

MINUTES OF A MEETING OF EAST WILLIAMSTON COMMUNITY COUNCIL HELD ON THURSDAY 12TH MAY 2016 AT EAST WILLIAMSTON COMMUNITY HALL AT 7.00PM

PRESENT: Cllr Mrs K Talbot (Chair)
Cllr T Ensom
Cllr D McIntosh
Cllr I Prout
Cllr A Ratcliffe
Cllr G Soar
Cllr J Williams
Cllr I Wilkinson

APOLOGIES: Cllr C Hopkinson

The clerk was in attendance (Mrs J Clark)

68/16 **DECLARATIONS OF INTEREST**

None received.

69/16 **MINUTES OF THE LAST MEETING**

The minutes of the meeting held on 7th April were proposed and seconded and declared as a true record.

70/16 **MATTERS ARISING**

The following matters were raised:

- a) Minute 45/16 – The storm drain outside Link Elm has been repaired.
- b) Minute 55/16 – A letter of congratulations was sent to HM The Queen.
- c) Minute 59/16 - Re-siting of containers – Cllr Wilkinson has obtained a quote for this work which exceeded £2,000. It was proposed that we pay for some of the work on the re siting and it was agreed to move the containers onto a hard standing at an approximate cost of £1,000.

71/16 **PLANNING APPLICATIONS**

There were no planning applications to consider.

72/16 **PLAY AREAS**

Pentlepoir: The grass has been cut and the play area is looking good. The swing seats are in the process of being repaired.

East Williamston: The Annual inspection had eventually been received and circulated. There were five matters of high risk and it was agreed to remove the Trim Trail cluster and carry out the repairs marked as high risk. It was also

agreed that we could consider replacing the swing shackles every year. The grass and maintenance is of good standard.

Broadmoor: The park is looking reasonably good. No other matters to report.

73/16

CORRESPONDENCE

The following correspondence was received:

- a) Resignation of clerk and advertising of position – resignation of clerk was accepted and the position would be advertised to all clerks in the county via PCC in the first instance.
- b) PCC Statutory Notice on the establishment of a new 3-16 Welsh medium school in Haverfordwest – this has been turned down by PCC members.
- c) Hywel Dda UHB – Transforming Mental Health Services – noted.
- d) One Voice Wales – Motions for 2016 AGM – noted and no action.
- e) Pembrokeshire Ramblers – contact from Chair George Allingham – noted.
- f) Shelter Cymru – Information on Cyngor 50+ Advice Project – noted.

74/16

QUOTE FOR INSURANCE RENEWAL

A renewal quote of £2,404.77 had been received from Zurich Municipal which is the same amount as the previous year as part of a long term agreement. The cover provided under all headings was reviewed and it was agreed that the cover was adequate.

RESOLVED: **That the renewal quote be accepted and that the level of cover provided is adequate.**

75/16

CONSULTATION OF AUDITOR GENERAL ON NEW AUDIT APPROACH

Correspondence had been received from the Auditor General requesting comments on his changes to his audit approach. It was agreed not to comment on this matter.

RESOLVED: **That no comment be made on this consultation.**

76/16

TENDER DOCUMENT FOR HANDYMAN CONTRACT

A draft tender document had been circulated and slight amendments agreed. The amended contract would be forwarded to the clerk for distribution to interested parties.

RESOLVED: **That the amended contract be forwarded to the clerk for distribution to interested parties.**

77/16 **COMMUNITY NEWSLETTER**

It was agreed that this matter be discussed at the next meeting.

RESOLVED: **That this matter be discussed at the next meeting.**

78/16 **RISK ASSESSMENT FOR 2015-2016**

The risk assessment document had been circulated showing the areas of risk, how those risks are managed and the actions required. All matters were considered and following a review of the insurance cover in place, it was agreed that all risks were being managed effectively.

RESOLVED: **That the risk assessment for 2015-2016 be approved and agreed.**

79/16 **INTERNAL AND EXTERNAL AUDIT ARRANGMENTS FOR 2015-2016 ACCOUNTS**

The clerk advised that Mr B Scourfield would be carrying out the internal audit shortly and that he had advised of the matters he would be including in the audit. His costs would be £15.00 per hour.

The external audit will be carried out by Grant Thornton and all necessary documentation had been received. The annual return was required to be approved by council by 30th June and this council's audit date was 11th July 2016 by which date all required information should be received by Grant Thornton. The estimated fees for the external audit were given for this Council with income or expenditure between £5,001 - £100,000 should be between £160 and £320.

RESOLVED: **That the information on the internal and external audits be agreed and accepted.**

80/16 **BANK BALANCES AS OF 30TH APRIL 2016**

The bank balances were given as follows:

Current Acct	£17,276.83
Deposit Acct	£6,083.73
Parks Accts	£13,041.35

A bank account reconciliation summary was also circulated.

81/16 **ACCOUNTS FOR PAYMENT**

The following accounts were approved for payment:

24/16

a) Mrs J Clark – Salary April (inc 1% pay award)	£191.09
b) PAYE for April	£47.60
c) A1 Servicing – service on Kubota tractor	£313.19
d) Mrs J Clark – expenses (postage, stationery etc)	£15.00

82/16

REPORT OF CTY CLLR JACOB WILLIAMS

The county council’s audit committee, of which Cllr Williams is a member, was recently updated by senior Dyfed-Powys police officers with an update on the on-going investigations into allegations of fraud in publicly-funded Pembroke Dock building restoration grants administered by the authority. The police have had the case for two years and said that a file was expected to be passed to the Crown Prosecution Service ‘soon,’ but could give no clearer indication when Cllr Williams asked for a more specific timeframe.

On the morning that it was due to be debated by full council, the leader of the county council, Cllr Jamie Adams, withdrew the controversial motion he tabled that Pembrokeshire residents should be ‘urged’ by the council to vote to remain in the EU in June’s referendum. Cllr Adams also withdrew his proposal that the Welsh Government should be lobbied to conduct badger culls.

RESOLVED: That Cty Cllr Williams be thanked for his report.

83/16

ITEMS OF BUSINESS SUBMITTED BY COUNCILLORS

The following matters were raised:

- a) Cllr Wilkinson advised that the Kubota tractor had been serviced and he requested permission to continue with the servicing of all the other items of equipment as they had not been serviced for some time. It was agreed to carry on with this and that a record be kept of items and when they were serviced.
- b) Cllr Talbot reported that the ditch by Sycamore Cottage is always missed when PCC are clearing the ditches in the area. Agreed that this be reported to them.

84/16

DATE OF NEXT MEETING

The next meeting will be held on Thursday 2nd June 2016 and it was agreed that a meeting should be held during August.

The meeting closed at 9.15pm.

Signed.....Chair.....Date

Signed.....Clerk