



Llangattock Community Council

CYNGOR CYMUNED LLANGATWG

Below are the MINUTES of a Meeting of Llangattock Community Council's Central Services Committee on **Thursday 18th February 2021 at 7.00pm**. This meeting was held online via Go to Meetings due to current legislation and was open to the public via the link provided on the agenda.

Attendance: Cllr Jones, Cllr J Rees, Cllr A Williams, Cllr S Ady, Cllr G Jones, Cllr M Reynolds (Chair), Cllr G Dobbs

Kay Bailey – Clerk

Public Participation:

None

07/21	Apologies for absence	None
08/21	Members' declarations of interest	None
09/21	<p>Minutes from the meeting of the 21st January at 7pm and matters arising/report. Proposed by Cllr R Jones and Seconded by Cllr S Ady that the minutes are true and accurate. The Council agreed unanimously with this. Resolved: To accept that minutes are true and accurate.</p> <p>Matters Arising:</p> <ul style="list-style-type: none"> - £60.00 extra money for the cemetery leaves clearance to come from allocated tree felling budget heading. - £70.00 – dog poo signs/banner from agenda item in Nov 2020, now with Cllr R Jones, this will come from the glebe field budget heading. Cllr R Jones spoke regarding the positioning of the banner. It was agreed to be placed on the wall near the gate. Cllr R Jones, G Dobbs and J Rees to decide on the positioning and confirm the costs required to fix. Cllr S Ady requested that the similar signs/banner be considered for the recreation ground? Cllr M Reynolds suggested that signs stating no dogs allowed so these signs would be ignored. <p>Clerk bought up her previous dog fouling/trespassing report. Cllr M Reynolds and the Clerk discussed the process, Cllr M Reynolds will contact the department in Powys who oversee the producing the order, Clerk will send the report to him.</p> <p>Cllr G Jones requested that the dog fouling reporting link to be placed on the website. Clerk to arrange.</p> <p>Cllr J Rees – Cllr Ady made a good point with regards to the toxicity of the fouling within the recreation ground. Cllr Reynolds suggested a different sign for the recreation ground despite this area being a no dogs area.</p> <p>Proposed by Cllr G Jones and Seconded by Cllr R Jones For April production, Clerk to contact Chris Prior to produce a banner/sign.</p>	

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



- Western Power – email from Mark Turrell regarding site meeting required and path quotations. Cllr R Jones will be meeting on site with a sub-contractor for the footpath quote. Cllr R Jones suggested that the Council write to the farm owners to help push this along. Clerk confirmed that any letter would be signed by her. Cllr M Reynolds proposed that this be sent.

Cllr S Ady – policies created so far.

Cllr M Reynold introduced the google drive and the documents created/reviewed so far. Access to the google drive was given for all.

Cllr S Ady ran through the policies reviewed so far, screen sharing the drive for the Committee's benefit, she did not expect everyone to read through them in one go, as it quite a large read.

Updated the H & S policy, one of the most important ones as it now included events/volunteers.

HR documents have been updated. HR Panel will need to complete an appraisal for the Clerk, please ask for information or help if required.

Cllr M Reynolds – asked the Clerk if appointed Councillors would have a more detailed knowledge. Cllr M Reynolds would be happy to go through and confirm understanding and be the point of contact for Health and Safety in particular.

Cllr S Ady confirmed that the review date on the new policy is two years. Cllr G Jones confirmed that within her 7 years as a local school governor, the policies were reviewed every two years as well.

21 policies were sent to the Committee, Cllr G Jones thanked Cllr S Ady for the work. Cllr M Reynolds confirmed they are all now there as a resource for all to see.

Clerk confirmed that the Full Council would need to sign off on policy at the Annual Meeting. A list of policies still needing to be looked at will be sent to all. Clerk/Cllr S Ady

Cllr R Jones reminded the Committee that the HR Panel requires confirmation. Cllr R Jones and G Dobbs confirmed they are happy to remain on the panel, with Cllr G Jones joining them.

Clerk to send Contract and Job description to Cllrs G Jones and S Ady for review.

Cllr R Jones – health and safety/list of works update.

Cllr R Jones reported they had received the assets, maintenance and leases list last week and are working through the most pressing items, which is starting with the multipurpose wooden play equipment. They also have a meeting with the Outdoors Play officer at 10:30am on Friday to discuss the inspection from Aug 2020 and the longevity of the piece.

Quotes are being worked on and will continue relating to the repair of this piece.

Rota and checklists sign off (Clerk)

The Clerk presented the checklists/rota collected so far.

Risk Assessment required. Volunteer sheet required for sign off.



	All checklists/rota to go to full Council. Car Park checklist needed.
10/21	<p>Agree next steps.</p> <p>Items received after agenda produced proposed for discussion by the Chair.</p> <ul style="list-style-type: none">- Clerk role working group to look at role and contract to take to next Full meeting. Cllrs G Jones and Cllr S Ady to complete this work. Clerk to send information via email.- Emailed received regarding the flowers for the memorial garden and the cemetery tree purchasing request. Cllr M Reynolds requested from the Clerk the process regarding buying. The RFO requested that this committee sign off on the invoice received for the £75.00. Cllr S Ady suggested that it comes out of a different heading so as not to wait for the April budget and note that this money had been spent from this heading. RFO requested this money be motioned and voted on for the minutes. Proposed by Cllr R Jones and seconded Cllr M Reynold to spend £75.00 on planting for the memorial garden. Cllr S Ady spoke regarding the request to buy trees for the Cemetery to replace those that have been felled. These types of trees were discussed and when they can be planted. The Cllrs confirmed that this would need to come from the Cemetery maintenance budget. Cllr G Jones confirmed that the hard landscaping first and then any new trees/bushes afterwards. Cllrs discussed if these trees should be replaced at all at this stage due to and to take to full Council to discuss not replanting trees at all the moment due to: Propose to not plant the trees: Cllr M Reynolds – committee agrees. It was decided that Cllr M Reynolds would be speak to Cllr A Williams regarding not purchasing now.- Kissing Gates (Cllr R Jones) Discussion on charging for the opening and manning of the kissing gates if funeral directors request it. It is currently Cllr R Jones performing this role. This would be a paid role; this may need to be taken to full Council. Clerk gave some historical detail; now the role needs to be fulfilled by a named person. The hours involved are 3-4 per funeral. Cllr R Jones, this could be a function for the funeral director to take to avoid the charge. Cllr G Dobbs suggested that this role could be sub-contracted. Proposed to charge £100.00 for this service by Cllr M Reynolds and seconded by Cllr R Jones. This will take place in the new finance year, along with all the new forms.- Continue with policies that are required. Cllr S Ady, communication policy to add to the batch and then sign off and upload to the website. Cllr Ady still reading the code of conduct currently.- Start work on risk assessments review. The Clerk stated that there are a few already produced and one overview for the whole Council. Needed – risk assessment for each asset – each activity – overall document. Cllr M Reynolds can these all be shared out and create a working group for the overall document as it is the largest.

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



	<p>Cllr S Ady – can the volunteers risk assessment go to the Community Committee? Finance should be separate too? Clerk to research what other Council's have in place to assist with Cllr S Ady.</p> <ul style="list-style-type: none">- Create an annual asset workflow (including other bodies timetable) Clerk confirmed this is the item Cllr R Jones, Dobbs and Rees are working through this currently. Cllr R Jones – can we add to this regarding the fence/hedge between the beechwood and the recreation ground via a grant application in conjunction with Sam Ridge. Also, there are some trees in the recreation ground that require attention, could Cllr G Jones and Ann Williams look at these? Cemetery handyman – do we need one? Recreation ground gate does not close automatically, to be looked at in the future.- Allocate LCC Plan work The Clerk screen shared the worksheet that Finance have sent out to the Committee. Cllr S Ady suggested that this should be on this plan which can then be prioritised. Waiting for the asset and maintenance plan to be completed and this can be added to this plan. This will help with the maintenance budget over the next 5 years. Cllr G Jones discussed the plaques which were printed last year and need to be mounted on something for the memorial garden and the Jubilee Oak, the costs of which will need to come out of Central Services budget when we have decided how we mount them and when being placed in the memorial garden will also need to be considered with the budget for central services.
11/21	Date of next committee meeting to be confirmed. Cllr S Ady – meet before the next meeting so that we can take to full Council items if needed, it was agreed to meet on the Monday 15 th March 7pm, one day before the Full Meeting.

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