

SULLY AND LAVERNOCK COMMUNITY COUNCIL/CYNGOR CYMUNED ABERSILI A LARNOG

Ordinary Meeting of the Council

6.30pm Monday 4th March 2024

In accordance with the provisions of the Local Authorities (Coronavirus)(Meetings)(Wales) Regulations 2020, the meeting was held by way of the remote participation (Zoom) of the members of the Council and public. The Community Councils remote meetings protocols applied.

Part 1

1. Minutes 38/24

Present

- Steve Oaten (Proper Officer)
- Vicki Judd (VJ)
- Kay Bowring (KB)
- Nicky Parry (NP)
- Jackie Payne (JP)
- Robin Lynn (RL)
- David Cannon (DC)
- Lino Scaglioni (LS)
- Martyn James (MJ)

Apologies 39/24

- There were no apologies.

2. Declarations of interests. (Previously verbally disclosed and as the councillors were in attendance applies to all meetings) 40/24

- JP. Works for the WAG
- VJ. Jubilee Playgroup/Chair of Governors and Minor Authorities Rep Sully School/Saving Sully and Lavernock Group/Trustee Sully and Lavernock Community Library Trust
- RL. Council Rep Evenlode School/Member of the Liberal Democratic Party
- NP. Trustee Sully and Lavernock Community Library Trust

3. To approve the minutes of previous meetings 41/24

- The councillors present approved the minutes of the Ordinary meeting of the 5th February 2024. They agreed they were an accurate account of the meeting that had taken place. MJ Was absent from that particular meeting so was unable to comment.

4. To approve the schedule of payments 42/24

- The Community Council agreed and approved the schedule of payments. Any explanations required were provided by the proper officer.

5. To receive updates from the proper officer/councillors regarding actions from the previous meeting (If applicable) 43/24

- Updates were given by councillors regarding a number of actions outstanding from previous meetings. There was much discussion regarding the issue of the council's website and the costs associated with its management, but the Proper Officer indicated that at the moment they are less than previous years. At the moment it is secure and compliant but managed by a third party. The Proper Officer will look at options for the council going forward. The Proper Officer and the Chair gave an update of a further meeting that had taken place with the cricket club. There was a lot of debate on this subject including contracts and tenders which are items that are classed as confidential in nature. There are a number of actions to be completed by the Proper Officer for the next meeting of the Finance Committee. There were a number of proposals put forward and as this item was also on the agenda in part 2 were voted upon due to the absence of any members of the public. The result was that this issue regarding the cricket club was remitted to be discussed at a meeting of the Playing Fields Working Group who can then bring any recommendations to the full council. The Proper Officer will make further efforts to obtain quotes for a new kitchen at The Pavilion. Councillor Judd was looking to arrange a young person's cinema date after the Easter break. There was to be a meeting arranged regarding the issue of the bins at the BP. The Chair updated the meeting regarding the local PCSO being deployed elsewhere and would try to ascertain who the replacement is to be.

6. Democratic Half Hour. The public were invited to make representations on business being transacted at the meeting or propose items for the agenda of the next meeting (Time constraints applied) 44/24

- There were no members of the public present at the meeting so there was no requirement for a democratic half hour. There had been no questions or queries submitted regarding items on the agenda from the public either.

7. To discuss and resolve upon an internal auditor for the council's accounts 2023-2024 45/24

- The councillors were asked to agree an internal auditor for the council's accounts this year. The Proper Officer suggested Mr Paul Egan, and this was agreed by the community council.

8. To discuss and resolve upon any changes required to the council's current policies and procedures (The council will be asked to adopt the policies, with any amendments, details of which have been circulated) 46/24

- This item was discussed, and councillors were asked whether any amendments would be required. The proposed policies and procedures were accepted by the community council with no amendments and the Finance Risk assessment remitted to the next Finance Committee meeting for acceptance and adoption.

9. To discuss and resolve upon a new use for the bowling green and disposal of equipment etc 47/24

- The Councillors discussed this matter and agreed that another use should be found for the bowling green. There were a number of options but there was the issue of costs and availability of grants. It was also noted that it may be that the community council ask the public what they would like. The measurements of the area need to be established in order that further consideration can be given to what can be provided. This will be provided by the Proper Officer to councillors.

10. To discuss and resolve upon the provision of additional cladding at Jubilee Hall 48/24

- The community council agreed with the quote provided by a local contractor to clad the two front facing areas of the hall to match existing cladding. He is to be contacted with a view to providing a start date

11. To discuss and resolve upon the purchase of a commemorative flag in respect of the D Day celebrations 6th June 2024 49/24

- The community council agreed to the purchase of a commemorative flag in respect of the D Day celebrations which will be arranged by the Proper Officer

12. To receive a report from the representatives on external bodies of Sully and Evenlode Schools, Chemical Advisory Board and the Community Liaison Panel 50/24

- The Councillors provided updates as follows.
- Sully School. The next meeting is Tuesday 12th March so there will be an update provided at the next council meeting.
- Evenlode School. Councillor Lynn had attended a meeting of the resources committee with very little to report other than the budget was described as "tight".
- Chemical Advisory Board. Councillor James had been unable to attend the last meeting but will forward the latest minutes when he receives them.
- Community Liaison Panel. The next meeting is not until April.

13. The date of the next meeting of council members, of the Finance Committee, is on Monday 8th April 2024 51/24.

Part 2 52/24

In accordance with section 1(2) of the Public Bodies (Admission to meetings) Act 1960. In view of the confidential nature of the business to be transacted the public were excluded from this part of the meeting

There was no requirement for the declaration or exclusion of the public as there were none present.

Item 1. 53/24 To discuss and resolve upon current staffing and HR matters. This to include, but not limited to, ad hoc arrangements for waste collection, general maintenance, roles, and responsibilities.

- Councillor James extended his apologies regarding this item. He had been unable to complete his actions at this time so will report on progress when he is able to do so.

Item 2. 54/24 To discuss and resolve upon any further proposals from the cricket club regarding the use of the community field and council owned equipment.

- This item had been discussed earlier in the meeting and actions already agreed.

Item 3. 55/24 To receive updates from the Proper Officer/Councillors regarding actions from the previous meeting (If applicable)

- The Proper Officer had circulated a number of payments that he had made which unfortunately he had omitted from payment schedules. They were within the payment guidelines and Financial Regulations, were entered on scribe and had been included in bank reconciliations. He had made a list of the 4 items which had been discovered when he carried out an audit of financial documents. The cost of the four items was £47.89. They were noted and accepted by the council.

Item 4. 56/24 To discuss and resolve upon remuneration for the Proper Officer in respect of call outs/on call issues.

- The Proper Officer had asked councillors to consider the issue of restitution should he be called upon to attend, out of his contracted hours, to the Pavilion or Hall, in respect of an alarm activation or other attendance. This had happened a couple of times where he just claimed the time back. It was discussed and resolved that he be awarded an agreed amount by way of restitution for each call out. He agreed to look at whether the amount awarded was within industry guidelines and let the council know.

The meeting concluded at 20.35 hours.

Steve Oaten - Proper Officer to the Council.

..... **Chair.**