

CYNGOR CYMUNED **MANORDEIFI** COMMUNITY COUNCIL

Minutes of the meeting held on Tuesday 11th April 2023
at Abercych Village Hall

Present: Cllrs Pamela Parsons, Aled Lewis, Suzanne Burley, Christian Thould
Clerk – Judith Kings

A presentation of an engraved slate plaque was made to retired Community Councillor Alan Wilson in recognition of his 35 years of service to the community. Thanks were expressed for the many years of dedication to the Community Council.

1. To accept and approve apologies for absence

Cllrs Elizabeth Hall, Lynda Williams and County Cllr Iwan Ward sent apologies.

2. Declarations of interest on matters arising from the agenda

None

3. Approval of Minutes of last meeting 14/3/23

RESOLVED to approve the minutes.

4. County Councillor report

None

5. Matters Arising (not on the agenda)

- a) **To note that Abercych Village hall has been booked for the residents meeting on Wednesday 12th April**

Noted

- b) **Update on speed signs**

The competition for a design for the road signs is now open.

6. Correspondence

None

7. Council Matters

- a) **To review the financial risk assessment**

RESOLVED to approve the updated financial risk assessment.

- b) **To approve the insurance policy**

RESOLVED to approved the insurance policy

- c) **To approve the appointment of Internal Auditor and their terms of reference**

RESOLVED to approve the Terms of Reference for the Internal Auditor.

Appointment of the auditor still to be confirmed.

- d) **To discuss the purchase and maintenance of hanging baskets and plants**

Proposal to purchase four hanging baskets, two each for Abercych and Newchapel, as last year and also purchase biodiverse friendly plants for the planters in both villages. All purchases to be made from a local garden centre. Flowers for the planters could include dahlias, geraniums, ivy and wildflower seeds, and perhaps thyme as well. Advice can be sought from the garden centre.

Sponsorship for the hanging baskets in Newchapel has kindly been offered by Home James taxi firm.

Plant feed will also be required.

Newchapel plants to be cared for by Cllr Lewis; Abercych plants to be cared for by

Cllr Burley during the summer. Volunteers to be sourced for watering in Abercych in the interim.

RESOLVED to purchase baskets and plants as above

ACTION: Cllr Parsons to order the required baskets and plants. Cllr Burley and Cllr Lewis to collect and plant.

Cllr Lewis to lower the height of the hanging baskets in Abercych.

e) Millennium Garden development

Proposal to set up an easy care wildflower meadow in the garden to encourage bees, butterflies and other insects. This to be established by a professional garden company, with some maintenance by them and some by Cllr Burley.

RESOLVED to approved the establishment of a wildflower meadow in the Millennium Garden.

ACTION: The Clerk to obtain quotes from local gardening companies for the work.

f) To decide upon One Voice Wales membership

Proposal to join One Voice Wales for a further year.

RESOLVED to join One Voice Wales at a cost of £101

8. Planning

A suggestion was made that should the planning application for the dog walking field go before the planning committee, attendance at the hearing by a Community Councillor may be useful.

ACTION: Clerk to contact the County Councillor regarding the date of the committee hearing.

9. Financial Matters

- a) Bank balance at 31st March 2023: £6,687.05. One outstanding cheque of £85 for Abercych rent. Cashbook balance at 31st March 2023: £6,602.05

Bank reconciliation signed by the chair.

- b) To approve earmarked reserves of £3000 for contested election costs and £1000 for unforeseen circumstances**

RESOLVED to approve the above reserves.

- c) To approve the annual budget monitoring statement**

RESOLVED to approve the budget monitoring statement.

- d) To note that the Annual Return and Governance Statement forms have been received**

Noted

- e) To arrange for an annual review of the effectiveness of systems of internal control**

RESOLVED that Cllrs Burley and Parsons will meet with the Clerk to ensure effective controls for the management of finances are in place.

- f) Retrospective approval of payment of £25.90 to Cllr Parsons for the cost of defibrillator batteries**

RESOLVED to approve the payment.

- g) Approval of a reimbursement payment of £100.10 to the Clerk for the cost of defibrillator pads**

Thanks go to the Clerk for changing the pads.

RESOLVED to approve the payment.

ACTION: Clerk to set up an online payment.

h) Approval of payment for annual insurance

RESOLVED to approve the payment.

ACTION: Clerk to set up an online payment.

i) Approval to change Clerk's salary to monthly payments by standing order

RESOLVED to approve the change.

ACTION: Clerk to set up a standing order

10. Information sharing/matters for the next meeting

The 20's plenty campaign has offered to make an online presentation to the Community Council to explain the campaign, if the Council would like to know more. Councillors felt this would be unnecessary.

Various complaints have been received by Councillors. These to be passed on to the County Councillor for action where appropriate:

- The footpath by the ford in Abercych is overgrown and needs cutting back. This is a County Council matter and needs addressing regularly.
- The bridleway in Newchapel, located by the Stoneyhill crossroads, remains blocked. This has been raised with the footpath officer previously but nothing has been done. Residents are complaining about lack of access.
- The property at the end of Valley View Lane has a shed erected, with decking and solar lights. The lights are activated even when the owners are not in residence and are seen as a nuisance by neighbours.

A suggestion has been made by a resident that the Community Council support the formation of a Resilience Support Group, which would be activated in emergencies such as flooding. The suggestion was that a WhatsApp group could be established. The Council could not commit to this at this time.

It was noted that the Newchapel Reading Room committee have organised an event to celebrate the coronation of King Charles III.

11. Date of Next Meeting

Tuesday 9th May at Newchapel Reading Room – Annual Meeting of the Council

MANORDEIFI COMMUNITY COUNCIL - PEMBROKESHIRE

Bank reconciliation for the year 1st April 2022 - 31st March 2023

Bank Reconciliation as at 31st March 2023		
Balance per bank statement 31st March 2023		
Treasurers account	£6,687.05	
		£6,687.05
Less: Unpresented cheques/online payments made after the statement date at 31st March 2023		
000713 Abercych Village Hall rent	-£85.00	
		£6,602.05
Add: Uncredited deposits at 31st March 2023		
	£0.00	
		£0.00
Total cash & bank balance		£6,602.05
Cashbook		
Opening balance at 1st April 2022		£4,244.24
Add: receipts in the year		£6,000.00
Less: payments in the year		-£3,642.19
Closing balance per Cashbook 31st March 2023		£6,602.05

Date

Prepared by:	
Checked by:	



TREASURERS ACCOUNT

MANORDEIFI COMMUNITY COUNCIL

Account summary

Balance On 23 Feb 2023	£6,997.95
Total Paid In	£0.00
Total Paid Out	£310.90
Balance On 22 Mar 2023	£6,687.05

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
23 Feb 23		STATEMENT OPENING BALANCE			6,997.95
16 Mar 23	CHQ	000716 Councillor allowance		150.00	6,847.95
17 Mar 23	CHQ	000715 Pamela Parsons - defib batteries		25.90	6,822.05
22 Mar 23	CHQ	000714 New chapel reading room rent		135.00	6,687.05
22 Mar 23		STATEMENT CLOSING BALANCE	0.00	310.90	6,687.05

The "Details" column in your statement shows the date that a Debit Card payment went into or came out of your account only if that happened on a weekend or a Bank Holiday.

Payment types:

CHQ - Cheque

PLCO0163100000

M3230302080 D3230302080

Page 1 of 4

RECEIPTS & PAYMENT LOG

Date	Cheque/ref. no.		Details	Receipts	Payments	Balance
		Checked with bank statement				
		<input checked="" type="checkbox"/>	balance b/f			£4,244.24
04/05/2022	000705 P1	<input checked="" type="checkbox"/>	Zurich Insurance		£482.07	£3,762.17
25/04/2022		<input checked="" type="checkbox"/>	Precept Pembs CC	£2,000.00		£5,762.17
29/06/2022	000702 June 22 9b	<input checked="" type="checkbox"/>	Pembs CAB not presented		-£50.00	£5,812.17
12/07/2022	000706 P2	<input checked="" type="checkbox"/>	Elizabeth Hall plants		£21.00	£5,791.17
12/07/2022	000707 P3	<input checked="" type="checkbox"/>	Pamela Parsons baskets		£102.00	£5,689.17
22/09/2022	Online P4	<input checked="" type="checkbox"/>	Audit Wales		£200.00	£5,489.17
22/09/2022	Online P5	<input checked="" type="checkbox"/>	DM Payroll Services		£60.00	£5,429.17
25/08/2022		<input checked="" type="checkbox"/>	Precept Pembs CC	£2,000.00		£7,429.17
11/10/2022	000708 P6	<input checked="" type="checkbox"/>	Clerk's salary & costs		£982.72	£6,446.45
24/10/2022	Online P7	<input checked="" type="checkbox"/>	One Voice Wales membership		£46.50	£6,399.95
29/11/2022	000709 P8	<input checked="" type="checkbox"/>	One Voice Wales training		£140.00	£6,259.95
29/11/2022	000710 P9	<input checked="" type="checkbox"/>	DM Payroll Services		£60.00	£6,199.95
14/12/2022	Online P10	<input checked="" type="checkbox"/>	Pembs County Council elections		£225.00	£5,974.95
12/12/2022		<input checked="" type="checkbox"/>	Precept Pembs CC	£2,000.00		£7,974.95
10/01/2023	000711 P11	<input checked="" type="checkbox"/>	Pamela Parsons RBL donation		£30.00	£7,944.95
15/02/2023	Online P12	<input checked="" type="checkbox"/>	Rhydwyn Davies		£42.00	£7,902.95
15/02/2023	000712 P13	<input type="checkbox"/>	Clerk's salary & costs		£905.00	£6,997.95
14/03/2023	000713 P14	<input checked="" type="checkbox"/>	Rent Abercych Village Hall		£85.00	£6,912.95
14/03/2023	000714 P15	<input checked="" type="checkbox"/>	Rent & defib running costs Newchapel		£135.00	£6,777.95
14/03/2023	000715 P16	<input checked="" type="checkbox"/>	Pamela Parsons Defib batteries		£25.90	£6,752.05
14/03/2023	000716 P17		Councillor allowance		£150.00	£6,602.05
			TOTALS	£6,000.00	£3,642.19	
			Actual spend for the year		£3692.19	

CYNGOR CYMUNED MANORDEIFI COMMUNITY COUNCIL
BUDGET MONITORING

Expenditure to: 31st Mar 2023	Budget for year £	Spend to date £	Variance £	Comments
Employee costs				
Salary	1800.00	1800.00	0.00	
Training	950.00	0.00	950.00	Bursary received for CiLCA training
SLCC membership	72.00	70.00	2.00	
Office supplies	100.00	17.72	82.28	
Premises costs				
Rent Abercych	135.00	85.00	50.00	No extra payment for defib required
Rent Newchapel	135.00	135.00		
Councillor allowances				
Mandatory allowance	450.00	150.00	300.00	Only 1 Councillor claimed
Training	450.00	140.00	310.00	Savings made by joining OVW
Services				
Audit	300.00	200.00	100.00	Still awaiting 21-22 invoice
Payroll	120.00	120.00	0.00	
Insurance	500.00	482.07	17.93	
Election costs		225.00		Election costs from reserves
OVW membership		46.50		Unforeseen cost
Community services				
Plants/baskets	200.00	123.00	77.00	
Defibrillator costs	100.00	67.90	32.10	
Grounds upkeep	300.00	0.00	300.00	Millennium garden plans on hold
Donations	600.00	30.00	570.00	Donations being reconsidered
TOTAL EXPENDITURE	6212.00	3692.19		
Income to: 7th March 2023	Income for year £	Income to date £	Variance £	Comments
Precept	6000.00	6000.00	0.00	
Other				
TOTAL INCOME	6000.00	6000.00		
Current cash book balance	6602.05			
Earmarked reserves	3000.00	contested election costs		
Contingency reserves	1000.00	Unforeseen circumstances		
Remaining balance	2602.05			