



Llangattock Community Council

CYNGOR CYMUNED LLANGATWG

You are *summoned* to attend a meeting of Llangattock Community Council's **Central Services Committee** to be held online on **Thursday 21st Jan 2021 7:00pm**

Attendees:

Cllr R Jones, Cllr G Jones, Cllr J Rees, Cllr G Dobbs, Cllr M Reynolds, Cllr S Ady

Kay Bailey - Clerk

Public Participation: None

01/21	Apologies for absence	None
02/21	Members' declarations of interest	None
03/21	Appoint a chair Cllr Mark Reynolds appointed chair of Central Services Committee Proposed Cllr G Jones Seconded Cllr S Ady Cllr M Reynolds unanimously approved	
04/21	Agree Terms of Reference Cllr M Reynolds confirmed contents of TOR with all councillors present. An amendment was made in Meeting section of TOR to read 'Confirming the meeting will be held as and when or once a month or so required, for 1-2 hours using Go To Meeting. Central Services Committee Terms of Reference agreed Proposed Cllr G Jones Seconded Cllr G Dobbs All present approved	
05/21	Create a working group to meet and examine the responsibility of the committee to determine priority areas to work on, to include but not exhaustive of: <u>Council documentation & panel creation overview</u> Cllr S Ady, Cllr M Reynolds and Kay Bailey, Clerk to form working group to specifically review documentation requirements. Meeting to be set up.	

Ms. K Bailey – Clerk & RFO
16 Kennelwood, Gilwern, NP7 0BD



	<p><u>Risk assessment overview</u></p> <p>Clerk confirmed that there is a Risk Assessment for the Council as a body, along with a separate risk assessment for assets held including the Recreation Ground. Agreed to review risk assessments once comprehensive documentation/information available.</p> <p>Cllr G Jones asked if Memorial Garden was included in Recreation Ground plan – agreed that would be classed as a separate area for maintenance and risk assessment purposes. Cllr G Jones to discuss with Cllr A Williams.</p> <p>Chair requested that all Councillors be sent relevant H&S forms in relation to Volunteering, in hard copy if required to sign and return to Clerk.</p> <p>Agreed Clerk would create Central Services area on Google Drive, giving access to all relevant documentation discussed</p> <p><u>Understanding the schedule of maintenance work and understanding the budget headings</u></p> <p>Agreed that working group of Cllr G Dobbs, Cllr J Rees and Cllr R Jones would begin looking at maintenance work required, using 2012 List of Maintenance supplied by Clerk as a guide. Activities and costs to be reviewed and updated as required.</p> <p>Chair requested copies of documents to be circulated.</p> <p>Clerk provided a breakdown of the maintenance budget for information.</p> <p>Budget headings to be reviewed once all documentation and information available.</p> <p><u>Vote to retrospectively request budget heading VIRE into the cemetery maintenance to the Finance Committee for the felling of two trees.</u></p> <p>Proposed Cllr R Jones Seconded Cllr M Reynolds All present approved</p> <p>Discussion regarding availability of quotes, currently waiting 2 of 3 to be returned. Olly Field at suggestion of Cllr G Jones to be contacted for an additional quote by Clerk.</p> <p>Clerk to email all quote information when received, with further meeting to discuss quotes and confirm chosen party if prior to next meeting.</p>
06/21	<p>Date of next committee meeting to be confirmed</p> <p>Next Meeting Thursday February 18th 2021 7.00pm</p>

Ms. K Bailey – Clerk & RFO
 16 Kennelwood, Gilwern, NP7 0BD