

**CYNGOR CYMUNED NANNERCH
NANNERCH COMMUNITY COUNCIL**

***MINUTES of the proceedings of the Meeting of
Nannerch Community Council held at the
Memorial Hall, Nannerch on Thursday 4th September 2014***

PRESENT:

Councillor A Griffiths (Chairman)

Councillor K Beaumont
Councillor B Woodhouse
Councillor H Morgan
Councillor V Wrench

IN ATTENDANCE:

Helen Wade Clerk to Nannerch Community Council
Gordon Thompson Gordon's Gardens

40. PUBLIC PARTICIPATION

No public participation.

41. APOLOGIES FOR ABSENCE

Councillor M Spencer
Councillor V Hughes-Parry

42. DECLARATION OF INTEREST

None.


..... Chairman

43. MINUTES

3rd July 2014

Resolved

That the minutes of the meeting of Nannerch Community Council held on the 3rd July 2014 at the Memorial Hall, Nannerch be accepted as a true and correct record and signed by the Chairman.

44. MATTERS ARISING FROM THE MINUTES

44.1 AONB Village Information Noticeboard

The Clerk updated Council on correspondence with Nick Critchley. He has asked if he could meet with someone on the Council who wants to lead on the project shortly after the next Council meeting.

The Agreement for purchasing the Village's Telephone Kiosk to a Local Authority has been received from BT. It needs to be signed and dated, then posted to BT. Council agreed that Councillor Morgan, Councillor Beaumont and Councillor Wrench be authorised as signatories for the Agreement, and be leads on the project. The Clerk needs to inform BT in writing that they have been authorised as signatories for this Agreement. The Clerk will contact Nick Critchley to discuss arrangements for him to meet with one or all of these Councillors.

Resolved

Clerk will inform BT in writing that Councillors Morgan, Beaumont and Wrench have been authorised as signatories. The Clerk will contact Nick Critchley to discuss arrangements for him to meet with one or all of these Councillors.

44.2 Bank Mandate


The Clerk had obtained forms from NatWest Bank for non-signatories to complete. These were discussed, and Councillor Wrench and Councillor Morgan agreed to take their completed forms to NatWest Bank in Mold. It was agreed a further form, to be signed by current signatories, would be completed at the next meeting.

Resolved

Councillor Wrench and Councillor Morgan will take their completed forms to NatWest Bank in Mold. A further form, to be signed by current signatories, will be completed at the next meeting.

44.3 Online Banking

The Clerk had obtained a form from NatWest Bank to enable online banking. The benefits and risks of this were discussed, and Council members agreed that this should be used for regular payments, and to enable earlier sighting of bank transactions by the Clerk.

.......... Chairman

Resolved

The form will be completed at the next meeting.

44.4 Payment of Income Tax

The Clerk informed Council members that she had been in contact with the previous Clerk and HMRC about the balance due and the payment required. It was agreed the balance due of £143.20 be sent to HMRC, and the amount be claimed back from the previous Clerk.

Resolved

A cheque for the balance due of £143.20 will be sent to HMRC, and this amount will be claimed back from the previous Clerk.

44.5 2012/13 Payments

The Clerk confirmed that she had obtained a copy bank statement for the 2012/13 year. Cheques stubs had been cross-checked to the statement, and it was confirmed no salary overpayment had occurred.

45. PLANNING MATTERS

45.1 Planning Applications

None.

45.2 Planning Decisions

None.

45.3 Planning Appeals

None.

46. CORRESPONDENCE AND OTHER MATTERS

46.1 External Audit

The Clerk had received a letter from UHY Hacker (the External Auditor), which states it is their intention to issue an unqualified audit certificate, and report with matters which they wish to draw to the Council's attention:

"The Council must ensure that all PAYE liabilities are paid on time to avoid penalty fees." The payment to HMRC was going to be agreed at this meeting.

Council was to approve the Accounting Statements, the Clerk and Chair to sign and date Section 3 of the Return, before sending the original of the Return back to UHY Hacker Young by 23rd September.

Council members then approved the Accounting Statements. The Clerk and Chair signed and dated Section 3 of the Return.



..... Chairman

Resolved

The Clerk will send the original of the Return back to UHY Hacker Young by 23rd September.

46.2 HMRC – VAT Refund

The Clerk had submitted a claim to HMRC earlier in the year. The refund due for the 2012/13 financial year of £106.46 was received on 30th July.

Resolved

The Clerk will ensure a claim is completed for the current financial year.

46.3 Electoral Roll

The Clerk had obtained the latest version and additional changes to it. Copies have been provided to Council members.

46.4 Victim Support

A letter had been received from Central & Eastern Victim Support based at Rhuddlan Police Station, asking for a donation. Councillors advised the Clerk to keep this for future consideration.

46.5 The Big Budget Conversation

Flintshire County Council have asked Clerks to distribute the web link in an e-mail sent by them, extensively in their respective areas, and to encourage as many residents as possible, alongside community councillors, to access the electronic newsletter and complete the survey. The Council will also be holding a meeting for Town and Community Council Chairs and Clerks in mid-September to discuss the risks they face in being able to maintain local services under such intense budget pressure.

Councillors discussed the need for the Council's Chair and Clerk to attend this meeting. Given the size of this Community and level of precept, it was agreed there is no reason to attend, but that the Clerk should write to the County Council stating this reason.

Resolved


The Clerk will write to the County Council stating this Council will not attend a meeting, as it has no facility to have an impact, given the small residency and precept of this Community.

46.6 North Wales Police – South Flintshire

An invitation had been received for a representative of this Council to an informal consultation meeting in Mold Police Station on Wednesday 17th September, to discuss where the police are in respect of performance and victim based crime, plans for policing and how they will be facilitating improved community engagement. Councillors decided no-one from the Council would be attending.

Resolved

The Clerk will write to North Wales Police stating this Council will not attend the meeting.

.......... Chairman

46.7 Nannerch Churchyard

The Clerk had received a request from Kevin Weston on behalf of Nannerch Church, hoping for further financial assistance for the Churchyard, as in previous years. A copy of the Accounts was also provided. Councillors agreed to move this to the next meeting.

Resolved

This will be discussed at the October meeting.

46.8 Nannerch Memorial Hall

The Clerk had received a request from Ken Beaumont on behalf of Nannerch Memorial Hall, hoping for further financial assistance as in previous years. Councillors agreed to move this to the next meeting.

Resolved

This will be discussed at the October meeting.

47. VILLAGE ISSUES

47.1 Public Access Defibrillation Scheme (PADS) update

Councillor Spencer had passed on a request prior to this meeting. Now the community defibrillator (AED) has been installed on the Memorial Hall wall, it needs to be monitored and safeguarded by the community. Something could be put on the village website to encourage residents to keep an eye on it as they pass by the Hall. He asks that a member of the Community Council at each monthly meeting also carries out this visual check. This could then be documented in the Minutes on a monthly basis.

Councillor Beaumont and the Chairman carried out this check before this meeting.

Resolved

A notice can be put on the village website to encourage residents to keep an eye on the AED as they pass by the Hall. Council will ensure a visual check is carried out at each monthly council meeting.

47.2 January 2015 Council Meeting

The Chair advised that as the first Thursday of January 2015 is on the 1st of the month, a decision needs to be made on when or whether the January meeting should be held.


Councillors agreed that a meeting will not be held in January, unless the Clerk needs to call a meeting for an urgent matter.

Resolved

The January meeting will not be held, unless the Clerk needs to call a meeting for an urgent matter.

47.3 Resignation of a Councillor

The Chair told Council that Councillor Costidell has had to resign from the Council with immediate effect, due to her not being able to attend further meetings.

.......... Chairman

Councillors at the meeting accepted her resignation. The Clerk will look into and inform members of the next steps required.

Resolved

The Clerk will inform Council members of the action required.

48. CLERK'S UPDATE

48.1 Bank Reconciliation

The Clerk provided copies of the latest Bank Reconciliation showing the balance as at 31st August of £5,802.72.

48.2 Minutes Headings

The Chair informed Council that the Internal Auditor had recommended that 'Matters Arising from the Minutes' be titled differently. Council agreed that the Clerk should consider alternative headings for this.

Resolved

The Clerk will review and suggest an alternative heading.

49. ACCOUNTS PRESENTED FOR PAYMENT

Resolved

That the following accounts were approved and passed for payment.

Flintshire Diabetes Voluntary Group Financial assistance Cheque number 001273	£25.00
Helen Wade Clerk's salary – August Cheque number 001274	£182.23
Helen Wade Clerk's expenses –July & August Cheque number 001275	£53.90
Mr P Townshend Village Planting Cheque number 001276	£44.58
Diane Pritchard Plants for Village Cheque number 001277	£61.50

..... Chairman

HM Revenue & Customs only
PAYE 2013/14 year £143.20
Cheque number 001278


GD Thompson £120.00
Gardening services
Cheque number 001279

EXCLUSION OF PUBLIC AND PRESS FROM THE FOLLOWING AGENDA ITEMS.

TO CONSIDER THE EXCLUSION OF PUBLIC AND PRESS IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960 WHERE PUBLICITY WOULD BE PREJUDICIAL TO THE PUBLIC INTEREST FROM THE FOLLOWING AGENDA ITEMS

50. 6 Month Review

The Clerk has now been employed by Nannerch Community Council for seven months (taking into account the August holiday month) and a discussion took place between Councillors and the Clerk of her work.

..... Chairman

Next meeting: Thursday 2nd October 2014 7.30pm, Nannerch Memorial Hall

**SUMMARY OF DECLARATIONS MADE BY MEMBERS IN ACCORDANCE WITH
NANNERCH COMMUNITY COUNCIL'S CODE OF CONDUCT**

NANNERCH COMMUNITY COUNCIL

DATE: 3rd July 2014

MEMBER

ITEM

MINUTE NUMBER

During the course of the Community Council Meetings a number of members may take part in discussions of which they may have an Interest in. The Community Council has a list of each member's association within the Community in order to ensure that any declarations are up to date.

Helen Wade
Clerk to the Council
September 2014


..... Chairman