

## CYNGOR CYMUNED LLANDDAROG COMMUNITY COUNCIL

### Minutes of the July 2022 Meeting of Llanddarog Community Council held online on 13/07/2022 at 19.00.

#### 66/2022-2023 Present.

Councillors: R Jones (Chair), S Herridge, M Rees, R Owen, R Newell, K Waters, J Williams O.B.E, R McFarlane.

County Cllr A Davies.

Clerk.

Translator: H Davies.

#### 67/2022-2023 To receive apologies.

Councillors: County Cllr H Jones, M Griffiths.

#### 68/2022-2023 To receive declarations of interest.

None.

#### 69/2022-2023 Opportunity for the public to address the Council on agenda items.

None.

#### 70/2022-2023 Policing and Road Safety Matters.

None.

#### 71/2022-2023 County Council matters - County Cllr A Davies.

County Cllr A Davies informed council members that she had attended a conference organised by Food Sense Wales at Canolfan yr Egin to discuss and enhance sustainable food production within the county. The conference was very interesting and looked at food production and how we as individuals can support the circular economy. Carmarthenshire County Council have committed to procure 70% of it's food locally and this conference helped to focus our minds on co-creating a food system for Wales that's good for people and the planet. Food Sense Wales aims to influence how food is produced and consumed in Wales, ensuring that sustainable food, farming and fisheries are at the heart of a just, connected and prosperous food system.

Another important issue discussed was phosphates within the river Teifi and Towy and it's effect on planning matters. Although the Gwendraeth isn't part of this yet, it may well become an issue should NRW wish to add further rivers into the scheme.

County Cllr A Davies announced that Mrs Meinir Jones will retire from Llanddarog School on 15/07/2022 and asked if a note of thanks for her sterling service could be sent on behalf of the Community Council. The head teacher of Ysgol Babannod Rhydaman will replace Mrs Meinir Jones and both schools will enter a soft federation, which means that the head teacher will be shared between both schools but the two Governing Bodies will remain separate.

County Cllr A Davies welcomed Cllr R McFarlane to Llanddarog Community Council.

County Cllr A Davies thanked all Council members for their Service and wished everyone a happy holiday.

#### 72/2022-2023 Chairman's Report.

The Chair apologised for the change in venue for the July meeting but due to the increase in Covid-19 cases within Carmarthenshire, he thought it would be safer for all council members, their families and colleagues.

The Chair welcomed Cllr R McFarlane to Llanddarog Community Council.

The Chair reported that he attended Llanddarog and District Show on 25/06/2022 and that he wore the Chairman's chain to demonstrate the support of Llanddarog Community Council.

A question was asked if an invitation had been received for the Chair to attend the NBGW on 06/07/2022 when HRH Prince Charles visited the National Botanic Garden of Wales to receive an oak sapling from the First Minister of Wales, as a gift from the people of Wales to HM The Queen to mark the Platinum Jubilee. The Clerk replied that no invitation had been received. The Chair asked the Clerk to enquire as to why an invitation had not been received to any recent events. It is understood that there is a long standing agreement in place that invitations are issued to the chairs of both Llanddarog and Llanarthne Community Councils when major events are held in the NBGW. Resolved for the Clerk to enquire with the NBGW.

#### 73/2022-2023 Confirmation and signing of the Minutes of the Council Meeting 08/06/2022.

It was **resolved** to confirm the minutes for 08/06/2022 and for the clerk to deliver the minutes to the Chair for signing on 15/07/2022. Proposed by Cllr R Owen and seconded by Cllr M Rees.

#### 74/2021-2022 Matters arising from the above minutes.

The Clerk informed council members that all matters to **resolve** had been actioned and if correspondence had been received, a copy of the Email had been sent to each member for information.

#### 75/2022-2023 To note correspondence or to list for consideration at a forthcoming council meeting.

(All relevant correspondence is emailed to council members at the time of receipt and only brought before the meeting if necessary or specifically requested by members or the Clerk).

None.

#### 76/2022-2023 Planning.

None.

Cllr R Jones asked the Clerk and all council members to be vigilant of all planning applications during the next 2 months as no council meetings are held during August.

#### 77/2022-2023 Payments.

The below payments were certified in the June monthly meeting and **ratified** in the July monthly meeting. Copies of invoices sent to all members electronically prior to payment for authorisation. Proposed by Cllr R Jones and seconded by Cllr M Rees.

Method of Payment	Date	Suppliers & Details	Sum £ inc VAT
Online	19/06/2022	WCVA Inv – 1814	21.30
Online	19/06/2022	HMRC PAYE – Period 3	63.40
Online	19/06/2022	J.G Evans – June Payroll	356.74
Online	19/06/2022	Catrin Llwyd – CCLL10	120.00
Online	23/06/2022	Nest	33.82

#### **78/2022-2023 Receipts.**

Insignia Ltd – Refund for 1 x broken commemorative mug.

20/06/2022 - £3.85.

#### **79/2021-2022 To receive the report of the Internal Financial Examiner for period 01/04/2022 - 30/06/2022.**

Each member had been provided with a written report and a copy of the 2022 – 2023 accounts prior to the meeting. A full verbal report was provided by Cllr R Jones. The report confirmed the accuracy of the bank reconciliation and statement of accounts provided to the Council. It also confirmed the accuracy of the current budget report provided. It was proposed by Cllr S Herridge and seconded by Cllr R Owen to accept the report. Members thanked Cllr R Jones and the Clerk for their work.

#### **80/2021-2022 To receive and consider the Internal Auditor's report for the 2021 – 2022 accounts.**

The Internal Auditor Emailed a report to the Clerk on 13/07/2021 and it was forwarded to all Council members on 13/07/2021 in preparation for the July meeting on 13/07/2021. The Clerk also verbally reported the document to all council members present.

#### **Proper Book Keeping.**

a. Random audit of 10 expenditure transactions by Internal Auditor with below template – **No Comment.**

b. Document the minute where the Council has been informed of its Section 137 powers, its limit and indeed confirm that the Section 137 expenditure is separately accounted for in the cashbook - **Section 137 payments are formally minuted and summarised in the 'outgoings' column in the Summary of Accounts. Expenditure of the Chairman's allowance has been noted in the minutes and recorded under Section 137 payments in the cashbook. It may be worth noting the population of the Community to ensure that payments under Section 137 are not exceeded.**

#### **Risk Management.**

a. Established convention for providing of grants / donations – the lack of formal procedure, as opposed to the sums and policy justification, is identified as a high risk within the Council's risk register - **The merits of providing the standing revenue grant should be a Council decision and confirmed every year.**

b. Established convention for Chairman Civic Allowance Budget – the procedural aspect, as opposed to the sum and policy justification, is identified as a medium risk within the Council's risk register (October 2019). Note this is not a personal payment

to the Chair but a civic allowance to support charities events attended during the year.

**The Chairman has provided a list at the end of the year of expenditure of allowance (Minute 32/2021 - 2022 May)**

c. Council reserves – the effective use of reserves has been identified the risk in the Council's register in December 2020. The Internal Auditor is asked to advise on whether the Council's new strategy for use of its reserves - **I am satisfied that the Council has looked in depth at this matter as noted in December - Minute 171/2021-2022 and January's Meeting in Minute 194/2021 – 2022.**

### **Budgetary Control.**

Review of the Council minutes to confirm that the following financial regulation has been complied with during the year. Financial Regulation 4.8 – The internal auditor should confirm that 3 reports from the Internal Financial Examiner have been provided to the Council within the financial year and that 3 financial budget monitoring reports have been provided by the Clerk/RFO to the Council within the financial year - **I am satisfied that this requirement is being met, having viewed the Budget Reports in minutes of the following meetings - December 2021- Minute 171/2021-2022 and January 2022 – Minute 194/2021 – 2022.**

### **Income.**

Verify that the sum demanded by the precept was paid by Carmarthenshire County Council by checking the bank statement. The internal auditor is asked to evidence that the review has taken place by signing the bank statement where the transactions are received and confirming the sum received –

**I have signed the following bank statements April 2021, August 2021 and December 2021. The precept sum requested for the year was £21,378.00 and this corresponds to the total of £21,378.00 from bank statements and the Financial Summary.**

**Regarding the 'income' from shared costs with Llanarthne Community Council I would prefer if an invoice was raised by Llanddarog to Llanarthne, backed by the supplier invoice, for the costs to be shared. As I am carrying out the Internal Audit for both Councils I can follow the logic, but I think it would be confusing if they were audited independently.**

The above issue was discussed by council members, and it was decided for Llanddarog Community Council to raise an invoice for any shared costs. Proposed by Cllr R Jones and seconded by Cllr J Williams O.B.E.

**There is a VAT Refund of £1,662.22 noted on the bank statement for October.**

**Records of income are minuted, but the only other records are the bank statements when the monies have been paid by bank transfers into the account. There are no Remittance Advice Notes.**

The above issue was discussed by council members, and it was decided where possible for the Clerk to request a remittance advice note. Proposed by Cllr R Jones and seconded by Cllr J Williams O.B.E.

### **Payroll**

Staff were auto enrolled in. The internal auditor is asked to confirm within his report to the Council that the Council is continuing to review the position of its staff in relation to auto enrolment and to evidence such a review by referring to specific documentary evidence / Council minutes within his report - **I am satisfied that the**

**Council continues to review its position in relation to auto enrolment and I have seen the declaration of compliance. I can confirm that the minutes make ongoing reference to the review.**

**Asset Control.**

The Council has a very small number of fixed assets. The internal auditor is asked to confirm within his report that the Council is continuing to review its asset base by way of condition reports/surveys. The internal auditor is asked to evidence such a review by referring to specific documentary evidence / Council minutes within his report - **A register is available detailing the assets, location and state of repair with value and insurance value if the item has to be replaced though this could possibly be increased on some to cover all costs such as removing the damaged item.**

The above issue was discussed by council members, and it was decided for Llanddarog Community Council not to increase the insurance value as costs would differ depending on asset value and insurance premiums would increase. Proposed by Cllr M Rees and seconded by Cllr R Jones.

**Bank Reconciliation.**

The Council should have been provided within 4 reconciled bank statements during the financial year by the Clerk/RFO in accordance with financial regulation 4.8. The Internal Auditor is asked to review the sums that were presented to the Council within the budget reports and verify they matched the bank statements. The internal auditor will also sign the bank statements.

<b>Bank Statement Month Ending</b>	<b>Statement Balance Actual £</b>	<b>Statement Balance Provided Within Budget Report</b>	<b>Council Minute Reference</b>	<b>Bank Statement Signed</b>
26/07/2021	15098.88	Yes	102/2021-2022	Yes
27/09/2021	19523.13	Yes	126/2021-2022	Yes
24/12/2021	25147.48	Yes	193/2021-2022	Yes
29/03/2022	18840.91	Yes	255/2021-2022	Yes

**I am content that there is full adherence to the financial regulations with 4 reports provided. All details are set out in the budget reports.**

**Year end.**

The Internal Audit will review the arithmetical accuracy of the annual return. The internal auditor will also fill in the relevant sections of the annual return and sign / date accordingly.

**Please refer to the annual return.**

Council members thanked the Clerk and Cllr R Jones for their diligent work throughout the year.

**81/2022-2023 To discuss asset transfer of land at Cwm Catti.**

The Clerk informed council members that he had still been unable to speak with anyone at Carmarthenshire County Council regarding this matter despite numerous

attempts. County Cllr A Davies sent the Clerk the contact details of the correct department during the meeting.

The Clerk suggested to council members that it may be possible to erect the memorial stone on the grass area near the junction of Crwbin Road/B4310 or possibly donating the memorial stone to Carmarthenshire County Council and for them to locate the stone at the location.

Cllr J Williams O.B.E. objected to the suggestion as it was moving the memorial stone to the outskirts of the village.

Cllr J Williams O.B.E. suggested the area next to Porthyrhyd noticeboard.

Cllr R Jones said that it would be an obstruction at the junction.

Cllr J Williams O.B.E. agreed with Cllr R Jones and stated that the land depicted at Cwm Catti by Carmarthenshire County Council was not the correct plot of land as it was the plot next to the flagpole. The memorial stone was planned to be located next to the flagpole.

It was disappointing to hear that Carmarthenshire County council were not willing for Llanddarog Community Council to locate the memorial stone at Cwm Catti and County Cllr A Davies agreed to report the council members disappointment to Carmarthenshire County Council.

Cllr J Williams O.B.E. suggested that a reply be sent to Carmarthenshire County Council regarding the proposed plot of land and that it was not the correct plot.

The matter was discussed by council members and it was agreed for the Clerk to open a conversation with Carmarthenshire County council and bring their attention to the correct plot along with maintenance costs, insurance and liability. All council members agreed. Proposed by Cllr R Jones and seconded by Cllr J Williams O.B.E.

**Resolved** for the Clerk to contact Carmarthenshire County Council and place on the agenda for the September meeting on 14/09/2022.

#### **82/2022-2023 To discuss Community Awards.**

Cllr R Jones referred to a letter received in the June meeting, but no list of eligible candidates had been received by the Clerk from council members.

Cllr J Williams O.B.E. referred to a post that had been advertised on Facebook during the Covid-19 pandemic by a local resident, offering financial assistance to vulnerable individuals. Cllr R Jones commended the heartfelt post but as the individual was not a resident within the Llanddarog Community Council's area and was also a council member, he was not eligible to be considered for the award. It was agreed to thank the individual for his post and show the appreciation of the community.

**Resolved** for the candidates currently proposed for the community awards to be further discussed in the September meeting on 14/09/2022 along with any further nominees.

#### **83/2022-2023 To discuss issue at B4310/Foelgastell Road junction.**

Cllr J Williams O.B.E. reported that this area was a potential hazard and that a van belonging to a resident was also causing an obstruction near the Junction. He proposed that a site meeting be arranged with Carmarthenshire County Council ASAP. **Resolved** for the Clerk to arrange meeting.

#### **84/2022-2023 Forum in order for Members to raise reports / questions through the Chairman.**

Cllr M Rees reported that a community member had approached her regarding a non-accessible footpath in Mynyddcerrig. The Clerk asked for the location of the footpath, but the exact location was unknown. The Clerk asked Cllr M Rees to access the footpath location and number on the Carmarthenshire County Council website and report back to him so that he could report to the relevant department. **Resolved** for Cllr M Rees to investigate the location and the Clerk to contact the relevant department.

Cllr M Rees reported that she had been on the Code of Conduct training course and that it was well received. She also asked for training to be placed on the agenda on a monthly basis as funding was available for certain courses. Anyone wishing to attend a course should apply through the Clerk. **Resolved** for the Clerk to send a copy of available training courses to council members.

Cllr R Jones reported that appointments would no longer be required to visit recycling centres in Carmarthenshire from 18/07/2022.

Cllr R Jones reported his concerns regarding the accessibility of community members to council meetings as the Wi-Fi signal and mobile telephone signal were not available at current locations. The matter was discussed, and it was agreed for the Clerk to discuss the issue with other council clerks.

The Clerk reminded council members that he had sent a proof of the noticeboard signs to all council members on 22/03/2022 but no definitive answer had been received. The Clerk displayed the proof online and asked council members to decide on which sign was the most appropriate.

Council members viewed the proof, and a decision was made. **Resolved** for the Clerk to arrange the manufacture and installation of the signs.

**85/2022-2023 In camera 20.36.**

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.

**86/2022-2023 Staff pay run July 2022.**

The Clerk reported the payroll amounts verbally to all council members. It was **resolved** to accept the report and ratify the payment of the sums as presented.

**87/2022-2023 The meeting finished at 20.42.**

Chairman

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Date

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