

**Minutes of the Bryneglwys Ordinary Community Council Meeting
held 18th October 2018 at Canolfan Iâl, Bryneglwys**

Present: Cllrs Paul Anyon (Chairman), Sharon Baines, Pat Downes,
Martin Mortimer and Nia Roberts.
In attendance was the Clerk & RFO David Rose and one member of
the public.

Meeting commenced at 19:30

The Chairman welcomed all Members and the member of the public.

142 Apologies:

Cllr Andrea Choudhury

143 Declarations of Interest – Standing Order No. 56:

The Clerk read the Declaration of Interests statement.

No interests were declared.

144 Public Participation Session – Standing Order No. 65:

Council adjourned at 19:34 for the Public Participation Session.

The member of the public stated that they looked forward to hearing the
update on Canolfan Iâl and did not wish to raise any questions or comments.

Council re-convened at 19:35.

145 Council Micro-training:

The Clerk presented the training around Standing Orders 16 to 21 concerning
resolutions moved on notice.

146 Election of Vice-chair:

The Chairman called for nominations for the vacant position of Vice-chair.
Cllr Downes proposed Cllr Mortimer and was seconded by Cllr Roberts. Cllr
Mortimer accepted the nomination and with no further nominations was duly
elected as Vice-chair to serve until the first Annual Meeting in the 2019/20
financial year.

147 Minutes of the Staffing Committee on 10th October 2018:

In accordance with SO 14 a) the Minutes were taken as read. The Minutes
were considered by those in attendance and it was approved that they were
signed as an accurate record by the Chairman of the Staffing Committee.

148 Matters arising from these Minutes:

There were no matters arising.

149 Minutes of the Ordinary Meeting on 20th September 2018:

In accordance with SO 14 a) the Minutes were taken as read. The Minutes
were considered and it was approved that they were signed as an accurate
record by the Chairman.

150 Matters arising from these Minutes:

There were no matters arising.

151 Questions to the Chairman or Clerk:
none received

152 Planning Matters:
none received

153 Finance Issues:

- a) Cllr Mortimer as Chairman of the Finance Committee presented a report on the meeting held just prior to Council. In particular he reported that the Internal Control Checklist had been completed for Q2 and that the committee considered that all was in order.

On behalf of the committee he presented two recommendations to Council along with the reasoning for them.

Firstly, that an Agenda Item be planned to agree a set of Council objectives for the balance of this Council's term of office. **It was resolved** to ask the Clerk to add this as an Agenda Item for the next meeting.

Secondly, that the Earmarked Reserves for the operating budget be topped up to 12 months from the Unearmarked Reserves and that the balance is added to the Canolfan Iâl Project Reserves. **It was resolved** to ask the RFO to make these adjustments to the Reserves.

- b) The RFO presented the Schedule of Payments. A question arose concerning the cheque donation scheduled for the Bryneglwys Gardening Club in that the club do not have a bank account. As a result **it was resolved** to remove the scheduled payment, cancel the cheque and make alternative arrangements for adding community plants and flowers. The RFO made the changes and the Chairman initialled them. **It was resolved** to approve and sign the amended Schedule of Payments with expenditure of £1,494.02. The cheques were duly signed.
- c) The RFO asked if there were any questions on the Financial Reports to 30th September that had been previously circulated. **It was resolved** to approve the Financial Reports, including the budgetary control and reserves, and they were signed by the Chairman.

154 Annual Return 2017/18:

- a) The RFO advised that he had now received the completed Annual Return from the External Auditor for the 2017/18 financial year. The RFO advised that Council were now required to approve and accept the audited Annual Return. **It was resolved** to approve and accept the audited 2017/18 Annual Return. The RFO confirmed that it would be published on the website and that the statutory Notice of Conclusion of Audit would be displayed today.
- b) The RFO presented a draft of the Action Plan to address the External Auditor's Issues Arising Report. Each element was discussed and some textual amendments were agreed. **It was resolved** to accept the Issues Arising Report and the amended Action Plan. The RFO stated that he would send a copy of the Action Plan to the External Auditor in addition to publishing it on the website.



- 155 Canolfan Iâl Project:**
The Chairman, assisted by the Vice-chair, gave an overview of the informal meetings and the status of the newsletter. It was recommended to Council that they apply to join Flintshire Local Voluntary Council and Denbighshire Voluntary Services Council. **It was resolved** that the Clerk would send the applications. It was also recommended that Council write to their solicitor, Llewellyn-Jones Ltd to ask for clarification on the ownership of the building and land. **It was resolved** that the Clerk would draft a letter and circulate it via e-mail to Council for approval requesting the information within 10 working days.
- 156 Asset Register Insurance Values:**
The Asset Register was reviewed and some proxy values were amended. Assignments were agreed to research asset replacement insurance values and report back to Council, as follows ...
Cllr Baines – Assets 002 & 003 – Information Boards
Cllr Downes – Assets 001 & 024 – Information Point and War Memorial
Cllr Roberts – Assets 004 to 007 & 017 to 023 – Noticeboards & Benches and Box Planters
- 157 Environment Grants:**
Cllr Downes reported back that Council are not in a position to meet the criteria at the moment because the deadline is December and a governance structure needs to be in place.
- 158 Independent Review Panel for Wales Draft Annual Report 2019:**
The main changes in the report were discussed. **It was resolved** that Council will respond to the draft report as a body rather than individually. The Vice-chair agreed to draft a response based on the discussion. **It was resolved** that the Clerk will add the subject as an Agenda Item for the November Council to finalise a response.
- 159 Remembrance Day:**
The arrangements for wreaths and a clean-up of the War Memorial were discussed and agreed.
- 160 Councillor Training:**
Alternative dates for the second Councillor training night were discussed and **it was resolved** to meet on Thursday 1st November from 19:30.
- 161 Correspondence:**
Four items of correspondence were reviewed. Spare copies of the Denbighshire County Council Draft Proposals for Electoral Arrangements were placed in the office. The e-mail from Denbighshire County Council concerning the 'Conquering Hero' lane was reviewed and the Chairman read out loud the thank you letter from the Bryneglwys Show Committee.
- 162 Actions & Decisions Register:**
The register was reviewed and completed items were entered.
- 163 Items brought to the Council's Attention by Councillors:**
No items were raised.



164 Next Meeting:

The next Ordinary Community Council Meeting to be held on Thursday 15th November at 7:30pm at Canolfan Iâl, Bryneglwys.

Meeting closed at 21:25

Approved as being a correct record by ...

Chairman *Paul Anghar*

Cllr *Paul Anghar*

Date: *15th NOVEMBER 2018*



ORDINARY MEETING OF THE COUNCIL

BUSINESS TO BE TRANSACTED

AGENDA
18th October 2018

1. Chairman's welcome
2. to receive apologies for absence
3. Clerk to read Declaration of Interests statement
4. Members are invited to declare personal or prejudicial interests in items of business itemised on the Agenda [SO 56]

Public Participation Session

This provides an Open Session opportunity for members of the public to raise questions and comment. Time for this session is limited to 30 minutes [SO 65]

5. Council Micro-training ... subject: Standing Orders 16 to 21 – Resolutions Moved on Notice
6. to elect a Vice-chair of Council
7. to sign the Minutes of the Staffing Committee Meeting held on 10th October 2018
8. to consider any matters arising from these Minutes
9. to sign the Minutes of the Ordinary Meeting held on 20th September 2018
10. to consider any matters arising from these Minutes
11. to address any questions to the Chairman or Clerk
 - a. *none received*
12. to consider any observations on planning matters
 - a. *none received*
13. Finance Issues ...
 - a. *to receive a report from the Finance Committee*
 - b. *to approve the Schedule of Payments*
 - c. *to approve the Financial Reports to 30th September*
14. Annual Return 2017/18 ...
 - a. *to approve and accept the Annual Return 2017/18 following external audit*
 - b. *to accept the Issues Arising Report and agree an Action Plan to address the issues*
15. Canolfan Iâl Project ...
 - a. *to receive an update from the informal meetings and plan next actions*
16. Asset Register Insurance Values ...
 - a. *to assign research tasks for asset replacement insurance values*
17. Environment Grants ...
 - a. *to receive a report back from Cllr Downes*
18. Independent Review Panel for Wales Draft Annual Report February 2019 ...
 - a. *to agree whether Council wish to comment as a body or leave it to Members for personal comments*
19. Councillor Training ...
 - a. *to plan a date for the second Council training night*
20. to review any correspondence received that requires attention
21. Actions & Decisions Register ...
 - a. *to review any outstanding items*
22. Items brought to the Council's attention by Councillors
23. Date of the next Ordinary Meeting to be held on Thursday 15th November 2018 at 7:30pm.



David Rose
Clerk & RFO to the Community Council

Schedule of Payments
21st September 2018 to 18th October 2018

			COMMENTS
<u>Payments requiring Council authorisation</u>	Mr D Rose	£351.35	October payroll
	Clerk's expenses	£78.82	
	Welsh Water	£62.62	
	Npower	£140.16	
	Flintshire Voluntary Services Council	£15.00	
	Royal British Legion Poppy Appeal	£50.00	
	Zurich Municipal	£796.07	Minute 135
	Bryneglwys Garden Club	£50.00	Minute 94 b)
	Total this month	£1,544.02	
		1,494.09 PA	
<u>Bank Balances</u>	Money Manager (30 th September):	£4,096.36	
	Current Account (29 th September):	£14,654.24	
<u>VAT Balance</u>		£75.81	
<u>Cheques not presented or cleared</u>	Denbighshire County Council	£1,608.72	
	TOTAL expenditure expected to leave cheque account during current month		
		£3,152.74	
<u>Expected Income</u>	none	£3,102.74 PA	
<u>Estimated Current Account Balance at 31st October 2018</u>		£11,504.50	
		£11,551.50 PA	

Prepared by David Rose, Clerk & Responsible Financial Officer

Reviewed by Council on 18th October 2018 under MINUTE ref: 153 b)

Signed off by: *Paul Anyon*
Name: PAUL ANYON

Correspondence to Review
18th October 2018

1. Review of the Electoral Arrangements for Denbighshire – Draft Proposals Report
2. The Independent Remuneration Panel for Wales DRAFT Annual Report
3. E-mail from Denbighshire County Council re: the 'Conquering Hero' lane
4. Bryneglwys Show Committee thank you letter