

DALE COMMUNITY COUNCIL
MINUTES OF MEETING HELD AT THE DALE JUBILEE SUITE
ON MONDAY 13TH MAY 2019, AT 7PM.

Present.

Lyn Jones Chair (LJ), Peter Morgan (PM), Cll Reg Owens (RO), Jane Warr (JW), Paul Garnish (PG), Andy Truelove (AT), Hugh Bishop (HB), Wendy Kehoe (WK) Clerk.

Apologies.

Mark Reynolds.

Members of the public.

Mrs K Thomas.

1. Declaration of Interest.

No Declarations.

2. Minutes of previous meeting.

Minutes were signed by Lyn Jones (Chair) as a true record of the meeting held on the 4th March 2019.

3. Matters arising.

There were no matters arising.

4. Financial report.

- a. Receipts-£1,300-1st instalment of Precept.

Payments- NIL

Balance – £3,555.62 Current a/c – 2,804.17

Deposit a/c - £751.45

- b. **Accounts 2018/2019-** the meeting received copies of the accounts for the year ended 31st March, 2019 which showed a total balance in the bank accounts on that date of £2, 255.62 (2018- £2.138.32) a surplus on the year of £117.30 (2018- £391.04). The meeting noted the accounts and approved them for reporting to the Annual meeting of the Community Council.

c. **Internal Auditor's Report, 2019-** the meeting received a copy of the Internal Auditor's report dated 1st May, 2019 in which the Internal Auditor has noted five payments, (totalling £1, 257.60) had been made in May, June and July, 2018, but no signed Minutes of any meeting exist which show that these payments have ever been considered or approved by the Community Council. Until the Internal Auditor has seen a formal Minute of the decision by the Community Council (signed by the Chairman), he will not be able to complete the Internal Auditor's section of the Annual External Audit Return

d. **Review of unminuted payments** – the meeting noted that the following payments have been made, but that no formal Community Council Minutes approving / authorising them exist:

29-5-2018-£250.00-Coronation Hall grant, 2017.

9 - 6-2018-£250.00-Cemetery grant, 2017.

9 - 6-2018-£257.60-Zurich Insurance

10-7-2018-£250.00-Coronation Hall grant, 2018.

10-7-2018-£250.00-Cemetery Grant, 2018.

The Meeting confirmed that each of these payments had been considered at meetings of the Community Council at the relevant time and that each of them had been authorised – if no record of these decisions exist, this is due to an error in recording the Meetings and is not an indication that the payments had been made without authorisation.

The Meeting decided and it was agreed that:

- i. The Clerk / RFO will prepare a Minute of the above decision of the Community Council. [DONE].
- ii. The Chairman is authorised to sign the Minute of the above decision. [DONE]
- iii. The RFO was instructed to invite the Internal Auditor to issue an amended Internal Auditor's Report, 2019 and to complete the Internal Auditor's section of the Audit Return, 2019. [DONE]

- iv. The RFO was instructed to circulate a copy of any amended Internal Auditor's Report 2019 to all Community Councillors and the Clerk – to reassure them that a “clean” Internal audit Report has, indeed, been issued. [DONE]
- e. **The Annual Governance Review, 2019** – the Meeting reviewed and agreed the Annual Governance Review, 2019.
- f. **The Annual External Audit Return, 2019**- the meeting authorised the Chairman to sign the Annual External Audit Return, 2019 once he/ the Community Councillors have received a “clean “ Internal Auditor's Report, 2019.

Commented [OA1]: Eetin

The RFO was instructed to submit the completed / signed Audit Return, 2019 to the External Auditors and to arrange to report their response to a later Meeting of the Community Council.

Action: RFO to submit Return and report to a later meeting.

b. To agree the Accounts for the Financial Year 2018/19.

The Accounts were signed by Lyn Jones (Chair) at the meeting.

c. Internal Auditor's Report 2019.

d. Review of un-minuted items.

e. Governance review 2019.

Looked at the Annual Governance Statement.

f. Audit Return 2019.

5. Meeting Adjourned.

The meeting was Adjourned for the Annual Meeting.

6. Maintenance /Work Party.

The Council all agreed that the Work Party went really well. A great job was done by the Councillors and many members of the Village Community. All areas that had been identified as needing work had been completed.

Councillors thought that a works party for the Autumn would be a good idea.

Action. The Clerk to put a notice in the Peninsular Papers acknowledging individuals and thanking them for all their help.

7. Highways.

Road markings had been painted on the junction of South Street before the beginning of the Easter Holiday, with a painted arrow showing the direction for the traffic, we hope this will ensure vehicles no longer go the wrong way down the one way street, and we will monitor the situation. The No Entry sign had also been maintained.

As a result of the discussion about South Street junction, it was agreed that all future meetings would be arranged through the Clerk so that all councillors could be invited.

The Chairman stated that at least two Councillors should be present.

The road between Black Rock and Pickleridge had been identified as a hazard/danger with many walkers and students meeting oncoming traffic. The Council suggested that a site meeting should be planned to discuss the road safety issues.

Action. The Clerk to contact Pembrokeshire Highways department.

8. General Data Protection Regulations.

Councillors were reminded to be aware of the G.D.P. Regulations when receiving information from other parties. (PG) stated that the Council should not mention (in discussion or writing) the name of any person without their permission.

Councillor's names and contact details should be available for members of the Community to contact them, however most Councillors would prefer to be contacted the Clerk. It was suggested that Councillors could consider having a Community Council email address in an effort to keep personal emails apart from Council ones.

Action. Clerk to ask One Voice Wales for training for Councillors, and to take place in Dale. Reg Owens to ask Claire Jones Monitoring Officer PCC for Regulations/Training session in the Autumn together with other Community Councils.

9. Standing Orders.

The Council to review and adopt their own Standing orders at the next meeting

10. Dog fouling/ Bylaws.

Dogs are to be on a lead in the car park and all the way across the front of the grass by the beach. Dog fouling signs need to be placed at Pickleridge, Fallen sign on the grass front in Dale needs to be moved to a more visibly usable site. Dog fouling signs and information about where dogs are to be on a lead to be given to holiday homes and camp sites.

Action. Clerk to post leaflets. Reg Owens to contact the beach warden. Clerk to ask PCC for signs for Pickleridge.

11. Marloes/Dale Footpath.

Dale Community Council were asked to give their comments about the proposed Frog/Gull footpath between Dale and Marloes. All Councillors agreed that it was a good idea and approved of the signs that would be put in place to help walkers find the correct routes. It was suggested that tactile /shaped images of a Frog/Gull would also be a good idea, especially for those visually impaired. Rob Smith on behalf of the Dale Community Council and Chris Jessop from Marloes Community Council will walk the route.

Reg Owens had been honoured to take part in choosing Frog and Gull images drawn by the local school children.

Action. Clerk to inform Marloes Community Council of the Dale C.C decision.

12. Car Park

Jane Warr will have a key to open the Car Park gate when needed.

Paul Miller has said that all car parks in Pembrokeshire will have card machines.

Action. Reg Owens to inquire about when this is likely to happen.

13. Zurich Insurance.

Council Insurance is due to be renewed. The sum of £257.60, this is the same as last year. This was approved and a Cheque has been issued.

14. County Council Matters.

Enhancing Pembrokeshire Scheme Grants have been moving well month by month. Pembrokeshire website shows what the different Grants have been used for. Coastlands School application had been rejected again.

15. Budget 2019/20.

Council is to begin to think about an increase to the Budget.

With the Community Delivery Project being approved by the Pembrokeshire County Council, the Project is seeking community support for various non-statutory services which may otherwise be withdrawn e.g Public toilets, public open spaces. Councillors were also asked to think about other areas that the Community could take over, such as the pontoon, car park, grass cutting.

Changes are planned to come about in the next three years.

Enhancing Pembrokeshire Grant Scheme is also available to the Council to use in such projects.

Several members of the Community have already approached the Clerk suggesting that the Council should increase the precept, and focus on plans for the village as a whole.

Payments

Zurich Insurance £257.60

One Voice Wales £46.00

Clerk £500.00

Action. Clerk to ask a member of the Community Project to give a talk at the next Council meeting.

16. Correspondence.

The removal of the Boat in South Street.

The Council wanted to thank the owners for letting the Council know what had happened and the outcome.

The Clerk was asked to circulate to the Council copies of all emails sent and received.

Mrs K. Thomas expressed her concerns over the renovation of Brook Cottage. (RO) said that she should contact the relevant member of the National Trust who would be monitoring the situation.

Action. The Clerk to email the boat owners.

17. Date of next meeting.

The date of the next Dale Community meeting to be held on Monday 8th July 2019 at 7pm in the Jubilee suite, Coronation Hall Dale.

