

OLD ST. MELLONS COMMUNITY COUNCIL

Minutes for meeting held in the Village Hall, Newport Rd,
Old St. Mellons at 7.00pm on Thursday 10th June 2021

Present:

Chair: Cllr Dianne Rees (DR)

Vice Chair: Cllr Rosemary James (RJ)

Councillors: Cllr Ashley Bishop (AB)
Cllr Gaynor Hassan (GH)
Cllr Dennis Matthews (DM)
Cllr Derek Stroud (DS)
Cllr John Summers (JS)
Cllr Joel Williams (JW)

Clerk to the Council: Mrs N Evelyn-Gauci (NEG)

RFO to the Council: Mrs Nadine Dunseath (ND)

1. **Apologies for absence & Acceptance (1 min)**
None
2. **Declaration of interests (1 min)**
Accepted annual declaration of interest – if any other interests this will be declared below
3. **Minutes – to approve as a correct record of the minutes of the virtual AGM meeting held on 13th May 2021 (5 min)**
It was approved as a true and accurate record – JW approved DM – seconded
4. **Matters arising from the minutes of 13th May 2021 (15 min)**
 - 4.1 Deferred items:
 - Courtstall invoice - see **item 6.3** Finance
 - Electrical safety check – see **item 7.1** annual planner
 - Electrical assessment hall & pavilion – see **item 7.2** annual planner
 - Agree financial figures RFO annual return – see **item 7.3** annual planner
 - Review Financial risk assessment – see **item 7.4** annual planner
 - 4.2 Village Hall drainage - Clerk update
It was noted that the contractor will be unable to carry out works until late September, due to the recent rainfall, the situation has deteriorated rapidly, the Clerk had contacted another company who will be able to complete the works earlier and they had already provided a quote of £5090.00 which was received a day before the 13th May 2021 meeting, the quote accepted previously was £7500.00 agreed at the 8th October 2020 meeting.

It was noted the Clerk to contact the previous contractor and ask if able to start earlier if they are not able to do this, due to the seriousness of the situation to ask the other contractor to carry out works stated in the quote, dependant if the original contractor is acceptable of this decision.
It was resolved: all agreed – GH proposed AB seconded
 - 4.3 Opening of Village Hall for events
It was noted that the Clerk had looked at Welsh Government guidelines and noted that organised children's' activities can take place indoors. The Clerk had suggested that due to the limited number of adults because of social distancing and that dancing is not allowed to take place, it was recommended that private hire be delayed until further restrictions are lifted. However, the Clerk noted that the regular users are organised children's clubs and they could resume with immediate effect.

It was noted the hall rafters needs to be cleaned – prior to opening. DS meeting the contractors on 11th May 2020.

It was resolved: all agreed to open once cleaning completed.

4.4 Tennis Club see item 10.

4.5 Large Conifer brambles – update

It was noted that the contractor contacted the Clerk and stated that the Brambles have been removed but the roots have remained below the tree root line of the Conifer, in order to remove the Bramble roots, the Conifer will have to be lifted, this would be an extra charge.

Noted – to defer this for the next meeting

4.6 Seating in the Park repair/replace – update

The Clerk has put notices asking for volunteers or help with this in the notice boards – to date no volunteers have come forward.

4.7 Flagpole quote?

Awaiting for a quote to put up the new flagpole

5. Local Residents (15 min) – *Under Standing Order 84 the meeting may be adjourned for up to fifteen minutes for a public session. Each member of the public may speak only once and may express observations only. Members of the Council should not enter into any discussion. The Chair may limit an individual's speech to provide equal opportunity to all members of the public.*

None attended

6. Finance (10 min)

(RFO to present financial report)

Bank-statements have been received dated 28th May, and the financial report has been completed using this information.

The expenses and cheques that need to be approved and paid are as per the Bank Rec. Expenditure is monthly expenses for May for the Clerk and RFO, and additional hours worked as overtime in May at 8.5 hours for the Clerk for extra meetings and completion of the risk assessment for the village hall and 12hours for the RFO for time spent working with the Internal Auditor. Other expenditure this month is an admin fee for Burial Charges, costs for materials necessary to reopen the Village Hall, the quarterly payment for the grass cutting contract, the final invoice from Courtstall Ltd for the works at the tennis courts, HMRC PAYE for Q1 and the Internal Auditor's fee.

Incomes received this month are two payments for burial fees, one for an additional inscription to a headstone and the other for reopening a grave, totalling £470. This amount is awaiting clearance into the Community Council bank account.

Eon Ltd have reviewed the direct debit payments for gas usage at the Village Hall and reduced the amount paid each month from £18 to £9 which will take effect from the June payment.

RFO has drafted a Councillors Allowance Policy and circulated to all Community Councillors for their comments. The policy sets out a procedure for pro-rata payments for Councillors joining part way through a financial year.

The Audit report has been received and there were 3 items to note:

- review budget lines – to be more documented
- quarterly checks, when restrictions are relaxed should be 'wet' signatures,
- claim VAT every time £100.00 is reached

RFO noted the recommendation was to set the precept on budget requirement, rather than based on cost to household.

RFO to continue to review budgets on a quarterly basis so this can be a more accurate forecast and unless there is an issue, to address this at an OSMCC meeting to tie into the auditor's 1st recommendation to be more documented.

The recommendation by RFO to claim VAT on a monthly basis if £100 reclaim has been reached, to help manage cashflow.

6.1 To approve the RFO and Clerks Expenses

Noted: Clerks expenses £118.46, RFO expenses £23.55

It was resolved: all agreed

6.2 To approve the RFO and Clerks overtime for May

Noted 12 hrs for RFO, 8.5 hrs for Clerk

It was resolved: all agreed

6.3 Courtstall invoice – discrepancy

To confirm £4200 is the correct amount outstanding on the account for the tennis courts work which includes VAT. Courtstall had invoiced for £1880 + VAT (totalling £2256) outstanding invoice for £1620 + VAT (totalling £1944) still owed. In total this amount is £4200.

It was resolved: all agreed to the final amount JW proposed, DM seconded

6.4 Consideration & approval of Councillors Allowance policy

RFO sent to Cllrs the policy outlining payments can be made mid-term

It was resolved: all agreed

7. Annual Planner (10 min)

7.1 Electrical safety check

DS will arrange for the safety check

7.2 Book Electrical Assessment – Hall & Pavilion

DS will arrange for the electrical assessment

7.3 Agree Financial figures RFO Annual Return

RFO noted the financial figures from the Annual Return and all Councillors received the figures.

It was resolved: Chair, RFO signed off the annual return

7.4 Review Financial Risk Assessment

RFO updated the risk assessment with steps already in place, but needed documenting. Cheque stubs are already being signed, but this needed to be included on the risk assessment.

The only new suggestion was to include quarterly review of budget vs actual. RFO has implemented this, but it needs to be brought to the meeting as per audit.

Also, this amended document was resolved to be approved

- Cheque stubs needs to be signed
- Quarterly checks for the cheques need to continue to be made

7.5 Fire Extinguisher check

It was noted all fire extinguisher checks are up to date - DS

7.6 Quarterly review of fixed assets

No change

7.7 Review Pest Control

It was noted that this needs to be resumed once the hall starts the activities again, RFO to contact existing contactor who was put on hold due to COVID lockdown. It was noted that the current charges are £450.00 for 8 visits.

It was resolved: all agreed to resume services

7.8 Reinstate full insurance – re long term hires

It was noted that the RFO will check with the insurance company that full use of the Village Hall will be taking place soon and to notify the insurance company.

It was resolved: all agreed to reinstate insurance – Came & co for full activity

8. One Voice Wales (5 min)

Nothing to report

9. Pavilion – Project (10 min)

JW – noted committing £25k originally now £40k – it was noted OSMCC may receive additional funding in the next 12 months from CC

It was noted that the cost to have a modex type building and groundworks involved along with additional items such as ramps, balustrades, planning applications etc that this will be a lot more expensive than originally thought. The possibility of a shortfall is now on the forefront of discussions. It was noted that OSMCC could look into loans, but as this is not guaranteed, on the advice of the RFO and OVW there was an agreement that until we have sufficient funds in place to pay for a building of this type, without loans, to put on hold for the time being. Also, during discussions, it was agreed that due to the costs, it may be a better idea to have in place a brick type building, a more permanent structure.

It was resolved: to put this on hold.

10. Tennis Club (10 min)

10.1 Discuss security gate costs

- A locking gate key coded pad – code given at time of booking and this generates multiple codes – cost to install £7500 annual cost £700 - £800 annual maintenance costs which includes maintenance of Wi-Fi system.
- Similar as above but would cost £4500 this is a key coded lock gate system but charges 11pence for every code that is generated.
- Key coded lock £350 to fit them to the gate and the code can be changed from a mobile phone.

It was resolved: all agreed to the £7500.00 costs as above – \$106 monies can be used DS proposed AB seconded

- It was noted that OSMCC will be part of the Management Team and all Councillors will be part of this Management.

It was resolved: all agreed

- It was noted to call the tennis club – Old St. Mellons Community Council Tennis Club – OSMCCTC

It was resolved: all agreed

JW proposed fees for the Tennis Club and had set up a draft proposal as follows:

SINGLE - SUMMER MEMBERSHIP

*Summer Membership - Single - Old St Mellons Resident
1st April - 30th September
£35 for the period*

*Summer Membership - Single - Non-Old St Mellons Resident
1st April - 30th September
£70 for the period*

FAMILY - SUMMER MEMBERSHIP

*Summer Membership - Family (Same Household) Old St Mellons Residence
1st April - 30th September
£50 for the period*

*Summer Membership - Family (Same Household) Non - Old St Mellons Residence
1st April - 30th September
£85 for the period*

SINGLE - WINTER MEMBERSHIP

*Winter Membership - Single - Old St Mellons Resident
1st October - 30th March
£25 for the period*

Winter Membership - Single - Non Old St Mellons Resident
1st October - 30th March
£50 for the period

FAMILY - WINTER MEMBERSHIP

Winter Membership - Family (Same Household) - Old St Mellons Residence
1st October - 30th March
£45 for the period

Winter Membership - Family (Same Household) - Non Old St Mellons Residence
1st October - 30th March
£50 for the period

SPECIAL LAUNCH OFFER from opening (June 2021) to 1st April 2022

£20 for single Old St Mellons Resident
£30 for family (Same Household), Old St Mellons Residence
£30 for single, non - Old St Mellons Resident
£40 for family (Same Household), non - Old St Mellons Residence

PAY AS YOU PLAY - (Per Court), £2.50 Resident / £5 Non-Resident, per hour

It was resolved: all agreed to the above fees for the OSMCCTC

10.2 Discuss options for management – Club Spark?

It was resolved: all agreed to proceed with the application and to seek guidance from LTA Tennis Wales – Pam Griffiths

It was noted that to register OSMCCTC with Tennis Wales this will cost £240.00

11. Village Hall Working Party (5 min)

- Rafters need cleaning
It was noted that DS will be meeting with a cleaning contract company to carry out these works and to request a quote, due to the urgency of the works to be carried out, the Chair has authorised to go ahead as soon as possible.

It was resolved: all agreed

12. Playing fields working Party (5 min)

- Nothing to report

13. Police Matters (5 min)

- Nothing to report

14. Planning (5 min)

14.1 Application no.21/00978/MNR date: 25/05/2021 proposal: construction of 2 new detached houses on adjacent land location: land at Little Began House, Began Road.

JW declared an interest

Nothing further to discuss

14.2 Application No. 21/01078/DCH Date 25/05/2021 proposal: alterations + extension to Little Began location: Little Began House, Began Road.

JW declared an interest

Nothing further to discuss

14.3 Civica No. 99779/1564584 St Mellons: Section 257 Diversion - Prow Llanedeyrn 13
Noted.

15. St. Mellons Primary CiW School (5 min)

- Nothing to report

16. St. Edeyrn's Church (5 min)

16.1 Paving slabs

Clerk received an email from MG St. Edeyrn's Church that the slabs have moved again, being dislodged by the digger. B James has looked at the problem and noted that on one side the slabs are not supported, however, a solution to install a timber edge the length of the out of line slabs 8 – 10 in total to support them and reset their position would be around £265.00

It was resolved: all agreed with the proposal to rectify this area

16.2 Church Gates

MG would like an update for the Church gates and any progress – see 16.3

16.3 RJ there are grants available to do the gates an application has been received but needs to be completed.

It was noted that RJ will complete the application.

17. Correspondence (10 min)

17.1 Request for Brownies & Rainbows long term hire

An email was sent to the Clerk from the Brownies/Rainbows leader requesting if they could return to the Village Hall and reinstate the days and times they had previously.

It was resolved: all agreed for their return, storage to be approved later

It was noted that DS to contact hall hirers about what they are storing in their cupboards based at the Village Hall – OSMCC under H&S requires this information.

It was resolved: all agreed

17.2 Staff – Caretaker

It was noted that the Caretaker has handed in his notice for personal reasons.

All Councillors were given a copy of the job description and it was agreed that a few amendments were to be made, especially as that OSMCC will now have a Tennis Club.

It was noted to agree job description at next meeting.

It was noted that the Clerk will write to the Caretaker accepting his resignation and to wish him well.

17.3 Local Places for Nature - free garden package

Keep Wales Tidy have announced applications for Local Places for Nature have reopened and free garden packages are available.

Noted.

17.4 PHS – resuming of services?

As the Village Hall will be reopening soon Clerk suggest to resume services.

It was noted: all agreed to resume services

17.5 Village Hall OSMCC Meetings to start at 6pm?

It was agreed at the next meeting at the Village Hall to start at 6pm.

18. Items for next meeting (2 min)

- Large Conifer to playing field – bramble roots
- Seating in the Park repair/replace – update
- Flagpole quote - update
- Caretaker job description to amend

Meeting closed: 21:15

Next Meeting via Zoom – 8th July 2021



Cllr Dianne Rees
Chair to the Old St. Mellons Community Council