

## Minutes of Video Conference Extraordinary Meeting held on Tuesday 5<sup>th</sup> May 2020

### Present: Cllrs

Allan Morgans – Chair

John Almond

Michael Cordiner

Bob Barton – part time

Ivy Watts

Isla Watts

Amanda Curtis

Jac Armstrong

Margaret Narburgh – Clerk

### Apologies: Cllr

None

### Members of the Public:

Mr Hugo Watts

Mrs Gwyneth Dillon

### 26. Introduction

Chair welcomed everyone to this first Legal video conference meeting being held due to Covid-19 restrictions.

### 27. Agenda

Mrs Dillon brought it to the Councils attention that item 5 on the Agenda was worded incorrectly. It should read 'Ratification to Accept the informal notes of the informal meeting held on 9<sup>th</sup> April'. This was accepted.

### 28. Declaration of Interests

Cllr Barton declared a personal interest in item 6 on the Agenda – LPFRA. **Action: Cllr Barton to complete form and return to Clerk ASAP**

### 29. Internal Audit

- a. The Clerk read out a letter from JDH Business Services Ltd dated 24<sup>th</sup> January 2020. Cllr Cordiner proposed they be engaged to complete the internal audit for year ending 30<sup>th</sup> March 2020. Seconded by Cllr Curtis and all Councillors present voted in favour.
- b. Minutes of meeting held on 12<sup>th</sup> March 2020 were reviewed. Cllr Ivy Watts proposed they be approved, Cllr Isla Watts seconded and all Councillors present voted in favour.
- c. 2019-20 Accounts were reviewed. Cllr Armstrong proposed they be approved, Cllr Almond seconded and all Councillors present voted in favour
- d. Bank reconciliation statement for year ending 30<sup>th</sup> March 2020 was reviewed. Cllr Curtis proposed it be approved, Cllr Cordiner seconded and all Councillors present voted in favour
- e. Clerk reported that since circulating the Asset Register it had been brought to her attention that there are only 2 benches in Maeshafn playing field not 3, and the metal cage for holding refuge sacks at Plymog Lane is still the responsibility of Llanferres CC. It was proposed the Clerk be authorised to amend the Asset Register accordingly. Cllr Morgans in his capacity as Chair would approve it to enable to document to be sent to the Internal Auditors without further delay. Cllr Cordiner proposed the amended register be approved, Cllr Isla Watts seconded and all Councillors present voted in favour
- f. The Clerk read out the questions in Part 1 of the Annual Return for the year ended 31<sup>st</sup> March 2020 regarding Annual Governance Statement. All Councillors present answered the questions.
- g. The Clerk reported that for reasons unknown, the Assets Risk Assessment had not been completed in July 2019. Cllr Morgans and the Clerk drove round and reviewed all the assets on 29<sup>th</sup> April, completed the Risk Assessment and circulated it to Councillors for comment. It has since been brought to the Clerks attention that reference to the Information Boards within the Bus Shelters, the refuge cage at Plymog Lane and the hedges in Maeshafn playing field and Maes Ysgawen park were missing off the document. Cllr Curtis proposed the Clerk amend the Risk Assessment for the Chair to

approve to enable the document to be sent to the Internal Auditors. Cllr Ivy Watts seconded and all Councillors present voted in favour.

**Action: New clerk to amend 2 documents, Chair to sign all Internal Audit papers ready for Clerk to deliver to Mrs Dillon (previous Clerk) to complete documentation for delivery to Internal Auditors**

### **30. Informal Notes of Informal Meeting held on 9<sup>th</sup> April 2020**

Cllr Cordiner reported that Cllr Barton had left him a message regarding the wording of item 5 on the Agenda, to say that informal notes cannot be 'converted' to minutes but can be 'accepted' as a record of the informal meeting. Cllr Morgans went through the notes, Cllr Cordiner proposed they be accepted, Cllr Isla Watts seconded and all Councillors present voted in favour.

### **31. LPFRA Insurance Cover**

The draft letter circulated by the Clerk in response to LPFRA's e-mail had been read by all Councillors and agreed in principle. It was agreed the Council would stand by the decision taken on 9<sup>th</sup> April to remove LPFRA from its insurance cover and that LPFRA should take out its own insurance to cover Tafarn y Gelyn pond and the playing field. This decision is based on advice from the Councils own insurers and One Voice Wales. Cllr Almond proposed offering LPFRA a 'one off' grant of up to £200 towards their insurance premium.

The Clerk reported that Cllr Barton had notified her that LPFRA have applied for a Government Grant to compensate them for loss of revenue during the Covid-19 restrictions but did not know any further details.

Cllr Barton joined the meeting at this point and immediately interrupted proceedings trying to point out that item 5 on the Agenda was incorrect. Cllr Morgans repeatedly asked him to stop and listen before interrupting, Cllr Barton continued and threatened to report the Chair to the Monitoring Officer for not letting him speak. The Chair advised Cllr Barton that the issue with Item 5 had been dealt with in the appropriate manner prior to his late arrival at the meeting.

The Chair recounted where the meeting was up to and asked Cllr Barton if he wished to declare an interest in Item 6 on the Agenda - LPFRA. He stated that the previous Clerk has said he did not need to and began recounting past events. The Chair read out the Guidance on Declarations of Interest at meeting twice and Cllr Barton agreed he should declare an interest. Cllr Barton was invited to speak and reported that he fully understood the insurance arrangements and had stated long ago that there should not be 2 insurances covering the playing field. He also stated he knew the premium to be 'much less than £200' but did not have the exact figure to hand. The Clerk referred Cllr Barton to the e-mail sent by LPFRA saying they had removed Building and Contents cover from their policy and that they would need to get a revised quote to cover their future needs. The premium was therefore unknown.

Cllr Barton continued to complain that because of his broadband faults he had not received the e-mail from Sean Tomas regarding insurance. The Clerk reminded him that a hard copy of the e-mail had been included in the documents delivered to him by hand prior to the meeting. Cllr Barton then picked up the documents referred to and started reading them.

Cllr Armstrong reminded Members that there was a proposal on the table from Cllr Almond to pay a grant of up to £200. It was seconded by Cllr Cordiner and all Councillors voted in favour. **Action: Clerk to write to LPFRA offering them the grant.**

Cllr Morgans thanked everyone for their attendance and closed the meeting.

**Next General Meeting of the Council and AGM to be held on Thursday 14<sup>th</sup> May by Video Conference starting at 7.30 pm**