

MARCHWIEL COMMUNITY COUNCIL'S
MINUTES OF THE MEETING HELD ON
WEDNESDAY 18th MARCH 2020 AT MARCHWIEL VILLAGE HALL AT 7:00 PM

Present:

Councillor Mr Terry Edwards * – Chair
 Councillor Mrs Sharon Lloyd - Vice Chair

“ Mrs Morag Browning	Councillor Mr Russell Jones *
“ Mrs Patricia Downes	“ Mr Stephen Jones*
“ Mr Andrew Edwards	“ Mr Nigel Lloyd
“ Mrs Sally Jakisch*	Vacancy x2

Mrs Victoria Jones – Clerk and Responsible Financial Officer *** Absent**

Invited Guests: PCSO Catherine Griffiths Hughes*

169 Welcome

The Clerk welcomed Members and added that the meeting was being held this evening as the meeting last week there had been no quorum. Cllrs Browning, Downes and the Clerk had instead worked through the Clerks Job Description.

Due to Covid-19 Members sat in the main hall of the village hall and socially distanced the tables so each Member and the Clerk sat at their own table. Cllr Lloyd requested that answers be brief.

The Clerk asked the visitor her name. Mrs V Woodhouse(VW). She stated that Cllr Downes had asked her to attend to be co-opted onto the Council. The Clerk informed her that unfortunately this is not the procedure and was not possible. The Clerk added that she was not aware that she was attending and because she had received other expressions of interest. She will invite all the interested parties to a separate meeting to be interviewed by Members. The Clerk added that she was welcome to stay and observe the meeting. VW then proceeded to inform those present her work experiences and qualifications.

170 Apologies for Absence

Apologies received from Councillors T Edwards, Mrs S. Jakisch, Cll R Jones and Cllr S Jones. Due to unforeseen circumstances the Chair was unable to attend so Cllr Lloyd took the chair for the meeting.

The Clerk confirmed receipt of notification from WCBC that we can co-opt two new Members.

171 Police Report

Nothing new to report.

172 Declarations of Interest¹

The Clerk reminded Members that they should declare the existence and nature of any personal and or prejudicial interest.
 The Clerk declared an interest and signed the book for Ref:174 – Staffing Matters

173 Confirmation of Minutes

AGREED – That the minutes of the Meeting held on February 12th 2020 be approved and signed

Amendment: Min 154 The wording should be that Members Resolved to amend and adopt the Standing Orders

174 Matters concerning Staffing (Part 2)ⁱⁱ [discussed at the end of the meeting]

The Chairman declared that Members of the Press and Public will be excluded from discussions on this matter as it contains items of a sensitive nature, under the provisions of Part 2 of the Public Bodies (Admission to meetings) Act 1960.

The visitor Mrs V Woodhouse was asked to leave as unfortunately she could not attend whilst the item was being discussed under part II. Members thanked her for attending and the Clerk agreed to contact her regarding the co-option process and interviews. She left the meeting at this point.

At the end of the meeting the Chair asked the Clerk to remain in the meeting as her input was required regarding the increase to her hours. The staffing committee updated Members of meetings held with and without the Clerk present regarding her JD & Contract of Employment. Chair Cllr Lloyd reported receiving a written report from Cllr Jakisch as she was unable to attend. The Chair also informed Members that they needed to make a decision to implement this during 2019/20 as the Welsh Auditor had recommended it be put in place during 2019/20 so a decision was required. Members would not meet again until after the new Financial year.

The discussion was held under Part II. (Part II Notes attached)

Resolution: Members Resolved to increase the Clerks hours to 20 hrs per week at the agreed NALC scale from April 1st 2020. The Clerk had been due her annual pay increment on April 1st 2019 – Members agreed that this should now be paid and backdated to April 1st 2019.

Members asked the Clerk to inform AVOW and Clwyd Pension Fund of the salary increase and outstanding amounts due from the pay rise and additional hours. The Clerk agreed to notify Nat West Bank to amend the Direct Debits to Clywd Pension Fund and AVOW.

175 Finance

ai) The Council proposed and seconded the following:

Income and Expenditure for the Period 12th February 2020 – 11th March 2020

Total income @ 11/03/2020 (19/20) = £540.00

Total expenditure @ 11/03/2020 (19/20) = £1,668.92

aii) Scottish Power payments: The Clerk informed Members she had sent an email to them and awaiting a response

b) External Audit: The Clerk reported just receiving the External Auditor's report on Friday 6th March 2020. Members made it known they were unhappy that it had taken far too long to be returned back to them. They added due to the amount of time they took trainee Auditors left which meant three different Auditors then asked for different information which has taken excess time for the Clerk to prepare. What has been a stressful year by waiting 6 months for the Welsh Auditor to respond was made more so by this delay. This additional work has become a priority and focus for the Clerk to complete on behalf of the Community Council who are keen for everything to be completed correctly. As already highlighted by the external auditor the Clerk needs to be given increased hours to complete the duties required for the role.

The Auditor General for Wales issued Marchwiel Community Council a qualified audit report due to:

The Council has failed to comply with their Standing Orders and Financial Regulations when awarding contracts. When the Council is awarding contracts, it is important that it complies with their Standing Orders or Financial Regulation to avoid unlawful expenditure.

- Councils should always seek to get the best value for money possible. Their procedures should make sure that all decisions in relation to awarding contracts are transparent and reasonable.

Members agreed that in 2020/21 they will put out to Tender the Burial Grounds Maintenance Contract. They have also re-adopted and amended their NALC Standing Orders and Financial Regulations

- Additionally, during our review we identified one other matter that we wish to draw to the Council's attention which do not affect our audit opinion but should be addressed by the Council.

Terms of reference : The Council did not state clearly the terms of reference when they adopted the Sub-Committees during 2018-19, therefore, the Council has incorrectly answered 'Yes' on the Annual Governance Statement (Part 2), Assertion 3.

Members discussed the point raised and confirmed that the following Terms of Reference 1. is already in place but they agreed that it should be recorded in the Minutes.

1. Marchwiel Sub-Committees to all groups unless otherwise stated.

MEMBERSHIP AND TERMS OF REFERENCE

The Working Party (Councillors) shall be appointed at the Annual meeting of the Community Council. (Qty) members of the Council.

The Chairman shall be appointed at the first Working Party meeting held following the Annual Council meeting.

QUORUM – *There will be no quorum.*

MEETINGS – *Meetings will be held on an ad hoc basis including site meetings as and when required. Members will then report to full Council to make a decision or RESOLUTION.*

Members discussed further and recommended the Clerk amend the Appointment of Sub-Committee's Terms of Reference which is normally discussed at the Annual Meeting in May. Members asked that it be minuted that they did not receive this report from the External Auditor until March 6th 2020 which gives no notice to put in place before year end 31st March 2020. Now due to Covid-19 the Annual Meeting has been delayed therefore the amended Terms of Reference won't be in place until the Annual Meeting is held. However, Members agreed the Draft Terms of Reference:

2. HR Staffing Committee

MEMBERSHIP AND TERMS OF REFERENCE

The Committee shall be appointed at the Annual meeting of the Community Council.

Three members of the Council shall be members of the Committee.

The Chairman and Vice Chairman of the Council shall hold the same positions on the Committee.

QUORUM – *Will be 2 members of the Committee*

MEETINGS – *Will be held on 3 occasions each year unless otherwise agreed by the Council/Committee or more often if required.*

TERMS OF REFERENCE

- a) *To consider issues affecting the Clerk of the Community Council.*
- b) *To revise existing Council policies for Job Description and Contract of Employments ensure they are up to date.*
- c) *Review Lone Working conditions and to devise new policies as and when required.*
- d) *To be responsible for all personnel matters affecting the Council.*
- e) *To make recommendations to the full Council.*

In future years, the Council should ensure terms of reference are adopted as soon as the Committee is established.

c. JDH Internal Audit Plan 19/20 – The Clerk informed Members of the Plan to carry out the 2019/20 Audit. She read out the instructions to Members. Noted.

d. Risk Assessment; Members discussed and approved the Risk Assessment

e. Assets Register – April 2019: Members discussed and approved the updated Asset Register @ £19,573.09

f. Financial Regulations – Although these were Approved in September 2019. Members amended the Standing orders in February 2020 and asked the Clerk to amend the Financial Regulations to state when purchasing items we should ‘actively acquire’ 3 quotes this includes emails but any items or project of works costing above £5000 require three quotations:

RESOLUTION: Members Approved the amended Financial Regulations.

g. Annual Investment Strategy: Members had thanked the Clerk for the detailed report at the June 2019 meeting. **RESOLUTION: Members re-approved the Annual Investment Strategy which they had approved at the June 2019 meeting but it had been omitted off the minutes.**

h. WCBC SLA (Service Level Agreement) for the inspection and maintenance of the Play Areas in Marchwiel.

Muga Area £924.00 and Pre-school play area £974.00= Total of £1,898.00 per annum

RESOLUTION: Members Resolved to renew the SLA provided by Wrexham Council at a cost of £1898.00.

176 Insurance renewal BHIB

The Clerk informed Members of the Insurance Policy and confirmed the following levels of cover:

RESOLUTION: That the Community Council renew its Insurance Policy with BHIB at a cost of £463.60

177 S137 Financial Assistance

Resolved that, in accordance with Council policy, applications for financial assistance from organisations be considered once a year in May.

178 Planning

The Clerk reported receipt of two planning applications:

Following last months discussion and Members queries the Clerk reported speaking to the Planning Officer regarding Mill House 2019/0890 & 089. Her response was that the Planning Dept had visited the site and aware of issues. They were expecting updated plans to be submitted. The Officer added that she would not be able to look into any other concern raised that was not on the planning application.

1. P/2020/0106 Change of Use from Business Use (Class B1) to single dwelling house (Class C3) Internal

and External Refurbishment Works, Two Storey Extension to the West Elevation, Basement Extension to the North and Erection of Replacement Outbuilding Mill House Marchwiell Wrexham

2. P/2020/0028 Change of Use Agricultural Land to Form Overspill Visitor Car Parking (Temporary Permission for a three year period 2020-2023 Erddig Hall Wrexham.

179 Clerks Report

Vacancy: The Clerk reported that she had received notification that they could co-opt new Members into the two posts. The Clerk added that she had received notifications of three interested parties for the two positions. There will have to be an interview and questions set. The Clerk agreed to arrange.

180 County Councillor Report

No report received from County Councillor John Pritchard.

181 Burial Ground

Nothing to report

182 Street Lighting

The Clerk reported that the works to replace the Lanterns with LED Lanterns will commence shortly. Salyx funding application for £9,866.80 has been approved and waiting for the work to be carried out. Once this occurs there will be little to no maintenance required.

The Clerk reported not receiving a SLA for the inspection repairs and maintenance of the Community Council's 69 Street Lights due to the lamps being replaced by LED Lanterns. Members agreed to discuss next meeting once we receive the clarification.

183 Nature Reserve

The Clerk reported that Henry Cook from the Wales Wildlife Trust had attended the Nature Reserve and made a huge improvement cutting back and clearing the overgrown vegetation. It was unrecognisable, such a wonderful surprise. She added that she had contacted him to thank him and his volunteers on Members behalf. She also purchased a padlock to fit onto the Five Fords Gate and met two representatives to fit the padlock to their chain. This will allow the Wildlife Trust to access the Nature Reserve with a mechanical digger.

184 Welcome Garden and Defibrillator

The three Eco seats have been assembled, fitted and secured into place by Leon Hughes. The rotten seats had been dismantled and removed. Members RESOLVED to pay Leon for the hours taken to assemble, make fitting plates and secure and dispose of rotten benches

WCBC's Streetscene managers met the Chairman and quoted £3,100.00 to connect Electricity supply from across the side road lamp. Jones lighting did not want to quote without a detailed (technical) schedule of work. The Clerk reported that she was not skilled to carry out this request and felt they did not want the job. MEGA Electrical quoted to access electricity supply from the bottom of the grassed area to avoid crossing the road. Their quotation was £10,860.00 which Members thought was too much to spend on the Welcome Garden. Cllr Downes met with an electrician who agreed to forward a quote to carry out the connection work from the power supply.

RESOLUTION: Members resolved to ask WCBC to carry out the works to connect a Power Supply from the main street light to the Welcome Garden at a cost of £3,100.00 As soon as possible.

The Clerk was also asked to contact the Heart Charity to confirm the costs and date of supply in readiness to place the order for the defibrillator and external case.

185 Website
The Clerk and Cllr Jakisch are attending online training and updating the information on it.
186 Marchwiel Village Hall
Nothing new to report.
187 Newsletter
The Clerk reported that she had placed the Newsletter into the noticeboards.
188 Events Calendar
<u>Easter event & VE Day</u>
Due to <u>Covid-19</u> Members were uncertain if this was going to happen or if it would be postponed. Government announcements are being received daily and uncertain times are ahead of the Country. A lockdown for everyone is looking likely. As the school are already planning their street party Members suggested perhaps waiting to see what happens and then it occurs they can contribute in some way or arrange a competition for the children.
189 Correspondence
Email correspondence was noted by Members:
190 Members Urgent Announcements' and requests for future meeting items
The Clerk reported emailing Members the dates of the meetings for the year.

PRESIDING CHAIRMAN - COUNCILLOR MRS SHARON LLOYD

Signed as a correct record _____ this 15th July 2020

