**PUNCHESTON COMMUNITY COUNCIL**

A meeting of Puncheston Community Council was held on Wednesday 24th April 2019 at The Drovers Arms at 7.30pm.

Present: Mrs. Alison Evans, Mrs. Anne Thomas, Mrs. Susan Collins, Messrs. Dewi Lewis, Peter Lilley, Wyn Williams and Mrs. Eirian Forrest, Clerk.

1. Apologies: Cllr Bob Kilmister

2. Minutes of the Last Meeting (27.03 2019)

Copies of the minutes of the last meeting had been distributed to members. The minutes were agreed as being a true record and were signed.

3. Matters arising from the minutes

1. Tennis Club –Email received from Dave Popplewell advising that due to a fall in membership and the associated costs it has been decided to cease operating and the lease is being surrendered. At a recent meeting with Amanda Lawrence, it was suggested it could be used for recreational purposes. This was discussed and agreed that a suggestion is put forward to the acting of Head of Property at PCC, Helen McLeod-Baikie that the area is converted into a car park for the school.
2. Letterston finger post sign – a new sign has been erected.
3. Thanks to Wayne at the Drovers Arms for not accepting payment for the October meeting.
4. Potholes near the village sign going out of Little Newcastle towards Letterston have been patched up.
5. Commerative Mosaics – The school has a display of shapes of the proposed mosaics Discussion will be needed regarding the funding of the plinth. Rev Richard Davies is helping Little Newcastle Community Association with the filling of the forms for the Enhancing Pembrokeshire Grant for Phase 1 of their project.
6. Burial Board Insurance – The Clerk has made enquiries regarding the insurance. Paul from Zurich has confirmed that the current policy covers third party personal injury caused by negligence, and has advised that the Burial Board need to make the necessary inspections and maintenance where required. However, if there are private headstones, the liability may remain with the families responsible for the grave upkeep. If no families remain to take responsibility for the headstones/memorials the responsibility falls to the Council. The Clerk is to write to Delme Harries, Secretary of the Burial Board to make him aware of the above.
7. Notice boards at Tufton and Little Newcastle have been repaired. Alison suggested that they are treated with wood preserver. Dewi agreed to do this.
8. Flower borders at Puncheston - Dewi has discussed the cost etc. with Sherilee. She suggested £100.00 plus expenses (flowers and compost). It was agreed that she is paid annually in April.

4. Highway matters

1. Susan has received a complaint regarding the state of the road between Puncheston and Little Newcastle, especially outside Bro Dewi.
2. Little Newcastle towards south of Colston – rough surface
3. Drain opposite The Drovers Arms is full of silt and grit.
4. Streetlight 803423 by Penygraig, Puncheston not working (glowing red)

The Clerk agreed to report these matters.

5. Planning

No matters to report.

6. Model Standing Orders

It was proposed by Dewi Lewis, seconded by Peter Lilley and agreed to adopt this document.

7. Financial Standing Orders

It was proposed by Alison Evans, seconded by Anne Thomas and agreed to adopt this document.

8. Risk Assessment

1. It was agreed that the current insurance policy is sufficient. Invoices are checked before payment is made. Only two of the three selected member’s 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.
2. A query was raised by Dewi regarding the supply of Christmas tree lights by the Recreational Committee which is placed on community council land and if someone received an electric shock whose insurance would pay out in the event of the claim. The same query arose with Little Newcastle. It was agreed to discuss this further at the next meeting when Bob Kilmister.

9. Annual Accounts & Annual Audit

1. The end of year accounts were read out – Receipts including the brought forward balance – £3419.91, payments total £2201.37. Brought forward Community Account balance – £1298.54. One cheque has not been presented – £80.00 which was issued end of March 2019. The annual accounts, bank statements were signed.
2. Sharon Wormleighton 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 Sharon to sign and return. This was noted.

10. Budget

1. A comparison of actual spend to projected spend for last year’s budget was read out and noted.
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.

11. Asset Register

The Clerk went through last year’s asset register and it was noted that amendments were needed. A query was raised whether all the salt/grit bins in the area regardless of ownership needed to be added and insured. It was agreed to discuss this matter with Bob Kilmister at the next meeting.

12. Dog Fouling Complaint

The Clerk has sent a letter in response to the complaint received from some of the parents of Ysgol Casmael. Video footage has been sent to Richard Brown at PCC via Bob Kilmister. The children of Ysgol Casmael are designing posters to display in the village to raise awareness. The Clerk was asked to write to Richard Brown to get an update on the matter.

13. General Allowance Form - Payment

1. One member opted to claim the £150.00 allowance; payment was made which the clerk will post. It was noted that this amount 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.
2. Anne Thomas was given her form at the meeting.

14. Requests for financial support

1. OXYGEN THERAPY CENTRE CARDIGAN LTD – No donation
2. PEMBROKESHIRE FEDERATION OF YOUNG FARMERS – No donation
3. CYLCH MEITHRIN CASMAEL - £50.00 (No request received)
4. WALES AIR AMBULANCE CHARITEY – £50.00
5. SANDY BEAR CHILDREN’S BEREAVEMENT CHARITY – £30.00
6. PAUL SARTORI – £30.00
7. CRUSE BEREAVEMENT CARE – £30.00

The above were proposed by Alison Evans, seconded by Anne Thomas and agreed.

15. Correspondence

1. PCC – Precept payment received April 19.
2. Remakery Pembrokeshire - Free Repair Café events – It was agreed to send support for this grant and project.
3. PCC – Community Delivery Project – noted.

16. Other matters

1. Notification by Member of a Local Authority of Financial and Other Interests – from received from Susan Collins.
2. Wayne to be offered payment for tonight’s meeting – noted.

The meeting finished at 9.40 pm

Date of the Annual General Meeting and monthly meeting agreed as Wednesday 29th May 2019 at 7.30 pm at Puncheston School.