

Bedwas, Trethomas & Machen Community Council

**Minutes of the meeting of FULL COUNCIL Council Offices, Newport Road,
Bedwas on Thursday May 3rd 2018 at 6.30pm**

<u>Present</u>	<u>Apologies</u>
	E. Aldworth
E. Davies	
DJ. Davies	
J. Gale	
D. Havard	
L. Phipps	
A McConnell	
C Morgan	
K. Regan	
P. Rosser	
J. Walsh	
J. Winslade (Chair)	
	A. Crane

Also Present: Jolene Dalton (Clerk), Gill Howells (Deputy Clerk)

POLICE & ROAD SAFETY COMMITTEE

17. Officers were unable to attend the meeting but had provided an update for the Committee meeting. During the month of April surgeries were held at GYR Resource Centre. There was no footfall at the Centre so they are looking at alternative venues for May and June.

There have been issues with youths gathering/being a nuisance within communal flats on the GYR estate. They have been patrolling the flats and a talk is being arranged with youths at GYR Primary School to educate them regarding ASB and drugs.

An Enforcement Day was undertaken on the 20th April 2018 and CSO Spokes patrolled Machen Primary School during drop off and pick up times. No vehicles were illegally parked on Dranllwyn Lane during this time.

The Your Voice Surveys have almost been completed. The new priorities will be announced at the beginning of May.

FULL COUNCIL

18. **Declarations of Interest:** Cllr Jan Walsh declared an interest in the grant application for Machen Church Hall and did not participate in the item discussion.

19. Apologies for absence- The apologies were noted and accepted.

20. Minutes of the meeting held on April 5th 2018

Resolved: That the minutes of April 5th 2018 are accepted as a true record for signing by the Chair.

21. Chair's Announcement and Report

The Chair thanks the Councillors for her appointment and is looking forward to the next year.

22. Clerk's Annual Report

It has been a very busy year for the Community Council as we have continued our commitment to modernise procedures, increase our public engagement and raise our profile within the community. The year began with an election and 2 new members were welcomed to the Council.

The Council underwent a robust audit during the year and whilst a number of recommendations were made it should be noted that many of the necessary changes had already been implemented. During the year the Council has adopted a number of new policies which mark a significant improvement to the openness and transparency of the Council,

During this financial year we have undertaken a review of all of our existing contracts and new contracts have been successfully negotiated. Moving forward we can be confident that all systems are fit for purpose and that all contracts represent best value for money.

During the year the Council has continued to finance essential improvement work to the Workmen's Hall.

The Council has supported a total of 29 groups in the past year and has provided a Summer Playscheme, the total amount donated was in excess of £8,000. The Council has also made donations of over £200 to both the Alzheimers Society and Macmillan charity by holding 2 very successful events.

Thanks were noted to the outgoing Chair of Council for the support that he has provided to the Clerks through the year. The Clerks look forward to working with the new Chair very much and hope for another successful year through 2018 and 2019

The full report is available in Appendix A attached.

23. Night Shelter

Resolved : The content of the report was noted and the Councillors proposed a vote of thanks to Cllrs Jill and Amanda for their involvement and effort

24. South Wales Fire and Rescue, Crimes and Consequences Youth Initiative

Resolved: Arrangements to be made for a representative to attend a future meeting.

25. Forward Plan

Resolved : A review of Standing Orders and Financial Regulations to be included in October 2018.

Councillor Regan left the meeting at 7.10pm

FINANCE COMMITTEE

26. Chair's Report

No update

27. Payments made since last meeting

Confirmed that the Chairs Awards event had come in under the budget of £1,000.

Confirmed Governors Wales had paid for office rental upto the end of May 2018 and there had be no enquiries for the rental of the offices.

Resolved: That the payments be noted and approved as set out in the paperwork.

28. Ward Project Expenditure

Resolved: To note the expenditure

29. Applications for Financial Assistance

RESOLVED:

- (1)** To reject the request for £600 for Ruperra Castle Trust however the Council are willing to offer them the use of the Council offices for their meetings.
- (2)** To award £100 to Machen Parish Church from the Machen Ward
- (3)** To award £150 to Bedwas Rocks - £50 from each ward
- (4)** To add the new Grant Application form to the website and to ensure this new form now supercedes all others.

LAND & BUILDINGS COMMITTEE

30. Chairs Report

The pigeons inhabiting the Hall have now been removed.

31. Hall Maintenance

Cllr Davies met with Emma Phipps and Andrea Soulsby to look at the issues with the storeroom. Water from the men's toilets appears to be affecting the concrete ceiling of the storeroom.

A list of maintenance required has been compiled by the Clerks

The Council are working together with the Hall Committee to take forward the Business Plan.

Cllrs Davies and Morgan will be putting up the new Council Offices Notice Board this weekend.

Cllr Walsh advised that the Rural Development Fund is currently open for bids and monies are available following the completion of an Expression of Interest

PLANNING COMMITTEE

32. Chairs Report

No Update

33. Planning Applications

Application 18/0228 – No objections raised

Application 18/0291 – No objections raised

Application 18/0320 – No objections raised

ENVIRONMENT & LEISURE COMMITTEE

34. Chair's Report

There was a very successful ABBA Night held at the Workmen's Hall

Upcoming events include Tina Turner tribute on 5th May followed by the 3 Heartbeats, Wayne George and the Manics/Phonics

The Dog Show form are still with Caerphilly CBC for approval

Sunday 20th May there will be a litterpick held in Machen in association with Machen Rocks

Cllrs Winslade, McConnell and Phipps were thanked for their attendance at the Lower Graig Y Rhacca AGM

Meeting End : 7.50pm

.....CHAIR OF COUNCIL

APPENDIX A

Clerks Annual Report 2017-2018

It has been a very busy year for the Community Council as we have continued our commitment to modernise procedures, increase our public engagement and raise our profile within the community. The year began with an election and 2 new members were welcomed to the Council. During the year the Council also undertook a very successful recruitment campaign, Gill was appointed in October and it is fair to say that her impact on the work that we have been able to do since that time has been enormous. More recently the Council appointed Alec Crane to the post of Youth Representative, a role which had stood empty for some time.

The Council underwent a robust audit during the year and whilst a number of recommendations were made it should be noted that many of the necessary changes had already been implemented. During the year the Council has adopted a number of new policies which mark a significant improvement to the openness and transparency of the Council, these include a Recruitment Policy, The Hall Maintenance Procedure, Local Resolution Protocol, Local Government Pension Employers Policy and also a number of other necessary documents such as a Code of Conduct, a Risk Assessment and it has undertaken Quarterly Budget Monitoring. This year's audit is currently underway and I am optimistic that I will be able to make a positive report to you at the next meeting.

The Council ended the 2016/17 period with some £25,000 underspend in addition to the £20,000 which it held in reserves. Therefore in 2017 the Council undertook to spend some of this money and to this end a number of large purchases have been made, these include a large piece of play equipment for each of the primary schools, defibrillators for each of the 3 areas, a new notice board which will enable the existing one to be donated to the Workmen's Hall and a silent soldier.

During this financial year we have undertaken a review of all of our existing contracts, new contracts have been successfully negotiated for our fire safety and intruder systems both here and at the Hall, all utility bills, phone, internet and photocopier contracts have been reviewed and where appropriate new contracts negotiated or new suppliers found. This has been an extensive piece of work and moving forward we can be confident that all systems are fit for purpose and that all contracts represent best value for money.

During the year the Council has continued to finance essential improvement work to the Workmen's Hall. This has included a new boiler, repairs to the drains, the repair of the dawn to dusk lights and a number of small plumbing and electrical jobs and the removal of a number of pigeons! To further progress the ultimate goal of achieving significant funding for the Hall we have made a number of inroads, we have met with members of the Hall management committee to discuss the need for a caretaker to be appointed at the Hall and we are now at the point of arranging an Employment Group meeting to finalise a job description before bringing a completed proposal to Council during the Summer. A draft business plan has been produced by Councillor Jan which is now being looked at by the Clerks and the Hall Management Committee. The Hall Maintenance Procedure which was agreed by Council in December has ensured that as well as improving governance and accountability that small jobs can now be completed in a much timelier manner, avoiding

small jobs becoming bigger jobs! The Council has continued to maintain good working relationships with the Hall Management Committee and it is hoped that these will continue to grow as we move ever closer to our ultimate goal in relation to the Hall.

The Council has supported a total of 29 groups in the past year and has provided a Summer Playscheme, the total amount donated was in excess of £8,000. The Council has also made donations of over £200 to both the Alzheimers Society and Macmillan charity by holding 2 very successful events.

The Council has organised and participated in a large number of events this year, some new, some old. In addition to providing the Summer Play Scheme the Council took the BTM Roadshow to Machen Show where a fabulous day was enjoyed by all. The Council has undertaken to organise some of the Remembrance Services in the Area and last year handed out commemorative Poppy Seeds to most of those in attendance. It is hoped that BTM will be graced with an abundance of poppies in a few weeks time.

Christmas arrived with a fanfare in BTM as the Council provided Christmas lights, Christmas trees, a pantomime and the annual Chair's carol Service, feedback was very good and I look forward to seeing BTM in lights again this year.

The financial year was rounded off in style with the Chair's Awards. A very successful event was held at the Workmen's Hall with thanks and recognition being given to many hard working, often unsung members of the Community who each day strive to make BTM a little better in their own unique way. A second event for the runners up was held here at the Offices, which was also very well attended and greatly enjoyed. It was very clear at both events that the recognition meant a great deal to all of the recipients and their supporters and it is fair to say that it raised the profile of the Council enormously. I hope this is something that the new Chair and future Chairs of Council will continue to run.

In addition to these events many of you have been out in the community attending events too numerous to list on behalf of the Community Council. This, alongside the fantastic work that Councillor Amanda has been doing with our facebook page has meant that more residents than ever are aware of the Community Council and the important role that it has to play in the area. It is likely that more responsibilities will shortly be given to Community Councils and I feel strongly that this Council is well placed and ready to accept whatever its new roles will be.

I would like to close by saying thank you to you all, but in particular to the outgoing Chair of Council for the support that you have given to myself and Gill through the year. Chris has always been available to help us through any issues that we may have had and always been the voice of reason when one was needed! We look forward to working with our new Chair very much and hope for another successful year through 2018 and 2019