

## **DALE COMMUNITY COUNCIL**

MINUTES OF MEETING HELD AT THE DALE JUBILEE SUITE

ON 19<sup>TH</sup> NOVEMBER 2018, AT 7PM

### **PRESENT**

Lyn Jones (LJ) (Chair), Jane Warr (JW), Andy Truelove (AT), Mark Reynolds (MR), Paul Garnish (PG), Cllr R. Owens (RO), Hugh Bishop (HB)(RFO), Wendy Kehoe (Clerk).

Peter Morgan (arrived 7.45pm).

### **Members of the Public.**

Dr. J. Mecklenburgh.

#### **1. Declaration of Interest.**

No Declarations

#### **2. MINUTES OF PREVIOUS MEETING**

The minutes were signed by Lyn Jones (Chair), as a true record of the meeting held on the 10<sup>th</sup> September 2018.

#### **3. MATTERS ARISING**

There were no matters arising from the minutes.

#### **4. APPOINTMENT OF CLERK**

At the Extra Ordinary Meeting held on the 1<sup>st</sup> October 2018, the councillors agreed the appointment of Mrs W. J. Kehoe as Clerk, and the Chairman and Clerk signed a temporary contract for a trial period of 6 months. Mr H. Bishop was signed as RFO and to continue until the Annual General Meeting in May 2019.

## 5. ENHANCING PEMBROKESHIRE GRANT SCHEME

The Councillors held a drop-in session in the Coronation Hall Dale where villagers were invited to explain any projects they were planning for a Grant Application

The Council welcomed five presentations,

- Winter Warmers, £2,400
- M&D PADS (CIO)  
For defibrillators. £1,000
- Electronic black out blinds.  
For the Coronation Hall roof windows
- Peninsular Papers.  
£800 for a new printer (also asking for help from Marloes /St Brides and St Ishmaels).
- Coastlands PTA, £3,500 for play area equipment. An all-weather safety surface for the Trim Trail. Coastlands were also seeking Grant money from St Ishmaels, Marloes & St Brides, and Herbrandston.

The Council wished to support all of the applications.

The Council did however believe that the Grant Scheme would be better used in more significant areas such as affordable housing, education and social care, and wished to highlight this matter to Cll Mr B Kilimister

**Action.** The Clerk was asked to write letters to each of the organizations giving the Councils support and a letter to Cll. Mr B.Kilmister.

## 6. MAINTENANCE

The Council arranged a meeting for Sunday 6<sup>th</sup> January 2019 to 'walk around the village' highlighting any maintenance issues.

**Action.** Councillors to meet for walk at 3.00pm on 06/01/19.

## **7. HIGHWAY/ ROADS**

The Council again highlighted the fact that there was a missing No Entry sign opposite Brook Cottage, and that the No Entry sign opposite Eaton Hall was obstructed by a telegraph pole.

The No Entry road markings were also faded on the road by Eaton Hall. The various number of vehicles going the wrong way passed the Griffin Inn had been noted.

### **Action**

Clerk to contact the relevant persons in Pembrokeshire C.C.

## **8. GRASS CUTTING**

The Council was informed that Pembrokeshire C.C. were in negotiations with the land Agent to the Castle Estate about the piece of land alongside the beach. If discussions are successful the Council will continue to cut the grass, if not the Community Council will put the grass cutting up for tender.

## **9. BROADBAND**

(AT) had reported that there had been no significant developments, but was still in contact with the relevant people who were keeping him informed and updated.

## **10. REVIEW OF SEASON**

The Councillors closed the flood gates on each flood warning or weather alert. There were unforeseen problems.

Councillors wanted to know whether the pontoon would be back in a maintained state for the new season.

**Action.** Cll R.Owen.

- **CAR PARK**

It was noted that several holiday makers found the coin machine in the car park an inconvenience, and that a more up to date payment method would be beneficial. The Council will make enquiries to Pembrokeshire CC as to getting the machine changed.

**Action.** Clerk.

## **11. FINANCE**

- 1. Internal Audit report** – the meeting noted the Report of the Internal Auditor dated 31<sup>st</sup> October, 2018, which had been circulated with the Agenda. The RFO was asked to thank the Internal Auditor for his work.

**Action:** RFO to write to the IA and confirm to next meeting.

- 2. Finance Report and Audit Return 2017 / 2018** – the meeting reviewed the Financial Report and Audit Return for the financial year ended 31<sup>st</sup> March, 2018 and authorised the Chairman and RFO to sign and submit the Return to the External Auditor (Grant Thornton UK LLP, on behalf of the Auditor General for Wales). The RFO was asked to report the response of the External Auditor to the next meeting.

**Action:** Chairman and RFO to sign Return form.  
RFO to submit Return to EA and report response to next meeting.

### **3. Receipts and payments**

#### **a. Receipts - £1,602.28.**

NB – the third instalment of Precept - £800 – is scheduled to be received in December, 2018.

#### **b. Payments - £1,270**

NB – includes payment of £500 relating to the 2017 / 2018 financial year.

#### **c. Balance at bank - £2,474 – (£107 Current A/C; £2,367 Deposit A/C)**

NB - £750 from the Business Premium Deposit A/C is immobilised for the Electoral Reserve – leaving £1,724 available to meet current requirements.

NB - £800 Precept 3<sup>rd</sup> instalment will be received in December, 2018, so that available funds will then rise to £2,524.

### **4. Budget Review 2018 / 2019**

It was noted that:

- a. Budgeted payments to date total £1,250.

- b. Although no transfer of funds is shown, £750 has been immobilised as Election Reserve and is not available for current requirements.
- c. Budgeted items which have not yet been paid total £1,300
- d. Available funds at the Bank will be £2,524.
- e. Payment of all budgeted items (£1,300) would be expected to leave available funds at the Bank at 31<sup>st</sup> March, 2019 totalling £1,224 (51% of Precept) even if all the £200 provision for General Maintenance is used (if this provision is not used, cover rises to 59%).

It was agreed, therefore, that it would be possible to make payments additional to the budgeted items without reducing the cover imprudently and that if all the payments agreed at this meeting (outlined in Item 6 of this report), available funds at the Bank at 31<sup>st</sup> March, 2019 would be in the region of £900 even if all of the General Maintenance provision is used and it was agreed that this cover would be sufficient.

## 5. Budget Review 2019 / 2020

It was noted that, assuming that:

- a. Precept remains unchanged.
- b. Budgeted spending plans for 2018/2019 are carried across to 2019/2020.
- c. Budget for Clerk's expenses is increased from £500 to £1,500.
- d. Available funds at the Bank at 1<sup>st</sup> April, 2019 of £900 (approx.).

The financial year 2019 / 2020 would probably end with a deficit of available funds on the financial year of £1,725.

An increase in Precept to £3,900 should be sufficient to eliminate the budget deficit of available funds. This should leave available funds at the Bank at 31<sup>st</sup> March, 2020 totalling about £700 even if all of the General Maintenance and Christmas Lights provisions were entirely used up. It was agreed that this level of cover would be sufficient.

NB – it was noted that there would remain a reserve of funds at the bank for election expenses which would amount to £1,500. This does provide a “buffer” against unforeseen expenses – although it would have to be made up by increased charges on future years.

## 6. Grants and payments.

The meeting, having reviewed the Budgets for 2018 / 2019 and 2019 / 2020, agreed to make the following grants / payments before the end of the financial year 2018 / 2019:

Audit fee	-	£250(approx)
One Voice Wales	-	£45
Peninsular Papers	-	£100
Poppy wreath	-	£75
Clerk's expenses	-	£500 (January, 2019)
Fireworks grant	-	£200
Christmas lights (provision)	-	£150 (approx)
M&DPADS	-	£100

**Action: Mr Morgan to arrange payments / confirm to next meeting**

## **BANK ACCOUNT**

The Council noted that the Percept is paid into the Business Premium Account and that the Council agreed to ask the County Council to pay it into the Current Account-

**RFO to make arrangements and confirm to next meeting.**

### **7. Bank account signing authorities.**

The Council also agreed to add Mrs J. Warr and Mrs W. Kehoe to the list of authorised signatures.

**Action: Mr Morgan To arrange and confirm to the next meeting**

### **12. PLANNING MATTERS**

No Action required.

### **13. COUNTY COUNCIL MATTERS**

No Action required.

### **14. CORRESPONDENCE**

There had been no correspondence.

### **15. ANY OTHER BUISINESS**

Clerk was asked to check on the sand/grit containers around the village.

### **16. DATE OF THE NEXT MEETING**

The Next Dale Community Council meeting to be held on Monday 7<sup>th</sup> January 2019 at 7pm in the Jubilee Suite Dale.