

CYNGOR CYMUNED
CEFN
COMMUNITY COUNCIL

MINUTES OF THE REMOTE VIRTUAL COUNCIL MEETING HELD ON
19th MAY 2020.
Chair: Councillor P Vaughan

132.PRESENT Councillors: P Blackwell, Mrs S Benbow-Jones, B Cook, D Metcalfe, Rev K Tiltman, Mrs I Twigg, B Twigg, D Wright & Mrs G Wright

133.APOLOGIES Apologies for absence were received from Councillors: A Ennis, M Hughes, Mrs J Jones, Ms J Parrish, Mrs L Prescott-Ennis, Mrs P Roberts,

The Chairman welcomed everyone to the first ever remote meeting of Cefn Community Council and reminded members the protocol which will be in place during the meeting.

134.TO RECEIVE DECLARATION OF INTEREST
None Received

135. PUBLIC QUESTIONS/STATEMENTS
None Received

136.TO AGREE ELECTED MEMBERS REMAIN IN PLACE UNTIL AGM IS CALLED & TO AGREE PROVISIONAL AGM DATE
Councillor Rev K Tiltman proposed that all members remain in current position until AGM is called this was seconded by Councillor Mrs S Benbow-Jones. A vote followed, all in favour. Councillor D Wright proposed a provisional date of Tuesday 22nd September for the AGM date, seconded by B Cook. All members in favour

137.TO AGREE DELGATED AUTHORITY TO CLERK, CHAIR & VICE CHAIR DURING PANDEMIC & TO RATIFY DELEGATED DECISIONS MADE DURING LOCKDOWN FROM 23rd MARCH TO DATE.
Councillor Mrs G Wright proposed delegated authority be given to the Chair, Vice Chair & Clerk during pandemic. Seconded by Rev K Tiltman, all members in favour. The Clerk gave a report of any action taken during lockdown, decisions ratified, all members in favour.

138. TO RECEIVE CLERKS REPORT

1. The Clerk reported she has been attending regular Zoom meetings with other clerks & the commissioning officer at WCBC regarding community agents
2. Thanks to Cllr P Vaughan the flags were erected on VE Day and Cllr SBJ placed notice on Facebook for residents to have a VE socially distanced get together

3. Consultation with Chairman and Vice Chairman decision made not to furlough any staff – Community staff were coming in one day a week this is now increased to two days to enable them to keep on top of outdoor areas – social distancing at all times
4. 3K grant received from Cadwyn Clwyd which will cover overtime payments for Community Agent who has been working 40+ hours the first 5-6 weeks, this has now reduced to 35-37 per week.
5. Clerk working normal pattern during pandemic
6. Councillor D Wright has been forwarding all briefings received from various agencies to all members on email.

Councillor D Wright wished to convey his thanks to the Clerk for her efforts during the last two months, this was echoed by all members.

139. TO RECEIVE A WRITTEN REPORT FROM THE COMMUNITY AGENT

The Clerk had circulated a copy to all members prior to the meeting which was not for discussion. If any members have any questions relating to the report, these can be raised directly with the Clerk.

140. MINUTES OF THE PREVIOUS MEETING

- (a) Minutes of the Lighting Meeting on 25th February 2020 – *RESOLVED that the minutes of the Lighting Meeting held on 25th February 2020 be confirmed and will signed by the chairman at the earliest opportunity.*
- (b) Minutes of the Full Council Meeting on 25th February 2020 - *RESOLVED that the minutes of the Full Council Meeting held on 25th February 2020 be confirmed and signed by the chairman at the earliest opportunity.*

141. INTERNAL AUDIT FOR YEAR ENDED 31 MARCH 2020. TO PROVIDE COUNCIL WITH REPORT ON INTERNAL AUDIT COMPLETED BY JDH BUSINESS SERVICES

The Clerk had circulated a copy of the report prior to the meeting, recommendations as stated in the report included

1. Assets owned by the council during 19/20 had not been added to the register.
2. Financial Regulations refer to PO system which is not being established, - A discussion took place regarding the implications of setting up an order system, bearing in mind staff who purchase items through the Clerk, office hours and emergency measures, the impact of including a column of order number references on the accounts, multiple invoices on 1 payment. Members resolved that they were satisfied that the current system of payment confirmation was adequate, that all payments are raised by the Clerk, signed by 2 members, checked against the bank listings and included in the minutes under payments. The Clerk was requested to amend the Financial Regulations to reflect the Council decision.
3. Financial Regulations state personal credit and debit cards shall not be used – The Clerk reported there is no petty cash account for the council and does use her personal cards to purchase good for council which is documented and reported to council on the monthly accounts. Following a discussion members resolved that they were satisfied with the system in place, The

Clerk was requested to alter financial regulations to allow the Clerk to use personal credit or debit cards.

4. Street Lighting contract – Council must ensure they receive three quotations for contracts over £3000

142. ANNUAL RETURN – TO APPROVE ACCOUNTS FOR YEAR ENDED 31 MARCH 2020 AND APPROVE FINANCIAL STATEMENT

Prior to the meeting copies of year-end financial statements and the Annual Return had been circulated to all members. The income and expenditure statement for 2019/2020 was approved and the Chairman was authorised to sign the Annual Return on behalf of the Community Council at the next available opportunity.

143. YEAR END BUDGET REVIEW – TO REVIEW YEAR END BUDGET, SUMMARY & BANK RECONCILIATION.

The Clerk had circulated to members a detailed summary of spending to year end against precept amount, reserve balances, income & expenditure also the bank reconciliation from January to March 2020. The Statements of accounts were approved.

144. Monthly Accounts

ACCOUNTS TO BE PASSED FOR PAYMENT 19th MAY 2020
EXPENDITURE

Wages/Sal from (month 11, 12 & 1)

T Nicholls-Smith, H Parry, S Roberts, B Lloyd, MC Hartshorne

15,046.85

Invoice No

March

19/199	BACS	Rhosymedre Methodist Church - Grant award LGA 1972 Section 137	200.00
19/200	103137	Wales Air Ambulance - Grant award LGA 1972 Section 137	500.00
19/201	BACS	Peter Green - Invoice for Parks Maintenance	720.00
19/202	BACS	Peter Green - Invoice for Cemetery Maintenance	635.00
19/203	103138	WCBC - Payment for Temporary Event Notice	21.00
19/204	103139	Steve Pugh - Invoice for gravedigging	800.00
19/205	BACS	WTE - Invoice for community agent flyers (CA Budget)	89.00
19/206	BACS	ACS Technology - invoice for office	15.00
19/207	103140	Jones Lighting - Invoice for repairs	173.08
19/208	106141	Canda Copying - Invoice for office	144.00
19/209	106142	Canda Copying - Invoice for office (colour)	60.64
19/210	106143	Wynnstay & Cefn Estates - Invoice for wayleave	0.25
19/211	106144	Snowdonia Fire & Security - Invoice for GE Hall	236.54
19/212	106145	Viking Direct - Invoice for office	302.35
19/213	106146	British Gas - Invoice for GE Hall	537.75
19/214	106147	Rhys Jones Electrician (de-fib) - Invoice for installing Defibrillator cabinet	262.01
19/215	BACS	ACS Technology - invoice for office	72.50

19/216	106148	Hafren Dyfrdwy - Invoice for GE Hall	177.51
19/217	106149	Hafren Dyfrdwy - Invoice for Cemetery	247.12
19/218	BACS	WCBC - Invoice for Youth services	5244.00
19/219	BACS	TMNS - Expenses for Feb/March 2020 (LGA 1972 sect 112)	17.50
19/220	BACS	MCH - Expenses for Feb/March 2020 (CA)	72.79

April

20/001	BACS	Cefn Community Agent - Expenses March 2020	94.45
20/002	BACS	Direct Packaging Solutions - Invoice for Hand sanitiser	140.40
20/003	BACS	Peter Green Groundcare - Invoice for Cemetery	825.00
20/004	BACS	Peter Green Groundcare - Invoice for Play Areas	720.00
20/005	BACS	R J Tree Services - Invoice for Cemetery	3000.00
20/006	BACS	TMNS - Expenses for March 2020 (LGA 1972 sect 112)	85.38
20/007	106150	Jones Lighting - Invoice for repairs	1235.18
20/008	106151	Steve Pugh - Invoice for gravedigging	530.00
20/009	106152	PHS - Invoice for GE Hall	317.88
20/010	106153	Scottish Power - Invoice for GE Hall	495.40
20/011	106154	EDF Energy - Invoice for GE Hall	2787.69
20/012	BACS	Cefn Community Agent - Expenses March 2020	263.17
20/013	BACS	ACS Technology - Invoice for GE Hall	72.50

May

20/014	BACS	Peter Green Groundcare - Invoice for Cemetery	1077.00
20/015	BACS	Peter Green Groundcare - Invoice for Play Areas	714.00
20/016	106155	Steve Pugh - Invoice for gravedigging	550.00

Invoices Received During Feb/March/April 2020

BP HMRC Tax & NI (19.02.20)	918.89
Clwyd Pension Fund – (19.02.20)	730.07
BP HMRC Tax & NI (20.03.20)	857.42
Clwyd Pension Fund – (20.03.20)	754.13
BP HMRC Tax & NI (15.04.20)	584.06
Clwyd Pension Fund – (15.04.20)	740.37
WCBC Rates (14.04.20)	600.75
WCBC Rates (11.05.20)	602.00
HSBC – Charges	26.34
	<u>£44,296.97</u>

Income

Craig Roberts (de-fib)	30.00
WCBC – Fuel re-Claim (CA)	136.53
WCBC – Fuel re-Claim (CA)	96.80
Commonwealth War Graves	25.00
WCBC CA Grant (20.03.20)	8000.00
WCBC Precept (03.04.20)	50893.66
Vodafone (Rec 0060)	1250.00

Tesco Stores (Rec 0063)	6250.00
HMRC VAT reclaim (21.04.20)	3031.56
WCBC CA Grant (22.04.20)	2833.00

Burial

Jamie Harris (Rec 0057)	85.00
E Rowlands (Rec 0062)	455.00
Francis Roberts (Rec 0065)	555.00
Roberts Bros (Rec 0066)	480.00

GE Hall

C Evans (Rec 0055)	16.00
Cefn Historical Society (Rec0056)	22.00
Dance Zone (Rec 0058)	385.00
Cefn Historical Soc (Rec0059)	22.00
Wrexham Labour Grp (Rec 0061)	20.25
P Moore (Rec 0064)	84.25

Interest

Business Money Manager 13.03.20	28.69
Business Money Manager 13.04.20	34.73
Business Money Manager 13.05.20	36.11

£74770.58

Resolved that the listed payments be approved

145. CORRESPONDENCE

Resolved to defer all correspondence unless deemed urgent by the Chairman and Clerk.

The Chair thanked members for their attendance and cooperation during the first virtual meeting and declared the meeting closed.