



Council Offices, Bedwas, Caerphilly. CF83 YB

Phone: 02920 885734

Mobile: 07387 885132

Email: clerk@btmcc.co.uk

Bedwas, Trethomas & Machen Community Council

Clerk's Report to 23.09.2020 for BTM Community Council

Council Meeting Date 1st October 2020

1. Complaint to Ombudsman

The Clerk was notified on 21.09.2020 that the Public Services Ombudsman for Wales has received a code of conduct complaint against one of the Members of BTMCC by member of the public. An investigation is taking place with an outcome due in 4-6 weeks. The details of the complaint must be treated in confidence at this stage. Further detail will be released if and when appropriate

TO NOTE

2. Budget planning 2021-2022

The Clerk will be moving forward with this over the next few weeks.

Councillors are requested to send any proposed additions or changes from the 2020-2021 budget to the Clerk by **23rd October**, so work can commence on a budget forecast accordingly

TO NOTE

3. Councillors 'Annual Declaration of Interest'

Still 1 member has not submitted

TO NOTE

4. Photo Competition

The presentation of certificates and prizes was made on 22nd & 24th September in the BTM Garden

TO NOTE

5. Garden Competition

The presentation of certificates and prizes was made on 22nd & 24th September in the BTM Garden

TO NOTE

6. Health & safety Risk assessment – BWH - 2nd Sept 2020

The Clerk met with the Caretaker at the hall on 2nd September and a full examination of the whole building was undertaken. Several points of concern and action to be undertaken. Also met with Atlantic building regarding the leaking rooves. They advised that several areas of the roof and fibre glass do not appear to be worn. Others are. However, fibreglass roofing does need to be maintained and this will need to be included in scheduled into a maintenance plan with budget allocated accordingly. Atlantic Services highlighted that finding the source of water ingress can be difficult but noted several issues that may require



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further investigation, such as blocked drain pipes and gutters, worn brick pointing that has vegetation growing from it and seals between leading etc. Therefore, water ingress issues may still occur even if the roof is replaced. Atlantic services did not express an interest in submitting a quote and no quote has been received to date.

As a result, it is unclear what is required and sourcing suitable contractors/quotes is also an issue. Therefore, the Clerk requests Council confirmation on how to progress

FOR DECISION

7. Payroll Services

The Clerk has issues regarding the quality of service provided by Playworks, and pension payments errors have been made because of incorrect calculations and data from Playworks. In addition, on 30th July they advised that with effect from 01.08.2020 (less than 48 hours' notice) they would no longer make salary payments to BTM CC employees or payments to HMRC, but the service fee remained unchanged. These payments now are being undertaken by the Clerk. This re-introduces the concerns around segregation of duties, due diligence and an increase in potential fraud opportunities. The Clerk recommends that BTM CC source an alternative provider. Currently in discussion with CCBC & WCVA regarding options and cost. The Clerk requests Council confirmation if to continue discussions.

FOR DECISION