

**MINUTES OF A MEETING OF LLANSTADWELL COMMUNITY COUNCIL HELD ON TUESDAY  
14<sup>TH</sup> FEBRUARY 2017 AT THE MISSION HALL, HAZELBEACH AT 7.00PM.**

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**PRESENT:** Cllr M Howells (Chair)  
Cllr Mrs S Ashley  
Cllr B Brown  
Cllr Mrs J Phillips  
Cllr Mrs A Richards  
Cllr G Wilson  
Cllr P Roberts

**APOLOGIES:** Cllr Mrs H John

The clerk was in attendance (Mrs J Clark)

The council stood in silence for a few moments to mark the sad and untimely passing of Cllr Mrs Mary Astles. The chairman thanked those who had attended her funeral on council's behalf.

**1902      DECLARATIONS OF INTEREST**

None received

**1903      CHAIRMAN'S ANNOUNCEMENTS**

The chairman announced that he had attended the funeral of the late Cllr Mrs Mary Astles but had not attended any other events.

Cllr Mrs S Ashley had attended a meeting of One Voice Wales at County Hall and she gave a verbal report of the meeting, advising that the PCC Charter with Town and Community Councils was not progressing very well and councils were advised that they should not sign at this time. She was given NEST heating leaflet to distribute and the amalgamation of councils was discussed under the review of local government by WG.

Cllr B Brown had attended the Planning Wales seminar in Swansea on 17<sup>th</sup> January and the presentation by Valero on their proposed CHP plant at Neyland Council Offices recently.

Cllr G Wilson advised that he had attended a Cheese and Crime presentation at Milford Haven Town Hall as part of the local speed watch campaign. The Chief Constable had been present and he had talked about Customs issues and Illegal Immigrants.

**1904      REPORT OF COUNTY CLLR PAUL MILLER**

Cty Cllr Miller was not present and no report had been received.

**1905**            **MINUTES OF THE LAST MEETING**

The minutes of the meeting held on 10<sup>th</sup> January 2017 were proposed and seconded. They were agreed as a true record apart from changing the name of Mike Howells to Geoff Wilson under Minute 1887.

**1906**            **MATTERS ARISING**

The following matters were raised:

Minute 1890 a) : The clerk was asked to send Mr Darren Thomas' response to Mrs Jane Howell of Mastlebridge.

Minute 1890 b) The clerk confirmed that the photographs of the benches in Waterston etc had been sent to PCC.

Minute 1890 h) The clerk was asked to request that the toilets in Hazelbeach be painted both internally and externally.

Minute 1894: Cllr M Howells confirmed that the application for funding for Quiet Lanes had been submitted.

Minute 1897: The LDP Rural Facilities form had been completed and was agreed as correct.

**1907**            **UPDATE ON BANK BALANCES AND ACCOUNTS TO END OF JANUARY 2017**

The following documents were circulated:

a) The Bank Reconciliation Summary showing the balance of the Current Acct as £1,488.59 and the Saver Acct as £21,651.27

b) Financial Statement – Cashbook showing income of £19,014.51 and expenditure of £19,510.35(gross).

c) The Financial Statement – Budget Comparison showing the budget, actual income and expenditure and the balance remaining under each budget heading.

The high level of reserves was noted and it was agreed that the items included on the 'Wish List' prepared last July be included on the next agenda.

**RESOLVED:**                            **That the above financial information be accepted and agreed.**

**1908**            **FINANCIAL RISK ASSESSMENT 2016-17**

The Financial Risk Assessment document had been circulated which listed all of the risks which faced the council, the level of risk, the management of the risk and the action to be taken. The following changes were recommended:

a) That under Accessing Bank Statements the action to read Bank reconciliation statements presented at monthly meetings.

b) That the Reserves risk be changed to a Medium risk.

c) That Mr Bernie Scourfield be appointed as Internal Auditor for 2016-17.

08/17

**RESOLVED:** That the risk assessment for 2016-17 be agreed and accepted as adequate.

That Mr Bernie Scourfield be appointed as Internal Auditor.

**1909** **PLANNING APPLICATIONS**

There were no planning applications to consider.

**1910** **REVIEW OF FINANCIAL REGULATIONS**

The Financial Regulations were reviewed and it was agreed that the only changes to be made were that the correct financial legislation is referred to ie The Account and Audit (Wales) (Amendment) Regulations 2016 where necessary and point 6.5 to read 'The Council may maintain a cash float of £50.00 for miscellaneous purchases.

It was agreed to appoint an Internal Audit Review committee at the next meeting.

**RESOLVED:** That the amended Financial Regulations be accepted.

That an Internal Audit Review Committee be appointed at the next meeting to carry out an internal audit review.

**1911** **SIGNING OF NEW MANDATE FORM TO ADD SIGNATORIES**

A bank mandate form to add two new signatories to the bank accounts was signed by Cllr M Howells and Cllr B Brown.

**RESOLVED:** That Cllr M Howells and Cllr B Brown be added as signatories to the accounts on the bank mandate.

**1912** **MEMBERSHIP OF ONE VOICE WALES**

Council had been invited to re-subscribe to One Voice Wales at a cost of £120.00. This was agreed.

**RESOLVED:** To renew membership of One Voice Wales.

**1913** **WELSH GOVT CONSULTATION DOCUMENT 'REFORMING LOCAL GOVT'**

Comments on the relevant section of the above document were requested by 11<sup>th</sup> April 2017. Cllr B Brown offered to read the section relating to

Town and Community council and to prepare comments for the March meeting.

**RESOLVED:**                                   **That Cllr B Brown to prepare comments for the next meeting.**

**1914**                                   **TOWN AND COMMUNITY COUNCIL ELECTIONS 2017**

The clerk advised Members about the above elections and that information was available on the County Council website. The clerk would obtain Nomination Papers for completion by candidates and these would be checked and delivered to County Hall well before the due date of 4<sup>th</sup> April 2017. All necessary information would be provided at the next meeting and the clerk was asked to publicise in the local newspaper the need for nominations from the areas of Waterston, Jordanston, Little Honeyborough, Mastlebridge, Hazelbeach and Llanstadwell.

**RESOLVED:**                                   **That the information provided on the Local Govt Elections be accepted.**

**1915**                                   **PURCHASE OF NEW DESKTOP COMPUTER**

The clerk had advised that the current desktop computer was beyond reasonable repair and had obtained three quotes for a replacement. It was agreed to purchase a pc from PC Rescue at a cost of £415.00.

**RESOLVED:**                                   **That a desktop computer be purchased from PC Rescue.**

**1916**                                   **FLOWER TROUGHS FROM PCC**

The clerk had been advised by PCC that approximately five flower troughs would be available for our use in Llanstadwell and that they would be delivered within the next week. It was agreed to accept these with thanks.

**RESOLVED:**                                   **That five flower troughs be accepted from PCC for planting with spring and summer flowers.**

**1917**                                   **CORRESPONDENCE**

The following correspondence was received:

- a) Wales Audit newsletter – noted.
- b) OVW Training Modules – responded
- c) OVW – Welsh Tree Charter Survey Preview – noted.
- d) Auditor General for Wales – Community Councils need to improve financial management and governance – noted.
- e) The Ombudsman’s Casebook is available – noted.

- f) OVW Innovative Practice National Awards 2017 – noted.
- g) Pembs Coastal Forum News – noted.
- h) OVW – Local authorities not making best use of third sector – noted.
- i) OVW Programme 2017 – centenary of WWI – noted.
- j) OVEW – Reform of school governance: regulatory framework – no action
- k) Town & Community councils Survey – clerk to complete.
- l) Appointments to Pembs Coast & Snowdonia Nat Park Auths – noted.
- m) OVW Consultation into Trade Union (Wales) Bid – no action.
- n) SPOT Community Interest Company for dog welfare and training – put on website.
- o) Tenovus Cancer Care – request for donation – no action.
- p) PCC Vacancy on Governing Body of Ysgol Glan Cleddau – no nomination
- q) Kidney Wales – Walk for Life – no action.

**1918**

**ACCOUNTS FOR PAYMENT**

The following accounts were approved for payment:

a) Mrs J Clark – salary for February	£148.79
b) PAYE for Feb	£37.00
c) PCC Recharge for toilets Oct to Dec	£120.78
d) United Trust Bank Deposit	£10,000
e) Whitehill Direct – noticeboard	£282.00
f) Cllr B Brown – Travelling expenses	£20.00
g) Music for Llanstadwell – donation	£150.00
h) Teenage Cancer Trust – donation	£50.00
i) Paul Sartori Foundation – donation	£100.00
j) One Voice Wales Subscription	£120.00

**1919**

**ANY OTHER INFORMATION**

The following points were raised:

- a) That provision of a defibrillator is put on the next agenda.
- b) Request PCC to remove the bollard in front of the Llanstadwell sign at Churchlakes.
- c) Request PCC to repair damaged sign at Church lakes.

**1920**

**DATE OF NEXT MEETING**

The next meeting will be held on Tuesday 14<sup>th</sup> March 2017 at 7.00pm.

The meeting closed at 9.07pm.

Signed.....Chair.....Date

Signed.....Clerk