

# PENALLY COMMUNITY COUNCIL CYNGOR CYMUNED PENALUN

## MINUTES

Minutes of the Annual Meeting of the Penally Community Council held on WEDNESDAY 11<sup>th</sup> May 2022 at 6.00 pm.

This meeting of Penally Community Council was open to members of the public via a live Zoom link

Present in the Hall: Cllrs S Snow (Chair), M Neal (Vice Chair), J D'Arcy, J Williams-James and The Clerk

Present on Zoom - Cllrs E Hooper and J Rilstone

Meeting started at 18.02.

Members of the public are welcome at meetings, via Zoom or in person, to ask questions or make representation relating to items listed on the agenda only.

All Penally Community Council meetings are regulated by its Standing Orders.

### Annual Meeting Agenda

2022/05 1 To receive Declarations of Office from all Members – The Clerk confirmed that all Councillors present, in person or on Zoom, had signed their Declarations of Office prior to the meeting.

2022/05 2 To Elect the Chair for 2022/2023

Cllr Rilstone nominated Cllr Snow to Office of Chair to Penally Community Council; Cllr Neal seconded the nomination. No further nominations were received. Cllr Snow accepted the Office as Chair to Penally Community Council.

2022/05 3 To receive The Chair's Declaration of Acceptance of Office

Cllr Snow made her Declaration of Office as Chair to Penally Community Council.

2022/05 4 To Elect the Vice Chair for 2022/2023

Cllr Williams-James nominated Cllr Neal to Office of Vice Chair to Penally Community Council; Cllr Snow seconded the nomination. No further nominations were received. Cllr Neal accepted the Office of Vice Chair to Penally Community Council.

2022/05 5 2022/2023 Chair's Address to the Council

Cllr Snow thanked the Council for nominating her as Chair to Penally Community Council for a second year.

2022/05 6 To receive any Apologies for Absence- None

2022/05 7 To receive any personal and prejudicial Declaration of Interests - None

2022/05 8 To review the Council's representation on Working Parties and outside bodies

- a) Personnel Working Group – Cllrs Snow, Neal, Williams-James and D'Arcy
- b) Finance Working Group – Cllrs Snow, D'Arcy and Hooper
- c) Grounds Working Party – Cllrs Snow, Williams-James and Rilstone
- d) Events Working Group – TBC following Co-option
- e) One Voice Wales – Cllr Neal
- f) Penally Village Hall – Cllr D'Arcy

2022/05 9 To confirm Remuneration payments made to Councillors for 2021/2022

Payments made: Cllrs Snow and Williams-James £150 Cllr Mackie (Apportioned) £62.80

2022/05 10 To Receive any Updates Regarding the Audit Process – For continuation of service Penally Community Council will continue to use Messrs Ashmole and Co. Chartered Accountants to carry out its internal Audits.

The Clerk confirmed that all the relevant paperwork had been prepared and would be dropped off at the Accountants on Friday.

2022/05 11 To set the time and dates of the General Meetings of Penally Community Council (June 2022 to May 2023)

8<sup>th</sup> June 2022, 13<sup>th</sup> July 2022, 14<sup>th</sup> September 2022, 12<sup>th</sup> October 2022, 9<sup>th</sup> November 2022, 14<sup>th</sup> December 2022, 11<sup>th</sup> January 2023, 8<sup>th</sup> February 2023, 8<sup>th</sup> March 2023, 12<sup>th</sup> April 2023 and 10<sup>th</sup> May 2023

Planning Applications to be considered via Email during August 2022 if required.

Cllr Snow proposed that the Meetings of Penally Community Council continue to start at 6pm; Cllr Williams-James seconded the proposal with all Cllrs in full agreement.

### General Meeting Agenda

2022/05 12 To Receive the Minutes of the Meeting Held on the 14<sup>th</sup> April 2022

Cllr Snow proposed that the Minutes of the meeting of Penally Community Council held on 14<sup>th</sup> April 2022, as presented to the Council, be signed as a true record of the meeting; Cllr Rilstone seconded the proposal with all Cllrs in full agreement.

2022/05 13 Matters Arising from the Minutes – Information Only

2022/04 151 The Clerk confirmed that the acceptance letter regarding the 'chat bench' has been signed and the bench awaited.

2022/04 154 Penally Court Farm Caravan Site have kindly pledged £150 towards prizes for the Platinum Picnic on the beach and sandcastle competition.

2022/05 14 Account(s) for Payment and Bank Reconciliation – See finance report

#### Cash Flow for April 2022

Balance	£	15,669.78	B/F
Payments made	£	1,154.35	
Income received	£	5,878.26	
	£	<u>20,393.69</u>	C/F

Cllr D'Arcy proposed that the finances, as depicted within the report, show a true record of Penally Community Council's finances; Cllr Rilstone seconded the proposal with all Cllrs in full agreement.

To be presented for payment:

1025	Smart Gardens (April)	£	350.00
1026	Tindle News Clerks Advert – 2 Weeks	£	120.00
1027	Amazon Stationary	£	42.78
1028	Salary (April)	£	247.83
1029	Penally Village Hall – Donation towards broadband costs	£	<u>360.00</u>
			<u>£1,120.61</u>

Cllr Neal proposed that the above invoices be paid in full; Cllr Hooper seconded the proposal with all Cllrs in full agreement.

2022/05 15 Planning Application(s) Received

22/0055/PA

Headlands, Penally

Rear Sun Lounge Extension

Following consideration of all the information provided by the Planning Authority, it was resolved that Penally Community Council support this planning application.

2022/05 16      Licensing Application(s) Received – None

2022/05 17      Consideration of correspondence received

- Notice of Planning Application decision 21/1189/PA Green Top, Penally – Refused
- Notice of all trainings being offered by One Voice Wales to all Councillors and employees.

2022/05 18      Introduction and report from Phil Kidney – Newly Elected County Councillor for Manorbier and Penally Ward

County Councillor Phil Kidney tendered his apologies as he was unable to attend the meeting due to a prior commitment.

2022/05 19      To continue with the appointment of a new Clerk and Responsible Finance Officer

- To use the Society of Local Council Clerks Model Contract of Employment
- To use the National Association of Local Clerks' pay scale structure commencing at pay point 18 (Pro Rata)
- Contracted hours - 5 hours a week
- £18 per month working from home allowance

Cllr Hooper proposed that the above points be adopted and that, following the interviews, the personnel working party appoint the most appropriate applicant on a six months' probation period from the 23<sup>rd</sup> May 2022; Cllr Rilstone seconded the proposal with all Cllrs in full agreement.

2022/05 20      To consider the purchase of a lap top computer and equipment to enable multi-locational meetings to continue.

Equipment potentially required:

- |                      |      |
|----------------------|------|
| • Laptop Computer    | £550 |
| • Microsoft Software | £ 60 |
| • Printer            | £150 |
| • Speaker            | £ 40 |
| • Microphone         | £100 |

Cllrs Hooper and Rilstone left the meeting

Cllr Neal proposed that the Personnel Working Group, along with the Clerk, purchase the above equipment to enable the new Clerk to fulfil the role; Cllr Snow seconded the proposal with all Cllrs in full agreement.

2022/05 21      To continue with the Co-Option process (3 seats available)

Cllr Snow proposed that Penally Community Council continue the co-option process to fill the three remaining seats for Community Councillors with the closing date for applications being 06.06.2022

Consideration to be given at the June 2022 meeting regarding a youth representative to work with Penally Community Council.

Meeting closed 19.43