

LLANDEWI BREFI COMMUNITY COUNCIL

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Minutes of the meeting held on Monday 9th August 2022 at 7:30pm on Zoom.

Present:

Councillors: Eirwen James (Chair), Emmanuel Kincaid, Dafydd Lloyd Jones, Rhodri Evans, Lynet Pugh, Enfys Hatcher Davies. Maureen Davies, Clerk.

1. Apologies

None.

2. Declarations of interest

All members were reminded of the need to declare interest as outlined in the Code of Conduct. Cllr. Kincaid declared his interest in item 4 on the agenda

3. Clerk's job description

A draft job description and summary of responsibilities was shared prior to the meeting and amendments were considered and agreed. It was confirmed that the duty of Responsible Financial Officer belongs to the Clerk who also deals with contracts and tenders. Councillors were reminded that draft minutes need to be posted within 7 days of a meeting.

The Clerk of the Community Council is also responsible for business relating to the Hall and Recreation Ground since the Community Council are sole trustees of this Charity. This duty includes reporting payments, issuing hall hire invoices and responsibility for keeping the hall accounts.

It was resolved that the Clerk should have the ability to communicate in Welsh & English and create correct bilingual documents. Necessary IT skills were discussed, and it was noted that familiarity with the 'WordPress' publishing platform would be an advantage in consideration of the responsibility for updating the website.

4. Clerk's terms of employment

Cllr. Kincaid left the meeting during the discussion. Hours per month and rates of pay were discussed and comparisons made with other Community Councils.

The retiring Clerk acknowledged the support of Cllr. Kincaid in maintaining the website and reviewing the Hall Accounts.

After lengthy discussion it was resolved by a majority vote that the Clerk would be employed for 18 hours per month, at a fixed hourly rate. Members reported that some Community Councils offer their Clerk an annual increase in line with inflation. It was discussed that the retiring Clerk to the Council would continue to be employed on a part-time basis and would retain responsibility for duties in connection with the Burial authority.

a. Burial Clerk's duties:

The Clerk left the meeting and Cllr. Kincaid re-joined.

It was proposed that the burial clerk should liaise with families regarding burial rights and funeral arrangements, arrange the Poppy wreaths for Remembrance

Signed:

Chair



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service, and deal with matters relating to memorials. It was also discussed whether the burial clerk should be paid by honorarium or on an hourly basis, but no decision was made.

It was decided that the new Clerk would be responsible for liaising with the burial clerk on matters relating to the Cemetery, e.g. cutting of grass.

5. Share information about Gŵyl Bro.

The Clerk re-joined the meeting. Cllrs Enfys Hatcher-Davies and Lynet Pugh explained that friends from the village were launching an 'Escape Room' as part of the Gŵyl Bro Competition.

6. Proposals for new windows and doors to the Hall

Cllr. Kincaid presented plans for the replacement windows and doors to the Village Hall and Community Centre, and Council resolved to approve submission of a planning application.

7. Authorising payments

Ceredigion County Council - Planning application fees:	£115.00
E Kincaid - Reimbursement of cost of location plans:	£ 25.25

8. Any other matter

- b. Cllr Eirwen James drew attention to the footbridge over the stream on the approach to Capel Soar y Mynydd. Llanddewi Brefi Community Council had made a donation towards this bridge. There was no record of the Community Council being invited to comment on a planning permission request on this bridge. The steel material is not in keeping with the surrounding area. Cllr Rhodri Evans will seek clarification.
- c. Cllr Enfys Hatcher reported that the alarm on the defibrillator is not in working order.
- d. The Hall accounts will be sent to Gareth Jones, for an Independent Examiner's report, before the end of August.

9. Date of next meeting.

13th September 2021.

Signed:

Chair