

# CYNGOR CYMUNED **MANORDEIFI** COMMUNITY COUNCIL

Minutes of the meeting held on Tuesday 9<sup>th</sup> April 2024  
at Newchapel Reading Room

Present:	
Chair	Pamela Parsons
Councillors	Aled Lewis, Lynda Williams, Natalie Revett, Jonathan Barnett
County Cllr	
Clerk	Judith Kings
Members of the public and press	1

	<b>Public forum 7.45-8.00 pm</b> No participation
1	<b>To accept and approve apologies for absence</b> County Cllr Iwan Ward sent apologies
2	<b>To accept declarations of interest on matters arising from the agenda</b> None
3	<b>To resolve to approve the minutes of the last meeting on 12<sup>th</sup> March 2024</b> <b>RESOLVED:</b> to approve the minutes as an accurate record of the meeting
4	<b>To receive a report from the County Councillor</b> N/A
5	<b>To receive updates on matters arising from the previous minutes</b> a) <b>Drainage in Abercych</b> The county council has undertaken some initial investigations but the camera has not yet been deployed. The issue rests with the county council. b) <b>Millennium Garden</b> So far the weather has been too wet for the gardening contractor to start the work, but it will be done as soon as there is a break in the weather.
6	<b>Correspondence – none to discuss</b>
7	<b>Council matters for discussion and resolution</b> a) <b>To consider the options for insurance renewal and agree which company to use</b> Two quotes were put before the council, both for a 3-year term. (£645.95 and £554.79) <b>RESOLVED:</b> to take up insurance with Clear Insurance as it provides better value for money. Cost £554.79. <b>POWER:</b> LGA 1972 ss 111, 114, 140, 140A b) <b>To consider membership of One Voice Wales (£106)</b> <b>RESOLVED:</b> to rejoin One Voice Wales at a cost of £106 <b>POWER:</b> LGA 1972 s 143

	<p><b>c) To agree the purchase of flowers for display in the villages</b>  Following discussions regarding the difficulty of maintaining hanging baskets in Abercych, it was decided only to order baskets for Newchapel. Cllr Revett has some seedlings that can be used by the council in the flower displays. Flowers will be planted in May to avoid frosts.  <b>RESOLVED:</b> Cllr Parsons to order 2 hanging baskets for Newchapel. Cllr Lewis to purchase plants for Newchapel.  Cllrs Revett, Parsons and Barnett to purchase flowers for Abercych. All purchases to be within the set budget (total of £320) and be reimbursed upon presentation of receipts.  <b>POWER:</b> LGA s 144</p> <p><b>d) To decide on how to provide for multi-location meetings</b>  As there is no access to wifi in either of the halls, the clerk suggested conference telephone calling may be a way to comply with the law. A service is offered by Whypay.net which is free with bundled minutes (using an 03 number.) The lack of mobile signal may be an issue.  <b>RESOLVED:</b> Councillors and clerk to investigate the Whypay option further before making any decisions.</p> <p><b>e) To consider options for a new website and agree which option to pursue</b>  The options brought to community councils from the county council were to use Google Sites (free) or to pay for a website from a provider. Cllr Barnett was able to confirm that Google Sites was secure and was adequate for the needs of Manordeifi Community Council.  <b>RESOLVED:</b> to develop a website using Google Sites with support from the county council.  <b>POWER:</b> LGA 1972 s 142</p> <p><b>f) To receive a report on the local footpath project and agree any associated costs</b>  Cllr Revett has not been able to make contact with the footpath officer at Pembrokeshire County Council. The plan is to connect walks around the area and provide Manordeifi specific waymarkers on the main roadways with other waymarkers along the routes.  The member of the public in attendance was able to contribute information regarding the name of the footpath officer and the email to use. Cllr Revett will liaise with the member of the public to move the project forward.</p> <p><b>g) To review financial internal controls and adopt an Internal Controls Policy</b>  Councillors had read and commented on the Internal Controls Policy, previously circulated, and felt that the controls in place were adequate.  <b>RESOLVED:</b> to adopt the Internal Controls Policy.</p>
8	<p><b>Planning applications</b>  <b>For information:</b>  <b>23/0773/PA</b> Change of use from agricultural use to dog exercising field (Penwernddu, Boncath) Conditionally approved.  <b>Noted</b></p>

9	<p><b>Financial matters for information and approval</b></p> <p>a) Bank balance at 22<sup>nd</sup> March 2024: £7,148.42. Abercych Hall rental (£85), Newchapel rental (£105), defib running costs (£60) and clerk's salary have been paid since the date of the bank statement. Remaining balance: £6,665.82.</p> <p><b>Noted</b></p> <p>b) <b>To approve the summary receipts and payments account for 1.4.23-31.3.24</b></p> <p><b>RESOLVED:</b> to approve the summary accounts.</p> <p>c) <b>To approve the year end bank reconciliation and budget monitoring</b></p> <p>It was noted that the council had spent its precept allocation for the year, so spending this year would be monitored closely to ensure that no overspending occurs.</p> <p><b>RESOLVED:</b> to approve the bank reconciliation and budget monitoring document.</p> <p>d) <b>To note that the Annual Return form has been received and the audit process will now proceed, starting with the internal audit</b></p> <p><b>Noted</b></p>
10	<p><b>Information sharing/matters for the next meeting</b></p> <p>A reminder regarding the removal of hedge cuttings to be sent to the relevant resident by Cllr Lewis.</p> <p>The clerk to continue with efforts to find the contact details for the owner of trees that need cutting back in Newchapel.</p> <p>Clerk to check with County Cllr Ward if he has spoken to particular residents regarding the cutting back of trees that are overhanging the roadway.</p> <p>A reminder to all that another reunion for those who used to live in the area is being held on 27<sup>th</sup> July.</p> <p>Complaints have been received in Abercych about rubbish accumulating when it is put out on the wrong day or week. Cllr Williams informed the council that residents can log in to their Pembrokeshire County Council account and sign up for text reminders. If possible, a waste collection calendar could be pinned to the top of the council Facebook page.</p>
11	<p><b>Date of next meeting: Tuesday 14<sup>th</sup> May, Abercych Village Hall (Annual meeting)</b></p>

Signed (Chair):\_\_\_\_\_

Date:\_\_\_\_\_



## TREASURERS ACCOUNT

MANORDEIFI COMMUNITY COUNCIL

### Account summary

<b>Balance On 23 Feb 2024</b>	<b>£7,994.02</b>
Total Paid In	£0.00
Total Paid Out	£845.60
<b>Balance On 18 Mar 2024</b>	<b>£7,148.42</b>

### Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
<b>23 Feb 24</b>		<b>STATEMENT OPENING BALANCE</b>			<b>7,994.02</b>
28 Feb 24	SO	JUDITH ANNE KINGS		232.60 ✓	7,761.42
18 Mar 24	FPO	AUDIT WALES 500000001313489497 <i>SALARY</i>		583.00 ✓	7,178.42
		C00901ARINV/010503 607080 10 18MAR24 22:21 <i>AUDIT FEE</i>			
18 Mar 24	FPO	CYLCH MEITHRIN BWL 500000001313489747 <i>DONATION</i>		30.00 ✓	7,148.42
		MANORDEIFI CC 201841 10 18MAR24 22:22			
<b>18 Mar 24</b>		<b>STATEMENT CLOSING BALANCE</b>	<b>0.00</b>	<b>845.60</b>	<b>7,148.42</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:

SO - Standing Order

FPO - Faster Payment

PMCN0K93100000

MSZEN03NGI D3ZEN03NGI

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# CASH BOOK 1.4.23-31.3.24

Date	Cheque/ref. no.		Details	Code	Receipts	Payments	Balance	Receipts		Payments												VAT Transactions	
		Checked with bank statement						Precept	Other	Employee costs	Office supplies	Premises costs	Services	Community Services	S137	Other donations & grants	Councillor allowances	Councillor costs	VAT	HMRC repayment			
			balance b/f				£6,602.05																
12.4.23	Online P1	/	Clerk reimbursement: Defibrillator pads PHA 1936 s234**	6.2		£100.10	£6,501.95							£83.42					£16.68				
12.4.23	Online P2	/	Zurich Insurance s111*	5.3		£535.34	£5,966.61						£535.34										
12.4.23	Online P3	/	One Voice Wales membership s143*	5.5		£101.00	£5,865.61						£101.00										
28.4.23	Standing Order	/	Clerk salary s112*	1.1		£232.60	£5,633.01			£232.60													
24.4.23	Pembrokeshire CC	/	Precept	0.0	£2,168.00		£7,801.01	£2,168.00															
28.5.23	Standing Order	/	Clerk salary s112*	1.1		£232.60	£7,568.41			£232.60													
19.6.23	Online P4	/	Cllr Burley Reimbursement: gift card competition prizes s137*	7.1		£25.00	£7,543.41								£25.00								
27.6.23	Online P5	/	Paul Sartori donation s137*	7.1		£50.00	£7,493.41								£50.00								
27.6.23	Online P6	/	Trefhedyn Garden Centre s144*	6.1		£317.00	£7,176.41							£317.00									
28.6.23	Standing Order	/	Clerk salary s112*	1.1		£232.60	£6,943.81			£232.60													
5.7.23	Online P7	/	Zurich Insurance s111*	5.3		£56.00	£6,887.81						£56.00										
28.07.23	Standing Order	/	Clerk salary s112*	1.1		£232.60	£6,655.21			£232.60													
21.8.23	Pembrokeshire CC	/	Precept	0.0	£2,166.00		£8,821.21	£2,166.00															
28.8.23	Standing Order	/	Clerk salary s112*	1.1		£232.60	£8,588.61			£232.60													
1.9.23	Online P8	/	Boomerang sign & Design RTRA 1984 s72***	6.4		£180.00	£8,408.61							£150.00					£30.00				
1.9.23	Online P9	/	DM Payroll Services s111*	5.2		£60.00	£8,348.61						£60.00										
5.9.23	Online P10	/	Boomerang sign & Design RTRA 1984 s72***	6.4		£90.00	£8,258.61							£75.00					£15.00				
20.9.23	Online P11	/	One Voice Wales training s111*	4.3		£19.00	£8,239.61											£19.00					
20.9.23	Online P12	/	Clerk overtime payment s112*	1.1		£104.67	£8,134.94			£104.67													
28.9.23	Standing Order	/	Clerk salary s112*	1.1		£232.60	£7,902.34			£232.60													
1.10.23	Online P13	/	Clerk's SLCC membership s143*	1.3		£80.00	£7,822.34			£80.00													
22.10.23	Online P14	/	Green Gardens (Maintenance of Millennium Garden) OSA s10 ****	6.3		£552.00	£7,270.34							£552.00									
30.10.23	Standing Order	/	Clerk salary s112*	1.1		£232.60	£7,037.74			£232.60													
24.11.23	Online P15	/	Cllr Parsons reimbursement: Poppy appeal donation s137*	7.1		£30.00	£7,007.74								£30.00								
24.11.23	Online P15	/	Cllr Parsons reimbursement: daffodil bulbs s144*	6.1		£50.00	£6,957.74							£50.00									
24.11.23	Online P16	/	Cllr Revett reimbursement: craft & refreshment supplies s137*	7.1		£16.41	£6,941.33								£16.41								
28.11.23	Standing Order	/	Clerk's salary s112*	1.1		£232.60	£6,708.73			£232.60													
6.12.23	Online P17	/	Air Ambulance donation s137*	7.1		£100.00	£6,608.73								£100.00								
11.12.23	Pembrokeshire CC	/	Precept	0.0	£2,166.00		£8,774.73	£2,166.00															
11.12.23	Online P18	/	DM Payroll Services s111*	5.2		£60.00	£8,714.73						£60.00										
28.12.23	Standing Order	/	Clerk salary s112*	1.1		£232.60	£8,482.13			£232.60													
18.1.24	Online P19	/	Audit Wales fee 22/23 s111*	5.1		£265.00	£8,217.13						£265.00										
21.1.24	Online P20	/	Clerk reimbursement: dog poo signs LGRA s31*****	6.4		£60.94	£8,156.19							£50.78					£10.16				
29.1.24	Standing Order	/	Clerk salary s112*	1.1		£232.60	£7,923.59			£232.60													
6.2.24	HMRC	/	VAT refund	0.1	£70.43		£7,994.02													£70.43			
28.2.24	Standing Order	/	Clerk's salary s112*	1.1		£232.60	£7,761.42			£232.60													
18.3.24	Online P21	/	Audit Wales fee 21/22 s111*	5.1		£583.00	£7,178.42						£583.00										
18.3.24	Online P22	/	Cylch Meithrin Bwlchygroes donation s137*	7.1		£30.00	£7,148.42								£30.00								
26.3.24	Online P23		Abercrych Hall rental s134(4)*	3.1		£85.00	£7,063.42					£85.00											
26.3.24	Online P24		Newchapel rental s134(4)*	3.2		£105.00	£6,958.42					£105.00											
26.3.24	Online P24		Newchapel defib costs PHA 1936 s234**	6.2		£60.00	£6,898.42							£60.00									
28.3.24	Standing Order		Clerk salary s112*	1.1		£232.60	£6,665.82			£232.60													
			TOTALS		£6,570.43	£6,506.66	£6,665.82	£6,500.00		£2,975.87	£0.00	£190.00	£1,660.34	£1,338.20	£251.41	£0.00	£0.00	£19.00	£71.84	£70.43			
* Local Government Act 1972																							
**Public Health Act 1936																							
***Road Traffic Regulations Act 1984																							
****Open Spaces Act 1906																							
*****Local Government and Rating Act 1997																							