



VAN COMMUNITY COUNCIL/ CYNGOR CYMUNED Y FAN

Minutes of the Ordinary FULL COUNCIL Meeting of Van Community Council

Thursday 20th June 2019. 6pm. Van Community Centre, Clos Guto, Caerphilly

Present:

Tony Graham (Chair), Barbara Jones (Vice Chair), Fay Gay, Sheila Jones, Norma Graham, Linda Williams

Apologies:

Sheila Newbury, Pam Nelder

In Attendance:

Marcia Jones (Clerk)

12. Police Matters

Cllr Jones passed on apologies from CSO Sarah Mey who was unable to attend due to work commitments

13. Declarations of Interest

None

14. Minutes of the Ordinary Full Council meeting held on 16th May 2019

Minutes of the ORDINARY FULL COUNCIL meeting held on 16.05.19 were received, approved and signed as an accurate record.

15. Matters Arising

None

16. Finance

- i List of payments. Received. Possible duplicate item noted. Clerk to clarify, adjust and represent list at next meeting. Payments confirmed and approved
- ii Bank Reconciliation. To receive, confirm and approve reconciliation document

17. Clerk's Report

- i. Clerk reported that John Dilworth has advised the final sum owing to him for contractual expenses is £320.88
RESOLVED: Payment to be made as above by the end of June 2019
- ii. Negotiations in respect of settlement payment requested by John Dilworth have not progressed. Council requested the clerk to research constructive dismissal claim procedures. In addition, clerk to review community council's reserve for legal fees and obtain three quotes from employment law solicitors. Report to be brought to next meeting
RESOLVED: No further negotiations to be undertaken with John Dilworth at the current time
- iii. The clerk informed councillors that she is currently using a one month's free trial of Office 365 and this expires shortly. The service then becomes chargeable. Has approached Syntech (recommended by Bob Campbell) and 2 other companies – Amitech and CSG for the cost to purchase a domain and to set up email addresses. Syntech was the best value for money. Cost outlined.
RESOLVED: to proceed with the purchase of domain name 'vancc.co.uk' and set up email address accounts in the format of Name.name@vancc.co.uk for those councillors who use IT
- iv. Cost of new IT and phone
NOTED
- v. Clerk Training. The chair advised councillors that following discussions at induction that training is required. Clerk has signed up for ILCA and a course with One Voice Wales. Clerk informed council that BTM CC had confirmed they are willing to share cost and time. Clerk was advised by council that a cost is agreed to attend up to 4 additional training sessions this financial year.
RESOLVED: Clerk full training costs to be charged to Van CC and 50% invoiced to BTM CC
- vi. Overtime for clerk. Clerk wished to make councillors aware that due to settling in, a backlog and requirement to complete the annual audit that four additional hours had been incurred in the first month. Clerk requested to leave room while councillors discussed
RESOLVED: Additional hours accepted and provision for up to an additional 10 in July 2019. Clerk to provide in the July meeting
- vii. The payroll has now been set up with Playworks. Each month they will invoice Van CC for their fee, the salary amount to be paid direct to the clerk and deductions to be paid to HMRC/pension

NOTED

- viii. Pension arrangements need to be put in place to meet auto-enrolment legislation.
RESOLVED: Clerk and Chair to ascertain options and report to next meeting

- ix. Signatures on bank account. This is still outstanding due to the incorrect advice being provided by HSBC on the form to be completed. A further form requires to be completed and submitted. However, address information is now updated to come to current clerk
NOTED

- x. Town & Community Council meeting 13.06.19 – attended by the chair and clerk. Festive lighting was discussed. Chair proposed that this be on the agenda in October to discuss possible options for the future. This was agreed

18. Requests for Financial Assistance

- i. Trevelyan Court Residents Group. Agreed at last meeting. No further action

19. Annual Audit

Clerk presented report from internal auditor, Mike Fisher. No concerns. Annual Governance statement undertaken, and Audit documentation signed

20. Planning Applications

- i. Case Ref 19/0377/FULL – clerk to contact case officer and offer observation /express concern of effect this may have on neighbours
- ii. Case Ref: 19/0389/TPO – no comments
- iii. Case Ref: 19/0434/FULL – no comments

21. Summer Playscheme

Report NOTED. Clerk to clarify if Van CC is responsible for booking all aspects of weekly trips, or just coaches

22. Carnival

Report NOTED. Clerk to advise organisers that three councillors will attend the event to steward.

23. Any Other Business (for information only)

Cllr Jones provided a verbal report of walkabout with Rebecca from United Welsh on 19.06.19

24. Items for next Agenda

- i. Pension

25. Date of next meeting – Thursday 20th July 2019

.....

