# MINUTES OF A MEETING OF EAST WILLIAMSTON COMMUNITY COUNCIL HELD ON THURSDAY $\mathbf{1}^{\text{ST}}$ JUNE 2017 AT EAST WILLIAMSTON COMMUNITY HALL, AT 7.00PM

**PRESENT:** Tony Ensom

C Hopkinson Geoff Soar Jacob Williams

**APOLOGIES:** Anthony Ratcliffe

#### 73/17 <u>DECLARATIONS OF INTEREST</u>

None received.

#### 74/17 MINUTES OF THE LAST MEETING

The minutes of the meeting held on 11<sup>th</sup> May 2017 were proposed and seconded. They were agreed as a true record.

#### 75/17 MATTERS ARISING

The following points were raised:

- a) **Minute 64/17:** The chairman advised that the sink hole has been repaired by PCC but the trees in Ford Lane have not been cut back.
- b) Clerk to transfer £3000 into Parks Account and add Cllr Tony Ensom and Cllr Geoff Soar as signatories.
- c) Pedestrian crossing at Pentle Drive –no response from PCC clerk to follow up.

#### 76/17 PLANNING APPLICATIONS

None received.

#### 77/17 PLAY AREAS

The clerk advised that following discussions with the current contractor, the contract has now been awarded to Adam Lewis.

**Pentlepoir**: The repairs have been carried out by Adam Lewis and PCC have been informed. There are no further issues with the park other than some loose fittings on the new platform which the contractor would tighten and replace the piece of timber on the trim trail.

**East Williamston**: No comments from PCC on the play equipment and the park is looking well maintained.

**Broadmoor:** The clerk advised that she had inspected the playpark prior to the meeting and that she did not consider it necessary to close it yet. Further quotes should be obtained from Playdale who installed and manufactured the equipment for repairs and from Council's contractor for cleaning the equipment and repairing high risk items. This was agreed.

The gate requires repair as it is hanging off but on checking the lease it is not included on the area leased. Therefore this Council is not responsible for the repairs to the gate. PCC would be informed of this.

#### 78/17 QUOTE FOR RENEWAL OF INSURANCE

A quote had been received from Zurich, Council's insurers, for renewal of insurance. This quote is unchanged from last year as part of a long term agreement ie £2,521.64 and was accepted.

RESOLVED: That the insurance premium be paid as

quoted.

## 79/17 ADVANTAGE CONTRACT RENEWAL

A quote had been received from Edge IT systems for renewal of the three year online contract for the accounts software. The quote of £99.00 including VAT was accepted.

RESOLVED: That the accounts software package be

renewed at a cost of £99.00 inc VAT.

#### 80/17 OVW LOCAL RESOLUTION PROTOCOL

The Public Service Ombudsman has agreed to the principle of referring some complaints against Members back to Community and Town Council for a local resolution. One Voice Wales have drawn up a model protocol for dealing with such complaints and it was agreed to adopt this protocol.

RESOLVED: That the OVW Model Local Resolution Protocol

be adopted.

#### 81/17 CORRESPONDENCE

The following correspondence had been received:

- a) PLANED agenda for AGM.
- b) OVW Change of date of Area Committee's Annual Meeting.
- c) Dyfed-Powys Police & Crime Commissioner Newsletter.
- d) Press Statement on Behalf of the Board of CHC's in Wales.
- e) CEW Newsletter May 2017.
- f) OVW Pembs Standards Committee membership.
- g) CAB AGM

#### 82/17 <u>CO-OPTION REQUEST</u>

An application for co-option had been received from Mr Roy Morgan, a former member of Council. It was agreed to co-opt Mr Morgan and to invite him to attend the next meeting.

The clerk advised that Mr Rob Day had expressed a wish to be co-opted and the clerk was asked to invite Mr Day to send a formal letter and a cv for consideration at the next meeting.

RESOLVED: That Mr Roy Morgan be co-opted to Council

and that Mr Rob Day be asked to send a formal letter and cv for consideration for co-option.

#### 83/17 REPORT OF INTERNAL AUDITOR

The report of the internal auditor had been circulated to all councillors prior to the meeting. There were no matters that required immediate attention and the report was accepted and agreed.

RESOLVED: That the report of the internal auditor on the

accounts for 2016-17 be accepted and agreed.

#### 84/17 APPROVAL OF ANNUAL RETURN FOR ACCOUNTS 2016-2017

The statement of receipts and payments and the Annual Governance Statement had been circulated to Members prior to the meeting. The figures were agreed and accepted and Parts 1 and 2 of the Governance Statement were responded to as appropriate. The Return was duly signed by the Chairman and the Town Clerk for submission to the external auditor by 10<sup>th</sup> July 2017.

RESOLVED: That the Annual Return and Governance

Statement be signed and returned for external

audit by 10<sup>th</sup> July 2017.

# 85/17 BANK BALANCES AND UPDATE OF ACCOUNT TO 31<sup>ST</sup> MAY

The following financial information was circulated:

a)The Bank Account Reconciliations Summary showing a balance of £20,263.79 in the Current Acct, £6,087.19 in the Deposit Acct and £13,048.85 in the Park account.

b)The Financial Statement – Cashbook showing income of £8,841.67 (net) and expenditure of £6,286.29 (net).

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 agreed and accepted.

#### 86/17 <u>ACCOUNTS FOR PAYMENT</u>

The following accounts were approved for payment:

a) Mrs J Clark – May Salary	£194.86
b) PAYE for May	£48.60
c) The Cutting Hedge Repairs at Broadmoor	£345.00
d) The Cutting Hedge grasscutting & spraying	£284.00
e) B Scourfield – internal audit report 2016-17	£75.00
f) J Clark – reimbursement for printer ink	£22.98
g) J Clark – postages	£6.34
h) Cllr T Ensom – padlock for Broadmoor	£18.49
i) D & K – Excavator & driver for allotments	£370.00

# 87/17 REPORT OF CTY CLLR JACOB WILLIAMS

Referring to the pedestrian crossing at Pentlepoir, Cllr Williams advised that there were to be big changes at County Hall since the elections and there would be a different regime in place soon. He will therefore attempt to get this crossing done on merit and need as soon as possible.

Cllr Williams referred to the website and stated that as Pentlepoir is the major settlement within the community and that three quarters of the electorate live there, it needs to be highlighted on the website. The clerk was asked to update the information on the website.

#### 88/17 <u>ITEMS FROM CLLRS</u>

There were no matters raised.

### 89/17 DATE OF NEXT MEETING

The next meeting will be held on Thursday 6<sup>th</sup> July at 7.00pm.