



Minutes

Minutes of the Meeting of the St Nicholas with Bonvilston Community Council, on Thursday 18th November 2021 at 19:00.

The meeting was held both at Bonvilston Reading Rooms and remotely in accordance with the Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020.

Present:

Cllr I Perry (Chair), Cllr P Moss, Cllr J Griffiths, Cllr C Hunt, Cllr S Clarke, Cllr A Brown, Cllr G Rawson, Cllr S Curien.

Chair's welcome and introductions

The Chair opened the meeting at 19:00, confirmed quorum, and welcomed Members.

Apologies for absence

Cllr Sims

Declarations of interest

None.

Cooption of Member

Item deferred.

Update on the Internal Audit

The Chair updated Members and explained Bank Reconciliation. Cllr Griffiths will sign the reconciliation in January, 2022.

Cooption of Member

Item deferred.

Responsible Financial Officer

It was resolved that Cllr Hunt would serve as Responsible Financial Officer. Proposed Cllr Griffiths; Seconded Cllr Moss.

Election of Vice Chair

Cllr Rawson nominated Cllr Moss. Jane seconded the nomination, and Cllr Moss was elected to serve as Vice Chair.

Bank account card holders

It was agreed for Cllr Perry to access the councils bank account to pay invoices online.

It was agreed to add Cllr Hunt and Cllr Clarke to the bank mandate. This is in addition to Cllr Perry, Cllr Brown, Cllr Curien, Cllr Moss, & Cllr Sims. Cllr Hunt to apply for a bank card.

Proposed Cllr Clarke; Seconded Cllr Griffiths.

Cllr Brown raised access to the website, and will be given access.

Update on Draft Action Plan; Self-Evaluation Toolkit/benchmarking; Transparency Code & Local Government and Elections (Wales) Act

The Chair requested that Members provided a photograph and couple of lines of introductory text about themselves to go onto the website.

Cllr Moss volunteered to help the Chair and council succeed in the pilot of the Self-Evaluation Toolkit.

Annual Report

Annual Reports, published each April, are required by the Local Government and Elections (Wales) Act from April 2022. Members to contribute to the report.

Maes y Ffynnon Village Green Budget

It was resolved to increase the budget from reserves to £4,000. £1,000 had been ringfenced in April 1, 2019, and made available at the Extraordinary Meeting of August 31, 2021.

Planning Committee

Cllr Hunt to investigate options

Publication Policy

The Publication Policy, as circulated, was adopted.

Proposed: Cllr Moss; Seconded: Cllr Curien



Risk Management Scheme/Policy

Cllr Curien identified an error in the Risk Assessment which will be rectified. The Policy and Assessment were adopted.

Proposed: Cllr Brown; Seconded: Cllr Moss

Register of Assets

Approved

Proposed: Cllr Moss; Seconded: Cllr Griffiths

Training Register

Approved

Proposed: Cllr Moss; Seconded: Cllr Griffiths

Annual Governance Statement

Members are unclear on the references.

A working group will look at the document and complete ahead of the next meeting.

War Memorials

Three issues were considered related to the St Nicholas Memorial

- Cleaning and repair of Memorial
- The paving and chains around the monument
- The paving of the entrance to the church

It's believed that restoration works were carried out in the 1990's, and the plaques added. Grants to be investigated. Cllr Perry and Cllr Clarke to consider improvements

Cllr Perry and Cllr Clarke to report back at the December meeting.

The meeting closed at 20:29



Actions:

a. Website

Members to provide photograph and personal introductory text for the website.

Cllr Perry: To add Cllr Brown as an admin.

b. Banking

Cllr Perry: To make payments of council bills.

Cllr Hunt: To add Members to bank mandate, and obtain a bank card.

c. Self-Evaluation toolkit

Cllr Perry and Moss to report back on progress in February.

d. Annual Report

Members to contribute to an Annual Report to be published in April 2022.

e. Planning Committee

Cllr Hunt to draft proposal for streamlining how the council deals planning consultations.

f. Planning Committee

Cllr Perry to upload adopted documents to the council website.

g. Annual Governance Statement

Cllr Perry to share with Cllr Moss, Cllr Hunt & Cllr Clarke.

h. Risk Assessment

Cllr Perry: To remove unnecessary sentence from Risk Assessment.

i. St Nicholas Memorial and Village Green

Cllr Perry & Cllr Clarke: To report to the council in December.

