

CYNGOR CYMUNED GORSLAS COMMUNITY COUNCIL

Minutes of the meeting of the Gorslas Community Council held at Cefneithin CP School on Monday, 8th May, 2017, at 8.05.p.m.

23.0 Agenda Item 1: Record of those Present/Apologies

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

24.0 Welcome

- The Chair declared the meeting open at 8.05p.m.and thanked everyone for attending.

25.0 Agenda Item 2 Declarations of Interest

- There were no declarations of interest made in relation to the items on the agenda.

26.0 Agenda Item 3. Exclusion of Press and Public.

- There were no items where it was necessary to exclude members of the press and public.

27.0 Agenda Item 4 Consider the Minutes of the Meeting held on the 10th April,2017.

- Members proceeded, under the direction of the Chair, to examine and consider each page of the minutes of the for accuracy.
- It was proposed by Cllr Clive Green that a brief report be provided by the two County Councillors at each meeting in relation to County Council matters.
- Resolved:
 - (i) That the minutes of the meeting held on the 10th April,2017, be approved as being a true and accurate record of proceedings and decisions made.
 - (ii) That the two County Councillor members provide a summary update on County Council matters at each future meeting of the Community Council.

28.0. Agenda Item 5. Matters Arising from the Minutes.

28.1 Parks - Annual External Inspection.

- The replacement chains, bearings and seats have been received on the 28th April,2017 and arrangements are being made for the fitting of the equipment.
- **Resolved:** To receive and note the information provided.

28.2 Cefneithin Park. MUGA.

- Following a site inspection visit including Mr Gareth Howells, Carmarthenshire County Council's Parks Division, Cllrs Brian Kirby, Cllr Terry Jones , the Clerk and James Pigdon representing the contractor it was agreed that the Community Council formally accept handover of the facility as from 1.30 on Wednesday,12th April,2017.

- The Contract had been managed through the County Council who provided valuable advice and guidance in relation to specifications and suitability and undertook the, tendering as well as ensuring due diligence requirements were met.
- The facility was funded through the section 106 monies following a successful business case submission by the Community Council. .
- The Chair re-iterated his thanks to the members, the Clerk and representatives of the County Council who had assisted in the progression of the scheme.
- **Resolved:** To receive and note the information provided and to forward a letter of thanks to the relevant Officers from the County Council who had assisted greatly in the design and delivery of the scheme.

28.3 Cefneithin Hall. Lease

- The Clerk indicated that a copy of a constitution for the Cefneithin Hall Committee had been received and forwarded to the Council's solicitors however as the document had not been signed. As a consequence, the document had been returned to the Committee.
- It was reported that an annual payment was due from the Hall Committee in respect of the lease of the land however as the new lease has not been finalised and an agreement reached a demand for payment in respect of the 2016/17 had not been made.
- **Resolved:** To receive and note the information provided and approve the actions taken.

28.4 Cefneithin Park. Development and Future Schemes

- As agreed at the April meeting of the Council the future schemes for the park have been agreed. Matters have thus been progressed as follows: -
- Drainage – Phase 1 Wooded area. Instructions have been issued to TBM contractors to proceed with the work of clearing the existing drains in the wooded area.
- Benches. Details of options in relation to the seats and picnic tables available have been forwarded to Cefneithin Ward members for their consideration.
- To maximise financial savings there would be an advantage in considering delaying and combining the works with that of preparing bases for the benches and any additional footpath requirements.
- Resolved:
 - (i) That tenders be sought for the provision of 6 seats and 2 picnic benches made from recycled material.
 - (ii) That the Cefneithin ward members meet with the Clerk on site to decide the type and the locations for the placing of the items and the preparation of basis.

28.5 Gorslas Park. Titan Swing and Gyro Rotator.

- **Titan Swing:** Repairs to the safety surface of the Titan Swing have been completed. However it was noted that the new surface was being damaged as a result of a lack of a limiter on the travel on the play equipment.
- The cost of a replacement part from the manufacturer was prohibitive and the contractor is sourcing a bespoke part from a specialist fabricator.
- **Gyro Rotator:** The works to the safety surface have been completed and the safety surface has been laid.

- The topography of the park and the finished levels have meant that there would be an unacceptable and dangerous drop between the finished level and the lower footpath leading to the item. In conjunction with the Chair it was agreed that the remedial work be undertaken to ensure compliance with Health and Safety requirements.
- **Costs.** It is estimated that the additional costs will be in the region of £1,420.00 and the Clerk indicated that the County Council would be asked to include the costs within the section 106 monies allocated for the schemes. Should the bid be unsuccessful then the costs would fall upon the Community Council.
- **Resolved:** To receive, note and approve the actions taken.

28.6 Gorslas Park. Anti-Social Behaviour.

- Contact has been made by the Dyfed Powys Police Designing Out Crime Officer. There will be a delay however in arranging the meeting as the officer is currently on sick leave.
- **Resolved:** To receive and note the information provided.

28.7 Operational Issues Public Convenience Gorslas

- The Clerk received a report that on the 20th April, 2017 that the facility had remained locked and not available to the public on that day.
- The incident was reported to the contractor that day and an explanation sought.
- As there have been a number of operational issues relating to the facility the Clerk requested a meeting with the contractor to discuss these issues.
- To date a response has not been received and two reminders have been sent with a deadline of Friday 26th May, 2017, set for a response.
- **Resolved:** To receive, note and approve the actions taken.

28.8 Wayside Seat/ Footpath Examination Reports.

- It was resolved at the last meeting to remove the three seats at Bron Yr Ynn but not to undertake repairs.
- The view of the Council is sought on the possibility of refurbishing one of those seats and using it to replace the seat which was damaged and removed from Brynlluan. The saving over the provision of a new seat would be some £300.
- Concerns were raised that an issue may arise in relation to the removal of the three seats at Bron Yr Ynn due to their construction and fixing to a concrete base.
- **Resolved:** That the contractor be instructed to remove the seats if possible with one of the seats being re-located to Brynlluan if feasible.

28.9 Gorslas Public Convenience – Store Room Doors

- As reported at the last meeting the door and frame to the store room of the public convenience have rusted and are in danger of becoming insecure.
- There is a concern as cleaning chemicals are kept in the store room and there is a possibility of youngsters being able to gain access to the facility and thus the chemicals.
- The following prices for the provision of and fitting of replacement doors have been received and do not include VAT: -
 - (i) Contractor A - £ 1,037.36
 - (ii) Contractor B - £ 1186.00

- **Resolved:** That the contract be awarded to the lowest tenderer.

28.10 Gorslas Park – Proposed New School.

- Details of the valuation of the land have not to date been received.
- **Resolved:** Following discussion it was agreed to place the matter of the new school on the agenda for the June Meeting of the Council.

28.11 Cefneithin. Dog Waste Bins Heol Yr Ysgol.

- The matter has been reported to the County Council. A response has not been received..
- **Resolved:** To receive and note the information provided.

28.12 Cefneithin Collapsed Manhole near Maes Y Gwendraeth

- The appreciation of the Community Council for the prompt action of the County Council in resolving the issue has been conveyed to the relevant officer.
- **Resolved:** To receive and note the information provided.

28.13 Drefach. Litter Bin Bron Yr Ynn.

- The concern together with a request for the provision of increased capacity or for increased frequency of collection has been forwarded to the County Council.
- To date a response has not been received.
- **Resolved:** To receive and note the information provided.

28.14 Drefach. Litter Bin Lay-by Heol Blaenhirwaun.

- The concern together with a request for the provision of increased capacity or for increased frequency of collection has been forwarded to the County Council.
- To date a response has not been received.
- **Resolved:** To receive and note the information provided.

28.15 Drefach. Litter Bin Located Near Old Post Office.

- The concern together with a request for the provision for of increased capacity or for increased frequency of collection has been forwarded to the County Council.
- To date a response has not been received.
- **Resolved:** To receive and note the information provided.

28.16 Gorslas. Manhole Cover Church Road leading to Llyn Llech Owain.

- The matter was reported to the County Council and repairs affected.
- **Resolved:** To receive and note the information provided.

28.17 Correspondence- Mr Jason Perry

- The Council's decision to grant permission for the householder to erect a fence on the boundary fence between the park and no 29 Heol Y Parc, subject to the certain conditions being met has been relayed to the householder.
- Mr Perry has confirmed acceptance of the conditions and wishes to relay his thanks and appreciation to the Council. The work will be undertaken over the summer period.
- **Resolved:** To receive and note the actions taken.

28.18 Correspondence – Mr Gareth Jones Cefneithin.

- As reported at the last meeting a request had been received from Mr Jones in relation to the opening of the new MUGA in the park.
- Since the receipt of the communication the Clerk had occasion to meet with Mr Jones in the park and discussed with him the issues of concern. Mr Jones was satisfied with the information provided and did not require a written response.
- **Resolved:** To receive, note and approve the actions taken.

28.19 Planning Application W/35374.

- The concerns relating to the application have been relayed to the Planning Authority.
- **Resolved:** To receive and note the information provided.

29.0 New Matters Parks and General

29.1 Attendance of Members at Full Meetings of the Council 2016/17

- Detailed below are the attendance figures for members attending all full meetings of the Council, of which there were 13, for the period 1st May,2016, to the 30th April,2017.

Surname	First Name	Meetings Attended	% Attendance
Martin	Simon	13	100
Jones	Terry	8	62
Davies	Huw	8	62
Kirby	Brian	10	77
Price	Darren	12	92
Edwards	Wyn	12	92
Green	Clive	10	77
Rees	Anthony	11	85
Jukes	Tina	10	77
Lewis	Nia	13	100
Davies	Terry	12	92
Owen	Aled	9	69
Price	Janice	8	62
Davies	Ellis	8	62
Griffiths	Gavin	3	23

- **Resolved:** To receive and note the information provided.

29.2 Parks. Service Level Agreement - Fortnightly Park Inspection.

- The Community Council has a duty to make suitable arrangements to ensure that the play equipment in the parks is examined regularly and are in a safe condition.
- To meet this requirement the Community Council has entered into a fortnightly inspection arrangement with the County Council whereby a qualified person examines

the equipment and reports to the Clerk items which require attention. The agreement also covers the cost of an annual inspection by a qualified external inspector.

- The agreement operates on an annual basis and to insure and protect the public it is recommended that the Community Council enter into a similar arrangement with the County Council for the year 2017/18 and that the regime be extended to include to cover the Cefneithin MUGA.
- **Resolved:** That the Community Council enters into an agreement with the County Council for the fortnightly inspection of the three parks, including the MUGA, with the Clerk authorised to negotiate the annual charge.

29.3 Cefneithin Park MUGA Operational Issues.

- Concerns have been expressed by members regarding a variety of operational issues which arise from improper use of the facility and could damage the facility or prevent or discourage others from making use of the MUGA. These include bicycles or the use of inappropriate footwear, dogs urinating on the artificial surface, and use by groups of older users for long periods of time.
- It has been suggested consideration be given to erecting signage prohibiting certain actions or activities.
- During discussions it was proposed by members that consideration be given to holding an official opening for the MUGA development.
- Resolved:
 - (i) Cefneithin ward members bring their requirements for signage to the next meeting.
 - (ii) The agenda for the July meeting include discussion on an official opening ceremony.

29.4 Cefneithin Park – Freestanding Slide/ Multi Play Unit

- An instruction has been issued for mobile welding services to address the weakness in the handrail of the multi play unit caused by corrosion and the corrosion in the slide runout support beam of the slide.
- **Resolved:** To receive, note and approve the actions taken.

29.5 Cefneithin Park – Boundary Hedge with Heol Y Parc

- The contractor has undertaken work to cut back the boundary hedge on the park side of the hedge to prevent injury to users of the park or hall.
- **Resolved:** To receive, note and approve the actions taken.

29.6 Drefach Park – Tube Slide

- The arrangements for mobile welding have been extended to include replacement of the steel plate identified by the annual inspection as requiring attention due to corrosion.
- **Resolved:** To receive, note and approve the actions taken.

29.7 Drefach Park – Boundary Hedge Cutting Arrangements.

- The new contract for grass cutting was extended to include the cutting of boundary hedges following concerns relating to possible injuries to park users arising from the overgrowth extending to the footpaths and complaints from neighbouring properties regarding damage to their property/ loss of television signal.

- Two residents contacted the Council in relation to the legality of undertaking hedge cutting at this time of year. Confirmation of the legal requirements and processes were obtained by the Clerk and checks made that the contractor was aware and had followed them correctly. The parties were advised accordingly
- Complaints were also received from a resident of the Brynglas estate on the 11th 18th and 20th April in relation to both damage to the ground and also the sharp edges/ cuttings both in the hedgerows, play areas and areas external to the park.
- The complaints were investigated promptly with the Clerk visiting the site on each occasion and the contractor taking remedial action where possible.
- At the end of that process the resident remained concerned regarding the possible injury to children and animals arising out of the work undertaken.
- The Council had exercised due care and attention in appointing a suitable and professionally competent company to undertake the work and appropriate equipment for such work was used. The same equipment would cut hedges in parks controlled by the County Council and also is used in areas adjacent to a public footpath.
- The concerns highlighted the need to monitor the position for future works and also that there was a need to assess the type of growth in the children's play area.
- **Resolved:** To receive and note the information provided and the proposed actions.

30.0 Agenda Item 7 Urgent Local Matters.

30.1 Foelgastell Highway Heol Y Foel

- Following a report from a member on Monday 1st May,2017, relating to a significant depression in the highway at a point close to the Smiths Arms the matter was reported immediately that evening to the County Council.
- Traffic lights were put in place and repairs commenced the following day.
- **Resolved:** To receive and note the information provided

30.2 Foelgastell Missing Services Cover – Near Clos Y Gorlan

- It was reported that a cover was missing from a manhole near the entrance to the site.
- The County Council were advised and have responded that the item in question is not in their ownership. They could provide a replacement cover at a cost £100.00.
- **Resolved:** To receive and note the information provided.

31.0 Members Report

31.1 Torcoed Quarry Liaison Committee

- Cllr A Rees had attended a recent meeting of the liaison committee.
- It was reported that a new manager had been appointed for the quarry.
- The Committee was advised that works would be extended towards the later part of the year to include works to link up with the Crwbin site.
- The manager also reported that due to the volume of work more traffic had been generated and complaints received in relation to lorries travelling through Crwbin.

31.2 Trustees Cross Hands Public Hall and Cinema

- Cllr Clive Green advised that he had represented the Council at a meeting of the trustees on the 20th April,2017.

32.0 Agenda Item 9 PACT April 2017.

- Due to operational reasons, it was necessary for the April meeting to be cancelled.
- A report on crime statistics has however been forwarded and is provided below
 - (i) Total 34 crimes
 - a) Gorslas – 0
 - b) Drefach – 0
 - c) Cefneithin – 3
 - d) 1x hate incident, logged.
 - e) 1x sexual assault, investigation ongoing.
 - f) 1x Criminal damage, charged.
 - g) Capel Seion – 0
 - h) Maes y Bont – 0
 - (ii) Unknown – 13
 - a) 4x Assault – Investigation ongoing.
 - b) 3x Theft – Investigation ongoing.
 - c) 2x Criminal damage – 1x charged, 1x victim has withdrawn support.
 - d) 1x burglary – investigation ongoing.
 - e) 1x making off without payment – investigation ongoing.
 - f) 1x rape – investigation ongoing.
 - g) 1x cannabis, cannabis warning.

33.0 Agenda Item 10.0 Correspondence.

33.1 General Correspondence

No	From	Subject	Notes
10.1	Auditor General	<ul style="list-style-type: none">• Provides an explanation in response to various concerns from Council's relating to the 2015-16.• Copy available from the Clerk	
10.2	Carms C. C.	<ul style="list-style-type: none">• Code of Conduct. Two training sessions are offered free of charge starting at 6. 00 p.m. at County Hall, Carmarthen on 29/06/17 and 06/07/16.Places awarded first come first served.	
10.3	Pageantmaster Battle's Over	<ul style="list-style-type: none">• Advise that 835 Beacons of light have been confirmed for the WW1 memorial event on Sunday 11th November,2017	

10.4	Welsh Govt	<ul style="list-style-type: none"> Meat Promotion Wales – Position of Chair. Details on Welsh Govt Website. 	Closing Date 30/05/17
10.5	Welsh Govt	<ul style="list-style-type: none"> Wales Audit Office – Non-Executive Member 	Closing Date 19/05/17
10.6	Aon Insurance	<ul style="list-style-type: none"> Renewal schedule returned as it had errors on it. They advise of three new benefits, subject to policy excesses: - <ul style="list-style-type: none"> (i) Clerk. Up to £5,000 to pay for replacement if Clerk absent due to injury in the course of his duties. (ii) Up to £1,000 for tree felling in certain circumstances. (iii) For removal of fly tipping in certain circumstances 	

- **Resolved:** To receive and note the information provided.

34.0 Agenda Item 11 One Voice Wales.

34.1 April Newsletter

- A copy had been circulated electronically to members prior to the meeting however a hard copy was available from the Clerk should one be required.
- **Resolved:** To receive and note the information provided.

34.2 Training for New Councillors

- 25/05/17 Thursday St Johns Ambulance Hall, Margaret Street Ammanford
- 06/06/17 Tuesday St Peters Civic Hall, Nott Square, Carmarthen
- Courses start at 6. 30p.m and finish at 9.00p.m.
- Cost £ 40 per person.
- **Resolved:** That the Community Council make provision for Cllr David Evans to attend the training should he so wish.

34.3 Draft Social Media Policy.

- A draft policy in respect of the above has been forwarded by the association.
- **Resolved:** That the policy be considered once it had been confirmed and accepted as the officially recognized model by One Voice Wales members.

34.4 Motion AGM One Voice Wales Saturday 30th September,2017.

- The Council is invited to put forward up to two motions for consideration at the AGM.
- The motions must relate to national issues and be accompanied by an explanatory note not exceeding 150 words.
- Deadline for receipt of submission 30/06/17.
- **Resolved:** To receive and note the information provided.

35.0 Agenda Item 12 Planning Applications

35.1 Applications.

No /Ref	Description	Location	Applicant
W35393	Full Planning: Demolition of existing rear extension and outhouse and erection of single storey extension	6 Heol Rhosybonwen, Cefneithin, SA14 6TF	Matt Winkler
W/35398	Full Planning: Required to gain an operator's licence from the yard 2 Motor Vehicles.	Land adj to Ucheldir, Nine Acres, Capel Seion Road, Drefach. SA14 7BN	Dudley Prosser
W/35442	Variation of Planning Condition No 1 relating to application no W/29597 for an additional 3 years for the approval of reserved matters to 24.04.2020 and 5 years for commencement to 24/04/2022.	Land at Clos Uchaf , Drefach, Llanelli, SA14 7BP	Les Fifield

- Resolved:
 - (i) That no objections or observations relating to the proposals be submitted.
 - (ii) Cllr Darren Price kindly agreed to ascertain from the planning department why details of planning application W35398 and W35442 could not be viewed online.

36.0 Item 13 Finance

36.1 Annual Audit and Report 2016-17

- The documentation relating to the internal audit has been forwarded to the auditor and will be presented at the next meeting.

36.2 Overall Position Statement Reconciliation Cash Book with Bank Accounts

a) Annual Return

As part of the audit process the Council is required to provide and complete the following statement and which must be considered by the Council.

Annual Return - Gorslas Community Council			
Ref	Statement Income/Exp	31 03 16	31 03 17
1	Balances B/F	71,921	70,882
	Income		
2	Add Income from Local Tax	67,449	70,099
3	Total Other Receipts	16,575	8,674

	Expenditure		
4	Staff(Clerk and Shelter Cleaner)	27,095	21,857
5	Loan Interests	0	0
6	Total Other Payments	57,968	50,360
7	Balances Carried Forward	70,882	77,437
	Statement Balances		
8	Debtors and Stock Balances	0	0
9	Total Cash/Investments	70,882	79,395
10	Creditors Unpresented Chqs previous years	0	1,958
11	Balances C/F	70,882	77,437
12	Total Fixed Assets	121,348	194,015
13	Total Borrowing	0	0
14	Trust Funds	N/A	

b) Notes on Reserves

- The statement indicates that reserves have increased from 2015/16 by £6,555.00 to £ 77,437.00. at the year end
- It should be noted however that these are cashbook figures and do not included commitments arising from decisions made by the Council during 2016/17 which amount to £ 9,245.00 which have not yet been paid.
- To account for these commitments the adjusted end of year reserve figure for 2016/17 is £ 68,192.00. (i.e. £ 77,437.00 less £ 9,245.00)

c) Reserve Balances: What are they for

Item	Description	Balance
Reserve 2016/17	Opening Balance	£68,192.00
Cefneithin Park	Development Fund	£16,300.00
Cefneithin MUGA	Repair Fund	£2,000.00
Operational Reserve	3 times monthly income	£19,398.00
Depreciation	Replacement Equip	£30,494.00

d) Significant Variances to 2015/16. Staffing.

- Income Other than precept. Decrease of 21% made up of loss of P Convenience SLA, reduced VAT recovery and loss of donations.
- Staff Costs reduction of 19%, Made up of change relating to Gorslas P Conv transfer employee to contractor and reduced Clerking salary cost.

- Asset Values: Increase of 60%. Revised valuations for Buildings and adding P Lighting columns not previously included.

e) Liabilities and Risks.

- Loans and Investments
- There are no outstanding loans, liabilities or investments other than those held in the Council's bank accounts recorded.
- Assets, Properties and Estates
- There has been a reduction in assets of one wayside seat.
- There has been a further review of assets and their values during the year and the values are shown as estimated at 31.03.17.
- Risk Management
- The Council has arranged a fortnightly inspection of play equipment in the three parks in addition to the annual external inspection and has acted swiftly where issues have been identified.
- Additionally, Insurance Cover has been arranged with an independent provider to mitigate the identified risks incurred in the transactions of the Council's business and stated assets.
- External Audit – Grant Thornton UK.
- The Auditor General has appointed Grant Thornton as Auditors for the 2016/17 financial year.
- The Authority has complied with, the requirement to display the notice of Appointment of Date for the exercise of Electors Rights by the required date.
- The 5th June,2017, has been set for the return of the Annual Return with the statutory deadline for approval of the Return being the 30th June,2016.
- **Resolved:** To accept and approve the annual return subject to the consideration of any comments received from the internal auditor.

f) Annual Return Questions for Members.

- As part of the audit the annual return asks the following questions to which the Council **must** provide a response relating to the Accounting Statement and Annual Governance statements.
- The Council has prepared its accounting statements in the way prescribed by law.
- Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
- Has only done things that it has the legal power to do and conformed to codes of practice and standards in the way it has done so.
- Has given all persons interested the opportunity to inspect and to ask questions about the Council's accounts.
- Considered the financial and other risks it faces in the operation of the Council and has dealt with them properly.

- Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the Council.
- Disclosed everything it should have about its business during the year including events taking place after the year end if relevant.
- Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditor.
- Properly planned its financial activities for the year and set a budget in accordance with statutory requirements.
- Effectively monitored its financial position, income and expenditure, against that budget throughout the financial year.
- Ensured that its internal auditor function is able to undertake its work without potential conflict of interests and with sufficient scope to provide an adequate and effective service.
- **Resolved:** Having considered each question in turn and following discussion it was resolved to approve a statement confirming compliance with the annual statement and governance return subject to consideration of any issues raised by the Internal Auditor.

g) Internal Auditor's Report

- The relevant financial information to undertake the audit has been provided to Lyn Llewellyn Audit Services.
- Following completion of the audit the report and recommendations will be presented to members at the July meeting.

h) Regular Payments

- Regulations require that a schedule of regular payments made by the Council in respect of contracts or other payments be approved. For the 2016/17 year the payments are: -

Ref	Description	Notes
1	Grounds Maintenance ie grass cutting	Spencer Environment Costs as per contract. Contract review
2	Litter Picking	TBD Temporary -Dependent on no of picks.
3	Inspection of Park Play Equipment	Carms CC Fortnightly inspection and reporting.
4	Supply Electricity/ Water to Toilets	Quarterly re-charge from County Council
5	Street Lighting	Annual re-charge form County Council
6	Wages Salaries Clerk/Other staff	As per employment contract.
7	HMRC – Tax, Ni contributions	As required by legislation

8	Dyfed Pensions contributions	As per contractual agreements.
9	Wallgate	Inspection/ Maintenance of Toilets Equip

- **Resolved:** To approve the payment of the items listed in the regular payments schedule.

36.3 Payments /Income

Payments Made to Creditors April 2017

Paid To	Description	Amount £
2016/17		
Rodway	Public Convenience Contract – March	201.67
Spencer Environmental	Grounds Maint Contract March	795.48
TBM	Litter March /Path Wood area Cefn/ Gors Safety surface clean/ Secure bins.	1,010.00
HMRC	Employee and Employer Contributions Qtr 4	1,663.05
2017/18		
One Voice Wales	Membership 2017/18	585.00
Cefneithin CP	Hire School For Council Meetings	62.44
Gorslas CP	Hire School For Council Meetings	62.44
Towy Works	Padlock MUGA	32.03
M.J. Sawmills	Supply Hardwood slats	105.00
Drefach Welfare	Hire Hall 07/04 and 10/04/17	25.00
Fenland Leisure	Supply Replacement Park Equipment	1,259.76
Wallgate	Service Contract Gorslas P Conv Equip	1,051.20
Morgan and Morgan	Provision of Toner Cartridges	130.99

Income April 2017.

Received from	Description	Amount £
Carms C.C.	Precept Instalment No 1	25,390.03

- **Resolved:** To note, receive and approve the payments made and income received.

36.4 Payroll Processing

- The issue of the payroll processing is one which has been identified and included in the external Audit.
- There is concern that the payroll is an area where the separation of duties could be strengthened to ensure compliance and transparency.
- The issue has been highlighted in other Councils and was discussed with the Sub-Committee during the appraisal with the Clerk.
- Consequently, enquiries have been made with Pay Connect who provide such services to other Community Council's and third sector organizations'. The charge for the payroll services is estimated at £ 16.75 per payroll period with a joining fee of £ 75.

- The Council's views are sought on the proposal to allow Pay Connect to undertake the service for the Council.
- Resolved:
 - (i) That the Council enter into an agreement with Pay Connect in relation to providing the payroll services and
 - (ii) That the matter can be reviewed at the annual appraisal meeting with the Clerk in terms of the impact of the arrangement on payments made to the Clerk.

37.0 Item 14 Date Next Meeting

- 12th June ,2017 at Gorslas C.P. School at 7.00p.m.

38.0 Closure of Meeting

- The business of the meeting having been concluded the Chair declared the meeting closed at 9.10 p.m.