

# CYNGOR CYMUNED **MANORDEIFI** COMMUNITY COUNCIL

Minutes of the meeting held on Tuesday 13<sup>th</sup> June 2023  
at Abercych Village Hall

Present: Cllrs Pamela Parsons (Chair), Aled Lewis, Lynda Williams  
County Cllr Iwan Ward  
Judith Kings (Clerk)  
Members of the Public: 1

Prior to the start of the meeting, the Chair signed their declaration of acceptance of office.

Open session for members of the public to raise any matters of relevance to the Community 7.45 – 8.00pm.

A member of the public addressed the council, explaining their feelings regarding the situation with the dog field.

## **1. To accept and approve apologies for absence**

Apologies received from Cllr Burley.

## **2. Declarations of interest on matters arising from the agenda**

None.

## **3. Approval of Minutes of last meeting 9/5/23**

**RESOLVED:** to approve the minutes of the May meeting.

## **4. County Councillor report**

County Cllr Ward informed the meeting that planning permission for the dog field had been turned down by the planning committee of the County Council. The brambles by the kissing gate near the ford in Abercych should have been cleared. County Cllr Ward expressed thanks to Cllr Lewis for collecting donations towards supporting a family following a devastating fire in their home, in which a young girl died. £760 was raised in Newchapel.

## **5. Matters Arising (not on the agenda)**

### a) Update on floral displays

Thanks were expressed to all those who were involved with the purchase and planting of the flowers. Positive feedback has been received. Watering has been undertaken by various members of the community.

### b) Update on road safety signs

Artwork is now with the printers. All winners have received a £5 gift voucher.

## **6. Correspondence**

Donation request from Paul Sartori House

**RESOLVED:** to donate £50, using the s137 power. The organisation is of great benefit to the area, supporting free specialised, supportive care and advice for those in the later stages of any life-limiting illness.

## **7. Council Matters**

### **a) To address the Auditor General's recommendations from the 2021-22 audit**

Accounting statement: 'In my opinion, the Accounting Statement does not properly present the Council's receipts and payment. The Council has included total other payments of £144 within staff costs.'

Costs for SLCC membership and ILCA training were included which should have been part of total other payments. This has been rectified for 2022-23.

## Annual Governance Statement

Assertion 1: 'preparation of accounting statements. The Council has not kept adequate and complete accounting records to support the reported figures.'

One receipt was missing, lost during handover.

Assertion 1: 'effective financial management. The Council has not provided accurate VAT returns and does not keep an accurate record of VAT within its cashbook. We recommend that the Council complete VAT returns and keep up to date with the relevant VAT guidance issued by HMRC and One Voice Wales.'

The VAT return was not done by the current clerk. A record of VAT is kept in the cashbook. VAT returns are not done regularly as the Council has very little to claim. The RFO is currently undertaking the CiLCA qualification which has a section on VAT so this training will be helpful.

Assertion 3: 'compliance with laws, regulations and codes of practice. Members have not adequately declared their interests online in the form of a register of interests, as is required by the IRPW. This failure is further compounded as members of the Council did not leave meetings or recuse themselves from decision making where they hold personal interests.'

The register of interests is now online – members only have to leave the room if they declare a prejudicial interest.

Transparency: 'The Council should ensure that meeting minutes, supporting papers and decisions are published.'

Minutes and papers are published on the website.

'The Council should ensure that they also publish the register of Members' interests on the Council's website.'

This has now been done.

'The Council should ensure that they publish full copies of its prior year annual return including the accounting statement, AGS and the audit opinion.'

Annual Returns are published but may not have been published by the required date. The clerk is now aware of having to publish the Annual Return by 30<sup>th</sup> September.

'We recommend that the Council publishes all relevant information relating to Council business on its website in the interest of being open and transparent.'

All policies, reports etc. are published on the website.

Insurance: 'We have not been able to gain assurance on if the Council has sufficient insurance coverage. We recommend that the insurance policy be sent alongside the annual return.'

A copy of the insurance schedule was sent to the Audit Office. The clerk has identified that there is no employers liability insurance in place. This is to be rectified.

Clerks Contract of Employment: 'The Council does not have a complete and up to date contract of employment with the Clerk. We recommend that the Council ensures it has an adequate and appropriate contract of employment for all staff.'

Contracts for both clerks were sent and are based on model contracts currently available. The clerk will try to ascertain if a more up-to-date model is available.

**RESOLVED:** to accept the findings of the Auditor and put into place the recommendations as far as is possible.

**RESOLVED:** to appoint two councillors as scrutineers of financial matters in order to ensure accuracy and compliance with financial regulations. These to be Cllr

Parsons and Cllr Burley.

**b) To approve the Annual Return and Governance Statement for 2022-23, including the Internal Audit Report**

Internal Audit Report: The report highlighted that there was a mistake on one of the bank reconciliations regarding a written-off cheque. (This information was relayed to the internal auditor when the documents were sent.) The accounting method to show cancelled cheques was not understood at the time but has since been corrected (ie listed as a negative payment) in the cashbook.

All inaccuracies in the bank reconciliations (mostly incorrect dates entered) have now been highlighted by the RFO for transparency purposes.

The cashbook is correct.

The appointment of scrutineers will assist with the early identification of any inaccuracies.

Owing to lack of time, the RFO was not able to fully liaise with the internal auditor regarding some of the statements on the report, so the petty cash statement should have been ticked as n/a as the council do not deal with petty cash.

**RESOLVED:** to approve the Accounting Statements, Annual Governance Statement and Internal Audit Report for 2022-23, bearing in mind the above explanations.

**c) To approve the quote for work on the Abercych Millennium Garden**

The council was only able to obtain one quote for work on the Millennium Garden, despite the efforts of a number of councillors.

The quote was given in two stages – stage one being reduction of the height of trees (£552), stage two covering removal of vegetation and shrubs and clearing moss off stonework (£1040). Total cost of £1592.

**RESOLVED:** to accept the quote for stage one.

**ACTION:** The Clerk to engage Green Gardens and Grounds Maintenance Ltd to undertake the stage one work.

**d) To consider the addition of Employers Liability Insurance to the current insurance at a cost of approximately £56 (legal requirement)**

**RESOLVED:** to purchase the insurance.

**e) To discuss nomination for the vacancy for Additional Community Governor at Cilgerran School**

**RESOLVED:** not to put forward a nomination

**f) To decide upon Remembrance Sunday arrangements**

**RESOLVED:** To hold a simple act of remembrance on Sunday 12<sup>th</sup> November at 11am.

**ACTION:** The clerk to contact the village hall to book the date and to ascertain if the hall would be willing to host tea & coffee afterwards.

**g) To approve the Annual Report**

**RESOLVED:** to approve the report.

**h) To approve the following policies and procedures:**

- **Model Standing Orders (updated by One Voice Wales)**
- **Information and Data Protection Policy**
- **Updated Privacy notices**
- **Subject Access Request Policy & Procedures**
- **Data Breach Policy & Procedures**

- **Document Retention & Disposal Policy**
- **Press & Media Policy**

**RESOLVED:** to approve all policies and procedures.

### **8. Planning Applications (for comment or information)**

**22/0797/PA** Proposal: Change of use from agricultural field to dog exercising field with associated work. This has been refused by the County Council.

**23/0108/PA** Proposal: Retrospective change of use to commercial canoe launching/landing area with associated car parking and storage

Site Address: Land Adjacent to Hammet House, Llechryd, Cardigan, SA43 2QA

**RESOLVED:** To support the application.

### **9. Financial Matters**

- a) Bank balance at 23<sup>rd</sup> May 2023: £7,801.01. Clerk's salary has been paid on 28<sup>th</sup> May 2023. Remaining balance £7,568.41. Bank reconciliation to be signed by the chair.
- b) Approval for payment of £317.00 to Trefhedyn Garden Centre

**RESOLVED:** to approve the payment.

### **10. Information sharing/matters for the next meeting**

The issue of providing public transport for the area is ongoing.

Annual dinner – Saturday July 15<sup>th</sup> is the best date for the Nag's Head. Menu to follow.

Hywel Dda Health Board are holding a consultation on changes to paediatric services for Pembrokeshire children and young people. Cllr Parsons attended an online meeting on behalf of the Manordeifi Community Council.

Rubbish being left out is causing an issue. County Cllr Ward will post collection days on the Abercych chat page.

### **11. Date of Next Meeting**

Tuesday 11<sup>th</sup> July, Newchapel

MANORDEIFI COMMUNITY COUNCIL - PEMBROKESHIRE

Bank Reconciliation as at 5th June 2023		
Balance per bank statement 23rd May 2023		
Treasurers account	£7,801.01	
		£7,801.01
Less: Unpresented cheques/online payments made after the statement date		
Standing Order Clerk Salary	-£232.60	
		£7,568.41
Add: Uncredited deposits at 5th June 2023		
	£0.00	
		£0.00
<b>Total cash &amp; bank balance</b>		<b>£7,568.41</b>
<b>Cashbook</b>		
Opening balance as at 1st May 2023		£5,633.01
Add: receipts		£2,168.00
Less: payments		-£232.60
<b>Closing balance per Cashbook 5th June 2023</b>		<b>£7,568.41</b>

	Date
Prepared by:	
Checked by:	



**TREASURERS ACCOUNT**

MANORDEIFI COMMUNITY COUNCIL

Account summary

<b>Balance On 21 Apr 2023</b>	<b>£5,950.61</b>
Total Paid In	£2,168.00
Total Paid Out	£317.60
<b>Balance On 28 Apr 2023</b>	<b>£7,801.01</b>

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
<b>21 Apr 23</b>		<b>STATEMENT OPENING BALANCE</b>			<b>5,950.61</b>
24 Apr 23	BGC	PEMBROKESHIRE CC PRECEPT	2,168.00		8,118.61
25 Apr 23	CHQ	000713 ABERCYCH HALL RENT (P14 22-23)		85.00	8,033.61
28 Apr 23	SO	JUDITH ANNE KINGS SALARY		232.60	7,801.01
<b>28 Apr 23</b>		<b>STATEMENT CLOSING BALANCE</b>	<b>2,168.00</b>	<b>317.60</b>	<b>7,801.01</b>

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:**

BGC - Bank Giro Credit

CHQ - Cheque

SO - Standing Order

## RECEIPTS & PAYMENT LOG

			balance b/f			£6,602.05
12.4.23	Online P1	/	Clerk reimbursement: Defibrillator pads PHA 1936 s234**		£100.10	£6,501.95
12.4.23	Online P2	/	Zurich Insurance s111*		£535.34	£5,966.61
12.4.23	Online P3	/	One Voice Wales membership s143*		£101.00	£5,865.61
28.4.23	Standing Order	/	Clerk salary s112*		£232.60	£5,633.01
24.4.23	Pembrokeshire CC	/	Precept	£2,168.00		£7,801.01
28.5.23	Standing Order		Clerk salary s112*		£232.60	£7,568.41



**Toni Dorkings** <toni@paulsartori.org>

Tue, 23 May, 11:22 (13 days ago)

to Toni

Dear Community Council

I am writing to you today to appeal for your help.

We are looking for funding from our Local Community Council to assist us in raising vital funds to sustain our Hospice at Home Services. We are very grateful for all donations we have received in the past and appreciate any contributions to our cause.

Over the last 4 decades, our clinical teams have provided quality end of life care in Pembrokeshire. Last year over 1000 people used one or more of our six free services including Home Nursing, Equipment Loan, Complementary Therapies, Counselling & Bereavement Support, Physiotherapy and Future Care Planning.

Many people using our services will be facing one of the most challenging times in their lives. Our charity aims to enable people to die at home; to maintain their independence; to be treated with the dignity they deserve and be surrounded by those they hold most dear if that is their choice.

Further information on the charity and its services can be obtained by visiting their website [www.paulsartori.org](http://www.paulsartori.org), or by phoning 01437 763223.

Kindest regards

Toni Dorkings  
Community Fundraiser

**Toni Dorkings**

**Codwr Arian Cymunedol | Community Fundraiser**

07880 196211, [toni@paulsartori.org](mailto:toni@paulsartori.org)

**Tŷ Paul Sartori, Winch Lane, Hwlfordd, Sir Benfro SA61 1RP**

**Paul Sartori House, Winch Lane, Haverfordwest, Pembrokeshire, SA61 1RP**

01437 76323    01437 76575    [www.paulsartori.org](http://www.paulsartori.org)