

## CYNGOR CYMUNED LLANDDAROG COMMUNITY COUNCIL

### Minutes of the 2020 Annual General Meeting of Llanddarog Community Council held online on 13/5/2020 at 19.30.

#### 1/2020-2021 Present.

Councillors: R Newell (Retiring Chairman), R Jones, M Rees, J Williams O.B.E, W Evans, H Jones, E Davies, S Herridge, R Owen.

*Clerk*

#### 2/2020-2021 Apologies.

*Councillors: J Youens, T Evans.*

#### 3/2020-2021 Declarations of personal interest.

*None*

#### 4/2020-2021 Opportunity for the public to address the Council on agenda items.

*None*

#### 5/2020-2021 Retiring Chairman's Report.

The Chairman welcomed everyone to the Annual Meeting. He thanked the Members and the Clerk for their support during the year. The Chairman stated that it had been an honour to lead the Council and reported that John Howells, a long standing former member and past Chairman of Llanddarog Community Council and a member of Porthyrhyd Welfare Committee had passed away on April 26<sup>th</sup> 2020. It was decided to convey our condolences with flowers and a card to his partner. **Resolved** for clerk to arrange delivery of items.

Councillor W Evans lost connection with the meeting not to return.

#### 6/2020-2021 Election of Chairman 2020/2021 and signing of declaration of acceptance of office.

Cllr M Rees was proposed as Chairman by Cllr J Williams and seconded by Cllr R Jones. Cllr M Rees was unanimously elected as Chairman. Cllr M Rees thanked the Council and stated that it was an honour to be elected as the Chairman of Llanddarog Community Council. Cllr M Rees was unable to read and sign the declaration of acceptance at this moment due to social distancing rules of the Covid-19 pandemic but will fulfil the obligation at the next social meeting. The meeting continued with Cllr M Rees in the Chair.

#### 7/2020-2021 Election of Vice Chairman 2020/2021 and signing of declaration of acceptance of office.

Cllr R Jones was proposed as Vice Chairman by Cllr J Williams and seconded by Cllr R Owen. Cllr R Jones was unanimously elected as Vice Chairman. Cllr R Jones was unable to read and sign the declaration of acceptance at this moment due to social distancing rules of the Covid-19 pandemic but will fulfil the obligation at the next social meeting.

### 8/2020-2021 Review of Council policies.

It was decided to review the policies at the next social meeting. Policies are available on the Llanddarog Community Council website. It was resolved not to alter the bank mandate as online banking facilities were now primarily used. The Council also noted the requirements for payments as per the financial regulations and further ratified existing resolutions for approving invoices and direct debits (website fees or payroll agent).

### 9/2020-2021 Council's general standing sub-committee and terms of reference.

It was decided that the sub-committee would consist of the presiding Chairman, Vice-Chairman, Previous Chairman and one council member from the chosen parish :-

Llanddarog – Cllr T Evans, E Davies.

Porthyrhyd – Cllr J Williams O.B.E, S Herridge, H Jones, W Evans.

Mynyddcerrig – Cllr R Owen, J Youens.

### 10/2020-2021 Appointments.

It was **Resolved** as follows:

1. *One Voice Wales Area Committee;*  
**Cllr M Rees & Cllr R Jones as deputy.**
2. *Gwendraeth Group of Community Councils;*  
**Cllr J Youens & Cllr M Rees as deputy.**
3. *Torcoed Quarry Forum;*  
**Cllr R Newell & Cllr R Owen.**
4. *Carmarthenshire County Council's (CCC) Community & Town Council Liaison Forum;*  
**Cllr R Jones & Cllr J Williams.**
5. *CCC Local Development Plan Forum.*  
**Cllr J Williams & Cllr S Herridge as deputy.**

### 11/2020-2021 Community representative on Llanddarog School's Governing Body.

It was decided to invite Mr T Jones to remain as Community Representative at Llanddarog School and to request a short report every term after each school governors meeting to keep Council members updated on the progress and social activities of the school.

**Resolved** for the Clerk to write an invitation to Mr T Jones.

### 12/2020-2021 Mr LM Jones - Internal Auditor for accounts 2020/2021.

It was agreed to allow Mr LM Jones to continue with the internal auditing of the accounts.

### 13/2020-2021 Confirmation of the Clerk as the Responsible Financial Officer for 2020/2021.

**Resolved** to confirm the Clerk.

**14/2020-2021** Confirmation of Internal Financial Examiner for 2020/2021.

**Resolved** to confirm Cllr R Jones.

**15/2020-2021** Chairman Civic allowance / budget sum for 2020/2021.

**Resolved** that the sum be £300 (Section 137).

**16/2020-2021** Date, time and location of meetings.

It was **resolved** that the meetings be held on the second Wednesday of the Month at **19.00pm** (except August). Meetings will commence in accordance with the table below once the Covid-19 pandemic restrictions are lifted.

### **COUNCIL MEETINGS SCHEDULE 2020-2021**

|   |                               |
|---|-------------------------------|
| <b>June 2020</b>                              | <b>Porthyrhyd Hall</b>        |
| <b>July 2020</b>                              | <b>Mynyddcerrig Hall/Club</b> |
| <b>September 2020</b>                         | <b>Llanddarog Hall</b>        |
| <b>October 2020</b>                           | <b>Porthyrhyd Hall</b>        |
| <b>November 2020</b>                          | <b>Mynyddcerrig Hall/Club</b> |
| <b>December 2020</b>                          | <b>Llanddarog Hall</b>        |
| <b>January 2021</b>                           | <b>Porthyrhyd Hall</b>        |
| <b>January 2021 – Extraordinary (Precept)</b> | <b>Mynyddcerrig Hall/Club</b> |
| <b>February 2021</b>                          | <b>Llanddarog Hall</b>        |
| <b>March 2021</b>                             | <b>Porthyrhyd Hall</b>        |
| <b>April 2021</b>                             | <b>Mynyddcerrig Hall/Club</b> |
| <b>May 2021 (Including AGM)</b>               | <b>Llanddarog Hall</b>        |

**\*Other meetings may be called during the year as required\***

**17/2020-2021** Training on the code of conduct and arrangements for any payments to the Members.

- (a) It was **resolved** to note that when courses are available that all members who have not had code of conduct training in the last 5 years would attend.
- (b) It was **resolved** that any payments of £150 be made to Members in PAYE tax period 12 of this financial year. If a Member leaves the Council before the payroll data is sent to the agent for period 12 then they will not receive the payment. The Clerk asked that Members confirm their position in writing as to whether they are claiming the £150 as soon as possible. Clerk to Email members allowance form to each Councillor and collect at the next social meeting.

**18/2020-2021** The meeting finished at 20.20.

Chairman

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Date

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## CYNGOR CYMUNED LLANDDAROG COMMUNITY COUNCIL

### Minutes of the May 2020 meeting of Llanddarog Community Council held online on the 13/5/2020 (following the Annual General Meeting).

#### 19/2020-2021 Present:

Councillors: M Rees (Chairman), R Jones, R Newell, J Williams O.B.E, R Owen, H Jones, E Davies, S Herridge.

Clerk

#### 20/2020-2021 Apologies.

Councillors: J Youens, W Evans, T Evans.

#### 21/2020-2021 Declarations of personal interest.

None

#### 22/2020-2021 Opportunity for the public to address the Council on agenda items.

None

#### 23/2020-2021 Policing and Road Safety Matters

Cllr R Jones reported that a white BMW had been stolen from outside No 3, Pontfaen, Llanddarog and that the police were investigating the incident.

Cllr S Herridge reported that despite less traffic on the road, vehicles were travelling at an increased speed whilst approaching Porthyrhyd. It was **resolved** for the clerk to notify the police before an accident occurs.

#### 24/2020-2021 County Council matters - County Cllr A Davies.

None

#### 25/2020-2021 Chairman's Report.

The Chairman welcomed everyone to the meeting. She thanked the outgoing Chairman, Cllr R Newell, for his work during his term of office. **Resolved** to thank the Chairman for her report.

#### 26/2020-2021 Confirmation and signing of the Minutes of the Council Meeting 08/04/2020

It was **resolved** to confirm the minutes and for the clerk to deliver the minutes to the Chairman for signing on 14/05/2020. This was due to social distancing rules of the Covid-19 pandemic.

#### 27/2020-2021 Matters arising from the above minutes.

**Minute 349/2019-20 (a)** - No reply from supplier due to pandemic. **Resolved** for clerk to make contact with supplier when they return to work.

**Minute 349/2019-20 (b)** - No reply from supplier due to pandemic. **Resolved** for clerk to make contact with supplier when they return to work.

**Minute 349/2019-20 (c)** – Mensed still unable to proceed due to pandemic.

**28/2020-2021 Correspondence.**

None.

**29/2020-2021 Planning**

None.

**30/2020-2021 Payments**

The below were **ratified**.

| Method of Payment | Date       | Suppliers & Details                            | Sum £ inc VAT |
|-------------------|------------|--|---------------|
| Online            | 24/04/2020 | WCVA<br>SIN 009247                             | 21.30         |
| Online            | 24/04/2020 | Menter Gwasanaethau<br>Feb/March 1318          | 219.30        |
| Online            | 24/04/2020 | J.G Evans April Payroll                        | 328.93        |
| Online            | 24/04/2020 | SLCC – MEM223921                               | 117.00        |
| Online            | 24/04/2020 | J.G Evans<br>WHSmith - Stamps                  | 14.64         |
| Online            | 24/04/2020 | Carmarthen County<br>Council – Street Lighting | 2,499.99      |
| Online            | 24/04/2020 | HMRC<br>PAYE – Period 10,11,12                 | 310.10        |
| Online            | 29/04/2020 | J.G Evans<br>ICO - ZA234819                    | 40.00         |

**31/2020-2021 Receipts.**

Carmarthenshire County Council - Precept 1

29/04/2020 - £7,056.66

**32/2020-2021 Recommendations of Cllr R Newell regarding financial donations.**

This item was **resolved** in the meeting on 08/04/2020 under minute **342/2019-20**.

The Past Chairman proposed to use Section 137 and make a donation of £400.00 to Tenovus Cancer Care. Members agreed. **Resolved** for clerk to arrange payment.

**33/2020-2021 Annual revenue grant of £500 to Mynyddcerrig Welfare Committee.**

It was proposed by Cllr J Williams and seconded by Cllr R Newell to fund the grant donation. **Resolved** to confirm the revenue grant with the only condition being that the Clerk is to ask for a receipt. Also, a member of the Committee may be asked to attend a meeting of the Community Council to provide an overview of their work within the community.

**34/2020-2021 Annual revenue grant of £500 to Porthyrhyd Welfare Committee.**

It was proposed by Cllr J Williams and seconded by Cllr R Newell to fund the grant donation. It was **resolved** to confirm the revenue grant with the only condition being that the Clerk is to ask for a receipt. Also, a member of the Committee may be asked to attend

a meeting of the Community Council to provide an overview of their work within the community.

**35/2020-2021 Annual revenue grant of £500 to Llanddarog Hall Committee.**

It was proposed by Cllr J Williams and seconded by Cllr R Newell to fund the grant donation. It was **resolved** to confirm the revenue grant with the only condition being that the Clerk is to ask for a receipt. Also, a member of the Committee may be asked to attend a meeting of the Community Council to provide an overview of their work within the community.

**36/2020-2021 Annual sponsorship of £200 for Llanddarog Show.**

It was reported that due to the Covid-19 pandemic, the show had been cancelled with enough notice to avoid any major cost implications to the show committee. It was **resolved** to cancel the sponsorship for year 2020-2021 and review in year 2021-2022.

**37/2020-2021 Council's Insurance policy.**

This item was **resolved** in the meeting on 08/04/2020 under minute **356/2019-20**.

**38/2020-2021 Website accessibility regulations.**

Cllr M Rees and the Clerk had previously discussed this agenda item and after seeking clarification from One Voice Wales and presenting to council members it was proposed by Cllr H Jones and seconded by Cllr J Williams that the minutes and agenda papers would be printed in separate languages to assist clarification. **Resolved** for Clerk to format new procedure.

**39/2020-2021 Maintenance of community defibrillators.**

After receiving letters of interest from members of the community regarding the maintenance cost of the community defibrillators, it was discussed by the Council and agreed in principal that the Council were prepared to take on the role of checking the condition of the equipment on a monthly basis and take on the funding for replacement pads and battery pack when required. It was proposed by Cllr J Williams and seconded by Cllr R Jones to fund the costs of the equipment currently provided in Llanddarog and Porthyrhyd. The Council were informed that Mynyddcerrig Welfare had previously evaluated the provision of a defibrillator but had decided not to proceed with the acquisition. **Resolved** for Clerk to reply to the letters received.

**40/2020-2021 Forum in order for Members to raise reports / questions through the Chairman.**

- (a) Cllr R Owen reported on the poor condition of the main road through Mynyddcerrig with signs of erosion and loose drain covers and grids. **Resolved** for the Clerk to write a letter of concern to County Cllr Ann Davies to forward to the correct department.
- (b) Cllr R Newell to handover Chairman's Chain to Clerk and arrange delivery to presiding Chairman.

(c) Cllr M Rees requested that all members send a request to the Clerk stating their preference of correspondence method, particularly in relation to minutes and agenda papers (Welsh/English, Electronic/Paper) to save time and cost. It was also agreed that the draft minutes were to be completed within 7 days of the meeting and sent electronically to all members for ratification. Members to return any corrections to Clerk within 7 days in order for minutes to be completed and prepared for printing.

**41/2020-2021 In camera 21.25.**

Those who were not Community Council members or the Clerk departed the meeting – not to return. The exclusion is due to personnel / staffing matters being discussed.

**42/2020-2021 Staff pay run May 2020.**

Each member viewed a written report during the online meeting. It was **resolved** to accept the report and ratify the payment of the sums as presented.

**43/2020-2021 Continued review of auto enrolment position**

The Clerk had received a reminder regarding auto enrolment. The Clerk has requested to join the Scheme. The Clerk was requested to contact the relevant parties in relation to the feasibility of joining the County Council scheme and identify the ongoing annual cost to the Community Council. It was **resolved** that the Clerk contact the relevant parties for a documented report for prior to the next meeting.

**44/2020-2021 Report of the Internal Financial Examiner for Period 01/01/2020 – 31/03/2020.**

Each member had been provided with a written report prior to the meeting. A full verbal report was provided by Cllr R Jones (Internal Financial Examiner). The report confirmed the accuracy of the bank reconciliation and statement of accounts provided to the Council. It also confirmed the accuracy of the final budget report provided. It was proposed by Cllr J Williams and seconded by Cllr R Newell to accept the report. Members thanked Cllr R Jones and the Clerk for their work.

**45/2020-2021 The meeting finished at 21.50.**

Chairman

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Date

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