**Cyngor Cymuned Spittal/Spittal Community Council**

**Clerk & Treasurer**

Christine Williams

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**Minutes of the meeting of the Community Council held on Tuesday 9th October 2018**

**Minutes No 350**

1. **Present:**

Councillors: D Rees, R Elston, W Oriel,

Clerk & Treasurer: C Williams

County Councillor: D Howlett

1. **Apologies:**

Apologies were received from : E Whitby, A Jones and D Williams.

The Clerk thanked the meeting for agreeing to change the date from 2nd October.

1. **Minutes:**

* The minutes (349) of the meeting held on 4th September 2018 were read, approved and signed as a true record by D Rees (Chairperson).

1. **Matters Arising:**

* Old Police House – The Clerk gave an update since the last meeting. A meeting with Mr Jim Dunckley (PCC) and Mr Peter Howe (PCC) would take place on Friday 19th October at 10.00am in County Hall to progress the grant application process. The owner of The Old Police House had been informed. The Clerk asked the meeting to consider their preferred solution to the problem – a hard-core or heavy-duty plastic/rubber alternative surface – there was a big difference in the cost and advice to be sought about suitability. This would be on the agenda of the next meeting – if decisions were needed before the next meeting the Clerk would make the necessary arrangements.
* Charter between PCC and Town & Community Councils – the charter had been circulated prior to the meeting. After some discussion it was agreed to support the Charter. Clerk to inform PCC.

1. **Correspondence**

**Emails** –

* PCC Waste Strategy Officer – Jill Jack – changes had been outlined in PCC’s approach to tackling littering, dog fouling and other anti-social behaviour. The accompanying ‘Question and Answer’ document downloaded from the website was informative and answered all questions asked at the meeting. However, it was not clear how small villages might access this service. Clerk to make enquiries.
* Police & Crime Commissioner – Newsletter – circulated prior to the meeting for information.
* PCC Toilet Strategy needs Assessment – survey -circulated prior to the meeting for information.
* Paul Davies AM – Newsletter – circulated prior to the meeting.
* Play Wales – Newsletter – website launched – circulated prior to the meeting.

**Hardcopy** –

* Royal Mail – poster received raising awareness of scam mail. It was agreed to put the poster in the noticeboard. Clerk to arrange.
* Western Power Distribution – Christmas lighting requests. Clerk to complete the paperwork and return.

1. **Finance**

* Income & Expenditure Account – update was presented and discussed.
* Budget 2018-19 – was reviewed in light of the notification of External Audit costs which were below the budgeted amount.
* NS&I – at a previous meeting it had been agreed to transfer £250 into the investment account to cover any future election costs which could run into thousands of pounds. The reserves currently held would not be sufficient and transferring £250 in the first instance would increase the ability of Spittal Community Council to pay. It was agreed that this sum should be paid immediately.
* External Audit – The report from Grant Thornton was circulated for the meeting and the Clerk highlighted the fact that a qualified audit report had been issued. The details of the matters leading to the qualification were discussed as follows –

1. The Inspection period – notice must be displayed for 14 consecutive days before the start of the inspection period and allow 20 working days for inspection. The Clerk apologised if this was the case but assured the meeting that it had been displayed on 25th April 2018 and was available throughout May, June, July and August. The Clerk assured the meeting that any request to inspect the accounts would be honoured at any time. The Council agreed to ensure that the inspection period be properly advertised in future years.
2. Timing of the Internal Audit – The Community Council maintains an adequate and effective system of internal audit by discussing the Budget and Income & Expenditure Accounts on a regular basis throughout the year not only at the end of the financial year and were confident that no irregularities occurred. However, the Clerk would ensure that the Internal Audit was completed well in advance of the Community Council consideration of the final accounts and acknowledged that this had not been the case this year.
3. Internal Auditor’s Report – Box 7 was ticked as N/A and should have been ‘Yes’. This has been acknowledged.
4. High Level of Reserves – This was discussed at the meeting. During 2018 PCC informed all Town & Community Councils of their decision to charge any future election costs to these bodies. Spittal Community Council decided that their reserves would not cover these costs and they stated their intention to further increase their reserves by £250 to allow them to pay PCC should the need arise (see minutes above). Spittal Community Council consider that the level of general reserves held was necessary for their current commitments and that they might have to increase them in future years if PCC devolved more financial responsibility and were therefore justified in holding this level of reserve.

The Clerk reminded the meeting that reserves held in the budget statement were to cover the costs of legal advice – invoice requested twice and still not received. Clerk to follow up.

1. **Planning**

* Nothing received to date.

1. **Appeals**

* Pembrokeshire Patch – Christmas Toy Appeal. It was agreed to send £25. Clerk to arrange.

1. **Any Other Business**

* Community Facebook Page – after discussion it was agreed to keep in touch with the suggestion but not to have active involvement beyond what was already available through PCC webpages and contact information currently available.
* Street lights not working were discussed and details given. Mrs W Oriel to report.
* Overhanging hedges – outside various properties in Middle Town. Clerk to report.
* Dog Fouling – particularly bad at the moment. Clerk to report via new initiative previously discussed.
* Subsidence at Scolton Crossroads – Cllr Howlett to report.
* Wesley Way – overhanging tree – Cllr Howlett to report.
* Wesley Way public pathways – needs trimming – Cllr Howlett to report.
* Tree root protruding into the road between Longhedge and Penrhiw – Cllr Howlett to report.
* It was agreed to send card/flowers to Mrs Whitby.

1. **Date of next meeting**

Tuesday 6th November 2018 – 7.45pm

Signed……………………………………………………………………………………………………………………………

Date………………………………………………………………………………………………………………………………