

# Llanelidan COMMUNITY COUNCIL CYNGOR CYMUNED

Draft Minutes of the Llanelidan CC AGM  
30<sup>th</sup> May 2023

These minutes can also be found on our website  
[www.llanelidancc.wales](http://www.llanelidancc.wales)

**Present:** Councillors David Roberts, Chair, David Edwards, Vice Chair, Leaf Pettit, Neil Gallagher, Iwan Roberts Holly Williams and Dylan Jones. In attendance was the Clerk & RFO Sian E Thomas, DCC Councillor Hugh Evans and 1 member of the public.

**Meeting commenced at 7:30 pm**

The Chair welcomed everyone to the meeting and read out his Annual Report for 2022/23.

- 459. Apologies.** None were received.
- 460. Election of the Chair of the Council** Cllr D Roberts was proposed by Cllr Gallagher and seconded by Cllr Pettit but declined to take up office. Cllr Pettit was then nominated by Cllr D Edwards and seconded by Cllr D Roberts Cllr Pettit was duly elected as Chair for 2023/24.
- 461. Election of Vice Chair of the Council.** Cllr D Edwards was proposed by Cllr D Roberts and seconded by Cllr Gallagher. Cllr Edwards was duly elected as Vice Chair for 2023/24.
- 462.** The Chair and Vice Chair signed their acceptance forms, witnessed by the Clerk.
- 463. Declarations of Interest.** The Chair asked for any Declarations of Interest. None were declared.
- 464. Minutes of the Ordinary Meeting held on the 24<sup>th</sup> April 2023**  
Council, having considered the Minutes, agreed that they were an accurate record and that the Chair should sign them.
- 465. Matters Arising from the Minutes**
- The Clerk has contacted DCC asking for a senior Highways Officer to travel around the roads in the area with a councillor to see how bad the roads are. No response has been received yet.
  - Cllr Edwards has contacted the Land Registry regarding the Common Land and no response has yet been received.
  - The Clerk has asked the Church for a statement relating to the funds available to cut the grass in the churchyard. No reply has been received yet.
  - The Clerk is in the process of obtaining a quote for a mini skip.
- 466. Minutes of the Extraordinary Meeting held on the 11<sup>th</sup> May 2023**  
Council, having considered the Minutes, agreed that they were an accurate record and that the Chair should sign them.

Chair's  
initials

hp

**467. Matters Arising from these Minutes**

- a. the Clerk has drawn up a list of guidelines to ensure that community events are run as efficiently as possible. This will be discussed under item 479.

**468. Committees**

- a. to review delegation arrangements to Committees and staff  
b. to review terms of reference for Committees  
c. to appoint Members to Committees  
d. to appoint any new Committees

This item is to be deferred to the next meeting.

**469. To Review Standing Orders and Financial Regulations**

The Financial Regulations were reviewed and it was **Resolved**: to adopt them.

The Standing Orders were reviewed and it was **Resolved**: to remove the item stating that Councillors should raise their hands prior to speaking and stand up to speak then adopt the orders **Action**: Clerk to alter and circulate them to councillors.

**470. To Review Council Representation on External Bodies**

The Council does not have any representatives on any external bodies.

**471. To Review Council Assets**

The current Asset Register was agreed as to its accuracy.

**472. To Confirm Arrangements for insurance Cover**

The insurance premium is due for renewal in December 2023. **Action**: Clerk to send them a copy of the current Asset Register.

**473. To Review Council and Staff Subscriptions to Other Bodies**

It was agreed to continue with the Council's subscription to One Voice Wales

**474. To determine the time and place of Ordinary Meetings of the full Council up to and including the next Annual Meeting of the Council**

It was agreed to hold all meetings at the Village Hall, Llanelidan on the first Thursday of each month, except August and January, at 7.30 pm. **Action**: Clerk to put the dates onto the website.

Dates of future Council meetings

**475. Public Participation Session**

No questions were asked.

**476. Finance Issues**

- a. The RFO presented the Schedule of Payments for April 2023 and the payments were agreed.

To	Comments	Amount
Trent Furniture	4 Chairs and 1 table	£249.00
Curry's	Television - Warm Hub	£339.00
Rock Awnings	Gazebos and accessories	£1,972.89
Amazon	Cake Cutters etc	£18.98
Amazon	Banquet Roll	£32.42
Amazon	Balloons	£19.16
Amazon	Balloon Arch Kit	£12.97
Amazon	Party Plates	£18.98
Amazon	Party Decorations - Table kits	£13.46
Amazon	Party Decorations - Table kits	£17.34
HMRC	PAYE Jan - March 2023	£154.40
Mrs S E Thomas	Salary April 2023 expenses March 2023	£314.70
No Butts Bin co	Liner for KGF bin	£42.00
Fineline	Posters for Coronation	£28.20
BrightPay	Payroll system	£82.80
I O Ellis and Co	Sowing of Wild Flower Seeds	£240.00
		<b>£3,556.30</b>

The Financial Reports up to the 31<sup>st</sup> March 2023 were approved.

- b. The Budget for 2023/24 was approved.
- c. It was noted that the Clerk is in the process of preparing the accounts for 2022/23 for the internal auditor and the 2021/22 accounts for the external auditor.
- d. The Clerk has again worked extra hours, it was agreed that these should be paid.
- e. **Grants** The expenditure for the Green Communities Grant has now been completed. The CC received £12,450.57 grant funding and made a contribution of £1,148.84. Unfortunately, the Council has not been successful in obtaining a Democratic Engagement grant, however, a new grant involving collaboration is now available so perhaps the Council could engage with the Village Hall committee to obtain a grant for video conferencing equipment. This year's lottery grant of £10,000 is currently being utilised – see Item 479 below – and has a balance of £4,328 plus the VAT refund.

**477. Correspondence for Review**

- a. Councillors have been invited to LDP sessions run by DCC. A map of proposed areas for developing has been provided to the Council.  
**Resolved:** The Chair and Cllr Williams to attend the session in Ruthin on 15<sup>th</sup> June 2023.
- b. Following training information from OVW it was agreed to look at a Councillor training plan at the next meeting.

**478. Items brought to the Council's attention by Councillors**

- a. Resignation of Clerk. The Clerk has given in her resignation and will finish on the 30<sup>th</sup> June 2023. Discussions will be held regarding advertising the post, handing over of duties, finances etc.  
The outgoing Chair and the councillors thanked the Clerk for her help and support over the past three and a half years.
- b. Community Service. A discussion was held as to whether this could work in the village in regards of work that could be done by people undertaking community service. **Resolved:** Chair to talk to the Church about it as the CC agreed in principle to get involved with the project.
- c. The pot hole located south of Waen Rhydd has now been filled following its reporting on DCC's website.
- d. Cllr Edwards has reported several pot holes to DCC.

**479. Update on Events**

Arrangements for the Great Big Get Together being held on Saturday are a going to plan. Set up of the field and hall are being undertaken on Friday evening at 5.30 pm, everyone is welcome to come along and help if they can do. It was noted that as a public collection is being undertaken then a license is required from DCC. **Action:** Clerk to complete the application form.

**480. Planning Matters**

None have been received this month.

**481. Next Meeting**

The next Meeting of the Council will be held on Thursday 6<sup>th</sup> July 2023

**Part 2**

**Press and public were excluded from this section**

- 482.** To discuss the Clerk's pay. **Resolved:** To increase the Clerk's hourly rate from £12.95 to £15.05 from the 1<sup>st</sup> June 2023 and to include all extra hours worked during May.

**The meeting closed at 21:10 pm**

The next Ordinary Meeting will be held on 6<sup>th</sup> July 2023

Approved as being a correct record by:

Designation: Chair