

CYNGOR CYMUNED GORSLAS COMMUNITY COUNCIL

Minutes Annual General Meeting of Gorslas Community Council held at Gorslas C.P. School on Monday, 14th May, 2018, at 7.00p.m.

1.0 Agenda Item 1: Record of those Present/Apologies

- Members: Cllrs Wyn Edwards, Simon Martin, Nia Lewis, Clive Green, Anthony Rees, Aled Vaughan Owen, David Evans, Iestyn Llwyd, Janice Price, Brian Kirby, Darren Price, Terry Jones and Tina Jukes.
- Others: Llew Thomas Clerk to the Council, Mr Hefin Jones, Translator.
- Apologies for absence: Cllrs Wynne Jones and Andrew King.

1.1 Welcome

- Cllr Wyn Edward welcomed everyone and declared the meeting open at 7.00p.m.

2.0 Agenda Item 2 Declaration of Interest

- There were no declarations of personal interest were made in respect of the items on the agenda for the Annual General Meeting.

3.0 Agenda Item 3. Chair's Report 2017/18

- Cllr Wyn Edwards expressed his gratitude and thanks to each and every member of the Council together with the Vice Chair, Sub-Committee members and the Clerk for their support and hard work during the two years during which Cllr Edwards had held the office of Chair.
- It had been a period of transition and challenge for the Community Council with four long serving members of the Council deciding not to stand for re-election in May,2017 and four new members, who had shown themselves to be worthy successors, joining the Council.
- It was unfortunate that, due to illness, Cllr Brian Kirby had not been able to take up the position of Vice Chair and it hoped that those issue were well on the way to being resolved. The Chair wished therefore to express his gratitude to Cllr Simon Martin who had kindly agreed to undertake the role of Vice Chair during that period.
- During 2017/18 a major issue for the Council was the prospect of a new primary school being established on the grounds of Gorslas Park. Public consultation by the County Council indicated that the majority of consultees were in favour of the proposal but with reservations being expressed related to traffic congestion and loss of recreational facilities. Negotiations had taken place with the County Council in relation to the prospective sale of the land and thanks were due to the Sub Committee and the two County Councillors for their role and support in that process.
- Operationally difficulties relating to the operation of Gorslas public conveniences had been resolved with the new arrangements working well.

- A very difficult issue relating to the safety surface of an item of equipment at Gorslas Park had also been resolved and progress had been made in implementing the proposed developments at Cefneithin Park.
- A formal written agreement had also been reached with Drefach Cricket and Football Association in relation to the use of Drefach Park for Junior football.
- Governance. A revised format had been adopted for membership of the Sub Committee to include the opportunity for a member from each ward to gain experience by serving as an observer at meetings of the Sub Committee.
- Also worthy of note was that a new ribbon had been purchased for the Chair's Chain of Office. The ribbon would allow the fixing of a badge of office recording the Chair for each municipal year. The previous ribbon had recorded the details of the past Chairs over a 30-year period and was given to the Clerk for safe keeping.
- The Chair also provided details of assistance provided to local groups during 2017/18 from the Chair's Allowance. The total allocation had not been spent and the Chair presented the Clerk with a cheque refunding the unspent balance.
- Cllr Edwards wished to thank members personally for the honour of leading the Council over the last two years and also thanked members for their support and their positive attitude and commitment to doing their best for the community.
- A vote of thanks was proposed by Cllr Clive Green to Cllr Edwards for the excellent way he had led the Council over the last two years and also to the Vice Chair and Sub Committee for their hard work during in that time.
- **Resolved:** To accept the report of the Chair and to unanimously accept and endorse Cllr Green's proposal and the sentiments expressed therein.

4.0 Agenda Item 4 To Elect a Chair for the 2018/19 Municipal Year.

- In accordance with the established practice of rotating the offer of the position of Chair between the three wards in respect of the 2018/19 municipal year the position would be offered to a Councillor from the Cefneithin Ward.
- It was proposed by Cllr Wyn Edwards and seconded by Cllr Anthony Rees that the position of Chair for the 2018/19 municipal year be offered to Cllr Simon Martin.
- **Resolved:**
 - (i) It was unanimously agreed that Cllr Simon Martin be appointed as the Chair of Gorslas Community Council for the municipal year 2018/19.
 - (ii) For the 2018/19 financial year to delegate an allocation of £1,000 to the Chair together with authority to determine and spend the allocation for the purposes of providing financial assistance to good causes.

4.1 Chair. Confirmation of Acceptance of the Office.

- Cllr Simon Martin confirmed acceptance of the offer and thanked members for the honour of being appointed as Chair.
- The declaration of acceptance of the office was duly read out and signed by Cllr Martin with the Clerk signing the statement as a witness.
- Cllr Martin then formally took the Chair for the remainder of the meeting.

5.0 Agenda Item 5. To Elect a Vice Chair for the 2018/19 Municipal Year.

- In accordance with the established practice of rotating the position of Vice Chair between the wards nominations were invited from a representative from the Gorslas Ward for the office of Vice Chair.
- It was proposed by Cllr Aled Vaughan Owen and seconded by Cllr Janice Price that Cllr Iestyn Llwyd be appointed as Vice Chair of the Council.
- Cllr Iestyn Llwyd confirmed acceptance of office and expressed his gratitude for the nomination.
- **Resolved:** It was unanimously agreed that Cllr Iestyn Llwyd be appointed as Vice Chair of the Community Council for the municipal year 2018/19.

6.0 Agenda Item 6 Adoption of Standing Orders.

- Copies of the Council's Standing Orders had been circulated to members as part of the papers for the meeting.
- **Resolved.** To accept the Standing Orders subject to the following amendments: -
 - (i) Nothing in the standing orders would prevent the Community Council from inviting quotations only from three contractors on Carmarthenshire County Council's approved contractor schedule.
 - (ii) In relation to maintenance work nothing in the standing orders would prevent the Community Council from engaging the nominated Community Council maintenance contractor from undertaking such work subject to the Council being satisfied that such an arrangement was in the best interest of the Council and provided value for money.
 - (iii) That the Sub Committee undertake a review of the Standing Orders.

7.0 Agenda Item 7 Membership of Sub Committee 2018/19

- The membership of the Sub Committee had been increased during 2017/18 to allow for a member from each ward to serve on the Sub-Committee as observers.
- Those who had done so reported that it had been a positive experience increasing and broadening members knowledge and experience of how the Council worked.
- It was also noted that the inclusion of the two County Councillors as members of the Sub Committee for matters related to the proposed new school at Gorslas Park had been proved to be of considerable assistance and benefit to the sub-committee.
- **Resolved:**
 - (i) The membership of the Sub Committee comprises of the Chair, Vice Chair and Immediate Past Chair.
 - (ii) Cllrs Tina Jukes, Terry Jones and one other member, to be decided upon by the Gorslas Ward members, be appointed as observers without voting rights
 - (iii) County Councillors Aled Vaughan Owen and Darren Price serve on the Sub Committee, but without voting rights, in relation to matters regarding the proposed new school at Gorslas Park.

8.0 Agenda Item 8 Appointment of Representative to Serve on the One Voice Wales Association 2018/19.

- **Resolved:** Cllr Wyn Edwards be appointed as the Community Council's representative for One Voice Wales.

9.0 Agenda Item 9 Appointment of Representatives to School Governing Body.

- Cllr Nia Lewis indicated that there were two vacancies for representatives on the Cross Hands and Drefach Primary School Governing Body and it would be appreciated if persons with interest in the positions could contact the school.
- **Resolved:** That the current representatives on school Governing Bodies be re-appointed for the duration of their term of office.

10.0 Agenda Item 10 Appointment of Representatives to other External Bodies 2018/19.

- **Resolved:** To appoint the following as representatives on External Bodies: -
 - (i) PACT: Cllrs Clive Green, Brian Kirby and David Evans.
 - (ii) Gwendraeth Group of Councils: Cllrs Clive Green, Brian Kirby.
 - (iii) Torcoed Quarry Liaison Committee: Cllr Anthony Rees.
 - (iv) Cross Hands Hall Trustees: Cllrs Clive Green and Brian Kirby

11.00 Agenda Item 11 Appointment Responsible Financial Officer 2018/19.

- **Resolved:** That the Clerk be appointed as Responsible Financial Officer for the 2018/19 financial year.

12.0 Agenda Item 12 Internal Financial Auditor 2018/19.

- **Resolved:** That having regard to the Council's requirements, and the relevant experience of the auditor, that Lyn Llewellyn Audit Services be appointed to undertake the internal audit for the 2018/19 financial year.

13.0 Agenda Item 13 Internal Financial Examiner 2018/19.

- **Resolved:** Cllr Clive Green be appointed as the Internal Financial Examiner for the financial year 2018/19.

14.0 Agenda Item 14 Chair's Allowance 2018/19.

- **Resolved:** An allowance of £1,000 be provided for the Chair in respect of his duties for the 2018/19 financial year with any approved overspend being met from reserves.

15.0 Agenda Item 15 Independent Remuneration Panel Report 2018/19

15.1 Background.

- The Council is required to formally consider each item of the Panel's report.
- It must implement the determinations of the Panel except where it is noted that the determination is a recommendation and not a requirement.
- The determinations **must** be implemented from the date of the Council's Annual meeting or a date specified within the Council's Annual Report.

15.2 General

- Community and Town Councils are to be divided into 3 groups based on the level of income or expenditure, whichever is the highest, in the previous financial year, is most appropriate.

- Income or Expenditure in 2017-18 of: A £200,000 and above B £30,000 - £199,999 C Below £30,000.
- **Resolved:** To receive and note the information provided.

15.3 Entitlement

- In all cases, any individual member may make a personal decision to elect to forgo part or all of the entitlement to any of these payments by giving notice in writing to the proper officer of the council.
- In the event of a member of the council standing down during the year, it is a matter for the council to decide whether or not to reclaim any payments made.
- Members in receipt of a Band 1 or Band 2 senior salary from a principal council cannot receive any payment from any Community or Town Council, other than travel and subsistence expenses and reimbursement of costs of care. However, this does not preclude them from holding a senior role.
- **Resolved:** To receive and note the information provided.

15.4 Determinations

Determination 44

- Community and town councils in Groups A and B **must** make available a payment to each of their members of £150 per year for costs incurred in respect of telephone usage, information technology, consumables etc.
- **Resolved:** Statutory requirement determination approved. Clerk awaiting clarification from HMRC prior to making payment.

Determination 47

- Community and town councils in Groups B or C are authorised to make an annual payment of £500 each to up to 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.
- **Resolved:** Not to implement the determination.

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:
 - (i) 45p per mile up to 10,000 miles in the year.
 - (ii) 25p per mile over 10,000 miles.
 - (iii) 5p per mile per passenger carried on authority business.
 - (iv) 24p per mile for private motor cycles
 - (v) 20p per mile for bicycles.
- **Resolved:** To accept and implement the determination with immediate effect.

Determination 49

- If a community or town 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
 - a) £28.00 per 24-hour period allowance for meals, including breakfast where not provided.
 - b) £200.00 London overnight.
 - c) £95.00. Elsewhere overnight.
 - d) £30.00 Staying with friends and/or family overnight.
- **Resolved:** To accept and implement the determination with immediate effect.

Determination 50

- Community and town 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:
 - (i) Up to £34.00 for each period not exceeding 4 hours:
 - (ii) Up to £68.00 for each period exceeding 4 hours but not exceeding 24 hrs.
- **Resolved:** Not to implement determination.

Determination 51

- All community and town councils must 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 must be for the additional costs incurred by members in order for them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer.
- **Resolved:** Mandatory requirement. Determination approved.

Determination 52

- Community and town councils are authorised to provide a Civic Head payment to the mayor/chair of the council up to a maximum of £1,500 to undertake the functions of that office. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.
- **Resolved:** Not to approve or implement.

Determination 53:

- Community and town councils are authorised to provide a Deputy Civic Head payment to the deputy mayor/deputy chair of the council up to a maximum amount of £500 to undertake the functions of that office. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.
- **Resolved:** Not to approve or implement the determination.

15.5 Publicity requirements.

- There is a requirement on community and town councils to publish details of all payments made to individual members in an annual Statement of Payments. This information must be published on council noticeboards and/or websites (with easy access) and provided to the Panel by email or by post no later than 30th September following the end of the year to which the payments relate. The Panel is concerned that a significant number of councils are in breach of this requirement
- **Resolved:** To note, approve and implement the requirement.

16.0 Agenda Item 16 Annual Report Members Attendance

- Detailed below are the attendance figure in respect of the attendance of members at full meeting of the Community Council for the period 1st May 2017, to 30th April,2018.
- The figures have been adjusted to reflect the fact that three members, Cllrs Wynne Jones, Iestyn Llwyd and Andrew King were appointed part way through the year.

Ward	Surname	First Name	Meetings Attended	% Attendance
Cefneithin	Martin	Simon	14	100
	Jones	Terry	13	93
	Evans	David	14	100
	Kirby	Brian	5	36
	Price	Darren	12	86
Drefach	Edwards	Wyn	14	100
	Green	Clive	14	100
	Rees	Anthony	12	86
	Jukes	Tina	12	86
Gorslas	Lewis	Nia	13	93
	Owen	Aled	13	93
	Price	Janice	8	57
	Jones	Wynne	6	55
	Llwyd	Iestyn	10	91
	King	Andrew	8	73

17.0 Item 17 Date of Meetings for the 2018/19 Municipal Year.

Date	Venue
14/05/18	Gorslas C.P. School
11/06/18	Cefneithin C.P. School
09/07/18	Gorslas C.P. School

10/09/18	Drefach Welfare Hall
08/10/18	Cefneithin C.P. School
12/11/18	Gorslas C.P. School
10/12/18	Drefach Welfare Hall
14/01/19	Cefneithin C.P. School
11/02/19	Gorslas C.P. School
11/03/19	Drefach Welfare Hall
08/04/19	Cefneithin C.P. School
13/05/19	Gorslas C.P. School

*Please note all meetings commence at 7.00p.m. unless otherwise stated.

18.0 Agenda Item 18 Review of Council Policies

- It was noted during discussions that the Council had, in previous years, adopted a policy of periodically reviewing policies a practice which had proved useful and beneficial.
- **Resolved:** That the Sub Committee identify up to two policies to be reviewed during the coming year and that the review be undertaken by the members serving as observer members of the sub-committee.

19.0 Closure of Meeting

- There being no further business to transact the Chair thanked members for their contribution and declared the meeting closed at 7.45p.m.