

MERLINS BRIDGE COMMUNITY COUNCIL

Minutes of the Monthly Meeting held on Wednesday 12th September 2018

at the Village Hall, Merlin's Bridge

Present: Cllrs Mary Owen (Chair), Queenie Thomas, John Cole, Hilliard Studley, Alison Palmer, Paul Davies

1. **Apologies:** there were apologies for absence from Cllrs Jess Massey, Lisa O'Sullivan, Nick Stamp, Grant Lewis, Richard Thomas, Jan Morgan and Rachel Johnson.
2. **Minutes of the last Monthly Meeting:** the minutes of the June meeting were not available to be accepted due lack of computer access. These would be brought to the October meeting for approval.
3. **Matters Arising** – there were no matters arising.
4. **Minutes of Special Meeting held on 8th August 2018**
The minutes of the Special Meeting were accepted as an accurate record and signed by the Chair.
5. **Clerk's Contract:** The Clerk's Contract of Employment was amended at Point 5 to read Clerk's Salary and Contract to be reviewed annually. Proposed by Cllr P Davies and seconded by Cllr J Cole.

6. Financials:

The Chair read a letter from Cllr Stamp who was unable to attend.

Cllr P Davies presented to the meeting the work which the Financial Sub-Committee had been working on:

Topics included:

- Financial Risk Management
- Budgeting Procedure
- Audit Procedure
- Accounts Receivable Procedure
- Accounts Payable Procedure

These procedures have been agreed in principle. These had not been set formally in the past and has been rectified by appointing a Financial Sub-Committee to monitor and action for future compliance. The Chair recognised and thanked the Sub-Committee for the work they had done so far. It was proposed that the above mentioned procedures be adopted by the Community Council. Proposed by Cllr H Studley and seconded by Cllr Q Thomas. Agreed.

The Clerk's payslip was discussed and it was agreed that the Clerk should produce a monthly payslip detailing salary/deductions and confirmation that HMRC has received payment for NI/Income Tax. Proposed by Cllr Cole and seconded by Cllr A Palmer.

The following accounts were presented for payment:

R Johnson – Net salary and holiday pay (Jun-Sept) 52 hrs total	£389.38
R Johnson – Expenses (stamps, fruit for Sylvia Hughes, telephone)	£81.29
HMRC – Income Tax and NI for Clerk	£97.34
One Voice Wales – course fees for Cllrs M Owen & A Palmer	£80.00

It was agreed that the above be paid but the Clerk's Salary and Expenses needed to be separated out into separate cheques and a payslip produced as agreed earlier in the discussion.

Council Laptop – after discussion it was agreed that the council would purchase a new laptop for the Clerk's use up to a cost of £400.00 as the old one was now defunct. Cllr Cole agreed to source the laptop. Proposed by Cllr J Cole and seconded by Cllr M Owen. Agreed.

7. Review of Way Forward - Sub-Committees:

This matter to be listed on the Agenda for October.

8. County Councillor's Report:

Network Rail – meeting due to be held on either 4th or 11th December 2018 – to be confirmed.

Environmental Enforcement Officers – dog fouling etc.

Boot Valley – cleaned and cut. TB done.

School – fencing all around school. Trees have been cut. Looking for readers/volunteers.

9. Correspondence:

Community Health Council Volunteers requested.

10. Donations:

No donations for consideration this month.

11. Councillors' Email Addresses:

The provision of individual council email addresses was discussed. It was agreed in principle.

Proposed by Cllr H Studley and seconded by Cllr A Palmer.

12. One Voice Wales Update: Meeting scheduled in near future, Cllr Cole attending and will provide feedback at next meeting.

13. Items for the Next Agenda: None requested.

14. Date of the Next Meeting:

The next meeting would be held on Wednesday 10th October 2018 at 7.00pm in the Village Hall in Merlin's Bridge.

The meeting ended at 9.10pm.

Signed:.....

Chair:.....