**AMBLESTON COMMUNITY COUNCIL**

A meeting of Ambleston Community Council was held on Monday 29th April 2019 at the Memorial Hall, Woodstock. Meeting commenced at 8.00 pm

Present were: - Messrs. Bryn Vaughan, Kevin Morris, Julian Harries, David Ambrey, Cllr David Howlett & Mrs. Eirian Forrest (Clerk)

**1. Apologies:** - Mrs. Anne James

**2. Minutes of the Last Meeting (25.03.19)**

Copies of the minutes of the last meeting had been distributed to members and it was agreed that they were a true record and signed.

**3. Matters arising from the Minutes**

1. Speed watch – Cllr Howlett has spoken to Naomi Hicks who has confirmed that DBS checks need to be carried out every year. Margaret and Francis wish to continue this year, and Kevin knows two people who also wish to join. The DBS will take some time to come back.
2. Defibrillator – Bryn hasn’t been in touch with Mr. Chilvers and will leave it to the new Chair to arrange. David knows an electrician and will contact him to get a quote. Bryn and Kevin have passed the site and it seems that access to the kiosk has improved.
3. Dwr Cymru Welsh Water –Works have not commenced.
4. Potholes near Slouthy not repaired.

**4. Highway Matters**

1. Pot hole near Long Hook Entrance between Cwarre Duon and Henne Lodge
2. Streetlight in Wallis on bend by Upper Pencastell which PCC has removed the casing, some residents would like it repaired.

The clerk will report these matters.

**5. Planning**

Nothing to report

**6. General Allowance payment**

One member opted to claim the £150.00 allowance; payment was made which the clerk will post. This payment is taxable, and the HMRC has advised that if the member is self-employed that they are to arrange to pay the tax on this payment via their self-assessment.

**7. Financial Standing Orders**

It was proposed by Julian Harries, seconded by Kevin Morris and agreed to adopt this document.

**8. Model Standing Orders**

It was proposed by Julian Harries, seconded by Kevin Morris and agreed to adopt this document.

**9. Casual Vacancy**

The Clerk has drafted a flyer, which was agreed however, the criteria required to become a Community Councilor would need to be added. Cllr Howlett agreed to send the clerk the list of addresses and it was agreed to hand deliver the 170 leaflets which would be split amongst everyone.

**10. Hire of Hall – Up to 31st March 2019**

It was proposed by Julian Harries, seconded by Kevin Morris and agreed to make the payment of £30.00.

**11. Annual Accounts 2018/2019 & Annual Audit**

1. The end of the year accounts were read out – Receipts including last year’s brought forward balance – £3447.52, payments total £1485.73. Community Account balance – £1979.79. One cheque hadn’t been presented – £48.00 which was issued end of March 19. The annual accounts and bank statements were signed.
2. David Weatherburn has kindly agreed to act as Internal Auditor this year. As part of the Audit, a letter setting out the Terms of Engagement with a Work Programme has been prepared following good practice which will be sent to David to sign and return. This was noted.

**12. Budget**

1. A comparison of actual spend to projected spend for last year’s budget was prepared.
2. The budget for the period 01 April 2019 – 30th November 2019 was agreed and signed. The budget will be redone in November for precept 2020 consideration. The Clerk noted that the November budget will include 50% of the election recharge cost.

**13. Risk Assessment**

Invoices are checked before payment is made. Only two of the three selected members sign every cheque with all payments agreed and signed at Council Meetings with each cheque stub is initialled by the two signatories. The Clerk is not authorized to sign cheques but holds the cheque books. No petty cash is held. The financial documentation will be internally audited at the end of each financial year, and externally audited by Wales Audit Office. The Internal Auditor is completely independent of the Community Council. The annual accounts will be made available to members of the public during a specific period as published on the Notice Boards and Council website.

**14. Asset Register**

The Clerk went through the asset register and it was agreed that no amendments were needed.

**15. Financial donations**

There were four requests for financial support and it was proposed by Kevin Morris and seconded by Julian Harries and agreed.

1. WALES AIR AMBULANCE CHARITY – £30.00
2. PAUL SARTORI – £30.00
3. CRUSE BEREAVEMENT CARE – £30.00
4. PEMBROKESHIRE FEDERATION OF YOUNG FARMERS – No donation

**16. Correspondence**

1. PCC – Precept payment received April 2019 – £534.00
2. Query from Jim Dunkley, Common Land Officer at PCC regarding land adjacent to Rock House, Wallis – It is alleged that this land is owned by the community council. It was agreed to ask Jim to carry out a Land Registry check on this land. It was noted that PCC sprayed this area last year.

**17. Any Other Matters**

1. Cllr Howlett has been asked to pass on by Marc Owen, Streetcare Manager at PCC that there will a tour of Pembrokeshire cycle race on 18th May 2019 which will run through the community council area.
2. Dai after reading St Davids free tree scheme in the Western Telegraph is keen to do the same on the common in Wallis. It was agreed that checks would be needed if there would be any issues regarding the planting trees on the common. It was agreed that the clerk should make enquiries with the Woodland Trust and with Jim Dunkley, PCC.

There being no further matters the Chair declared the meeting closed at 8.55 pm

Date of the Annual General Meeting and the next Meeting was agreed – Monday 3rd June 2019 at 8.00 pm