Llanbister Community Council General Meeting minutes

**Date:** Thursday 12th August 2021 T**ime: 7:30**pm **Venue:** Community Hall and Zoom

**Apologies received:** Wayne Bowen, Catherine James

1. **Members Present:** Marc Williams (Chair), Geoff Morgan (Vice-chair), Darren Rogers, Tracy Lewis. Gareth Bowen, County Councillor Rachel Powell, David Horne (Clerk).
2. **Declaration of Interest:** None
3. **Minutes of the Last Meeting(s) –** Minutes of the June 2021 general meeting were previously circulated to all councillors. All agreed they were a true record. Proposed by Gareth Bowen and seconded by Geoff Morgan that the minutes be signed as a true record.
4. **Matters Arising from Minutes-** a.Llanbister Road AED. Clerk contacted Network Rail following the last meeting and as requested copied CC Rachel Powell into it. The situation is that Network Rail have purchased AEDs for most of the network. As such they would retain responsibility for each one set up. Their main concern is security and as such each AED would be monitored by CCTV on the station. They are not sure if Llanbister Road is one that has been selected for a network AED but are looking into possibly using ours, provided that the make and model fits their own criteria. In this circumstance we would remain responsible for it and replacing any equipment used. Clerk has sent photos of the station to them for consideration. b. RES grant. Following the last meeting Clerk contacted PAVO again and finally received a response. They apologised profusely and stated that they had sent the money to Llanbister Hall Committee by mistake. They said they would contact them and ask them to reimburse us directly. This did not happen for 2 weeks so Clerk contacted the treasurer for the Hall Commitee who next day received the instruction from PAVO. We have now received the money into our account. Clerk contacted Matthew Price, the preferred contractor and work is due to start in September 2021.
5. **Planning –**  Receive planning decision notices for 7th to 18th June 2021, 21st June to 2nd July, 5th to 16th July2021 and 19th July to 6th August 2021. These have previously forwarded to councillors. Receive planning application form 21/1365/HH which has been circulated to councillors. Closing date for comments is 17th August 2021. Following discussion the council decided to support the application without reservation and instructed Clerk to respond on the planning website
6. **Correspondence -** i) Receive email Local Government Partnerships regarding consultation about qualifications of Clerks. They are recommending that all clerks should hold as a minimum qualification the CiLCA or be working towards it. The consultation ends 27th August 2021 ii) Receive email from local resident regarding work carried out on the phone box at Grevodig. See business to be transacted below iii) Receive email from Powys CC Broadband enabling project. iv) Receive email from Independent Remuneration Panel for Wales

1. **Business to be transacted.**

 Relating to correspondence item ii) above. An invoice was received from Jude

 Boutle to the amount of £23.98 which is the initial cost of converting the phone box

 at Grevodig to a map box and the replenishment of it. Following discussion it was

 proposed by Darren Rogers and seconded by Tracy Lewis that we reimburse the

 money. Clerk to actiion.

1. **Finance Savings Account balance as at 5th August 2021** **-** £ 1,077.03

  **Income (as part of above balance)** – 0

 **Community Account balance as at 5th August 2021 -** £8,278.46

  **Income (as part of above balance)** - £1250 PAVO grant via Llanbister Comm Hall

 **Outgoings as part of the above balance –** £142.09 (Clerk's salary)

 £40 (Internal Audit fee)

 £106.40 (HMRC/PAYE)

 £141.89 (Clerk’s salary)

1. **Any Other Business.**

a. Broadband project.Chair and vice-chair both fed back to council regarding the

 project which would be a joint endeavour with Llanbadarn Fynydd. The project

 aims to improve significantly the broadband service and speed to the 2 areas with

 grant money available to fund it and would take between 12 and 18 months to

 complete. There would be no upfront costs incurred by any residents or

 businesses. Proposed by Geoff Morgan and seconded by Tracy Lewis. Council

 agreed to support the project and will now wait to hear from Llanbadarn after their

 next meeting in September. If they are in agreement then both clerks will organise

 a public meeting to be held in the hall for members of the public to come along to

 and meet Reece Simmons from PCC. In the meantime Marc Williams and Gareth

 Bowen have been selected to sit on a sub-committee if the project gets started.

b. External Audit - Audit Notice on website and notice board, Papers sent off to

 Cardiff

c. Standing orders, Financial Regulations and Risk Assessment. These documents,

 adopted at the AGM have been examined and amended by Clerk. The financial regulations and standing orders are model documents designed by One Voice

Wales specifically for individual councils to amend them and personalise them,

making the relevant to that council. Clerk has done this but both documents will need

to be approved by council and adopted at next AGM. The risk assessment has been

adapted following recommendations from Welsh Government and Internal audit

report to take into account the need for hybrid meeting formats following the recent

pandemic. This will be in operation now but the risk assessment will have to be

adopted at AGM 2022

d. Statement of Employment (Clerk). In 2020 employment rights changed making it

 compulsory for all employees to have a written statement of employment (see

 https//www.acas.org.uk/what-must-be-written-in-an-employment-contract/what-the-

 written-terms-must-include). Clerks contract needs to be amended but would need

 to be done by councillors. Marc Williams and Geoff Morgan have agreed to look

 into a new contract. Clerk has drafted one and will forward it to both. They will

 report back to council at the next meeting

e. County Councillor report. Attached hereafter

f. Clerk requested that councillors give some thought to any projects that may need a

 grant to support it

 **Date of Next meeting - Thursday 14th October 2021 at 7.30. Hybrid format - Face to**

 **face and Zoom**