

# CYNGOR CYMUNED GORSLAS COMMUNITY COUNCIL

Minutes of the meeting of the Gorslas Community Council held at Gorslas C.P. School on Monday, 14<sup>th</sup> May, 2018, at 7.50 p.m.

## 20.0 Agenda Item 1: Record of those Present/Apologies

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

## 21.0 Welcome

- The Chair welcomed everyone and declared the meeting open at 7.50p.m.

## 22.0 Agenda Item 2 Declaration of Interest

- Declarations of personal, but not prejudicial interests, were declared in matters relating to the proposed new school by Cllr Aled Vaughan Owen and Darren Price and Cllr Janice Price as a Governor of Gorslas C.P. School.
- The meeting was advised that a dispensation had been received to enable the above named to participate and vote in any matter relating to the proposed new school.
- **Resolved:** That the declarations of interest be recorded.

## 23.0 Agenda Item 3. Exclusion of Press and Public.

- **Resolved:** That it was not necessary to exclude the press and public.

## 24.0 Agenda Item 4 Consider the Minutes of the Previous Meeting.

- Members proceeded, under the direction of the Chair, to examine each page of the minutes for accuracy.
- It was proposed by Cllr Wyn Edwards and seconded by Cllr Clive Green that the minutes of the meeting held on the 9<sup>th</sup> April, 2018, were correct.
- **Resolved:** That the minutes be approved and confirmed as an accurate record of the discussions and decisions made.

## 25.0 Agenda Item 5. Matters Arising from the Minutes.

- An update was provided in relation to the following matters: -

Ref	Item	Update
25.1	Cefneithin Hall Lease	<ul style="list-style-type: none"><li>• Cllr Darren Price confirmed that the Association had approved the proposed terms. They had however requested that the area of land to be included in the lease be</li></ul>

		extended on the Heol y Parc Side from the hall to the boundary.
25.2	Dyfed Powys Police	<ul style="list-style-type: none"> <li>• Response received from Commissioner indicating wish to attend future meeting.</li> <li>• Schedule of future meetings had been forwarded to the Commissioner.</li> </ul>
25.3	General Data Protection Act	<ul style="list-style-type: none"> <li>• Update included under item Agenda Item 6.0</li> </ul>
25.4	Cefneithin Park: ownership of adjacent field	<ul style="list-style-type: none"> <li>• Clerk met with owner on site on 13/04/18.</li> <li>• Update included under Agenda Item 6.00</li> </ul>
25.5	Gorslas Park Draft Heads of Terms land sale for new school	<ul style="list-style-type: none"> <li>• Ungoed Thomas and King engaged to act on behalf of the Community Council.</li> <li>• Update under Agenda Item 6.00</li> </ul>
25.6	Drefach Park – Drainage	<ul style="list-style-type: none"> <li>• Works instructed and completed.</li> </ul>
25.7	Gorslas Toilets Water Leak	<ul style="list-style-type: none"> <li>• Replacement parts fitted. Fully operational.</li> </ul>
25.8	Drefach Toll House	<ul style="list-style-type: none"> <li>• Work instructed.</li> </ul>
25.9	Drefach Pod	<ul style="list-style-type: none"> <li>• Repairs instructed.</li> </ul>
25.10	Gorslas Swing	<ul style="list-style-type: none"> <li>• Repairs instructed.</li> </ul>
25.11	Cefneithin Swing	<ul style="list-style-type: none"> <li>• Works instructed.</li> </ul>
25.12	Consultation on Review Community and Town Sector in Wales	<ul style="list-style-type: none"> <li>• Response sent to Welsh Government advising of the Community Council's support for issues raised in the One Voice Wales Summary Report</li> </ul>
25.13	Annual Council Dinner	<ul style="list-style-type: none"> <li>• Cancelled.</li> </ul>
25.14	Drefach B4310 Road condition	<ul style="list-style-type: none"> <li>• Concerns relating to the condition of the road surface between Drefach and the Mansel Arms have been relayed to the County Council.</li> </ul>
25.15	Litter Cross Hands West and at Cross Hands roundabout/ surrounding areas.	<ul style="list-style-type: none"> <li>• Concerns relayed and reported to the County Council.</li> </ul>

- **Resolved:** To receive, note the information provided and approve the actions taken.

## 26.0 Agenda Item 6 Parks and General Matters

### 26.1 Gorslas Park. Proposed New School Draft Heads of Terms.

- Ungoed Thomas and King, solicitors, Carmarthen, have been appointed to act on behalf of the Community Council in the prospective sale of land at Gorslas Park.
- The solicitors have been provided with the necessary authorisation to obtain the deeds and associated documentation from Mary Evans Solicitors, Carmarthen.
- A document summarising the terms discussed at the meeting between the Sub Committee and the County Council Officers regarding the prospective sale of the land had been prepared by the Clerk and forwarded to the County Council Officers as a basis for progressing the negotiations.

- As part of the discussion regarding the matter it was proposed that a document summarizing the process and procedures related to the proposal be prepared.
- **Resolved:** To receive and note the information provided and to keep a summary record of the processes and documentation involved in establishing a new school.

## 26.2 General Data Protection Regulation.

- Legislation: The Government has tabled an amendment to the Act removing the requirement for Councils to appoint external Data Protection Officers. The bill was being considered by the House of Lords.
- Information Commissioner. The Commissioner recognised that Councils would not be able to comply fully with the requirements by the 25<sup>th</sup> March, 2018, deadline. The Commission would however be looking for evidence that Councils were moving towards complying with the requirements of the Act.
- Gwendraeth Group of Councils. The Clerk attended a meeting of the group on the 2<sup>nd</sup> May, 2018, where a presentation was given by solicitors specialising in Data Protection and the requirements of G.D.P.A. The issues highlighted included: -
  - a) Training was compulsory for members and staff. One Voice Wales would provide training shortly for members but not for Clerks.
  - b) Compensation could be payable to individuals under the act.
  - c) Audit. There was a requirement to undertake an information audit.
  - d) Policies: Old policies needed to be reviewed in the light of the new legislation as well as some new policies established.
  - e) Privacy Notices would have to be published by the Council.
  - f) Service Delivery. Two Local Authorities had been approached to deliver the requirements on behalf of the Gwendraeth group but neither had the capacity to do so. A private firm of solicitors had indicated that they could provide a bespoke service for each Council.
- **Resolved:**
  - (i) Await updated guidance in relation to the matter.
  - (ii) Await details of the training package to be provided by O.V.W.
  - (iii) Examine the possibility of generic separate e mail addresses for members
  - (iv) Encryption. The County Councillors to establish a point of contact within the County Council to advise on such matters.
  - (v) Review. To review progress at the next meeting of the Council.

## 26.3 Annual Insurance Policy Renewal.

- The current policy is for a fixed term ending in 2019. The position has changed however in that the current provider has transferred the business to a broker on the same terms and conditions.
- A renewal document has been received and following a check the schedule was returned for correction. Awaiting a revised schedule.
- **Resolved:** To receive and note the information provided.

#### 26.4 Cefneithin Park. Meeting with Landowner.

- The Clerk met on site with the landowner on Friday 13th April, 2018, to discuss options related to issues arising out of proposed drainage works in the park.
- It was noted that there was no ditch or visible drain along which water could be channeled on the field side of the boundary with the park or the boundary with Heol Y Park.
- The landowner asked to be kept advised of any proposals.
- **Resolved:** To convene a meeting between the ward members and the residents of Heol Y Parc to discuss the matter.

#### 26.5 Cefneithin Park. Maintenance

- Concern was expressed that a number of items were outstanding in relation to the return of wayside seats, picnic table and litter bin weights. It was also indicated that further grading work might be required in the wooded area.
- **Resolved:** That the Clerk pursue the outstanding matters with the contractor.

#### 26.6 Cefneithin Park MUGA

- A complaint had been received of dogs urinating in the MUGA. Awaiting feedback from County Council regarding signage.
- A complaint had also been received in relation to the re-occurrence of anti-social behaviour by young people using the MUGA on Sunday 13<sup>th</sup> May, 2018. The complainant had been advised to report the incident to the Police.
- **Resolved:**
  - (i) To await advice from the County Council in relation to the possible prohibition of dogs from the MUGA.
  - (ii) The Cefneithin members agreed to voluntarily monitor the position in relation to anti-social behaviour over the next three-month period.
  - (iii) The Community Council representatives serving on the PACT group would report the matter at the next meeting of the group.

#### 26.7 Gorslas Park Toilets.

- Total footfall for April - 579
- DANFO contractors have sought permission to provide flower baskets for the facility on a trial basis.
- Members also discussed difficulties arising from the arrangements relating to the voluntary, and regular, locking of the facility by ward members.
- **Resolved:** That Cllr Aled Vaughan Owen circulate the Gorslas ward members with a view of establishing a rota for the locking of the facility.

#### 26.8 Gorslas Park Street Lighting

- Lighting Unit on footpath behind Dyfed Menswear Industrial Unit reported to the County Council as not working.
- **Resolved:** To receive and note the information provided.

### 26.9 Gorslas Park. Vandalism

- Vandals have removed protective boarding on an item of equipment leaving exposed screw heads.
- The contractor has replaced the boarding and sought an alternative fixing.
- **Resolved:** To receive and note the information provided.

### 27.0 Agenda Item 7 Urgent Local Matters.

#### 27.1 Cefneithin. Safety Concerns. Heol Yr Ysgol

- Concerns had been conveyed to the Clerk by a local resident relating to dangers to the public, to schoolchildren and vehicle users arising out of the numbers and speed of vehicles using Heol Yr Ysgol. There were currently no signs or measures to slow traffic. The concerns were noted and the caller was asked to contact and register the concern with the County Council and Police.
- During discussions members were of the view that assessments of traffic volumes and speeds had been undertaken by the County Council previously.
- **Resolved:**
  - (i) That the County Councillors would contact the relevant department within the County Council to ascertain whether any actions had been taken, or were proposed, as a result of the traffic survey.
  - (ii) That Community Council representatives would raise the matter at the next PACT meeting.

#### 27.2 Cefneithin. Heol Y Parc – Campervan.

- Concerns were raised regarding the condition and roadworthiness of a vehicle parked at Heol Y Parc.
- **Resolved:** That the Community Council representatives raise the matter at the next PACT meeting.

#### 27.3 Drefach. Defibrillator.

- In response to a question Cllr Nia Lewis advised that the unit would become operational once the electrical work was completed.
- It was also noted that the training day held at Canolfan Carwyn had been very well attended. It was the intention to provide a similar training session on an annual basis.
- **Resolved:** To receive and note the information provided.

#### 27.4 Drefach. Brynglas Footpath to Heol Ddu

- It was reported that, due to water ingress from the adjoining field, the surface of the footpath was slippery in parts giving rise to concerns for the safety of users and in particular the residents of Brynglas.
- Cllr Aled Vaughan Owen reported that the concern had been notified to the County Council's Housing Department. The County Council proposed to undertake drainage work over the summer period to address flooding of the footpath.
- **Resolved:** To receive and note the information provided.

### 27.5 Drefach Parking Neuadd Y Gwendraeth

- Attention was drawn to the difficulties arising from indiscriminate parking of vehicles, outside of the designated parking areas, by those attending courses arranged by the County Council's Education Department. Matters were made worse by the blocking off of other parking areas on the same site.
- **Resolved:** That the County Councillors contact the Education Department to request that use be made of the additional parking spaces and attendees be provided with details regarding the parking arrangements as well as the designated vehicular access and exit routes.

### 28.0 Agenda Item 8 Members Reports External Organisations.

#### 28.1 Carmarthenshire Young Farmers Club Rally 12<sup>th</sup> May,2018.

- Cllr Simon Martin advised that he had attended the event which had been very successful and very well attended.
- **Resolved:** To receive and note the information provided.

#### 28.2 County Council.

- Cllrs Darren Price and Aled Vaughan Owen provided an update for members on issues at both County and ward level in which the County Councillors had an involvement.
- **Resolved:** To receive and note the information provided.

### 29.0 Agenda Item 9 PACT: Report of meeting held in Cross Hands Cinema on Thursday 26<sup>th</sup> April,2018.

- Present: PC Matthew Boswell plus 7 members of the public.
- Issues raised:
  - (i) Vehicles in Pontyberem Park
  - (ii) Traffic lights into Cross Hands West - regularly ignored plus insufficient time for exiting Meadows Road.
  - (iii) If you witness this problem, upload your dash cam pictures to the GoSafe website.
  - (iv) Quarry lorries in Tumble.
- Other Matters
  - (i) There will be a SID exercise in Blaenau in the near future.
  - (ii) Ways to publicise the outcomes of SID exercises were discussed.
- **Resolved:** To receive and note the information provided.

### 30.0 Agenda Item 10 Correspondence.

#### 30.1 Consultation.

No	From	Details
30.2	Carmarthenshire C.C	<ul style="list-style-type: none"><li>• Proposed Civil Enforcement of Bus Lanes and Moving Traffic Contraventions.</li></ul>

		<ul style="list-style-type: none"> <li>• The Council proposes to apply powers to impose penalties for improper use of bus lanes and to tackle an increase in illegal vehicular access of pedestrianised areas, obstruction of no stopping keep clear markings outside schools, leading to hazardous or obstructive parking.</li> <li>• Penalties will be in line with the current higher-level parking fines in the County ranging from £ 35 to £ 105.</li> <li>• Closing date Friday 27<sup>th</sup> April,2018.</li> </ul>
30.3	Hywel Dda University Health Board	<ul style="list-style-type: none"> <li>• Inviting residents across Carmarthenshire, Ceredigion and Pembrokeshire to have a say on three proposals on the best way to improve health care.</li> <li>• Drop in sessions would be held between 2. 00p.m and 7.00p.m. on 08/05/18 at St Peters Hall, Carmarthen, 22/05/18 at the Selwyn Samuel Centre, Llanelli or 24/05/18 at Llandybie Memorial Hall.</li> <li>• Views could be submitted online. The consultation is for a 12-week period starting on Thursday 19<sup>th</sup>, April,2018.</li> </ul>
30.4	Cardiff University /Public Health Wales	<ul style="list-style-type: none"> <li>• The University is carrying out research to find out what challenges people living in rural areas face and the sources of support.</li> <li>• To assist the programme the Community Council is invited to have a representative to sit on a local focus group.</li> </ul>
30.5	Welsh Govt	<ul style="list-style-type: none"> <li>• Seeking views on changes to the consenting of energy and infrastructure in Wales</li> <li>• Details on Welsh Govt website. Closing date for receipt of views 23/07/18</li> </ul>
30.6	Independent Review Panel	<ul style="list-style-type: none"> <li>• Requesting that Councils “throw open their doors” on Thursday 24<sup>th</sup> May to collect views from the public on the future role of Community and Town Councils. Posters and re-imbursement of any costs related to the provision of refreshments possible.</li> </ul>
30.7	Carms C.C.	<ul style="list-style-type: none"> <li>• Proposal to reduce the speed restriction from 40m.p.h to 30m.p.h. on Heol Y Foel Foelgastell, between Foelgastell and Cefneithin.</li> <li>• Views to be submitted by 18/05/18</li> </ul>
30.8	Carms C.C	<ul style="list-style-type: none"> <li>• Licensed Premises. Relates to a proposal to include a cumulative impact assessment as part of the licensing process where a large number of licensed premises are concentrated in one area.</li> <li>• Gambling Policy Review: The Council’s views are sought.</li> <li>• Details and supporting information are available on the County Council website.</li> </ul>
30.9	Welsh Govt	<ul style="list-style-type: none"> <li>• Historic Environment (Wales) Act 2016. Inviting views on a draft order and guidance relating to the management of certain listed places of worship in Wales.</li> <li>• Further details available on Welsh Govt Website.</li> </ul>
30.10	Hywel Dda C.H.C.	<ul style="list-style-type: none"> <li>• Copy of the Operational Plan for 2018/19 available on the organisation’s website or electronically from Clerk.</li> </ul>

### 30.11 General Correspondence

No	From	Subject
30.12	Cwmni Urdd Gobaith Cymru	<ul style="list-style-type: none"> <li>• Invitation to a meeting to be held at Gwendraeth Hall, Drefach at 7.00p.m. on Monday, 25<sup>th</sup> June, 2018 to discuss staging the 2021 Urdd National Eisteddfod in the county.</li> </ul>
30.13	C.A.V. S	<ul style="list-style-type: none"> <li>• Inviting entries for artwork/designs to be placed on a minibus which is used by the organisation.</li> <li>• Closing date: 30/05/18</li> </ul>
30.14	I.R.P. W.	<ul style="list-style-type: none"> <li>• April newsletter providing an update on the review of Community and Town Councils available on their website or an electronic copy available from the Clerk.</li> </ul>
30.15	Gower College Swansea	<ul style="list-style-type: none"> <li>• Offering 100% funded training on facilities management</li> </ul>
30.16	Calor Gas	<ul style="list-style-type: none"> <li>• Offering off- grid communities the chance to bid for £5k to fund schemes which will improve social life.</li> </ul>
30.17	Wales Audit Office	<ul style="list-style-type: none"> <li>• Provides a link to a report "Speak My Language" which summarises relevant legislation regarding language and communication barriers.</li> <li>• Also provides a link to a checklist to consider when planning to meet the Welsh/English language needs of the community.</li> </ul>
30.18	Public Health Network Cymru	<ul style="list-style-type: none"> <li>• Are hosting a sustainability event on the 16<sup>th</sup> May at Halliwell Theatre Carmarthen between 9:30 a.m. and 14:30p.m.</li> </ul>
30.19	Cymdeithas Cymru	<ul style="list-style-type: none"> <li>• Holding a public meeting at 10. 00a.m on Saturday, 10<sup>th</sup> May, 2018 at Carmarthen Library to discuss the fate of the Language in Carmarthenshire.</li> <li>• Advised subsequently meeting postponed.</li> </ul>
30.20	Keep Wales Tidy	<ul style="list-style-type: none"> <li>• Advise of the opportunities for the Council to support the work of volunteer groups in the area through section 137 and Wellbeing of Future Generations legislation.</li> </ul>
30.21	Carms C.C.	<ul style="list-style-type: none"> <li>• Code of Conduct Training Session including recent changes.</li> <li>• County Hall Carmarthen</li> <li>• Thursday 14<sup>th</sup> June, 2018 – 6. 00p.m to 8. 00p.m</li> <li>• Tuesday 26<sup>th</sup> June, 2018 – 6. 00p.m to 8.00p.m.</li> <li>• The course is free of charge.</li> </ul>
30.22	Carms C.C.	<ul style="list-style-type: none"> <li>• Funding of Community Events available for up to 50% of the cost with a limit of £5,000.</li> <li>• Details on the County Council website.</li> </ul>
30.23	Wales Audit Office	<ul style="list-style-type: none"> <li>• The Auditor's report "A Picture of Primary Care in Wales" is available on their website and provides information relating to the role of primary care, the cost, patients' views, workforce issues and future provision.</li> </ul>
30.24	Welsh Govt- Natural Resources Wales	<ul style="list-style-type: none"> <li>• Monthly Bulletin available on their website or electronically from Clerk</li> <li>• Request permission regarding future newsletters</li> </ul>



30.25	Hywel Dda C. H. C.	<ul style="list-style-type: none"> <li>• Report on effect of NHS waiting times on patients' quality of life.</li> <li>• Available on their website or electronically from Clerk</li> </ul>
30.26	Dyfed Pensions	<ul style="list-style-type: none"> <li>• Request agreement to memorandum of Understanding regarding data processing under GDPR.</li> </ul>
30.27	Auditor General Wales	<ul style="list-style-type: none"> <li>• Report on the organisation's website regarding how well Councils have adopted the Wellbeing of Future Generations Act. In summary Action Must Match Enthusiasm</li> </ul>
30.29	Carmarthenshire County Council	<ul style="list-style-type: none"> <li>• Request for the Community Council to take on responsibility for maintaining 5 footpaths in the area</li> </ul>

### 30.30 Resolved

Ref No	Decision
30.2 to 30.29	To receive and note the information provided except as detailed below
30.24	To agree to receive future newsletters.
30.29	To forward a copy of the communication received to the two County Council members.

## 31.0 Agenda Item 11 One Voice Wales.

### 31.1 O.V.W. Carmarthenshire Area Committee.

- Councillor Wyn Edwards and the Clerk had attended the Area Committee Meeting which was held on Wednesday, 9<sup>th</sup> May, 2018. The issues discussed included: -
  - a) Membership of OVW has increased to 608 Councils.
  - b) Wellbeing: A presentation was given by Llanelli Town Council on the matter. Key factors had been: -
    - Appointment of an Officer with specific responsibilities for the initiative
    - Establishing a Sub -Committee to drive forward the initiative.
    - Linking the work to the Public Service Board.
    - Making use of existing Community Partnership links.
  - c) Data Protection: Templates developed by O.V.W but not bi-lingual. Training courses would be provided for members but not Clerks.
  - d) Hywel Dda consultation: Possible re-organisation of services. O.V.W to write asking for more consultation meetings at a local level.
  - e) Best Practice: Included in duties of the newly appointed staff member.
  - f) Newsletter: Not being produced currently due to staffing changes.
  - g) I.R.P.W Allowances to Members: Awaiting H.M.R.C decision on tax status.
  - h) Audit 17/18 Reserves: Auditor for Wales is of the view that unallocated reserves should range between 3 and 12% of the Council's budget.
- **Resolved:** To receive and note the information provided.

### 31.2 Innovative Practice Conference 4<sup>th</sup> July, 2018, Royal Welsh Showground

- Speakers will cover the Role and Priorities of the Sustainability Commissioner and opportunities for Local Councils to Access Big Lottery Funds.

- There will be workshops to cover specific issues and a range of exhibitions by organisations providing services to Councils.
- **Resolved:** To receive and note the information provided.

### 31.3 Services Provided by One Voice Wales.

- The association has provided details regarding its organizational structure as well as the services which it provides for members.
- Details available on the association's website or from the Clerk.
- **Resolved:** To receive and note the information provided.

## 32.0 Agenda Item 12 Planning Matters

### 32.1 Planning Applications.

No /Ref	Type and Description	Location
W/37150	Variation of Planning Condition 14 on W/27647 (Parking Spaces and Layout)	Former Wellfield Nurseries (Plot 37), Gorslas
W/37152	Discharge of Planning Condition 17 of planning application W/27647 (Protected species licenses)	Former Wellfield Nurseries (Plot 37), Gorslas
W/36502	Re-Consultation. Reserved Matters to outline approval W/33230- Approval for the development of the site for purposes of 6 detached houses (Access, appearance, landscaping, layout and scale)	Land at Penygroes Road, Gorslas. SA14 7LA.
W/36612	Reserved Matters. Approval of reserved matters in respect of residential element of outline planning permission S/23696	Land at Cross Hands, Llanelli, SA14 6RD
W/37198	Full Planning. Proposed alterations and extension to existing property to include, New Bedroom, Kitchen, utility and storage. Also, demolition of existing shed and rebuild to provide additional residential space.	Melin Maes Dulais, Maesybont.SA32 8BT.

- **Resolved:**
  - To note and receive the information provided in the above schedule.
  - Application W/36502: The County Council be advised that the Community Council is of the view that the granting of any planning conditions should be subject to following conditions: -
    - Permanent Measures be taken to reduce the speed of traffic in the vicinity of the development.
    - Section 106 monies be used to address the flooding/drainage issues in the vicinity of the development
    - Only vehicles capable of the safe containment of materials and spoil be used in relation to the delivery or removal of such items to and from site.
    - There be regular cleaning of the highway throughout the day along the route used by such vehicles to remove excess earth or material other deposits.
  - Application W/36960. During discussion it was noted that a request had been received by the County Council that to facilitate the build an existing bus shelter be re-

located or removed. It was agreed that details of the proposal be forwarded to the Drefach Ward members to obtain their views.

### **33.0 Finance.**

#### **33.1 Annual Audit Return and Governance Statement 2017-18**

- The Annual Return has been received with a return date to the external auditor of the 18th June,2018.
- As part of the process and prior to submitting the annual return the accounts have been submitted for certification by the Council's independent auditor. Feedback from that process will be provided at the June meeting of the Council.
- It is also an integral part of the Audit that the Community Council considers and agrees with the information and statements included in the Annual Return.
- Details of each of the statements in the Annual Return to which the Council was required to respond together with the proposed responses and explanations had been provided for members as part of a report accompanying the papers for the meeting.
- Members proceeded, under the direction of the Chair, to consider each of the statements included in the Annual Return as well as the details provided in the Clerk's report which included the following issues: -
  - (i) Financial
    - Statement of Income and Expenditure/ Receipts and Payments.
    - Statement of Significant Variations from Previous Financial Year.
    - Reconciliation and budget detail.
  - (ii) Governance Part 1.
    - Managing the Budget.
    - Proper Arrangements for Safeguarding Money and Resources:
    - Acting within its Legal Powers.
    - Transparency - Public Inspection of Accounts:
    - Risk Assessment: Considered the financial and other risks it faces.
    - Independent Financial Review.
    - Disclosed everything it should have about its business during the year.
    - Considered and taken appropriate action to address issues/weaknesses brought to its attention by both internal and external auditors.
  - (iii) Governance Part 2
    - Met the legal requirements regarding setting the Precept.
    - Met the requirements of and recorded section 137 payments.
    - Complied with the requirement relating to the payment of any gratuities.
  - (iv) Liabilities and Risks
    - Disclose any loans, investments or liabilities.

- (v) Assets, Properties and Estates
  - Recorded assets and any asset transfer.

(vi) Risk Management

- Assessed and reviewed risks.
- **Resolved:** Having considered the individual statements contained in the Annual Return, and following discussion, it was resolved to approve the responses as detailed in the Clerk's report as being an accurate account of the Council's position.

### 33.2 Overview

#### a) General

- The Council set an appropriate budget for the 2017/18 and planned to provide funds from reserves to support the precept and to fund development works at Cefneithin and Drefach Parks.
- After the budget had been set the County Council changed the method of claiming section 106 monies. This meant that funds from reserves had to be used to fund the works. The money to be refunded once the works have been completed.
- Except for that variation the Council managed its overall resources as planned.
- The risk register was reviewed and revised with funds being specifically designated to enable the replacement of equipment coming to the end of its operational life.
- **Resolved:** To receive and note the information provided.

#### b) Update Reserve Balances:

- The allocation of reserves was reviewed at the Council's meeting on the 12<sup>th</sup> February, 2018. The following is an update of the position at the 31<sup>st</sup> March, 2018.

Item	Allocation £ 000's	Balance £ 000's
Balance B/F		77,437
Transfer from reserves to meet expenditure falling in 2017/18 but arising from decisions in previous years.	8,734	
Gorslas Park – Funding from reserves for Section 106 work	8,904	
Transfer to Support Precept	1,866	
Allocated for Cefneithin Development Fund	16,515	
Depreciation – Sinking Fund Replacement of Equipment	32,000	
Operational Reserve	9,418	77,437

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

### 33.3 Regular Payments

- Regulations require that a schedule of regular payments made by the Council in respect of contracts or other payments be approved. For 2018/19 year the payments are:

Ref	Description	Notes
1	Grounds Maintenance i.e. grass cutting	Spencer Environment Costs as per contract. Contract review
2	DANFO	Gorslas Toilets – Cleaning
3	WCVA	Payroll Processing
4	Litter Picking	TBM -Dependent on no of picks.
5	Inspection of Park Play Equipment	Carms CC Fortnightly inspection and reporting.
6	Supply Electricity/ Water to Toilets	SWALEC
7	Street Lighting	County Council Annual re-charge
8	Employees: Wages Salaries Clerk/Other staff	As per employment contract.
9	HMRC – Tax, NI contributions	As required by legislation
10	Dyfed Pensions contributions	As per contractual agreements.

- **Resolved:** To approve the payment of the amounts due in respect of the above and include details of payments made/ income received monthly to the Council.

### 33.4 Finance Payments

#### Payments Made to Creditors

Paid To	Description	Amount £
Spencer Environmental	Grass Cutting Charge April	1,476.07
DANFO	P Conv Cleaning April	540.00
WCVA	Payroll April	22.20
Clerk	Wages April and travelling expenses	952.89
Shelter Cleaner	Wages April	17.68
One Voice Wales	Annual Subscription	640.00
Wallgate	Gorslas Toilets Parts	455.10
Charles Sams	Gorslas Toilets Fitting of Parts	71.76
Drefach Welfare	Hire Hall April Meeting	15.00
Ungoed Thomas and King	Deposit for Work Sale of Land.	100.00
Carms. C.C.	Election 2017 expenses	493.37

## Income

Received from	Description	Amount £
HMRC	VAT Refund 2017/18	9,552.64
Carms C.C.	First Instalment Precept 2018/19	27,096.52

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

### 34.0 Agenda Item 14.0 Clerks Appraisal and National Pay Scales

#### 34.1 National Pay Scales.

- N.A.L.C. have forwarded a bulletin to employers indicating that the National Joint Council for Local Government Services (NJC) has agreed agreement on pay scales to be implemented for the financial year 2018/19 and also 2019/20(Details to follow)
- The revised scale for 2018/19 represents a 2% increase in costs as per budget estimate.
- **Resolved:** That the Council adopts and implements the awards in line with the national agreement.

#### 34.2 Clerks Appraisal

- Members discussed with the Clerk their concern over the hours worked over and above those contracted during the year.
- The Council recognised and greatly appreciated the work undertaken and following discussion it was agreed that there would be a regular reporting of the hours worked to the Council by the Clerk and the position kept under review.
- **Resolved:** To receive and note the information provided.

### 35.0 Agenda Item 15 Next Meeting

- There being no further items for discussion the Chair closed the meeting at 9.10p.m.
- **Next Meeting:** Monday 11<sup>th</sup> June, 2018, at Cefneithin C.P. School.