

**St Florence Community Council
Minutes of Meeting held
01 October 2013
St Florence Village Hall
7.30pm**

Present:

Cllr. A Eardley (chair); Cllr B Buckmaster; Cllr D Evans; Cllr S Phillips.

Apologies:

Cllr S Hughes; Cllr K Treherne

13/10/20 Public Participation

Mr. C Evans; Mr D. Hughes; Mr R. Hughes; Mr F Mountney; Mr T. Roberts; Mrs. M. Miller

Mr Mountney commented on his email re public toilets, a copy of which was tabled to Councillors present.

Cllr Eardley answered that all of his points would be taken into consideration and that no decision had been agreed with regards to the facility moving to the Village Hall and that this would only go ahead if viable. This facility will also be discussed later in the meeting.

The Clerk will forward Mr Mountney the cost breakdown of St Florence public toilet provision that had been received from Pembrokeshire County Council.

Mr R. Hughes commented on the recent Wales Audit Office report and the position of St. Florence Community Council and if the village would be made aware of the findings. Cllrs. Buckmaster answered that in his opinion it should be investigated further. Cllr Eardley added that the Council could only move forward and conform to agreed recommendations.

13/10/21 Minutes of Previous Meeting

It was resolved that the minutes of the previous meeting held 03 September were agreed as accurate and signed by the Chairman. **Proposed Cllr Buckmaster; Seconded Cllr Evans.**

13/10/22 Declarations of Interest.

None recorded

13/10/23 Matters Arising

A Councillor Vacancies

No responses have been received. The 2 seats will remain open until potential candidates are sought.

B Caretaker Vacancy

No applications received. Cllr Buckmaster, who has kindly been carrying out this position on a voluntary basis, commented that some weeks, especially during the summer, could involve more hours than advertised and that the person who took on the role should also be physically fit due to the amount of lifting involved. **It was therefore agreed that the post be increased to 5 hours per week at a rate of £7.50 per hour and that an advert be placed in the Tenby Observer covering**

both Councillor and Caretaker Vacancies. Proposed Cllr Buckmaster; Seconded Cllr Phillips.

C Communication Strategy.

Following a discussion between councillors it was agreed that:

- All financial records would be available to the community upon request.
- A summarised bank reconciliation would be placed on the village notice board together with the previous months minutes.
- A list of Current Councillors and their contact information would also be displayed on the notice boards.

It was also suggested that perhaps the Village Hall be used as a Community Hub one morning per week offering broadband/internet cafe to the village. The Clerk added that she would be willing to do this and that a Wednesday morning would be her preferred choice. **To be discussed further once Broadband Connection has been established.**

D Adopted Procedures

These are in place and will be summarised accordingly by the Chairperson and the Clerk and duly circulated to Councillors.

E BDO Returns – Pre 2012

Although the Council is moving towards Governance and Accountability it does need to demonstrate that steps are in place to minimise future failings. An internal investigation will be considered and a proper process of Investigation/Enquiry be followed. Because of the Wales Audit Office Report this will take high priority. This, and other outstanding points received from the BDO will be an Agenda item for the next meeting. **To be discussed at next meeting.**

F Grass & Maintenance Tender

Cllr Phillips will be happy to photograph and map each area of the village that is to be covered in this tender (for clarification purposes). This will be circulated for agreement before the next meeting. **Agenda Item for November**

It was reported that the footpath between The Parsonage and Parsons Green was very uneven. **The Clerk will contact County Councillor Kidney with respect to this.**

G Village Hall Works

Cllr Buckmaster and the Clerk will work on a tender covering all outstanding works ready for next meeting.

It was agreed that the ceiling damage in the Boardroom be looked at immediately by a roofing contractor and Cllr. Buckmaster will arrange same. **Proposed Cllr Eardley; Seconded Cllr. Buckmaster.**

Cllr Phillips has liased with the Booking Clerk with regards to a suitable cooker for the kitchen. A budget of £1000 has been agreed for same. Cllr Phillips will forward all cooker information to The Clerk who will contact the Central Purchasing Officer at Pembrokeshire County Council to see if we can order through them.

H Cleaning of Village Memorial

Following an inspection of the Memorial, it was unclear as to whether this would need re-pointing.

The Clerk will contact a local stone mason and ask for their opinion. The British Legion will also be contacted to see if they can offer any assistance. Due to the urgency of this works to be carried out in time for Remembrance Sunday **Councillors will reconvene in two weeks time and a meeting take place on Tuesday 15 October to discuss.**

I Sale and replacement of Chairs

A local company has expressed an interest on purchasing 10 non-stackable chairs that are currently located in the Village Hall. They will be happy to pay £100 for same. It was decided to find out how much it would cost to replace these chairs with a stackable comparison before any decision was made.

J BT Broadband

It was agreed that Broadband be installed at the Village Hall with BT with 10gb download. No handset will be made available for general use. The Clerk will contact BT and arrange installation. **Proposed Cllr Buckmaster; Seconded Cllr Phillips. All in Favour.**

K Toilet Provision

Cllr Eardley has met with the Surveyor. He has looked at the proposed area at the Village Hall. He will report back after his recommendations have gone to Full Council. Cllr Eardley reiterated that all information and concerns will be taken into consideration before a decision is made by the Community Council.

It was asked if the annual insurance premium would be affected if the proposed toilets went ahead. The Clerk will investigate.

L Website

It has been agreed with the Village Association that the domain name be transferred to the Community Council and that they will take over the running and updating of the website. The timescale for completion is not known at present. Cllr Eardley will follow up.

13/10/24 Finance

A bank reconciliation is to be completed each month by the Clerk and displayed on the notice boards after approval at each monthly meeting. This is a routine procedure that is outlined in the Practitioners Guide. As not all Councillors were familiar with this guide, the Clerk will disseminate by email/hard copy.

The Clerk is still corresponding with the BDO in relation to the 2012 return and the outstanding queries.

It was agreed to pay the following invoices:

Village Hall Account:

£278.57	100177	St Florence Cricket Club – September field cut
£20.00	100178	A Brace – Window Cleaning
£71.64	100179	Initial – Annual Fire Extinguisher Inspection

Community Council Account:

£144.00	101344	Chris Viggars – Village Maintenance September
£314.00	101345	Carol Clemson, Clerk, September Salary

13/10/25 Planning

13/0470/PA Erection of dwelling, demolish existing garage and erection of annex. Land west of Ivy Tower Farm, St Florence. Due to lack of detailed information, this will be discussed in two weeks time at the meeting arranged for 15th October.

The Clerk was asked to contact the County Council Planning team and investigate further the removal of a hedge between Longstone and the new housing development.

13/10/26 County Councillors Report

As County Cllr Kidney was absent from the meeting, no report was given.

13/10/27 Correspondence Received

St Florence Luncheon Club. A letter has been received informing the Council that they will no longer be holding the luncheon club within the Village Hall. They thanked for its use over the years and have kindly donated their crockery to be used at village hall functions.

Pembrokeshire County Council – Feedback for Ironman event. The overall agreement was that this year's event ran a lot better than previous years with little disruption with regard to road closures. It has now become a welcomed event which is well managed and raises the profile of the area.

Before the meeting closed, the Clerk was asked to contact the Insurers and ask whether the Duck Race is covered (This event does not take place within Village Hall grounds)

She was also reminded to add 'Available in Welsh upon request' on all relevant correspondence.

13/10/28 Date of Next Meeting

This will take place on Tuesday 12 November 2013. St. Florence Village Hall. 7.30pm

Meeting closed: 9.41pm