

07/19

**MINUTES OF A MEETING OF LLANSTADWELL COMMUNITY COUNCIL HELD ON TUESDAY
12TH MARCH 2019 AT HAZELBEACH MISSION HALL AT 7.00PM.**

PRESENT: Cllr G Wilson (Chair)
Cllr H Dyer
Cllr B Evans
Cllr J Howell
Cllr P Roberts
Cllr Mrs J Wilson

APOLOGIES: Cllr M Howells

The Clerk was in attendance (Mrs J Clark)

25/19 DECLARATIONS OF INTEREST

None received.

26/19 CHAIRMAN'S ANNOUNCEMENTS

Cllr G Wilson advised that he had attended the book launch of 'Forever a Nomad' by Tony Organ at the Ferry Inn which had been a very well attended and interesting event.

27/19 MINUTES OF THE LAST MEETING

The minutes of the meeting held on 12th February 2019 were proposed and seconded. They were agreed as a true record.

28/19 MATTERS ARISING

The following matters were raised:

- a) Minute 17c) The litter bin has been installed at Mastlebridge near the bus stop.
- b) Remind PCC about repairing the wooden slats to the bench at Hazelbank.
- c) The clerk advised that as soon as the weather improved she would arrange a photo call with councilors with the new outdoor gym equipment at Hazelbank.
- d) Minute 23/19: The clerk was asked to forward the response from Darren Thomas regarding Church Road to Aileen Richards.
- e) The clerk was asked to remind Karen Wood about putting up the defibrillator directional signs at Waterston.

29/19 UPDATE ON BANK BALANCES TO 28TH FEBRUARY 2019

The following documentation had previously been circulated:

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- a) The Bank Acct Reconciliation Summary with the current account balance of £779.63 the Saver Acct as £13,129.15 and the United Trust Acct of £10,135.74.
- b) The Financial Statement- Cashbook showing income of £13,820.02 and expenditure of £10,906.85 (net).
- c) The Financial Statement – Budget Comparison showing the budget, actual income and expenditure and the balance remaining under each budget heading.

RESOLVED: That the above financial information be accepted and approved.

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FINANCIAL RISK ASSESSMENT

The risk assessment document had been circulated with the agendas indicating each risk identified, what level of risk it presented, the management of the risk and the recommended actions.

The risk assessment was checked item by item and it was agreed that all elements of risk had been identified and managed appropriately. In addition the clerk was asked to clear all old documents that were stored in the Neyland Town Council offices and to relocate the filing cabinet to the new office.

RESOLVED: That the risk assessment for 2018-19 be accepted and agreed.

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REVIEW OF INTERNAL AUDIT

The Clerk advised Members of the requirements of an internal audit review from The Practitioners' Guide which included all matters that required checking and reviewing to ensure that the systems of financial and control are effective. These matters included the scope of the internal audit, the independence and capability of the internal auditor, the clarity of the relationship between the council, the clerk and the internal auditor and the effectiveness of the audit plan and reporting procedures. After considering all these aspects of internal control, it was agreed that all procedures and risk assessments were in place and that the internal auditor is competent and has no involvement or relationship with the council other than as internal auditor. It was agreed to sign off the document and return to the clerk.

RESOLVED: That the internal audit review be accepted.

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APPOINTMENT OF INTERNAL AUDITOR

The following documents had previously been circulated to all councillors:

- a) CV for Mr B Scourfield
- b) Letter of Engagement from Mr B Scourfield.

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c) The scope of the internal audit to be carried out.

It was agreed that Mr Bernie Scourfield is adequately qualified and was appointed as the internal auditor for the 2018-19 accounts.

RESOLVED: That Mr B Scourfield be appointed as Internal Auditor.

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ACCOUNTS FOR PAYMENT

The following accounts were approved for payment:

a) Mrs J Clark February salary	£150.25
b) PAYE for February	£42.00
c) Mrs J Clark – postages	£6.92
d) PCC Recharge for Hazelbeach toilets	£742.05
e) DJM – Christmas Trees x 4	£600.00
f) Broxap – Outdoor gym eqpt	£4,884.00

The clerk was asked to check with PCC regarding the costs of cleaning the toilets from October to March as the toilets had been closed. The rising cost of the Christmas Trees was discussed and it was suggested having smaller trees. The clerk was asked to obtain the cost of trees next September and to attempt to obtain some sponsorship from local companies towards the cost.

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PLANNING APPLICATIONS

There were no planning applications to consider.

35/19

SUBSCRIPTION TO ONE VOICE WALES

Council had received an invitation to renew its subscription at a cost of £170.00 and it was agreed to renew for 2018-19. The clerk was asked to circulate the password for the OVW website to all councillors.

RESOLVED: That Council's subscription to OVW be renewed for 2019-20.

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ANNUAL REPORTS ON PLAY PARKS

The Annual Inspection reports for both Hazelbank and Jordanston play areas had been received from PCC . There were no matters to cause significant concern apart from the swings at Jordanston and the aerial slide required some work. The clerk to ask David Stephenson to look at the aerial slide to provide an estimate of the repair costs. The Trim Trail posts were loose at Hazelbank and Cllr P Roberts offered to have a look at these.

RESOLVED: That Cllr Roberts look at the Trim Trail posts at Hazelbank and David Stephenson to provide a quote for the repairs required at Jordanston.

CORRESPONDENCE

The following correspondence had been received:

- a) Cruse Bereavement Care – request for donation – deferred until April.
- b) Wales Air Ambulance Charity – request for donation – deferred until April.
- c) Paul Sartori – request for donation – deferred until April.
- d) Urdd National Eisteddfod – request for donation
- e) Letter of thanks from Teenage Cancer Trust for donation – noted.
- f) Plaid Cymru Preseli-Penfro – Preparing Pembrokeshire for Brexit – noted.
- g) Egni Co-op – Welsh Community Solar Power – noted.
- h) PCC Appointment of Community Council Member of the Standards Committee – ask Cllr M Howells if he wished to put his name forward.
- i) Independent Remuneration Panel for Wales Annual Report – noted.
- j) Jill Evans MEP No Underground Nuclear Waste Dump in Wales – noted.
- k) Paul Davies AM – Newsletter – noted.
- l) Welsh Govt – support for initial setting up of joint arrangements – noted.
- m) Hywel Dda Community Health Council GP Out of Hours Survey – noted.
- n) Pembs Coastal Forum – Annual Conference on Marine Renewable Energy.
- o) Elin Jones AM Senedd & Elections Bill to Introduce Votes at 16 – noted.
- p) Pembs coastal Forum News – noted.

It was agreed to leave the requests for donations on the table until the April meeting when the new financial year’s funds would be available. The clerk was requested to bring a print out of all donations made in 2018-19 to the next meeting.

It was also agreed to include a report from Cty Cllr Paul Miller on the April agenda.

ANY OTHER INFORMATION

The following points were raised:

- a) The clerk was requested to include an item on ‘Temporary Allotments at Honeyborough’ on the April agenda.
- b) The bent sign for Hazelbeach from Mastlebridge had not been repaired. The clerk would remind PCC about this.

DATE OF NEXT MEETING

The next meeting will be held on Tuesday 9th April 2019 at 7.00pm at Hazelbeach.

Signed.....Chair.....Date

Signed.....Clerk