

VAN COMMUNITY COUNCIL AGM MINUTES, 15TH MAY, 2015

VAN COMMUNITY COUNCIL CYNGOR CYMUNED Y FAN

Chairman Vice-Chairman Councillor Maria Hall.	Clerk/R.F.O. John Dilworth
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Minutes,
Annual General Meeting,
Friday, 15th May, 2015,
at 6.30p.m.,
Van Community Centre.

Present: Councillors Russell Deacon,
Maria Hall,
Christine Forehead,
Fay Gay,
Eileen Macey.

In attendance: Clerk/R.F.O. John Dilworth, &
C.S.O.s Jonathan Spokes
Lana Rees, and one member of the
public.

The Clerk opened the meeting.

1/14. **Apologies for absence.**

There were apologies for absence received from the following Council member: Sheila Newbury, Barbara Jones, and Brian Jenkins.

2/14. **Declarations of Interest.**

Councillor Maria Hall	Personal, Chairman of Van Community Council. Item 5, Chairman's Allowance.	Vacated the Chair and left the room.
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3/14. **Appointment of Chairman and to sign the Declaration of Acceptance of the Office of Chairman.**

Nominations for Chairman were opened and Councillor Maria Hall was proposed and seconded. There being no further nominations Councillor Maria Hall was elected for the ensuing year and signed the declaration of acceptance of office (Chairman).

Councillor Maria Hall progressed to the Chair.

Signed:.....

VAN COMMUNITY COUNCIL AGM MINUTES, 15TH MAY, 20154/14. **Appointment of Vice-Chairman.**

Nominations for Vice-Chairman were opened and Councillor Eileen Macey was proposed and seconded. There being no further nominations Councillor Eileen Macey Hall was elected for the ensuing year (declaration is note required for Vice-Chairman.)

5/14. **To consider the Chairman Allowance, 2015/16.**

The Chairman declared a personal interest and left the room and the Vice-Chairman progressed to the Chair for that item only.

It was **resolved** that the allowance is set at £400 in line with the budget, 2015/16, payable upon the Chairman's request.

The Chairman returned to the Chair.

6/14. **Appointment of Leader and Deputy Leader.**

Nominations for Leader were opened and Councillor Chris Forehead was proposed and seconded. There being no further nominations Councillor Chris Forehead was elected for the for the ensuing year.

It was **resolved** not to appoint a Deputy leader for the ensuing year.

7/14. **To reaffirm the minutes of the Annual General Meeting, 23rd May, 2014 (appendix 1)**

The minutes (appendix 1) of the previous A.G.M. were reaffirmed.

8/14. **Representatives to Governing Bodies (four year term of office).**

Councils representatives to Governing Bodies were reaffirmed.

St. James Primary School, Councillor Chris Forehead, till 31st August, 2015.

St. Helens, R.C. School, Councillor Russell Deacon, till 19th January, 2016.

9/14. **To rescind the Council's Standing Orders and to adopt Standing Orders (appendix 2)**

It was **resolved** to rescind Standing orders and to adopt them for the ensuing year.

10/14. **To approve the Council's Financial Regulations (appendix 3), and Financial Operational Risk Assessment (appendix 4).**

It was **resolved** to approve the Financial Regulations and Operational Risk Assessment for the ensuing year.

Signed:.....

VAN COMMUNITY COUNCIL AGM MINUTES, 15TH MAY, 201511/14. **To decide upon bank signatories. Current signatories. Councillors Eileen Macey, Sheila Newbury, and Elaine Forehead.**

It was **resolved** that, the signatories to the two HSBC accounts (current and savings accounts) are: Councillors Eileen Macy, Sheila Newbury and Maria Hall with the Clerk (administration only).

12/14. **To appoint Members to the following Committee: Summer Play-scheme Committee and or to set-up any further committees.**

Summer Play scheme Committee – resolved to defer.

Employment Committee - resolved that, the membership be Councillors Sheila Newbury, Chris Forehead, and vacancy.

13/14. **To consider, there be no meeting in August 2015, and December, 2015, and Plenary powers be given to the Chairman and Vice-Chairman in consultation with the Clerk (includes payment of creditors).**

It was **resolved** that, there be no meetings in the months of August and December. Plenary powers are granted to the Chairman and Vice-Chairman, in consultation with the Clerk (including payment of creditors).

14/14. **To appoint delegates to the following.**

C.C.B.C. Community Councils Liaison Sub-committee	Councillor Eileen Macey,
C.C.B.C. Town and Community Councils Liaison Committee.	Councillor Eileen Macey and Councillor David Hill,
Caerphilly Basin Voluntary Sector Forum	Councillor Chris Forehead,
Van Communities Partnership.	Councillor Chris Forehead,
Caerphilly Town Centre Management Group.	Councillor Russell Deacon and Maria Hall,
Caerphilly Town Council Firework Committee	Councillor Eileen Macey.

With the conclusion of the A.G.M. the Chairman moved on to the agenda of the Ordinary Meeting.

Signed:.....

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VAN COMMUNITY COUNCIL CYNGOR CYMUNED Y FAN

Chairman	Councillor Maria Hall	Clerk/R.F.O.	John Dilworth
Vice-Chairman	Councillor Eileen Macey		

Minutes,
Ordinary Meeting,
Friday, 15th May, 2015,
followed the AGM,
Van Community Centre.

Present: Councillors Russell Deacon,
Maria Hall,
Christine Forehead,
Fay Gay,
Eileen Macey.

In attendance: Clerk/R.F.O. John Dilworth, &
C.S.O. Jonathan Spokes and Lana
Rees, and one member of the public.

15/15. **Apologies for absence.**

There were apologies for absence received from the following Council member's: Sheila Newbury, Barbara Jones, and Brian Jenkins.

16/15. **Declarations of Interest.**

No declarations were made on any item of the agenda.

17/15. **Police matters.**

The Chairman welcomed the Police representatives to the meeting.

A discussion ensued on the location of the 30mph and 40 mph speed sign on the Lansbury Park Distributor Road. A further point was raised that there are two public footpaths crossing the Distributer Road. CSO Jonathan Spokes replied to the point made and advised that he could not answer the question since it is a Highways matter.

It was pointed out by CSO Spokes that there are ongoing discussions on the Distributor Road speed limit and again he reminded members to contact Highways for answers.

The Clerk was directed to invite a representative of Traffic Management to the next meeting to answer member's questions on the issue of speeding vehicles on the Lansbury Park Distributer Road.

Signed:.....

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Further points raised:

Anti-social behavior on the Stretch, reported, not calls to the Police.

Mobile Police Stations, no longer in use but booked out for big events.

Speed Cameras (static), no longer being maintained.

Funding for open air cinema on the Stretch. The success of the first Open Air cinema staged in Bargoed was raised and the Clerk advised on the cost during his Clerkship and the first film was "Happy Feet."

The discussion centered around the Stretch as a venue or alternatively the Van Community Centre Car Park

For consideration at the next meeting of the Council, 19th June.

Your Voice, 23rd April, seven members of the public attended and advertising to be looked at.

First Aid sessions at St James Primary School, 23rd April and only one session since second session deferred.

Two sessions at St Helens RC School, 28th April.

The Chairman thanked the officers for attending who took their leave of the meeting.

18/15. **To approve the minutes of the Council Meeting, 17th April, 2015, (appendix 5.)**

The minutes were approved as an accurate record of the proceedings and signed by the Chairman.

19/15. **Matters arising.**

No matters were raised.

20/15. **Correspondence.**

The Clerk circulated a list of correspondence received since the last meeting.

- i. Letter, 21st April, 2015, Interim Chief Executive, Caerphilly C. B. C., replying to the Council's letter, match funding towards the drop kerbs at Mardy Crescent and removal of roundabout at Farm Road, Castle Park. Council's letter has been referred to Engineering Services.
- ii. E-mail, 29th April, 2015, Cllr. Elaine Forehead, expressing regret at the recent news (Clerk's resignation) from the Clerk and further details. Clerk's Report.
- iii. E-mail, Councillor Chris Forehead, question the Clerk why he did not raise his concerns at the last meeting. The Clerk replied, did prior to and during the meeting.

Signed:.....

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Clerk's Report.

- iii. E-mail, 29th April, 2016, Cllr. Elaine Forehead, resigning with immediate effect from Van Community Council. Requesting details i.e. procedural issues. Clerk's Report and minute 25/15).
- v. E-mail, 10th May, 2015, Mr Dan Phelps, pianist, the revised time of 6.30p.m. start for Soup and Carols on Friday, 27th November, 2015, confirmed by him. Clerk's Report.
- vi. Letter, 11th May, 2015, for Head of People Management and Development, Caerphilly C. B. C. Refers to the Disclosure Agreement between Caerphilly C. B. C. and Van Community Council. To thereby extend the original agreement signed on the 2n May, 2012 by three years. Through this umbrella arrangement with CCBC that the criminal records checks are progressed, namely the Clerk and Summer Play-staff. Noted.
- vii. E-mail, 11th May, 2015, Mr Darren Williams, Holiday Scheme Coordinator, GAVO, Child Protection Training, 1st June, 2015, questionnaire, Annual Summer Guide for Children. Noted.
- viii. E-mail, 12th May, 2015, Mr Darren Williams, Holiday Scheme Coordinator, GAVO, offering free training Child Protection, 1st June, SPW, unable to attend so other option. Note, training matter progressing.
- ix. E-Mail, 15th May, 2015, Mr Michael Jones, Sports Development Officer, CCBC, "Caerphilly Council's sport development team 'Sport Caerphilly' are aiming to achieve the vision, to get 'More People, More Active, More Often' by offering sporting activities for 7-12 year old children during the summer holidays in Heolddu, Newbridge, Caerphilly and Sue Noake (Ystrad Mynach) Leisure Centres. For a cost of £8 per day the children will be able to take part in activities ranging from sport specific sessions such as Football, Netball, Rugby and Hockey to recreational activities including Dodgeball, Rounder's and Multi Skills activities. We will also be offering the opportunity for the children aged 8+ to use the swimming pool at all sites that have the facility. All sessions will be led by fully trained and appropriately qualified members of Sport Caerphilly staff..." Noted.
- xi. E-mail, 11th May, 2015, CSO 13 Lisa Gibbs, Bedwas Police Station, attached report for Council meeting, 15th May, 2015.

<http://gov.wales/topics/localgovernment/communitytowncouncils/publications/access-to-information/?skip=1&lang=en>

I attach a link to the Legislation coming into force today – May 1.

<http://www.legislation.gov.uk/wsi/2015/1182/contents/made>

Signed:.....

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Noted.

- xii. Invoice/report (signed), 12th May, Mr Peter Morgan, Independent Internal Auditor. Electronic copy previously received and agenda item. Noted.
- xiii. Letter, 12th May, 2015, Alexandra Perry, Tackling Poverty Division, Welsh Government, regarding attendance of Welsh Government Officer. Suggested that Mr Robert Hartshorn, Caerphilly C. B. C. Anti-Poverty Champion attends.

Clerk to invite Mr Hartshorn to the next meeting.

Clerk apologies for the omission of a letter, 1st May, 2015, Pension contact details which have been provided on their web site.

21/15. **Planning.**

No applications received since the last meeting.

22/15. **Reports and local matters.**

No reports were received.

23/15. **Clerk's Report (appendix 6) to follow.**

The Clerk tabled copies of his report.

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| A. | Grant applications. | The Clerk reported in his report, he recommend that the Council adopts a formal procedure in the determination of grant applications and to that end he attached a grant application form for member perusal (appendix A). |
| | | It was resolved to progress the Clerk's recommendation, council adopts a formal procedure in the determination of grants through its approved grant application form. |
| B. | Soup and carols, Friday, 27 th November, 2015. | The Clerk reported in his report, Stand in for Father Christmas, is still vacant and Elf to help stand in for Father Christmas, awaits further discussion and decision. |
| | | The Clerk reported that Mr Dan Phelps, pianist, is available for the revised time, 6.30p.m. on the 27thth November. |
| | | It was resolved to defer to a future meeting. |
| C. | Summer Play-scheme, 2015. | The Clerk reported in his report, as in previous years he pays, out of his credit card for entrance fees to such places as Noah's Ark Zoo Farm, Bowlplex, Cinema etc., and request reimbursement. Contractually Council is obliged to |

Signed:.....

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pay my expenses but a further decision shows that members are fully aware of this practice and the financial implications so that the practice is transparent.

The advert for Play-staff was eventually published on the Caerphilly C. B. C. web suite but this will not be available, next year, applications are done online.

Play-staff have been provisionally appointed subject to conditions and one of which is your approval.

The Clerk reported, following consultation with GAVO a charge of £40/per person will be required for Level one Safeguarding Children, which was approved.

(Minute 26/15, confirmation of staff appointments)

Clerk to contact appropriate officer to inquire if some of the "Us Girls" if they can do something for the Summer Play-scheme.

Member's reaffirmed and noted.

- D. Rhos Llantwit Colliery The Clerk reported, in his report, this is being brought to the attention of members following subsidence when two shafts were capped in 2012 and the history of the colliery. The two shafts are located near Coed Pwll on the Lansbury Park Estate.

The shafts were sunk in 1863 by Porset Colliery (sunk on the Porset Farm land) and was taken over by the Rhos Llantwit Colliery Ltd in 1865. It was not a deep colliery but they reached a depth of 150 yards.

The colliery finally closed in 1892 but during its lifetime produced good quality steam coal. It is fair to say, it contributed to the development of Caerphilly and employed a significant amount of miners, mostly from England and without such an influx of people Caerphilly would not have developed.

During its working life five men died in separate instances. Two deaths were nothing less than criminal negligence by the owners since naked lights were used and the Mining Inspectorate was not informed of the practice, 1891.

1886 Simon King, collier, died under a roof fall,

1888, James Drew, collier, died under a roof fall,

1891, Fireman Thomas Winmill and Isaac Powell killed in a methane gas explosion

1892, John Roberts, died under a roof fall.

History apart, what concerns me about the capping of the two shafts in 2012,

Signed:.....

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that he was not informed by the appropriate authority for this council.

He progressed a Freedom of Information request, in a personal capacity and received the following response from the Coal Authority, i.e. as reproduced:

"I refer to your Freedom of Information request dated 10 April 2015.

Following a report being received in November 2011, two shafts at Lansbury Park, Caerphilly were investigated and treated in 2012.

Shaft 316187-001: This shaft was originally filled in 1956 and subsequently capped by the Coal Authority in 2012 at 3.5m below ground level, with a 7.4m x 7.4m x 450mm thick reinforced concrete cap, constructed with a lockable inspection cover at the surface connected by plastic inspection pipe through cap to shaft fill.

Shaft 316187-002: This shaft was originally filled in 1956 and subsequently capped by the Coal Authority in 2012 at 1m below ground level, with a 7.2m x 7.2m x 450mm thick reinforced concrete cap, constructed upon 13 bearing piles and provided with a lockable inspection cover at the surface connected by plastic inspection pipe through cap to shaft fill.

Yours sincerely

John Delaney
Corporate Manager."

He recommend that a suitable memorial is erected, after all there was loss of life in the Rhos Llantwit Colliery and the Van helped to contribute to the development of Caerphilly, as indeed other collieries.

The issue of consultation with this authority.

It was resolved not to progress the Clerk's recommendation, mememorial, but to contact Caerphilly C. B. C. for the information to be recorded in a digital patch (historic information read on mobile phones).

- E. Memorial to mark the heroic sacrifice made by Dean Smith, 29th December, 1989.

The Clerk reported, in his report, he was sure he need not remind members of Dean's bravery nearly twenty-five years ago when he died trying to rescue two girls in a flat in Lansbury Park (now demolished). He gave his life unselfishly and went beyond to try and save two young lives and expelled his life in the process.

Recommendation:

Clerk to find costings for memorial plaque.

Arrange a memorial service for the deceased Lansbury hero in collaboration with other interested parties.

Councillor Chris Forehead pointed out that the mother has been contacted and Lansbury Matters will advise this council on the

Signed:.....

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memorial at a future meeting.

The Clerk’s recommendations were not taken forward.

- F. Ambassador and “Us Girls” project. The Clerk reported, in his report, he was directed at the last meeting to research the “Us Girls” programme which is a project taken up by Miss Meg Owen, first Youth Ambassador, Penyrheol, Trecenydd and Energlyn Community Council under the powers, Youth Representatives (Sect. 118121), Local Government (Wales) Measures, 2011 (aged 16 to 25 years).

They advertised for a Youth Ambassador through their web site, locally, and the schools. Applicants were interviewed and an appointment was made back in December following adverts (website, letters to the secondary schools etc.) seeking a Youth Ambassador and received nominations from the schools. Applicants were interviewed from which they appointed their Youth Ambassador. Their Youth Ambassador is following the “Us Girls” programme.

The Clerk reported, let us take a few steps back in time.

The Clerk reported, in his report, members will be aware that Mr Gareth Winmill, Street Games Project, Blaenau Gwent, attended a meeting of Council, 18th October, 2013, and drew member’s attention to the opportunities of Street Games. He advised that the games are not structured but coach assisted. Mr Winmill was to contact Street Games and Mr Paul Roberts, Legacy and Fieldwork Manager. No further correspondence so it was left there.

Moving on to the present day, “Us Girls,” proved successful in England where it has run for several years and he believed it has run in Wales up to 2013 when funding ceased and now comes under Street Games.

Through the Clerk’s inquiries with Mr Andrew Diggle, Physical Activity Coordinator, CCBC, I was advised that a presentation on “Us Girls” was to take place at a meeting of the Trecenydd N.R.A., Wednesday, 29th April, 2015, at 8.30p.m.

He attended the Centre and there was no objection to him and Julie (Mrs Julie Dilworth) sitting in on the proceedings, in fact they were made very welcome.

Community First Officers were present and explained the “Us Girls” initiative (programme) which is a two year programme and funded by Sports Wales. Whereby to engage teenage girls aged 13 to 19 years, in doorstep sport and is aimed at non-active teenage girls. Through

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physical activity it will give them confidence and social skills and will be run in five areas.

Trecenydd is the pilot for the programme and already twenty-six teenage girls have come forward to engage in the programme. The representative from Creazione Group Ltd, (deliver dance, fitness, teachers, instructors into the education sector, local authority and community, membership fee is £78 per month) have written a programmed and amalgamated two programmes for the "Us Girls" programme.

- Healthy Eating
- Food Wise Sessions

He understand that the age range of the Trecenydd project will also include teenage girls aged 11 and up to 22 years and will meet in the Van Community Centre on Thursdays, the date and time to be advised.

Recommendation.

Van Community Council support the programme and invite an officer from Caerphilly C. B. C. to give a presentation at an Extraordinary Community Meeting and advertised in the Community for the Community to attend.

G. Procedural issues, Council meeting, 17th April, 2015.

The Clerk reported, in his report, as Clerk and RFO to Van Community Council he has a supporting complex role to the Council and he is also aware of the role of a Community Councillor having served on two Community Councils and I am currently in my fifth term of office.

There is a legal responsibility upon members to comply with the law and the Code of Conduct.

Reluctantly he drew member's attention to the "procedural issues," not allegations, and emphasized, "procedural issues" regarding the funding application by Lansbury Matters at the last meeting, 17th April, 2015. Whilst he sympathized with fast tracking the matter, he could not afford to let it go by without drawing member's attention to certain "procedural issues."

Two issues:

(a) Motion not on agenda and a decision, advice provided to the Chairman, prior to the meeting.

Signed:.....

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(b) Access of members to Council meetings.

"On 17.04.2015 10:20, Cllr. Forehead, Elaine wrote: Morning John, I have been asked by Lansbury Matters to submit an application to Van cc for financial assistance towards public events insurance as they are holding a car boot sale on 6.6.15. I'm happy to give more details at tonight's meeting. Thanks..."

My advice to the Chairman is as follows:

"On 17.04.2015 10:30, "jdilworth49+john" john@jdilworth49.plus.com wrote... This is a financial matter and should be on the agenda of tonight's meeting, please note.

The only way around this is to give the Clerk plenary powers since plenary powers cannot be given to an individual member including the Chairman.

I understand that Lansbury Matters has a constitution, Committee of which you are a member, and a bank account.

Obviously, a proper quote for the insurance must be provided to the Clerk.

I think that makes sense. John Dilworth, Clerk to the Council, Van Community Council."

The e-mail was acknowledged, "Thanks John."

During the afternoon of the 17th he contacted Came and Company (Council's Brokers) and obtained a proposal form for the Special Events insurance so that Council could take this forward. Clearly, the situation changed and the application for funding was outlined by Miss Michelle Jones, for Lansbury Matters. The application will now be a package, stationary, printing costs, and including £202 quote, obtained by Miss Jones, for insurance.

Why have items on the agenda?

The Clerk answered it in two parts:

The people who pay the council tax have a right to know how you (council) are going to spend their money and the case law referred to later in this item of the Clerk's Report.

The Clerk reported, he must point out that a motion moved without notice, in summary, the decision, to support in principal, was not on the agenda. It does not offend the Standing Orders to move a motion without notice if they are permitted by Standing Order 28, i.e., as reproduced:

Signed:.....

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“28. The following motions may be moved without notice:-

- (a) To appoint a Chairman to preside at the meeting in the absence of the Chairman and the Vice-Chairman.*
- (b) In relation to the accuracy of the minutes of the previous meeting.*
- (c) To change the order of business.*
- (d) To proceed to the next business.*
- (e) To close or adjourn the debate on any particular item of business.*
- (f) To refer a matter to a Committee, Sub-Committee or Working Group.*
- (g) To appoint a Committee or Working Group and/or Members to serve thereon.*
- (h) To receive and/or adopt a report.*
- (i) To withdraw a motion.*
- (j) To amend a motion.*
- (k) To exclude the public and press in appropriate circumstances.*
- (l) To adjourn the meeting in the event of disorderly conduct.*
- (m) To suspend the requirements of any Standing Order, except where, by so doing, statutory requirements (i.e. those printed in bold print herein) would be purported not to apply.*
- (n) To adjourn the meeting.*
- (o) That the question be now put.*
- (p) In relation to any item of business appearing on the agenda of a meeting.”*

He (the Clerk) therefore advised that the resolution is unsafe and not covered by Standing Order 28.

This Council, as other Councils, deal with public money and are custodians of the public purse. He (the Clerk) takes that very seriously because any decision of this Council can be subject to challenge by the Courts, reported by the External Auditor to the Auditor General for Wales.

The Clerk reported, let us be clear.

Standing Orders have not been followed and the responsibility rests with the

Signed:.....

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Council, as the corporate body with roles and duties spelt out in the legislation.

The decision of Lingfield Parish Council v Wright (1918) is a well quoted case. The term Any Other Business was inappropriately used to make a decision on an item not specified in the Council's Summons.

He now awaits the details of the funding request to be prepared by Miss Michelle Jones and Miss Elaine Forehead (Chairman of Lansbury Matters) at the May meeting and this time it will be on the agenda.

Access to Council meetings.

The respected publication by Arnold Baker, 9th Edition on Access to Council Meetings states:

"Many local councils set aside a period when the public can ask questions or even make statements. This is an excellent practice as long as the period is defined, and is clearly understood that the public must not take part at any other time."

This Council has an agenda item for the member(s) of the public to raise issues at the start of the meeting but not in the meeting. At the meeting of the 17th instant both members of the public, who were present, were invited to speak on their applications for funding.

Due to the "procedural issues" raised in this item of my Clerk's Report (a) and (b) he found his position untenable. You see he believes in Community Government and standards so that the Community and auditors are confident in the Council and its employees.

It has been a difficult decision having worked for the Council and the Community and providing value for money through my efforts.

He has steered this council, with the help of my wife, Julie, through a difficult period since October, 2011, during which this Council addressed several belated Annual Returns, belated End of Year Returns to HMRC, First Tier Tribunal, and the Leisure Agreement with Caerphilly C. B. C. That is still on the table.

Members are asked to note the advice of the Clerk and what measures they wish to take.

The following discussion ensued:

The Clerk offered to leave the room whilst members considered the item, however, Councillor Chris Forehead objected to the Clerk's suggestion and the Clerk remained.

Councillor Chris Forehead pointed out, members agreed in principal that money is available for Lansbury Matters and awaited a letter from them, further the motion was proposed, seconded and agreed. (See minute 137/15 iii, April, 17th, 2015, i.e. as reproduced:

"It was raised by a member whether Council needs to pay any money today. The

Signed:.....

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Clerk replied, there is no application in writing from Miss Michelle Jones only an e-mail from Councillor Elaine Forehead regarding funding the public events insurance. The Clerk advised against payment at this meeting (not an agenda item) and expressed his concern as to the procedure but was reassured by Councillor Elaine Forehead that it is nothing untowards and a community group applying for money.”)

Councillor Eileen Macey stated that she was in the Chair during the item and in reply Councillor Chris Forehead asked, did the Clerk advise you? Councillor Eileen Macey replied that the Clerk pointed out that no written application had been received from Lansbury Matters (see minute 137/15 iii, April, 17th, 2015).

Councillor Eileen Macey responded that matters come up and are not on the agenda and ruled out of order

Councillor Chris Forehead pointed out that the Clerk had refused to divulge the contents of his Report to the former member (Miss Elaine Forehead) and suggested, the Clerk does not have the right to publically criticise a former member of this Council. (The Clerk replied to Miss Elaine Forehead, 29th April, 2015, “...I will give some consideration to your request regarding my report but it is procedure...”)

The Clerk drew member’s attention to the case of Lingfield Parish Council v Wright in the inappropriate use of the item, “Any other business”. An item was raised for discussion and a final decision took place which was ruled by the courts to be illegal. (This Council does not include “Any Other Business” on its agendas).

Councillor Chris Forehead pointed out that from tonight’s agenda there is no letter from Lansbury Matters “who are a powerful force and are very angry.” It was pointed out by a member, they still have to go through procedure. Councillor Chris Forehead, responded that the residence association (Tecenydd Residence Association) attended Pen yr Heol Trecenydd and Energlyn Community Council, granted £500, no one declared an interest and they came to this council and faced a different procedure. The Clerk replied that it would not be appropriate to comment on the procedure of Pen yr Heol Trecenydd and Energlyn Community Council, his duty to ensure that procedures are followed.

The Clerk clarified his position regarding the item and pointed out that he had advised the former Chairman and member of Van Community Council in an email, prior to the meeting, a possible route to meet insurance provision for the Car Boot Sale, 6th June, 2015. At the meeting of the 17th other provision had been put in place by Miss Michelle Jones.

The discussion ensued.

Members asked the Clerk to stay and following consideration the Clerk agreed, however, Councillor Chris Forehead pointed out that the same should be offered to Elaine (former member of the Council). The Clerk advised that the resignation of a member, once received, is binding (Miss Elaine Forehead, stated in her email, 29th April, 2015, “...with immediate effect.”)

Signed:.....

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The Chairman moved on to the next item.

24/15. **Finance.**i. **To consider payment of creditors (appendix 7).**

The list of credits was considered and the bills and invoices outlined be paid and cheques signed accordingly.

A.	100088	Caerphilly C. B. C., grant to the animation project.	83.00
B.	100089	Broker Network Ltd., annual insurance, Aviva, 2015/16.	681.35
C.	100090	Mr Peter Morgan work carried for the Council's Independent Internal Audit of Accounts for the year ending the 31 st March, 2015.	150.00
D.	100091	John Dilworth, Clerk's net salary (less deductions), 2015/16, month 2.	533.56
E.	100092	John Dilworth, expenses.	
		Postage	2.21
		Photocopying	10.35
		Stationary	12.98
		Post Office Phone Card	0.00
		Mileage (see breakdown)	72.46

Journeys:			
1.	13 th April, 2015	Travelled to Trustmark, Talbot Green, photocopying agenda and papers. (2.48 miles).	1.11
2.	14 th April, 2015	Delivered agenda and papers to 7 members re. hard copies and last address, 35, Trevelyan Crt., and return (39 miles).	17.55
3.	17 th April, 2015	Travelled to Van and return, council meeting (26 miles)	11.70
4.	28 th April, 2015	Travelled to Mr. P. Morgan, Creigiau, and return delivered accounts and supporting documents (7.8 miles).	3.50
5.	30 th April, 2015	Travelled to Trecenydd Community Centre and return, presentation on Us Girls.	11.70
6.	1 st May, 2015	Travelled to Van and return, shortlisting meeting, summer play-scheme (26 miles).	11.70
7.	5 th May, 2015	Travelled to Mr. P. Morgan, Creigiau, and return delivered accounts and supporting documents (7.8 miles).	3.50
8.	8 th May, 2015	Travelled to Van and return, interviews, summer play-scheme.	11.70
		Total claimed.	98.00

Signed:.....

VAN COMMUNITY COUNCIL MINUTES, 15TH MAY, 2015.

F.	100093	Castle Park Neighbourhood Watch, grant for Cold Calling Zone, Castle Park Estate.		500.00
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ii. **Accounts, 2015/16 (appendix 8a, 8b, and 8c).**

The accounts were approved.

iii. **Grant applications, Lansbury Matters.**

No letter received.

iv. **To receive the Internal Auditors Report on the Council's accounts year ending the 31st March, 2015 (Leisure Amenities Fund Section E) (appendix 9).**

The report was received and the auditors advice to be followed.

The Clerk was delighted to note that the report on the accounts and financial matters throughout the financial year indicated "a clean audit" at this stage.

v. **Due to the unexpected significant increase in balances to develop a plan on how to utilize the funds received from Caerphilly C. B. C. (Recommendation made by the Independent Internal Auditor).**

The Clerk advised that significant funds should be ring-fenced from the refunded Leisure Amenities Fund (£42, 855) to go some way to the Independent Auditors advice and accordingly he recommended the following amounts are ring-fenced:

£20,000	Van Terrace, Play Area
£1,000	Memorial Garden and St James Primary School
£2,500	Open Air cinema, The Stretch.

The remaining to offset rising Summer Play-scheme costs.

vi. **To receive the Annual Return, 2014/15 and to complete Sections 2 and 3. The Independent Internal Auditor has identified the Leisure Amenity Fund as a risk, Section 14, 13.**

It was resolved, sections 1-3 of the Annual Return be approved and signed accordingly.

25/15. **To declare the casual vacancy in the Lansbury Ward of the Van Community Council area, following the resignation of Miss Elaine Forehead.**

Signed:.....

VAN COMMUNITY COUNCIL MINUTES, 15TH MAY, 2015.

The vacancy was declared following the resignation of the member (see correspondence, minute 20/15 iii).

The Clerk to post the notice of vacancy in the Lansbury ward, noticeboard, and Council offices.

26/15. **To receive the recommendations of the Summer Play-scheme Interview Panel and confirm the four appointments (SPW – 1 and APW – 3).**

Following the recommendation of the Summer Play-scheme Interview Panel it was resolved to confirm the appointments of the following on a temporary employment, 21st July to the 14th August, 2015 (19 days):

Senior Play-worker, Miss Teresa Price
Assistant Play-worker, Miss Charlotte Buchanan,
Assistant Play-worker, Miss Emma Carter,
Assistant Play-worker, Mr. Jack Griffiths.

27/15. **Items for the next agenda.**

Open Air Cinema.

Meeting closed at 8.06p.m.

Signed:.....