**REYNOLDSTON COMMUNITY COUNCIL**

**MINUTES OF MEETING OF THE COUNCIL**

**Held at Minor Hall, Reynoldston at 7.30pm on Tuesday 9th May 2023**

**Present:** Cllrs. Vine, Bond, Clarke, Twitchett, Ashelby, the Clerk Paul Sizer, Internal Auditor Aimee Dyer

**Apologies:** Cllr. James

**Absent**: Cllr. Clements

**Also present**: Terrie Cousins

Councillor Vine welcomed everyone to the meeting

1. **ELECTION OF CHAIR**

Cllr. Vine was standing down as Chair and from the Community Council. Cllr. Ashelby proposed Cllr. Clarke accept the position of Chair and this was seconded by Cllr. Twitchett. The proposal was unopposed. Cllr. Clarke accepted the position.

1. **ELECTION OF VICE-CHAIR**

Cllr. Bond was also stepping down as Vice Chair and from the Community Council. Cllr. Clarke proposed Cllr. Twitchett accept the position of Vice Chair and this was seconded by Cllr. Ashelby. The proposal was unopposed. Cllr. Twitchett accepted the position.

1. **ELECTION OF COOPTED COUNCILLOR.**

Due to the two Councillors standing down there became two vacancies to be filled. Terrie Cousins was proposed by Cllr. Twitchett and seconded by Cllr. Clarke to be co-opted onto the Community Council. Cllr. Cousins is also employed by Mawr Community Council as a Grants Officer but it was agreed there was no conflict of interest between the two roles.

Another member of the village had offered their services to the Community Council but could not make this meeting due to holiday commitments. The position of a second co-opted member would be carried over to the next meeting in July.

A vote of thanks was made to both Cllrs. Vine and Bond for their long and dedicated service to the Community Council.

Cllr. Vine left the meeting but Cllr. Bond remained as a “member of the public”

1. **ELECTION OF CLERK**

Cllr. Clarke proposed Paul Sizer as the new Clerk and this was seconded by Cllr. Ashelby. The clerk accepted the position.

1. **ELECTION OF RESPONSIBLE FINANCIAL OFFICER**

Cllr. Clarke proposed Paul Sizer for this position and this was seconded by Cllr. Twitchett. The position was accepted.

1. **APPOINTMENT OF INTERNAL AUDITOR**

Cllr. Clarke proposed Aimee Dyer remain as Internal Auditor and this was seconded by Cllr. Ashelby. Aimee Dyer accepted the position.

1. **ELECTION OF TWO COUNCILLORS TO CONSIDER PLANNING APPLICATIONS.**

Cllr. Clarke proposed Cllr. Twitchett to remain in position and be supported by Cllr. Ashelby. This was seconded by Cllr. Cousins. Both Councillors accept the positions.

1. **ELECTION OF ONE COUNCILLOR AS DELEGATE TO ONE VOICE WALES.**

Previously Cllr. Clements acted in this role. Due to Cllr. Clements not being present at the meeting this item would be moved to the next meeting.

1. **DISCLOSURE OF PERSONAL INTERESTS**

It was agreed that any Disclosures of Personal Interest would be discussed as they arose during the meeting.

1. **TO APPROVE THE MINUTES OF THE PREVIOUS MEETING.**

The Chair asked if everyone was happy with the minutes of the last meeting.

1. **MATTERS ARISING**

The Councillors wished to express their grateful thanks to Dawn Thomas and the committee on the Coronation Celebration event held on Sunday 7th May. The event had been a great success and had been well attended. The Clerk confirmed the Council had paid for the “Bouncy Castle” and also for the “Insurance” for the event. Proceeds for the day’s events were in excess of £500 and were to be donated to Knelston School.

1. **APPROVAL OF ANNUAL RETURN FOR THE YEAR ENDING**

**MARCH 31ST 2023**

Before the Clerk submitted the Annual Return to the Council, he submitted an adjusted “Fixed Asset Register” which had not been adjusted for several years.

The valuation of each asset was agreed by the Council and were set at “Replacement” values or “Original Costs” where there was no obvious depreciation of the assets. Assets which no longer existed or were beyond a useful life were removed.

The Councillors noted the three “Reynoldston” stone signs and mounts were absent and also the stone table and bench on the higher green from the Fixed Asset Register. The Clerk stated these had been installed before his appointment and he would look again at the Fixed Asset Register before the end of the current year and submit a revised version.

The Clerk submitted the annual return to the council. It had been prepared by the Clerk and agreed by the Internal Auditor

The Clerk pointed out the large balance held at the bank but this had been earmarked for the replacement bus shelter.

The Internal Auditor gave her report. She found nothing incorrect in the accounts and the standard of record keeping was very good. She did report on four minor items:

* Last year it was proposed to keep as much of the large balance in a savings account which had not been completed.
* The query regarding the VAT had been resolved although the Clerk was having issues contacting HMRC to arrange the VAT refunds but was still within time to make claims.
* The Fixed Asset register needed updating which had been completed.
* During the year, the Clerk had been paid on the incorrect pay scale. It appeared he had still been slightly underpaid for the year and this should be adjusted in his July salary payment. The Internal Auditor would agree along with the Chair the correct pay salary and any adjustments prior to this salary payment.

The Clerk advised the Council that this year they had been selected for a “full audit” which would require a full audit of all transactions, minutes and record keeping. He was awaiting a date and location to submit all the documentation.

Cllr. Clarke proposed and Cllr. Ashelby seconded approval of the annual

return and Internal Auditors report. The Council thanked the Clerk and

the Internal Auditor for their work over the past year.

1. **REVIEW OF THE CLERKS REMUNERATION**

This matter was agreed to be confirmed between Cllrs. Clarke and the Internal Auditor before the July pay run.

1. **GRANTS**

There had been a request from the Reynoldston Play group to grant funds to cover their weekly rent of the Village Hall. The Council could not agree at this stage to grant this request as they felt the playgroup should be able to cover the rent from their weekly attendance fees. As Cllr. James, who is part of the playgroup could not make this meeting, the matter would be carried over to the next meeting so further information could be received.

An e-mail had been received from Phil Barrow regarding putting on

a display on the village green of his recent walk around Gower in military attire. The Council had no issues with this request. The E-mail was not clear if Mr Barrow was also looking for a donation towards the memorial he proposes to install. The Council decided not to award any funds at this stage until more information could be achieved.

A request came through Cllr. Clarke from Hugh Jones who had written a book about the history of Reynoldston and the older houses in the village. Mr Jones was looking for a grant to pay for the printing of the book as he proposed to place a copy in every house in the village including any rental properties and a few copies at the King Arthur Hotel.

It was proposed by Cllr. Clarke to award Mr Jones circa £400 to cover the printing costs. Cllr. Twitchett seconded the proposal. The Clerk requested, if possible, it might be better if the Council, paid the printers directly.

1. **QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were no questions from the public.

1. **VILLAGE GREENS AND HIGHWAYS**

The upper green groundworks had been completed and the Clerk had paid the account. The only outstanding task was the reseeding but this had been agreed to be postponed to later in the year.

Cllr. Twitchett advised that he had not received an exact date for the replacement of the village signs including the Applegrove signs but these were “in hand” and would be completed, hopefully, within a week.

Cllr. Cousins commented on the large pothole in Little Reynoldston. The Clerk mentioned this was not the responsibility of the Community Council and she should refer the matter to Swansea Council.

The Clerk had also received an e-mail from a driver who had sustained damage to a tyre at a pothole near Fairyhill and was also advised to contact Swansea Council.

1. **PLANNING APPLICATIONS**

There were no new planning applications to report.

1. **VILLAGE MAGAZINE**

Cllr. Ashelby agreed to keep updating the Village Magazine each month with news from the Council. For the next issue articles on the new councillors, thanks to the retiring councillors was to be recorded.

1. **DEFIBRILLATORS UPDATE**

The new cabinet had been installed outside the chapel. The Clerk had used a local electrician to install the cabinet and it was all working correctly. The new cabinet for the church had also been purchased but had not yet been installed due to ill health of the Clerk and a representative of the Church. This matter would be resolved very soon.

The matter of the siting of a cabinet and defibrillator in Little Reynoldston was discussed. Cllr. Clarke had agreed at the last meeting to meet with neighbours of hers in the area to find a suitable site. None had been suggested. Cllr. Clarke proposed it be installed outside her property on a small bank. The Clerk would contact the installing company to complete a site visit to confirm this site is acceptable. The Council thanked Cllr. Clarke for the kind offer.

**20.TO AGREE PROPOSED TRAINING PLANS.**

At the previous meeting, the Clerk had stated there was a requirement for all Community Councils to have a Training Plan in place. He had compiled a plan which was circulated to all councillors prior to the meeting. The Plan was proposed by Cllr. Clarks to be accepted and seconded by Cllr. Twitchett. The Clerk agreed to hold the position of “Training Lead” and keep records of any training attended.

Cllr. Twitchet had recently completed an on-line training on planning which would be recorded in the Training Records.

The agreed Training Plan would be submitted to Swansea Council for their records.

**21**. **CLERKS UPDATE**

The Clerk reported the bank balance stood at £23342 but he had just received the first instalment of the Precept and the bank still held funds ready for the new Bus Shelter.

Since the last meeting, the Clerk had paid:

* Both Debra Llewellyn and Dawn Thomas for their expenses incurred for the Coronation Celebration as agreed in the last meeting.
* The Clerk had paid £60 to the electrician for the installation of the cabinet at the chapel. This had been agreed at the previous meeting.
* NRP Groundworks had been paid £1752 for work on the upper green as agreed in November.
* St Georges Church had been paid an extra £100 towards the Christmas Tree last December. This item had not been minuted but an e-mail had been sent to all councillors by the Clerk requesting an agreement to make this extra payment. He had received a majority of positive responses so made the payment.
* The two insurance policies were due for payment, £544.70 to BHIB for general insurance and £282.78 to A plan for insurance of the motor mower.
* An invoice had been received for £40 for the two e-mail accounts held by the Council.
* The Clerk had received a response to his letter from Swansea Bay Hospitals regarding the removal of the Phlebotomists service. The service would still be removed back to hospital service only.
* The Clerk had received an outline suggestion from Swansea Council that Community Councils may be “slimmed down” by 2027. At this stage there was nothing he could report but would keep the Council updated as he learnt more detail.
* The Clerk had received an anonymous letter from someone on Gower regarding the use of motor bikes on Cefn Bryn. The Clerk could not respond as no name or address had been included. The letter had also been sent to several other recipients and the Council agreed they hope the matter would be looked at, especially by the Police.

**22**. **AOB**

There was no any Other Business.

**23.DATE OF NEXT MEETING**

The next meeting would be held on Tuesday 11th July 2023 at 7.30 in the Minor Hall.

The meeting closed at 9.50