

Llanelly Community Council
Minutes of the Ordinary Council Meeting held on
Monday 9th June 2014 at the Council Chamber, Gilwern at
7.00pm

Present

Cllr Kay Blackwell
Cllr Anthony Carrington
Cllr Malcolm Cook
Cllr Giles Howard
Cllr Simon Howarth

Cllr Brian Kemp (Chairman)
Cllr Phillip Salter
Cllr David McCloy
Cllr Trevor Williams

14/235 In attendance

Adrian Edwards, Clerk to the Council.
Mr S Bees Councils Internal Auditor
One member of the public was in attendance.

14/236 Agenda Item 1:-Apologies received from.

Cllr's Elliott, Downes, and Thomas

14/237 Agenda Item 2:-Declaration of interest.

No Declarations were offered

14/238 The Clerk explained that he had received a request from the Chairman of the Gilwern Welfare Hall.

The Chairman asked if standing orders could be suspended for 15 minutes to allow Mr Moss to address the Council.

All members agreed:

Mr Moss explained that he wished to apologise to the Council and members as he ordered the fencing without galvanisation, this fence was subject to a grant application to the Council. He explained the fence is going to replace the hedge which was removed at the Welfare Hall. He explained if the fence was galvanized it was going to take a lot longer to make and erect so he placed an order with the company to make the fence without galvanization. After some debate it was:

Proposed: by Cllr Blackwell seconded by Cllr Salter that the Council will pay the grant on completion of the work and receipt of an appropriate invoice.

Resolved: the Council will pay the grant on completion. All members agreed.

Cllr Howarth left the room and was not in attendance at the point the vote was taken

14/239 Agenda Item 3:- Councils Internal Auditor Mr S Bees

The Chairman introduced Mr Bees as the Council's internal auditor to present his audit report. Mr Bees explained that the report was a full report and he hoped he would cover many of the changes that are proposed with the audit process. He also explained about Section 150 of the Local Government Act 1972, known as '*the two signature rule*' which repealed late in the year. He explained that One Voice Wales has subsequently reminded Councils of the relevant guidance and particularly that the two signature rule must not be abandoned until a Council has put in place alternative safe and efficient arrangements and must maintain robust controls on payments as an integrated part of their overall financial control system. He explained that the Clerk informed him that the Council agreed to retain the two signature system.

He gave members the back ground on the Governance and Accountability document; he explained there will be a greater focus on governance and public reporting as part of each audit. The Annual Governance Statement (AGS) will be extended with a new section highlighting 'thematic' areas for review at all Councils. The proposed thematic process which will be implemented from 2015, and this process will identify specific areas the Council will need to focus on.

Mr Bees covered each section within the report and answered any questions members asked for clarity. The Internal auditor made the following recommendations

Summary of recommendations made by the internal auditor

- 3.1 The Council (with the support of One Voice Wales) should continue to prepare for and monitor the proposed introduction of thematic reviews and consider its impact upon the workload of the Clerk and RFO, together with any additional internal audit requirements.*
- 3.2. Members of the Council should not hand deliver salary cheques to employees.*
- 3.3 Members should consider reviewing the decision to pay all employees by standing orders.*
- 3.4 In order to provide a full audit trail for all payments, the Council retains photocopies of all signed cheques or approved signatories countersign all cheque counterfoil stubs.*
- 3.5 Where it may occasionally be necessary for Members to incur expenditure directly on behalf of the Council and subsequently seek a refund, the correct procedures should be followed without exception and no expenditure should be incurred without resolution of Council approval.*
- 3.6 The Council should reconsider the approved use of deposited funds to reimburse the petty cash float.*
- 3.7 The Council should make at least one VAT claim for each year of account and if completed annually, this should be submitted as soon as possible following the finalisation of the Council's accounts for that year.*
- 3.8 The Council should consider any report forthcoming from the External Auditor and act upon its recommendations, in accordance with statutory requirements.*

- 3.9 *The Council should continue to undertake due diligence in considering options for local service delivery and service development arising through the localisation agenda.*
- 3.10 *The Council should consider whether to approve formally the level and purpose of any earmarked reserves and maintain separate memorandum accounts for these earmarked reserves within the General Reserve, the residual level of which should also be reviewed annually.*
- 3.11 *The Council should consider the use of qualitative factors in future tender evaluation processes for significant value contracts.*

The Chairman thanked Mr Bees for his report and asked members if they wished to ask any further questions. Mr Bees thanked members for their questions and he left the meeting at 8.53pm.

The Chairman asked would a member propose the internal report is accepted. After some debate it was:

Proposed: *by Cllr Howard seconded by Cllr Howarth the report is accepted.*

All members agreed:

14/240 Agenda Item 4:- To confirm the minutes from the Annual General Meeting on the **12th May 2014** as an accurate record.

Proposed: *by Cllr Howarth seconded by Cllr G Howard that the minutes are signed.*

Resolved: *the minutes are signed by the Chairman.*

14/241 Agenda Item 5:- Matters to report.

No Matters to report

14/242 Agenda Item 6:- To confirm the minutes from the Ordinary Meeting on the **12th May 2014** as an accurate record.

Proposed: *by Cllr T Williams seconded by Cllr L Elliott that the minutes are signed.*

Resolved: *the minutes are signed by the Chairman.*

14/243 Agenda Item 7:- Matters to report

No further matters to report

14/244 Agenda Item 8:- To confirm the minutes from the Site Meeting on the **16th May 2014** as an accurate record.

Resolved: the minutes are signed by the Chairman.

14/245 Agenda Item 9:- Matters to report

No matters to report

14/246 Agenda Item 10:- Consider any planning applications received or granted before the meeting.

Applications:

- **14/10798/FUL:** single storey extension to side of bungalow. Meadowcroft, Hiley Avenue, Gilwern.

No objections were offered

- **14/10295/FUL:** The development proposal comprises the construction of 92 residential units and associated works, including a new road, public open space and recreational space. "Amended". Land at Cae Meldon Gilwern.

There was some debate over this application and members wished to object to this proposed development. After some debate it was:

Resolved: the clerk attend the NPA PROWA committee meeting on behalf of the Council.

- **14/10702/FUL:** Proposed double garage and drive "Amended". 12 Brynglas, Gilwern.

Members asked for further information in relation to the amendments.

Resolved: the clerk will contact the planning officer.

- **14/10851/FUL:** Extension to current porch by creating a sunroom. 8 Club Row, Clydach

Members considered this application and after some debate it was:

Proposed: by Cllr Kemp that the application should be refused.

Amendment made by Cllr Cook seconded by Cllr McCloy proposed that no objection is made. After some debate it was:

Resolved: no objection is made.

Applications granted:

- **14/10530/FUL:** 2 Crossroads Cottage, Abergavenny Road, Gilwern
- **14/10546/FUL:** Aberbadiden Lodge, Gilwern.

Both application were noted:

14/247 Agenda Item 11:- Question by Cllr Carrington. In the interest of transparency and accountability in the process of the Transfer of Assets namely the Community Education Centre, I give notice that I would like to ask the Chairman the following questions.

See appendix 1:

This agenda item be deferred to the 16th June reconvened meeting

14/248 Agenda Item 12:- The Chairman to sign the Land Registry transfer on the Public Convenience on land adjoining the Beaufort Arms, Main Road, Gilwern.

The Clerk explained that Monmouthshire County Council has mislaid the first Transfer deed and resent a second for signing. After some debate it was:

Resolved: *the Chairman and Vice Chairman sign the document.*

14/249

Cllr Giles Howard seconded by Cllr Howarth, proposed that the meeting is adjourned for seven days and be reconvened on the 16th June.

All members agreed

The Chairman thanked members for attending and closed the meeting at 9.57 pm

Signed by _____

Cllr Brian Kemp

Date 21st July 2014

Appendix 1:

In the interest of transparency and accountability in the process of the Transfer of Assets namely the Community Education Centre, I give notice that I would like to ask the Chairman the following questions in compliance with Standing Order 24.

- 1. Can you tell me how many public meetings this Council has held in Gilwern, Clydach and Llanelly Hill regarding the proposed transfer of the Community Education Centre to this Council?*
- 2. Can you tell me if a business plan has been produced prior to any discussion on the issue of the Transfer of the Community Education Centre to this Council and is this available for Members and the public in general?*
- 3. Can you please furnish me with details of the comparative annual figures you have referred to namely income, expenditure and maintenance costs of the Community Centre, Gilwern Village War Memorial Hall and the Community Education Centre?*
- 4. Can you tell me what Legal advice has been sought to inform us of our Legal responsibilities before, during and after the transfer of the Community Education Centre to this Council?*
- 5. Given that this Council refused to permit the Clerk to be present in discussions, can you tell me who the author of the notes presented to Council was?*
- 6. Can you explain why this Council, after paying a substantial amount of Public money for a survey on the Community Education Centre, has not once debated or followed advice contained within the report regarding the presence of asbestos?*
- 7. Can you tell me if this Council is in receipt of the Monmouthshire County Councils business case for disposal of the Community Education Centre, their environmental impact assessment and their equalities impact assessment, if so are copies available for Members and the public in general?*
- 8. Can you explain why this council ignored advice from One Voice Wales regarding withholding making a decision until proper consultation and sharing of information is carried out?*