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Llanhennock Community Council Meeting Held on Monday 01 October 2018

Present Chairman Waters, Cllr Thomas, Cllr Morgan, Cllr McLeod, County Cllr Clarke, Cllr Young and Clerk Thomas.

Apologies Cllr Chivers, Cllr Williams, Cllr Heath.

Declarations of interest None

Members of the public present None

Minutes of the last meeting Approved Cllr Young

Seconded Cllr McLeod

Matters Arising

1099/18 Water and damage to Llanhennock Hill

Clerk Thomas confirmed an email has been drafted and sent to the Chairman for approval, requesting immediate attention from the Highways department at MCC.

1100/18 Lime Kiln, Llanhennock

Councillors will receive an update on this matter from Cllr Heath at the next meeting.

Correspondence

1101/18 One Voice Wales

Invitation to be involved in consultation for unadopted roads in Wales. Councillors agreed not to participate in this consultation.

1102/18 MCC

Clerk confirmed Monmouthshire County Council has been ranked top of 22 local authorities in Wales for the most vibrant economy. Information only.

Reports

1103/18 Annual Return – Outcome & Issues Arising

Clerk Thomas distributed the following information to Councillors:

Annual Return

Report highlighting issues arising following the Annual Return.

Budget for 2018/1019

Risk Report for 2018 / 2019

Revised Asset Register

Spreadsheet detailing the expenses and receipts financial year to date.

Annual Return – Issues Arising

Annual Return to be reviewed, approved and accepted by Community Council.

Issues Arising to be reviewed in detail.

1 Internal Auditor Appointment

Appointment of Internal Auditor must be agreed and noted in the minutes.

Periodically a letter re-confirming the appointment should be sent to the Internal Auditor. This should outline exactly what is required.

2 Annual Governance Statement - Gratuity

This relates to ‘the Council has no obligation to pay a gratuity to employees’. We did not complete this question as at the time of completion of the Annual Return the Council was not yet ‘an Employer’.

The council is now registered as an Employer and will complete this question next time accordingly.

3 Budget

Although a budget was prepared and approved the budget figures did not agree to the precept requested.

The Council must produce a budget which summarises anticipated income and expenditure and takes reserves into consideration. This budget must then support the resulting precept requested.

4 Asset Register

The Asset Register must now include the date acquired, purchase cost and location held.

1104/18 Re-Appointment of Internal Auditor

The Chairman and Councillor noted the good work completed by William Edwards, for the Annual Return. The re-appointment of William Edwards as Internal Auditor for the next Annual Return was discussed, approved and agreed by all.

Clerk to arrange a confirmation letter for William Edwards outlining the role of the Internal Auditor and timescales.

Councillors agreed a payment for William of £100 in respect of the time and services provided.

1105/18 Asset Register

Councillors reviewed the existing Asset Register and agreed updates, in line with the requirements of the Annual Return.

Asset Register approved and adopted.

1106/18 Risk Report

The Risk Report was reviewed by Councillors, approved and adopted.

1107/18 Budget 2018/2019

The budget was distributed for consideration.

Councillors approved and agreed the budget with the addition of an 'accruals' section for project work and donations with undetermined timescales.

Finance

Balance £6568.45

1108/18 Cheque raised to the value of £400 in respect of donation for St John Church, Llanhennock.

1109/18 Cheque raised to the value of £400 in respect of donation for St Andrews Church, Tredunnock.

1110/18 Cheque raised to the value of £69 in respect of HMRC (July – Sept) for Clerk fees.

1111/18 Cheque raised to the value of £39.36 in respect of payroll administration by Beverley & Williams Accountants Ltd.

1112/18 Cheque raised to the value of £92 in respect of Clerk fees for September 2018.

All cheques raised after Councillors and Chairman consider associated paperwork and reserves. Double signatures provided for all cheque withdrawal receipts.

Planning

No applications received.

1113/18 Purchase of Lockable Stationery Cupboard

Councillors agreed a lockable filling drawer would be a more suitable form of storage for historic and existing Community Council documents. This will meet GDPR requirements and will be easier to accommodate in the Village Hall.

Local Matters

1114/18 On-Going Issues with Water Works, Candwr Farm

Chairman Waters confirmed the hedges and outside areas at the reservoir remain uncut and unkempt. In addition, the bollards to stop access to the lay-by/reservoir entrance have still not been replaced.

Clerk to request an urgent update before escalating to a more Senior Manager at the works.

Any Other Business

1115/18 Gates at St John Church, Llanhennock

Cllr Young noted the gates at St Johns, Llanhennock require urgent attention as the wood is exceptionally dry and beginning to crack. Clerk to contact Morgan Davies to carry out the work.

Date of Next Meeting

The next meeting will take place on Tuesday 06 November 2018, 7 pm in Llanhennock Village Hall.

Llanhennock

Cllr. Tony Chivers 01633 450391

Cllr Jim Young 01633 422555

Cllr Allan Thomas 01633 309760

Tredunnoch

Cllr. Lindsay Heath 01633 450146

Dep Chair/Cllr. Yvonne Morgan 01633 450226

Cllr Dorothy McLeod 01633 450623

Llangattock Nigh Caerleon

Chairman Richard Waters 01633 430132

County Cllr. Peter Clarke 01633 644644

Cllr. Ieuan Williams 01633 422309

Clerk Elizabeth Thomas 01633 309760