £800 towards the grass-cutting and general maintenance of the churchyard.

RESOLVED – To pay £800 towards the grass-cutting and general maintenance of the churchyard under the power to contribute towards expenses of cemeteries, under the Local Government Act (Miscellaneous Provision) Act 1953, s.4.

KS left the meeting at 9.10 pm.

Formal meeting closed at 9pm

Meeting's Chair Signed..... Date.....

DWR CC Standing Orders, as published on website, clearly states that Council Meetings will run from 7.00pm to 9.00pm, ie., 2 hours.

Therefore, the other items are not Proper Council Business and illegal.