

CYNGOR CYMUNED MANORDEIFI COMMUNITY COUNCIL

Minutes of the meeting held on Tuesday 9th January 2024
at Abercych Village Hall

Present: Cllrs Pamela Parsons (Chair), Lynda Williams, Aled Lewis, Natalie Revett
County Councillor Iwan Ward
Judith Kings (Clerk)

Members of the public: 4

Open session for members of the public to raise any matters of relevance to the Community 7.45 – 8.00pm.

All four members of the public spoke on the drainage and flooding issues in Abercych, which have been occurring for several years. Some drains are permanently blocked and others are not in the correct place to catch the water. Although drains are cleared periodically by the council, previous information provided to a resident (two years ago) indicates there is a silted or broken pipe that needs attention. The residents feel strongly that a new drainage system is required to prevent further flooding. One of the four residents has raised a formal complaint, which has been acknowledged by Pembrokeshire County Council as at stage 1 of their Complaints Procedure.

A resident also asked that one of the proposed dog poo signs be placed by the ford in Abercych.

1. To accept and approve apologies for absence

Cllr Burley sent her apologies.

2. Declarations of interest on matters arising from the agenda

None declared

3. Approval of Minutes of last meeting 14th November 2023

RESOLVED: to approve the minutes as an accurate record of the meeting.

4. County Councillor report

The street lighting issue in Newchapel is being dealt with.

5. Matters Arising (not on the agenda)

- a) Manordeifi's response to the Review of Communities was submitted by the due date.
Thanks to Cllr Burley for her input.
- b) Millennium Garden – the ground was too wet for the contractor to undertake any work before Christmas. He will assess the ground once there is a dry spell of weather.
- c) Co-option of new councillor - so far there have been no applications. Councillors were encouraged to seek nominations within the community. The Clerk will re-post information on social media.

6. Correspondence

A thank you letter from Air Ambulance, regarding the recent donation from the Community Council, has been received since the publication of the agenda.

7. Council Matters for discussion and resolution

- a) **To approve the purchase of dog poo signs at an increased cost of £6.59 each. (£79.08 for 12).**

RESOLVED to purchase 12 signs at the increased price.

ACTION: Clerk to circulate the design again.

- b) **To decide upon the involvement of Manordeifi Community Council in the D-Day 80 Commemorations (6th June 2024).**

RESOLVED to defer this to the next meeting.

- c) **To discuss the drainage and flooding issue in Abercych and the Community Council's response.**

County Cllr Ward informed the meeting that a site visit is being arranged with the highways manager to outline the problems. A meeting with an engineer will follow and residents and Community Councillors will be invited to attend. Drain clearance will take place as soon as possible.

RESOLVED: to support the County Cllr when meeting with the engineer.

8. Planning Applications (for comment or information)

23/0741/PA Proposal: Two-storey extension to dwelling. Site Address: Tair Sir, Abercych, Boncath, Pembrokeshire, SA37 0EX

RESOLVED: No comment will be made.

9. Financial Matters

- a) Bank balance at 22nd December 2023: £8,714.73. Clerk's salary has been paid since the date of the bank statement. Remaining balance: £8,482.13.

- b) To approve in retrospect the payment of £60 to DM Payroll Services

RESOLVED: To approve the payment (a contractual obligation).

- c) To approve the payment of £265 to Audit Wales

RESOLVED: to approve the payment.

- d) To note the financial information which will be scrutinised by the audit working group
Noted

10. Information sharing/matters for the next meeting

The Clerk is seeking quotes from various sources regarding internal audit. Following suggestions from Councillors, the Clerk will contact Boncath & Clydau Community Councils to find out who they use and also contact accountancy firms in Crymych. The appointment of an internal auditor, which is a legal requirement, will be placed on the agenda for the next meeting.

Also for the next meeting:

- arranging a site meeting to discuss tree cutting in Newchapel
- further discussion regarding local footpaths

Thanks were extended to Councillors for planting daffodil bulbs in the locality.

11. Date of Next Meeting

Tuesday 13th February 2024 at Newchapel Reading Room

Signed: _____

Date: _____



TREASURERS ACCOUNT
MANORDEIFI COMMUNITY COUNCIL

Account summary

Balance On 23 Oct 2023	£7,270.34
Total Paid In	£0.00
Total Paid Out	£232.60
Balance On 30 Oct 2023	£7,037.74

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
23 Oct 23		STATEMENT OPENING BALANCE			7,270.34
30 Oct 23	SO	JUDITH ANNE KINGS <i>SALARY</i>		232.60 ✓	7,037.74
30 Oct 23		STATEMENT CLOSING BALANCE	0.00	232.60	7,037.74

The "Details" column in your statement shows the date that a Debit Card payment went into or came out of your account only if that happened on a weekend or a Bank Holiday.

Payment types:
SO - Standing Order

PLK00D23100000

M31D0016HK D31D0016HK



TREASURERS ACCOUNT
MANORDEIFI COMMUNITY COUNCIL

Account summary

Balance On 23 Nov 2023	£7,037.74
Total Paid In	£2,166.00
Total Paid Out	£489.01
Balance On 11 Dec 2023	£8,714.73

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
23 Nov 23		STATEMENT OPENING BALANCE			7,037.74
24 Nov 23	FPO	MRS PAMELA E PARSO 200000001240675233 MANORDEIFI 401612 10 24NOV23 16:24	<i>Bulbs £50</i>	80.00 ✓	6,957.74
24 Nov 23	FPO	NATALIE A REVETT 200000001240851060 MANORDEIFI 110678 10 24NOV23 20:12	<i>Poppy Appeal £30</i>	16.41 ✓	6,941.33
28 Nov 23	SO	JUDITH ANNE KINGS - <i>Clerk's salary</i>		232.60 ✓	6,708.73
06 Dec 23	FPO	WAACT 300000001256180139 39407 208391 10 06DEC23 19:50	<i>Air Ambulance</i>	100.00 ✓	6,608.73
11 Dec 23	BGC	PEMBROKESHIRE CC <i>Precept.</i>	2,166.00 ✓		8,774.73
11 Dec 23	FPO	DM PAYROLL SERVICE 500000001255845913 3217 402608 10 11DEC23 19:47	<i>Payroll</i>	60.00 ✓	8,714.73
11 Dec 23		STATEMENT CLOSING BALANCE	2,166.00	489.01	8,714.73

The "Details" column in your statement shows the date that a Debit Card payment went into or came out of your account only if that happened on a weekend or a Bank Holiday.

Payment types:
FPO - Faster Payment SO - Standing Order BGC - Bank Giro Credit

PLLN0BN3100000

M31DCN015V7 D31DCN015V7

RECEIPTS & PAYMENT LOG

Date	Cheque/ref. no.		Details	Receipts	Payments	Balance
		Checked with bank statement				
			balance b/f			£6,602.05
12.4.23	Online P1	/	Clerk reimbursement: Defibrillator pads PHA 1936 s234**		£100.10	£6,501.95
12.4.23	Online P2	/	Zurich Insurance s111*		£535.34	£5,966.61
12.4.23	Online P3	/	One Voice Wales membership s143*		£101.00	£5,865.61
28.4.23	Standing Order	/	Clerk salary s112*		£232.60	£5,633.01
24.4.23	Pembrokeshire CC	/	Precept	£2,168.00		£7,801.01
28.5.23	Standing Order	/	Clerk salary s112*		£232.60	£7,568.41
19.6.23	Online P4	/	Cllr Burley Reimbursement: gift card competition prizes s137*		£25.00	£7,543.41
27.6.23	Online P5	/	Paul Sartori donation s137*		£50.00	£7,493.41
27.6.23	Online P6	/	Trefhedyn Garden Centre s144*		£317.00	£7,176.41
28.6.23	Standing Order	/	Clerk salary s112*		£232.60	£6,943.81
5.7.23	Online P7	/	Zurich Insurance s111*		£56.00	£6,887.81
28.07.23	Standing Order	/	Clerk salary s112*		£232.60	£6,655.21
21.8.23	Pembrokeshire CC	/	Precept	£2,166.00		£8,821.21
28.8.23	Standing Order	/	Clerk salary s112*		£232.60	£8,588.61
1.9.23	Online P8	/	Boomerang sign & Design RTRA 1984 s72***		£180.00	£8,408.61
1.9.23	Online P9	/	DM Payroll Services s111*		£60.00	£8,348.61
5.9.23	Online P10	/	Boomerang sign & Design RTRA 1984 s72***		£90.00	£8,258.61
20.9.23	Online P11	/	One Voice Wales training s111*		£19.00	£8,239.61
20.9.23	Online P12	/	Clerk overtime payment s112*		£104.67	£8,134.94
28.9.23	Standing Order	/	Clerk salary s112*		£232.60	£7,902.34
1.10.23	Online P13	/	Clerk's SLCC membership s143*		£80.00	£7,822.34
22.10.23	Online P14	/	Green Gardens (Maintenance of Millennium Garden) OSA s10 ****		£552.00	£7,270.34
30.10.23	Standing Order	/	Clerk salary s112*		£232.60	£7,037.74
24.11.23	Online P15	/	Cllr Parsons reimbursement: Poppy appeal donation; daffodil bulbs s137*, s144*		£80.00	£6,957.74
24.11.23	Online P16	/	Cllr Revett reimbursement: craft & refreshment supplies s137*		£16.41	£6,941.33
28.11.23	Standing Order	/	Clerk's salary s112*		£232.60	£6,708.73
6.12.23	Online P17	/	Air Ambulance donation s137*		£100.00	£6,608.73
11.12.23	Pembrokeshire CC	/	Precept	£2,166.00		£8,774.73
11.12.23	Online P18	/	DM Payroll Services s111*		£60.00	£8,714.73
28.12.23	Standing Order	/	Clerk salary s112*		£232.60	£8,482.13

MANORDEIFI COMMUNITY COUNCIL - PEMBROKESHIRE				
Bank Reconciliation as at 31st December 2023				
Balance per bank statement 22nd December 2023				
Treasurers account	£8,714.73			
		£8,714.73		
Less: Unpresented cheques/online payments made after the statement date				
Clerk's Salary Standing Order 28/12/23	-£232.60			
		£8,482.13		
Add: Uncredited deposits at 31st December 2023				
	£0.00			
		£0.00		
Total cash & bank balance		£8,482.13		
Cashbook				
Opening balance as at 5th September 2023		£8,258.61		
Add: receipts		£2,166.00		
Less: payments		-£1,942.48		
Closing balance per Cashbook 31st December 2023		£8,482.13		
	Date			
Prepared by: J Kings (RFO)	02/01/2024			
Checked by:				
Payments since 5th September	£19.00	OVW Training		
	£104.67	Overtime payment		
	£232.60	Salary		
	£80.00	SLCC membership		
	£552.00	Millennium Garden		
	£232.60	Salary		
	£80.00	Bulbs & poppy appeal donation		
	£16.41	Craft supplies & refreshments		
	£232.60	Salary		
	£100.00	Air ambulance donation		
	£60.00	Payroll		
	£232.60	Salary		
TOTAL:	£1,942.48			

CYNGOR CYMUNED MANORDEIFI COMMUNITY COUNCIL
BUDGET MONITORING

Expenditure to: 31st December 2023	Budget for year £	Spend to date £	Projected spend at year end
Employee costs			
Salary	2791.20	2198.07	2895.87
Training	200.00	0.00	0.00
SLCC membership	72.00	80.00	80.00
Office supplies	50.00	0.00	6.00
Premises costs			
Rent Abercych	120.00	0.00	102.00
Rent Newchapel	135.00	0.00	105.00
Councillor allowances			
Mandatory allowance	936.00	0.00	0.00
Consumables	312.00	0.00	0.00
Training	300.00	19.00	57.00
Services			
Audit	300.00	0.00	265.00
Payroll	150.00	120.00	120.00
Insurance	500.00	591.34	591.34
OVW membership	0.00	101.00	101.00
Community services			
Plants/baskets	150.00	367.00	367.00
Defibrillator costs	100.00	100.10	160.10
Grounds upkeep	500.00	552.00	872.00
Community projects	0.00	270.00	349.08
Donations/payments			
S137	400.00	221.41	221.41
Other	100.00		
TOTAL EXPENDITURE	7116.20	4619.92	6292.80
Income to: 31st December 2023	Income for year £	Income to date £	Comments
Precept	6500.00	6500.00	
Other			
TOTAL INCOME	6500.00		
Current cash book balance	8482.13		
Minus reserves	4000.00		
Available balance	4482.13		