

MINUTES OF A MEETING OF EAST WILLIAMSTON COMMUNITY COUNCIL HELD AT EAST WILLIAMSTON COMMUNITY HALL ON THURSDAY 7TH MARCH 2018 AT 7.00PM

PRESENT: Cllr T Ensom (Chair)
Cllr C Hopkinson
Cllr R Morgan
Cllr R Day
Cllr A Ratcliffe
Cllr G Soar
Cllr J Williams

APOLOGIES: Cllr P Shread

26/18 **DECLARATIONS OF INTEREST**

None received.

27/18 **MINUTES OF THE LAST MEETING**

The minutes of the meeting held on 1st February 2018 were proposed and seconded. They were agreed as a true record.

28/18 **MATTERS ARISING**

The following points were raised:

- a) Minute 17/18: PCC have not yet repaired the pothole on Templebar Road near Bush Pond on Cold Inn end – remind PCC again.
- b) Minute 20/18 Colin has not yet fixed the gate due to the snow and very cold weather.
- c) Minute 24/18: Members were advised that it is possible to place an order for Superfast BroadBand now but no action will be taken for at least 6 weeks.
- d) A response had been received from PCC regarding the road near Pinewood at Broadmoor. They are investigating and will add it to the list of works pending. The letter has been forwarded to Mrs DeGraaf.

29/18 **PLANNING APPLICATIONS**

None received.

30/18 **FINANCIAL MATTERS**

The following financial information was circulated:

- a) The Bank Account Reconciliations Summary showing a balance of £24,037.91 in the Current Acct, £3,088.43 in the Deposit Acct and £16,054.46 in the Park account.
- b) The Financial Statement – Cashbook showing income of £26,796.05 (gross) and expenditure of £20,911.39 (gross).

c) The Financial Budget Comparison showing the Budget set, the actual income and expenditure figures and the balance remaining under each heading.

RESOLVED: That the above financial information be accepted.

31/18 ACCOUNTS FOR PAYMENT

The following accounts were approved for payment:

a) Mrs J Clark – February salary	£194.86
b) PAYE for February	£48.60
c) Mrs J Clark - postages	£11.27
d) Cargostore – 1 used steel container to replace damaged one.	£2,388.00
e) Pentlepoir Garage - Locks for containers and gates plus helmet	£45.00

32/18 RISK ASSESSMENT FOR 2017/18

The risk assessment document had been circulated with the agendas indicating each risk identified, what level of risk it presented, the management of the risk and the recommended actions.

The risk assessment was checked item by item and it was agreed that all elements of risk had been identified and managed appropriately. It was agreed to add on Election costs as a low risk item.

RESOLVED: That the risk assessment for 2017-18 be accepted and agreed with the addition of Election costs as a low risk.

33/18 APPOINTMENT OF INTERNAL AUDITOR

The following documents had been circulated to all councillors:

- a) CV for Mr B Scourfield
- b) Letter of Engagement from Mr B Scourfield.
- c) The scope of the internal audit to be carried out.

It was agreed that Mr Bernie Scourfield is adequately qualified and was appointed as the internal auditor for the 2017-18 accounts.

RESOLVED: That Mr B Scourfield be appointed as Internal Auditor.

34/18 REVIEW OF INTERNAL AUDIT 2018

The Clerk advised Members of the requirements of an internal audit review from The Practitioners' Guide which included all matters that required checking and reviewing to ensure that the systems of financial and control are effective. These matters included the scope of the internal audit, the independence and capability of the internal auditor, the clarity of the

relationship between the council, the clerk and the internal auditor and the effectiveness of the audit plan and reporting procedures. After considering all these aspects of internal control, it was agreed that all procedures and risk assessments were in place and that the internal auditor is competent and has no involvement or relationship with the council other than as internal auditor.

RESOLVED: That the internal audit review be accepted.

35/18

MAINTENANCE TENDERS

Two tender documents had been received from Adam Lewis and Richard Mason for £3,090.00 and £3,975.00 respectively. It was agreed to appoint Adam Lewis for a period of two years provided that he could provide a similar quote for year 2.

RESOLVED: That the maintenance contract be awarded to Adam Lewis for a period of two years provided that he provides a similar quote for year 2.

36/18

PLAYPARKS

The clerk advised that she had received the Annual Play Park Inspection Reports from the County Council which had been circulated to all councillors.

East Williamston – There were three high risk matters and several medium risk matters. It was agreed that the clerk would arrange a meeting with Adam Lewis to inspect all play areas with a view to dealing with the high risk and medium risk items.

Pentlepoir – There was only one high risk item and a few medium risk items.

Broadmoor – There were relatively few high risk items.

It was agreed that two councillors would assist with the playpark inspections and the clerk would arrange a suitable day with the contractor.

37/18

RENEWAL OF SUBSCRIPTION TO ONE VOICE WALES

An invitation had been received from One Voice Wales to renew the subscription at a cost of £281.00.

RESOLVED: That the subscription to One Voice Wales be renewed at a cost of £281.00.

38/18

CORRESPONDENCE

The following correspondence had been received:

a) PCC – Policy for Operation of Dog Services.

- b) PCC – response regarding Footway extension B4586 at Pinewood, Broadmoor.
- c) Older People’s Commissioner – Ageing Well in Wales – noted.
- d) Boundary Commission for Wales – Guidance on Review of Communities – noted.
- e) Police & Crime Commissioner – public meeting in Aberystwyth – noted.
- f) National Grid – work to start on line steelwork replacement – noted.
- g) Welsh Govt – End of local govt fees for child burials – noted.
- h) Paul Sartori at Home – request for donation – donation of £50.00 given.
- i) PCC – Regulation of Horse Drawn Omnibuses – noted.
- j) HDUHB – Transforming Mental Health Services – noted.
- k) OVW – Information on new Data Protection Regulation– put on April agenda.
- l) Is Pembs ready to go plastic-free event at Saundersfoot – noted.
- m) Wales Audit Office – Survey of Town & community Councils – no action.
- n) Pembs Federation of Young Farmers – request for donation – no action.
- o) Welsh Govt – Consultation on Edition 10 of Planning Policy Wales – no action.
- p) Keep Wales Tidy – working in partnership with Town & Community Councils – noted.
- q) Kidney Wales – Walk for Life 2018 information pack – no action.

39/18 **REPORT OF COUNTY COUNCILLOR JABOB WILLIAMS’ REPORT**

Cllr Williams had nothing of significance to report.

40/18 **ITEMS FROM COUNCILLORS**

The following matters were raised:

- a) A slippage had occurred on the bank at Clayford Road and it had been necessary to call the PCC emergency number. This has now been cleared.
- b) Cllr Rob Day advised that he has applied for funding from TESCO for repairs to and new play equipment at Pentlepoir. Members were requested to ask for tokens in the local Tesco and put them in the box for Pentlepoir play area.
- c) Cllr Soar advised that he had attended the latest PACT meeting but there was nothing significant to report.

41/18 **DATE OF NEXT MEETING**

The next meeting will be held on Thursday 5th April 2018 at 7.00pm.

The meeting closed at 9.15pm.

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

Signed.....Clerk