

THE HAVENS COMMUNITY COUNCIL
CYNGOR CYMUNED THE HAVENS

EXTRA GENERAL COUNCIL MEETING

28th JULY 2022 – BOWEN MEMORIAL HALL, LITTLE HAVEN – 5.30pm

MINUTES

Present:

Cllr. C. Stephens (Chair)	Cllr. V. Grey
Cllr. C. Alexander	Cllr. H. Jones
Cllr. S. Bell	Cllr. N. Price
Cllr. G. Bevan	Cllr. S. Reynolds
Cllr. M. Burch	

In Attendance: Gareth Havard (Clerk), County Cllr. P. Morgan and Helen Mcleod-Baikie (PCC)

1. To accept apologies for absence:

Apologies were noted for Cllr.L Kother & Byron Grey (Youth Rep)

2. To disclose personal or pecuniary interests in items of business listed below:

Cllrs Price & Reynolds disclosed personal interests as owners of property adjacent to land proposed for inclusion in the Community Asset Transfer Lease (Item 3).

3. To consider Community Asset Transfer (CAT) Lease of Land at Holbrook Road:

The Chair welcomed Helen McLeod-Baikie (HMB) of PCC to the meeting. Having been circulated in advance of the meeting, discussions took place regarding the summary conditions and plan regarding land subject to the CAT lease at Holbrook Road, Broad Haven. Members were advised by HMB that: (i) the play park would be incorporated into the lease (ii) work should not commence on a boules pit until terms of the lease are agreed, and (iii) a draft lease for consideration can be expected from PCC in mid-September 2022. Members raised questions regarding the scope and cost of the existing grounds maintenance regime including the custom to leave a wide un-mowed margin in some areas. HMB agreed to liaise with the PCC grounds maintenance team to provide Members with indicative costs and mowing frequencies for further information.

Members **resolved** to agree in principle to proceed with the asset transfer lease pending consideration of and a legal opinion on the draft lease conditions once received from PCC.

4. To approve and sign minutes of the previous meeting of the Council:

Having been circulated in advance of the meeting, minutes of the Full Council meeting held on 5th July 2022 were received and adopted as a correct record.

5. To ratify decisions made at the Full Council Meeting held on 5th July 2022:

Due to a genuine misunderstanding of this Community Council's standing orders by a locum Clerk, it had been retrospectively identified that the meeting held on 5th July 2022 was inquorate. Consequently, Members revisited the resolutions recorded in the adopted minutes of that meeting (see Item 4 above) and **endorsed** all decisions made.

6. To consider use of residual Jubilee Lottery Grant funds:

It was **resolved** that Cllrs V.Grey and S.Reynolds would represent HCC on the local committee to identify proposals to utilise the residual funds arising from the recent Jubilee Lottery grant.

7. Matters Arising from previous Minutes:

HCC Award Scheme – it was **resolved** that Cllrs M. Burch and G. Bevan join Cllr H. Jones to make progress with the Award Scheme.

Community Diary Laptop – noting that a permanent Clerk is now in post, it was **resolved** to purchase a laptop for the community diary team as soon as the Council's bank mandate has been updated and a Council debit card available.

Predict & Protect – the Clerk advised Members that local resident (Gareth Morgan) has agreed to cover the period 8th August to 11th Sept 2022. It was noted that cover is required from 11th Sept onwards but this can be discussed at the September meeting scheduled for 6th Sept 2022.

Festive Lighting 2022 – Cllr Bell presented a detailed quotation from LITE Ltd covering options to lease a selection of festive lights. It was noted that the proposals provided for features in Broad Haven only due to uncertainty whether the lighting columns in Little Haven are suitable. County Cllr Morgan agreed to contact PCC to establish whether the LH columns can be retro-fitted with the necessary connections for festive lights.

It was also noted that a prompt decision is required due to contract lead times. Consequently, it was **resolved** to agree in principle to providing festive lighting for 2022 as long as the costs remained within the agreed budget. A final decision would be made at the 6th September meeting. The Clerk advised Members that, for governance purposes, alternative quotes should ideally be secured. Cllr Bell confirmed that alternative quotes had been requested but there were limited suppliers due to the niche nature of festive lighting. This was acknowledged by Members.

Actions arising: (i) Clerk to identify agreed budget and advise Cllr. S Bell. (ii) Clerk to tabulate and circulate options provided within the quote from LITE Ltd, and (iii) Cllr Bell to provide the Clerk with an email audit trail to support the difficulties in securing alternative quotes.

8. Finance Matters:

(i) It was **resolved** that payments be authorised to settle invoices listed as follows:

£189.00	Broad Haven Village Hall – Hire of Hall during June 2022
£892.00	Bevan Lawn Care – Grass cutting contract
£546.00	Rosemarket Community Council – Locum Clerk fees period 1 st June – 8 th July

(ii) The Clerk reported that the 2021/22 Annual Return and Governance Statement had not been completed by the statutory deadline of 30th June 2022 due to the absence of a permanent Clerk. Subsequently, the Clerk had prepared a draft Annual Return which was presented to Members along with (i) bank reconciliation for the year ended 31st March 2022, and (ii) an Asset Schedule. The Clerk also made Members aware of the required Governance Statement and the eight detailed assertions contained within. The Clerk also highlighted that it was very likely that several of the governance assertions would result in negative responses. The exact number would depend on the outcome of both the internal audit process and ongoing liaison with HMRC.

Consequently, it was **resolved** that (i) the Clerk formally write to Audit Wales giving notice of a late submission of the Annual Return, and (ii) the Clerk to liaise with Richard Edwards to facilitate completion of the internal audit for the year ended 31st March 2022. The intention is to formally approve the Annual Return and Governance Statement at the 6th September 2022 meeting.

(iii) Following the recent appointment of Gareth Havard as Clerk & RFO, it was **resolved** to update the bank mandate to appoint the Clerk as a signatory and official to use online banking services.

9. Planning Consultation Responses:

Due to meeting time constraints, it was **resolved** that the Clerk circulate planning application consultation to Members by email for responses. The Clerk would collate responses for onward submission to PCNPA.

10. Statutory Guidance Local Government & Elections (Wales) Act 2021:

Having been circulated in advance of the meeting, the Clerk shared key measures arising from the statutory guidance with Members. It was noted that most of the measures were already in place in some form but there is work required to satisfy all requirements. It was **resolved** that (i) the Clerk identify options to improve multi-location meeting access infrastructure (ii) draft an Annual Report for the year ended March 2022 following satisfactory completion of the Annual Return and Governance Statement (iii) the Clerk circulate a training plan matrix with a view to finalising a formal Training Plan by 5th Nov 2022, and (iv) update the Council's website to clarify policies towards public participation and remote meeting access. It was also **resolved** that this Council did not consider itself eligible to assume the General Power of Competence.

11. Any Other Business (for Information):

Jubilee – Cllr S. Bell relayed thanks to HCC for the provision of surplus ice creams arising from the jubilee celebrations.

Japanese Knotweed – Cllr M. Burch confirmed that knotweed treatment had been carried out at Trafalgar car park and along the boardwalk.

The meeting closed at 7.15pm