

# **CYNGOR CYMUNED GORSLAS COMMUNITY COUNCIL**

## **Minutes Annual General Meeting of the Gorslas Community Council held at Cefneithin C.P. School on Monday, 8<sup>th</sup> May, 2017, at 7.00.p.m.**

### **1.0 Agenda Item 1: Record of those Present/Apologies**

- **Members:** Cllrs Wyn Edwards, Tina Jukes, Nia Lewis, Simon Martin, Brian Kirby, Anthony Rees, Clive Green, Aled Owen, Janice Price, Darren Price, Terry Jones and David Evans.
- **Others:** Llew Thomas Clerk to the Council, Hefin Jones, Translator, PCSO Beth Thomas and Special Constable Cilan Thomas.
- Apologies for absence: None.

### **2.0 Welcome**

- Cllr Wyn Edwards welcomed members to the meeting and thanked them for attending.

### **3.0 Agenda Item 2 Declaration of Acceptance of Office by Members.**

- Each member signed a declaration, countersigned by the Clerk, accepting the office of Community Councillor and agreeing to adhere to the Council's Code of Conduct.

### **4.0 Agenda Item 3 Declarations of Interest**

- Members were asked to complete and submit the declaration of interest forms to the Clerk by the June meeting
- No declarations of interest were made in relation to the items for discussion at the AGM

### **5.0 Agenda Item 4. Chair's Report 2016/17**

- Cllr Wyn Edwards provided an overview of the key issues which the Council had faced over the previous year
- These included major projects which would deliver benefits for the community such as the £ 70,000 new MUGA at Cefneithin Park and the progression of the proposed new school at Gorslas Park.
- The year had seen the appointment of a new Clerk to the Council, a new maintenance contractor and also the re-tendering of the grass cutting contract which had been awarded to Spencer Environmental.
- There had also been local elections towards the end of the year which had resulted in three long serving and valued members of the Community Council Cllrs Terry Davies, Huw Davies and Ellis Davies deciding not to stand for re-election. The Chair had forwarded a letter, on behalf of the Community Council, to thank each one individually for their services to the Council and the community which they represented.
- The Council was also pleased to welcome Cllr David Evans who was a new member to the Council and would represent the Cefneithin ward. Congratulations were also offered to Cllrs Darren Price and Aled Owen on being elected as Carmarthenshire County Councillors.
- The Chair outlined for members the organisations which had benefitted in total to the tune of £873.36 from the assistance provided from the allowance provided by the

Council to the Chair. A cheque refunding the unspent balance of £ 126.64 to the Council was handed by the Chair to the Clerk.

- **Resolved:** To note, receive and accept the Chair's report and to forward a letter of thanks to the County Council for their assistance with the Cefneithin MUGA.

#### **6.0 Agenda Item 5 To Elect a Chair for the 2017/18 Year**

- It was noted that it had been the practice of the Council to rotate the positions of Chair and Vice Chair between the three wards in turn.
- In accordance with that process then the Chair for the 2017/18 year would have been the Vice Chair and would have come from the Cefneithin Ward.
- As the Vice Chair had not stood for re- election and thus it was not possible to continue the precedent of appointing the Vice Chair to the position of Chair. The option of appointing a Chair from the Cefneithin ward remained an option.
- To progress matters Cllr Clive Green proposed that in view of all the difficult issues which the Council had faced during the previous year and to ensure continuity that consideration be given to appointing Cllr Wyn Edwards, the Chair for 2016/17 year as Chair for the 2017/18, with the Vice Chair being appointed from the Cefneithin ward.
- **Resolved:** The proposal was seconded by Cllr Darren Price and carried unanimously with Cllr Wyn Edwards being appointed as Chair for the 2017/18 year.

#### **6.1 Confirmation of Acceptance of Office by Chair.**

- Cllr Wyn Edwards confirmed his acceptance of the offer and thanked members for the honour and privilege of being elected Chair.
- Councillor Edwards read out, and duly signed, the declaration of acceptance of office with the Clerk signing as witness.
- Following the formal acceptance of office Councillor Edwards then took the Chair for the remainder of the meeting.

#### **7.0 Agenda Item 6 To Elect A Vice Chair for 2017/18.**

- The Chair invited nominations from the Cefneithin Ward members for the position of Vice Chair.
- Proposals were put forward and seconded for the appointment of Cllr Brian Kirby and Cllr Simon Martin to the position.
- There being no further nominations members were provided with voting papers on which to record their vote. The voting papers were collected and counted by the Clerk.
- The Chair advised that with all the votes being counted that Cllr Brian Kirby be appointed to the position of Vice Chair.
- Cllr Kirby confirmed acceptance of the office and thanked members for the honour.
- **Resolved:** That Cllr Brian Kirby be confirmed as Vice Chair for the 2017/18 year.

#### **8.0 Additional Item Community Police Officers**

- At this juncture PCSO Beth Thomas and Special Constable Cilan Thomas joined the meeting.
- Following discussion, it was agreed that the order of business be suspended and that discussion on this item take place.

- PCSO Beth Thomas indicated that, for operational reasons, it had been necessary to cancel recent meetings of PACT however it was intended to proceed with the next meeting as planned.
- It was also reported that there had been a change in the staffing at Cross Hands Police station with the sergeant and two officers being re-assigned to different units.
- Gorslas. Issues were highlighted by members in relation to a considerable amount of noise being generated from 9.00p.m onwards at the top end of the park and causing worry and disturbance to residents and park users.
- Cefneithin. Members indicated that issues with the MUGA had now largely resolved themselves and there were no issues of concern to report.
- Drefach. Concerns were expressed by members in relation to an event on Friday 28<sup>th</sup> April,2017, when large chippings had fallen from a lorry travelling through the village. It was noted that lorries using the quarry near the Mansel Arms, including those operated by Gower Plant, were frequently not sheeted causing them to lose some of their load.
- The representatives from the Police noted the concerns raised which would be followed up. They also advised that speeding checks at Drefach and Cefneithin CP schools had seen a reduction in the number of vehicles stopped for exceeding 24mph.
- The officers were thanked for their attendance and the information provided and accordingly they left the meeting at 7.20p.m.
- **Resolved:** To receive and note the information provided.

#### **9.0 Agenda Item 7 Co -Option of Individuals to fill vacancies in the Gorslas Ward.**

- The Chair indicated that there were vacancies for three representatives to serve the Gorslas Ward.
- The Community Council had until the 12<sup>th</sup> June,2017, to nominate representatives to fill the positions.
- **Resolved:** Following discussions on various options for filling the vacancies it was resolved that
  - (i) An advertisement inviting individuals to apply for the positions be placed in the Gorslas noticeboard.
  - (ii) That applicants be invited to submit a written application to the Clerk by Monday 29<sup>th</sup> June,2017, detailing their reasons, experience, vision, skills and community involvement which would help them in undertaking their duties as a Councillor.
  - (iii) That the Clerk summarise and anonymise the applications and present them to the meeting of the Council in June.

#### **10.0 Agenda Item 8. Adoption of Standing Orders**

- **Resolved:** Following discussion it was agreed to adopt the existing Standing Orders.

#### **11.0 Agenda Item 9. Appointment of Sub Committee Members.**

- The practice over the years had been that the Sub – Committee membership comprised of the Chair and Vice Chair together with the immediate past Chair.
- The re-appointment of the Chair for the previous year to serve an additional term of office necessitated a review of the arrangements.
- **Resolved:** Following discussion it was agreed that: -

- a) The Chair and Vice for the current year together with Cllr Darren Price be appointed to form the Sub-Committee.
- b) Following a decision on the nominations for vacancies outstanding for the Gorslas Ward that the membership of the Sub Committee be extended to six to include one additional representative from each of the three wards with the intention of broadening the knowledge and skills of members in relation to committee work.

**12.0 Agenda Item 10. Appoint a Representative to Serve on One Voice Wales**

- **Resolved:** That Cllr Wyn Edwards be appointed as the Council's representative.

**13.0 Agenda Item 11. Appointment of Representatives on School Governing Bodies.**

- **Resolved:** That the current representatives continue in post and that the position be reviewed as and when the terms of office for the current representatives come to an end.

**14.0 Agenda Item 12. Appoint Representatives to External Bodies.**

- **Resolved:** Following discussion and the acceptance of the members concerned that the following appointments be made: -
  - (i) PACT- Cllrs Clive Green and Brian Kirby
  - (ii) Gwendraeth Group of Councils- Cllrs Clive Green and Brian Kirby.
  - (iii) Torcoed Quarry Liaison Committee- Cllr Anthony Rees.
  - (iv) Cross Hands Hall Trustees- Cllrs Clive Green and Brian Kirby.
  - (v) Rights of Way Inspectors- Drefach Ward Cllr Tina Jukes, Cefneithin Ward Cllr Brian Kirby. Gorslas Ward to be considered pending the filling of the three vacancies.
  - (vi) Wayside Seats Examiners – Drefach Ward Cllr Nia Lewis, Cefneithin Ward Cllr Terry Jones. Gorslas Ward to be considered following the filling of the vacancies.

**15.0 Agenda Item 13 Appointment of Responsible Financial Officer.**

- **Resolved:** That the Clerk be appointed as the Council's Responsible Financial Officer.

**16.0 Agenda Item 14. Appointment of Internal Auditor for 2017/18.**

- **Resolved:** That Lyn Llewellyn be appointed to undertake an internal Audit for the 2017/18 year.

**17.0 Agenda Item 15. Appointment of Internal Financial Examiner 2017/18**

- **Resolved:** That Cllr Clive Green be appointed to the position and together with the Clerk would report periodically to the Council.

**18.0 Agenda Item 16. Appointment of Authorised Signatories.**

- The financial regulations required that each payment be signed by two authorised signatories.
- The Council is able to nominate four persons to be registered as authorised signatories.
- Currently the authorized signatories are , Cllr Clive Green, Terry Davies and the Clerk.
- There was a need to review the position in the light of recent changes within the Council notably that Terry Davies was no longer member of the Council as well as the need to ensure that there was an adequate and visible separation between those making the payments and those reviewing and auditing the process following the appointment of Cllr Clive Green as the Council's Internal Financial Examiner.

- **Resolved:** That Cllrs Wyn Edwards, Brian Kirby and Darren Price be registered as authorised signatories and to ensure separation of duties Cllr Clive Green not be recorded as an authorised signatory.

#### **19.0 Agenda Item 17. Chairs Allowance for 2017/18.**

- Cllr Wyn Edwards indicated that the allowance of £1,000 allocated by the Council for the 2016/17 year had proved adequate and he had provided the Clerk with a cheque for the unspent portion of the allowance.
- **Resolved:** Following discussion it was agreed that the allowance be retained at £1,000 for the year.

#### **20.0 Agenda Item Remuneration Panel Report 2017/18**

- The Council were advised that there was a requirement for them to consider and make a decision in relation to each of the items in the report.
- The determinations are permissive powers, each of which requires a formal decision. A community council can adopt any or all of the determinations but if it does make such a decision, it must apply to all its members.
- An individual member may make a personal decision to forgo part or all of the entitlement to any allowance by giving notice in writing to the proper officer.
- Members then proceeded to consider each of the determinations arising out of the Panel's report and to decide as follows: -

**Determination 44:** Payment may be made to each of their members of a maximum amount of £150 per year for costs incurred in respect of telephone usage, information technology, consumables etc.

- **Resolved:** That the recommendation be accepted.

**Determination 45:** That an annual payment not exceeding £500 each to up to 3 members may be made in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses if that is made.

- **Resolved:** That the recommendation not be accepted.

**Determination 46:** Community councils are authorised to provide a civic allowance to the chair of the council at an amount that they deem appropriate to undertake the functions of that office. This is in addition to the £150 payment for costs and expenses if that is made

- **Resolved:** That the recommendation be accepted and that an allowance of £1,000.00 be provided to the Chair in respect of the 2017/18 year.

**Determination 47:** Community councils are authorised to provide a civic allowance to the deputy chair of the council at an amount that they deem appropriate to undertake the functions of that office. This is in addition to the £150 payment for costs and expenses.

- **Resolved:** That the recommendation not be accepted.

**Determination 48:** Community councils are authorised to make payments to each of their members in respect of travel costs for attending approved duties. Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances as below:

- 45p per mile up to 10,000 miles in the year.

- 25p per mile over 10,000 miles.
- 5p per mile per passenger carried on authority business
- 24p per mile for private motor cycles.
- 20p per mile for bicycles.
- **Resolved:** To accept the recommendations for the payment of the expenses as indicated for the purposes of members undertaking approved duties on behalf of the Council.

**Determination 49:** If a community council resolves that a particular duty requires an overnight stay, it may authorise reimbursement of subsistence expenses to its members at the maximum rates set out below on the basis of receipted claims:

- £28 per 24-hour period allowance for meals if not provided
- £200 – London overnight.
- £95 – elsewhere overnight.
- £30 – staying with friends and/or family overnight.
- **Resolved:** To accept the recommendation.

**Determination 50:** Community councils are authorised to pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties as follows:

- Up to £34.00 for each period not exceeding 4 hours:
- Up to £68.00 for each period exceeding 4 but not exceeding 24 hrs.
- **Resolved:** That the recommendation not be accepted.

**Determination 51:** Community councils are authorised to provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement shall only be made on production of receipts from the carer.

- **Resolved:** That the recommendation not be accepted

**Publicity Requirements.** There is a requirement on community councils to publish details of all payments made to individual members in an annual Statement of Payments

- **Resolved:** That the requirement be noted and adhered to.

#### **21.0 Dates of Meetings 2017/18**

- Members had received a copy of the schedule of the dates for meetings in advance.
- **Resolved:** That the schedule as advised be adopted.

#### **22.0 Agenda Item 20. Review of Policies.**

- **Resolved:** That reviews be undertaken by the Sub-Committee as and when required.

#### **23.0 Closure of Meeting.**

- There being no further business the Chair declared the meeting closed at 8.05p.m.