

Bedwas, Trethomas & Machen Community Council

**Minutes of the meeting of FULL COUNCIL Council Offices, Newport Road,
Bedwas on Thursday October 4th 2018 at 6.30pm**

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

Also Present: Gill Howells (Deputy Clerk) CSO Lisa Gibbs

POLICE & ROAD SAFETY COMMITTEE

- 109.** Thanks were given to those who attended the Graig Y Rhacca event on 2nd August.

The current Your Voice Priority is for speeding and inconsiderate driving on Llanfabon Drive. Recording of speeds on this road had identified the average overall speed is below that of the limit. This priority is still live and a request has been made to monitor this road again.

Monthly action days are still ongoing in the area. The last one focused on seat belts and offenders were given either a fixed penalty or the opportunity to watch an impact DVD at the fire station.

A vehicle burglary occurred at St David's Drive with cash being taken from an unlocked vehicle.

Issues have been raised with approximately 30 youths regularly congregating on the green at Greenacre Court. Grounds Maintenance have been contacted by the Police to cut down the trees in an effort to provide visibility to the area.

Fuel thefts have been occurring at Bedwas House Industrial Estate.

Further to correspondence from Gwent Police, the 'Your Voice' priorities will in future be set using Gwent Police data on crime and incidents in the area along with information from the Local Councillors. An agenda item will be set up for the next meeting to discuss local information and determine the priorities.

FULL COUNCIL

- 110. Declarations of Interest:** Cllr Chris Morgan declared an interest in the future item on Machen RFC as a Committee Member. Cllr Liz Aldworth left the room for the Planning Items due to her role as a County Councillor on the Planning Committee.

- 111. Apologies for absence-** The apologies were noted and accepted.

Resolved : Reminder to be sent to Cllr Keith Regan to remind him that if he is not able to attend Council meetings that he provides notification to the Clerks. This notification should be prior to the meeting along with a reason why you are unable to attend.

- 112. Minutes of the meeting held on September 6th**

Resolved: That the minutes of September 6th are accepted as a true record for signing by the Chair.

- 113. Chair's Announcement and Report**

The Chair reported on a very successful Macmillan Coffee Morning raising £200. Thanks to Cllr Chris Morgan for doing the bingo, Co-operative for the donation of cakes, Miss B, Tesco and Royal Barbers for raffle prizes.

A successful river walk clean up took place with Keep Wales Tidy and McDonalds which revealed 11 trolleys and motorbike!

- 114. Clerk's Update**

No update was provided as all items were on the agenda.

The deputy Clerk was thanked for her work during the sickness absence of the Clerk and, if necessary, during the period overtime was approved.

- 115. Caretaker for Bedwas Workmen's Hall**

An update was provided by Cllr Chris Morgan, on behalf of the Employment Committee about the interview process. Of the three candidates who applied, 1 withdrew prior to the interviews and another did not turn up for the interview.

The candidate interviewed, Andrea Soulsby, was suitable for the role.

Resolved:

1. That the caretaker appointment be approved for a 6 month contract.
2. The mid point of the scale, point 11, will be paid for this appointment.
3. That any additional cleaning needed by the Hall over and above the 14 hours will be arranged in advance by the Hall Committee direct with the Clerks. Costs of additional cleaning for events will be paid to the Caretaker

by the Council and an invoice raised to the Hall Committee to be reimbursed.

4. Start date for the Caretaker to be agreed subject to negotiations with the cleaning company to terminate the contract.

116. BDO External Audit Report 2017/18

The Deputy Clerk presented the Audit report and the action plan arising from the minor recommendations raised in the report

Resolved: That the content of the report and action plan is noted.

117. Review of Standing Orders and Financial Regulations

Resolved :

1. Following clarification around the process for nominations and elections for the Chair and Vice Chair it was confirmed that for future appointments a process of nomination, election and vote would operate at the Annual Meeting
2. Para 3.5 in Financial Regulations to be updated to £300 and reference be made to the Maintenance Procedure
3. Para 5.2 in Financial Regulations to be updated to remove initialling of schedule of payments and taking invoices to committee. All invoices will be available in the office for inspection at any time.

Councillor Lisa Phipps left the meeting at 7.35pm

118. Forward Plan of Council Decisions

Resolved: To add proposals for the Budget 19/20 to the November meeting along with Christmas Carol Service and Pantomime Volunteers. To move the 3rd Quarter budget review to January 2019 and add in Events for the Year. To add Opening Ceremony for the Garden to March 2019.

FINANCE COMMITTEE

119. Chair's Report

No update was provided as all items were on the agenda.

120. Council Insurance

Further to the previous meeting, additional quotes were sought for Insurance for the Council. A quote was received from Norris and Fisher in the sum of £3,505.92.

Resolved: Council Insurance to be taken up with Norris and Fisher with effect from 7th October 2018

121. Quarterly Budget Report

Income needs to be boosted by Pantomime ticket sales and room rental. Administration costs and Grants and Projects are within budget. Council Offices expected to be over budget by £1,000 taking into account known expenses

Workmen's Hall Expenditure is expected to be over budget by £1,500 taking into account known expenses to date. These expenses do not include anything yet to be approved or additional maintenance.

Savings account has £13,441.06 of which £5,556 is earmarked which leaves a reserve balance of £7,875.06

Resolved: To note the report

122. Downstairs Office Rental

Resolved: To set the rental at £4,500p.a for the main office and £5,500p.a. for both and advertise locally.

123. Payments made since last meeting

Resolved: To note the expenditure

124. Ward Project Expenditure

Resolved: To note the expenditure

125. Applications for Financial Assistance

Resolved: To fund lights, if needed, for the Christmas Trees from the Ward Budgets.

LAND & BUILDINGS COMMITTEE

126. Chairs Report

No update was provided as all items were on the agenda

127. Hall Maintenance

Gents toilets are leaking and GM Douglas have been called to look at the issue. The Council are pending their quotation.

Damp in the Meter Room has got worse since April and is in very close proximity to the meters. This needs to be investigated as this is causing a concern

A heating timer is failing downstairs and a new timer needs to be installed. Andrea called Gibsons 2nd October and pending a quotation for the works

5 Year Electrical Testing is due at the Hall. The Council will make contact with electricians to get prices for these works.

An email has been received from the Hall Committee with regard to putting in place rat boxes.

It came to light during the Bar electrical works that there was a faulty earth so the Hall are passing on a bill for £198 inc VAT for the repair of that fault.

Following email and discussion with Pat Martin, CADW, she has agreed that there is no issue with the removal of the small office in the corner of the back room. The work to be carried out includes the disconnection of lights, security alarm points, removal of air con units, stud walls and false ceiling. This work is not linked to the grant funding bid as they did not include this in their bid. The Hall propose to undertake the removal of this and then make good the walls and the flooring with their own monies.

There is still no news on the bid for the replacement of the floors. The bid is for the cost and installation of the flooring only.

A meeting was held with Pat Martin, CADW, at the Workmen's Hall on 20th September, proposed plans have been sent to Pat for comment by Ryan Williams from Luke Hurley. The next meeting is scheduled for 3.30pm on 10th October

Further to the email sent to the Hall Committee 27th September requesting a liaison point, a response is pending.

Resolved:

1. Clerks to contact Electrical Companies for details of costs for 5 year electrical surveys
2. The Council will not be funding the provision of Rat Boxes for the Hall and they are requested to fund them themselves within the constitution.
3. Approval is given for the Hall to undertake the works to the small office in the back room.

128. Fire Doors Repair / Replacement

Four quotations were received and discussed for the repair / replacement of the Fire Doors at the Hall.

Resolved: The replacement of the doors to be awarded to Mike Davies, Machen for the sum of £3,900.

129. Peace Garden

An open day will take place on Monday 8th October 2018 between 12–3pm and 5-8pm to view the plans.

PLANNING COMMITTEE

130. Chairs Report

No Update

131. Planning Applications

Application 18/0747/FULL – No objection

Application 18/0756/FULL – No objection

Application 18/0776/FULL – No objection

ENVIRONMENT & LEISURE COMMITTEE

132. Chair's Report

The following events are coming up:-

- Megaday on Saturday 6th October
- Aber Male Voice Choir on Saturday 13th October
- Halloween Panto on Friday 2nd November
- Peter Karrie on Saturday 27th October
- Redwood Brook clean up on Saturday 6th October.

133. Councillors Taking the Lead on Future Events

Resolved:

1. All future events will have a lead Councillor identified as being the responsible person for arrangements.
2. Consideration will be given to moving the Macmillan coffee morning around the BTM Area.
3. Next Macmillan coffee morning will be in Machen which Cllr June Gale will lead.

134. Arrangements for Remembrance Day / World War 1 Commemoration

Resolved:

1. 7 Wreaths to be ordered plus 1 for the Scouts
2. A literacy completion would be held for all the local schools. The prize would be a £15 voucher. Closing date for submissions is the 25th October 2018.
3. All Schools to be written to invite submissions.

135. Christmas Events

The Halloween Pantomime will take place at Bedwas Workmen's Hall on Friday 2nd November at 6pm

The Christmas Pantomime has 2 showings will take place at Bedwas Workmen's Hall on the 16th December.

The Chairs Christmas Carol Service will take place on Tuesday 11th December.

136. Planned Events for 2018/19

Future events noted are a Dog Show, Garden Opening and Summer Fete in the Garden.

Meeting End :9.05PM

.....CHAIR OF COUNCIL