



Cyngor Cymuned **Glyntraian** Community Council

Minutes of Annual Council Meeting

1st May 2019

At the Oliver Jones Memorial Hall

Present:

Councillor Robin Boston
Councillor Graham Barrow
Councillor Edith Jones
Councillor Jools Payne
Councillor Donald Roberts

Councillor Pam Hughes
Councillor Ralph Bennett
Councillor Mike Ingle
Councillor Merle Hunt

Also present: Stephanie Masters (Clerk), Davena Davies (Community Agent)

Vice Chairman opened the meeting at 6pm

Action

01-0518 Apologies for Absence

Apologies received from Chairman Chris Fitcher (holiday)

02-0518 Declarations of Interest

GB declared an interest as Secretary of the Oliver Jones Hall Committee, regarding the payment made by the Council for use of the Hall.

03-0519 ACM Procedures

Election of Chair and Vice Chair:

JP proposed **CF** to continue as Chairman. Seconded by **RBo**. There were no other nominations. **CF** had advised the Clerk prior to the meeting he was willing to continue as Chairman if no other Councillors were put forward. **All in favour** of **CF** continuing in the role. **SM** to advise **CF** and arrange for a Declaration of Office to be signed at the next meeting.

PH proposed **GB** as Vice Chair. Seconded by **RB**. There were no other nominations. **All agreed GB** continue as Vice Chair. **GB** accepted the role and signed a Declaration of Office.

04-0519 Appointment of Representatives for Council Committees and External Bodies

Council Committees

Finance Committee: **SM CF RB MI** and **DD**. Already approved at a previous meeting.

Staffing Committee: **MH RBo** and **CF**. Proposed by **DR**. Seconded by **RB**. **All agreed**.

Communications Committee: **JP CF GB SM** and **DD**.- Proposed by **RBo**. Seconded by **DR**. **All agreed**.

Government and Compliance Committee: **MH CF SM** and **GB**. Proposed by **RB**. Seconded by **MI**. **All agreed**.

Inspection of Playgrounds/Seats: **RB** and **GB**. Proposed by **MH**. Seconded by **PH**. **All agreed**.

External Bodies

Oliver Jones Memorial Hall Committee

GB CF PH RB and **EJ** agreed to continue as Council's representatives. Proposed by **DR** Seconded by **RBo**. **8 votes for and 1 abstention**. Proposal carried.

Town and Communities Councils (WCBC)

Meetings are held quarterly. **GB** agreed to continue as the Council's representative. Proposed by **MH** and seconded by **PH**. **All agreed**.

Town and Country Planning

JP agreed to continue as the Council's representative. Proposed by **GB** and seconded by **RB**. **All agreed**.

Chirk and Ceiriog Valley Partnership:

GB agreed to continue as the representative for the Council. Proposed by **MH** and seconded by **PH**. **All agreed**.

One Voice Wales

Meets quarterly in Gwersyllt. **CF** had agreed to continue as the Council's representative. Proposed by **PH** and seconded by **RB**. **All agreed**.

05-0519 Correspondence

SM had received:

- An invoice for £1610 for the installation of the height restriction barrier on the OJMH car park.
- An email confirming the meeting of the Communications Committee with Helen Jones from Cadwyn Clwyd to discuss a feasibility study for the future use of the Ysgol Pontfadog site.
- A request for a donation from the Nightingale Hospice.

06-0519 Finance Report

SM had sent a copy of the financial report to Councillors prior to the meeting detailing the account balances, receipts and what had been paid. A list of items for payment had also been sent out prior to the meeting and these were discussed. The payments were authorised at the meeting by **PH** and **EJ**. **GB** signed the financial report. **SM** informed Councillors she was taking documents to the internal auditors on the 16th May 2019 and would be collecting them on 24th May 2019.

JDH Business Services Ltd were appointed as the auditors for the next financial year (2019-2020). Proposed by **MH**. Seconded by **JP**. **All agreed**.

The Council Asset Register was reviewed. **RB** queried whether there should be any depreciation of the values of assets for insurance purposes. **SM** said this was not required and the figures represent a full replacement value. **SM** asked to seek qualification on the depreciation of assets. There were no new additions to the Asset Register.

SM

SM had received a quotation of £495.62. from Came & Company for Council insurance. This was cheaper than the premium from Zurich, the existing insurers. **MH** proposed the Council take out its insurance with Came & Company. Seconded by **RB**. **All agreed**.

07-0519 Council Procedures

It was agreed the existing policies should be reviewed at the next Council meeting. **MH** asked **SM** to send out the existing policies to Councillors for comment. **SM** to collate information and pass to the Governance and Compliance Committee. It was agreed the frequency of meetings for each Committee should remain the same.

SM

The Council had recently reviewed and adopted new Standing Orders, so no further action was required.

The updated Code of Conduct for Members originally adopted on 26th July 2016 remains in place. **MH** asked **SM** to send a copy to all Councillors.

SM

08-0519 Reports

(a) Police Report

SM had received a report from PSCO Martin Griffiths which summarised the criminal activity in the local area. This had been circulated to Councillors prior to the meeting.

- 1 case of Criminal Damage – Tyre damaged
- 1 burglary – Quad Bike taken
- 2 vehicle seizures (under DVLA Powers)
- 1 theft – dog taken
- Ongoing Patrols of Local area targeting Off Road Issues.
- Funding being looked at for a local Youth Club by NWP (£250)
- Speeding locals being caught in excess of the 20MPH in Pontfadog
- CCTV being at the Canolfan in Glyn Ceiriog

(b) WCBC Councillor Trevor Bates

TB reported:

- He had not yet received the information on the condition of the Pontfadog School building.

- The roadworks continue on the B4500 and the issue with the traffic lights at Dolywern has now been resolved. **TB** had spoken to Roger Davies (WCBC) who is aware of the work being done on the bridge in Dolywern.
- Bro Dewi improvements are not going to plan. He had also chased the WCBC ground maintenance team, who had not cut the area that week.
- The Wrexham Fire Service is willing to come out to talk to locals about Fire Prevention. Glyn Ceiriog Community Council are thinking of inviting them to the Canolfan Fun day on 20th July 2019 rather than just to a Community Council Meeting. **TB** will be asking Adam Salomonson if he is able to attend the same event to give training on the use of the defibrillators.
- Ceiriog Uchaf Community Council have installed security cameras in Llanarmon DC. The Canolfan Ceiriog are installing cameras this week.

09-0519 Community Agent Report

DD reported:

- Everyone is still enjoying lunch club and the fish suppers. Both will be continuing throughout the summer but with a slightly different seasonal menu. A list of new dates has now been published. The fish suppers will start slightly later at 5pm.
- There will be a trip to Llandudno on Thursday 8th August 2019. Other trips are still to be decided but there is likely to be one to the Chester races combined with shopping, giving people a choice of activities.
- Neil Goode of GMC, with a representative from WCBC, has agreed to come along to lunch club to meet residents to explain about the changed plans/timescale for the works at Bro Dewi and answer any questions.
- After discussion with local councils and Community Agents, it has been decided to change the way in which questions are asked and the answers recorded to evidence the work of Community Agents. The new paperwork should be available shortly.
- **DD** is hoping to start a 'come and cook' programme in the autumn at the OJMH. **DD** and Dilys (Community Agent in Glyn Ceiriog) to attend training at the Hall over a 6-week period. This would then qualify them to teach others to cook balanced healthy meals on a budget.
- Continue to support the dance lessons, providing the supper at the end of the evening. Providing catering for the Ceilidh at the weekend.

10-0519 Future use of the Ysgol Pontfadog Site

The meeting was joined by Mark Pritchard from Wrexham Borough Council and three representatives from an informal group who had met after the inaugural public consultation meeting to take forward some of the ideas discussed under the working title 'Rural Skills Project'. **GB** welcomed them all to the meeting.

Mr Pritchard expressed regret that he had not heard back from the Council since he had first advised Councillors in December 2018 of a possible transfer of the school asset. **JP** noted that the application for a judicial review had necessarily delayed progress. **MI** asked for guidance as to the time frame WCBC had in mind with regards to proposals from the Council. Mr Pritchard replied that he hoped to have something from the Council by September 2019.

A question and answer session took place in order to clarify WCBC's expectations for the 'gifting' of the school site to the community and clarify who held the responsibility for the various aspects affecting the proposed asset transfer. Mr Pritchard confirmed the WCBC wanted to pass the site and all liabilities to Glyntraian Community Council. He also said the WCBC wanted to resolve the situation quickly to avoid problems with the maintenance of the school building and site while still in the ownership of the Wrexham Council. The site would be handed over in its current state. He confirmed it was not possible for the Rural Skills Project representatives to liaise with WCBC directly and stated any contact must be via the Glyntraian Community Council.

Mr Pritchard said the proposed project cannot duplicate what is already in the Valley and has to be feasible, viable and sustainable in the long-term. He said depending on the project proposal, support and guidance would be available from the Economic Development Officer, Steve Bailey, or Housing if it is a social housing proposal. He reminded all present that it is WCBC who will make the final decision as to whether the transfer goes ahead.

GB thanked Mr Pritchard for coming to the meeting.

11-0519 Approval of the Minutes of the Meeting held on the 3rd April 2019 at the OJMH

(a) Minutes of the meeting held on 3rd April 2019 were reviewed and approved as a true and correct record. Proposed by **RB** and seconded by **RBo**. **All agreed**

(b) Matters Arising

SM and **MH** had arranged a mutually convenient date for appraisals.

SM had advised the Church Committee of the Council's decision to contribute £300 on an annual basis towards maintenance of churchyard.

SM had made the correction in the ground maintenance tender. Site visits had taken place with **GB**.

SM had completed the 'Safeguard' review and FATCA declaration for HSBC UK.

SM had advised the OJMH Trustees about the review of the 1993 OJMH Constitution which was to be discussed at the AGM of the Hall Committee on Monday 6th May 2019

SM had completed an advance warning notice for the resurfacing of the OJMH car park.

12-0519 Ground Maintenance

SM had sent out the tender for the ground maintenance contract and had received four quotations following the site visits by contractors with **GB**. The quotations were discussed in detail and a decision made. **MH** proposed the chosen contractor. Seconded by **RB**. **All agreed**. The cost of the new contract is £1950.00 + VAT per annum. The contract is for a term of 3 years.

13-05019 Oliver Jones Memorial Hall

At the meeting the Council needed to agree a position on payment for use of the Oliver Jones Memorial Hall, as this was to be discussed at the Hall AGM on 6th May 2019. At a previous meeting Councillors had strongly agreed the Council should not be paying an annual fee for the use of the Committee Room in view of the Council sponsored activities which provided both payment and income for the Hall, as well as encouraging further use of it. In addition, the Council had contributed substantial funds towards the refurbishment of the kitchen and already pays for the internet (£388+VAT) at the Hall. The decoration and fitting of blinds in the Committee Room was also noted. An agreement that the Hall

Committee could hire out the Committee Room when it was not in use by the Council had already been discussed. Councillors agreed this should be put forward to the Hall Committee at the AGM.

At a previous meeting it had been agreed there needed to be a review of the 1993 Constitution of the OJMH which was outdated and unclear. **MH** had prepared a draft document which **SM** had sent out to Councillors prior to the meeting. **MH** had spoken to the Charity Commissioners and had established an urgent need to revise the 1993 Constitution. She noted the decision regarding the Constitution lies with the Hall Committee and was on the agenda for the Hall AGM. Council is to discuss the outcome of the Hall AGM at the meeting in June 2019, with the aim of clarifying the relationship between the Council and the OJMH and agreeing an updated Constitution for the Charity.

RB

14-05019 Council Procedures

SM had circulated a copy of the draft privacy statement for the Council's website. **JP** proposed the statement should be adopted. Seconded by **MH**. **All agreed**.

RB asked how many local households were using or aware of the recycling services of Wrexham County Borough Council, the details of which are on its website. Its policy 'Recycle for Wrexham – Let's Sort it' provides extensive information about recycling and its importance. **RB** suggested the Council should have its own recycling policy to encourage local residents to use all WCBC's facilities. **GB** suggested a proposal concerning Council policy on recycling should be put forward, so a decision could be made at the next meeting in June.

15- 052019 Communications Committee

JP summarised the work of the Communications Committee:

- The new website is now launched and live and confident it is compliant. Requested Councillors to review it and submit comments to the Chair of the Communications Committee.
- Trifold Council Information Leaflet completed. Costs explained. Distribution method and budget to be arranged. Recommendation is a direct Royal Mail shot to all LL20 7AA – 7BY addresses via the NRG Direct Mail house in Shrewsbury, part of the WPG Group in Welshpool and a quote has been sought.
- Following the success of 'Flicks in the sticks' a project analysis report has been produced for the OJMH Management Committee, which is hoped will be used to provide evidence for an Arts Council Wales submission to purchase digital screening equipment.
- A press release on the Ceiriog Connects Ceilidh was drafted and distributed to the local print press and online media. Staked roadside posters were created by Cllr Robin Boston and have provided an excellent visual impact in Pontfadog and Dolywern. Ticket booking facility for the event was created on the online ticket site, Eventbrite. The link has been posted on the Council's Facebook site as well as the Oliver Jones Memorial Hall and Community Agent Facebook page
- Magnetic name badges for all Councillors were designed and printed with the expectation that councillors will wear them on all occasions when official Council business is conducted including Council meetings. It was not possible to include the GCC logo due to the size and quality on reproduction
- Approximately 50 people attended the inaugural public consultation meeting regarding the future use Pontfadog school site. Council seeking advice for a feasibility study with Cadwyn Clwyd.

16-0519 AOB

DD said there would now be no summer fête on 20th July at the OJMH because the Canolfan in Glyn Ceiriog were already holding one on the same day.

PH questioned when the shipping container would be moved from the OJMH car park by Car'un Pentrefi. **GB** confirmed it is being moved shortly free of charge.

MH informed Councillors the WI Committee is formally presenting £100 cheques to each of three local charities at 7.p.m on Friday 7 June at the Mulberry Inn. It will also be a photo shoot for local newspapers. The money was raised from the raffle takings at this year's Ceiriog 'Something Different' shows. The three charities are:

- Oliver Jones Memorial Hall playground
- Ti a Fi playgroup Glyn Ceiriog
- Llanarmon Youth Club

MH asked Councillors to go to the event and for one of them to accept the large format of the cheque on behalf of the Council.

EJ asked if 'Highways' could be on the next meeting's agenda. She has concerns about the issues of fly tipping and poor maintenance of fences by WCBC.

The Chairman closed the meeting at 8:10pm

Next meeting will be on 12th June 2019 at 6pm