

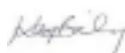
Llangattock Community Council - CYNGOR CYMUNED LLANGATWGW

The following are the minutes of a meeting of Llangattock Community Council's Central Services Committee to be held online on Thursday 25th January 7pm.

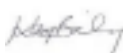
Attendance: Cllr G Jones, Cllr S Ady, Cllr R Jones, Cllr J Rees, Cllr G Dobbs, Cll A Stubbs, Clerk - Kay Bailey

Participation: None

70/23	Apologies for absence	
71/23	Members' declarations of interest	GD - ITEM 83/23 - Glebe Field
72/23	<p>Minutes from the meeting of 30th November 2023 - agree as true and accurate & matters arising from this meeting: Proposed: JR Seconded: SA</p> <ul style="list-style-type: none"> ● Update: Dragonplay for regular playground inspections, now due 27th January. GJ & RJ to attend the site. ● Update: PHS for the urinal sensor. PHC instructed. Complete - noted. ● Update: ICCM training "Cemetery Maintenance and Compliance" Training paid for. - noted. ● Update: Booking form - still being worked on by SA/KB ● Update: Moles (Recreation Ground) - this has been completed. 	
73/23	<p>Standing Item: Central Services (Maintenance)</p> <ul style="list-style-type: none"> ● Receive and note the monthly asset checklist (actions via Brightsafe) - (Cllr G Jones) GJ confirmed she is completing this at a later date. ● Update: ROSPA report - this will be updated once the DragonPlay report has been received. ● Tree works update - delayed due to the inclement weather. ● Maintenance in relation to the muddy path, the contractor will be attending to the fencing requirements and will start soon. ● Update on toilet refurbishment - contractors are on stand by once funds have been received in relation to the solar panels and the finishing work. Prices have increased since the original quote and new sources were required. 	
74/23	<p>Standing Item: Governance & Insurance & Legal updates</p> <ul style="list-style-type: none"> ● Peninsula setup Cllr S Ady/Clerk have completed ¾ of the HR handbook. There has been a new Contract (model) produced, SA is reading through the new contract to see if any changes are required. ● Lease: LACAS Lease renewal is due 2024 <p>This item was discussed with the following comments:</p> <ul style="list-style-type: none"> ● The Place Plan could reveal a requirement for changes to the lease. The Place Plan has an initial finish date of Aug 24. ● To extend the lease for 12 months to allow for the above to conclude. <p>Proposed: RJ Seconded: GD</p> <p>The Committee requested that the lease be brought to the next meeting to discuss any wording changes and to be approved.</p> <ul style="list-style-type: none"> ● Lease: Glebe Field lease renewal is due in 2024 	



	<p>Cllr G Dobbs left the meeting at this point.</p> <p>The history of the lease was discussed. The Councillors felt that the 5 year lease should be changed to a rolling 5 year lease only to be broken by either LCC or the tenant if they were unsatisfied with the management or other potential development or the tenant wished to leave.</p> <p>Proposed: RJ Seconded: SA</p> <p>An added item to the agenda due to the timescales involved:</p> <p>Burials - this will become a standing item in future agendas:</p> <ul style="list-style-type: none"> ● A request for multiple ashes to be buried within a full plot ● A request to have an additional memorial to allow for multiple encryptions. <p>The committee was happy to allow for multiple ashes to be buried, they instructed the Clerk to write the letter to confirm this. The Clerk will also contact the stone mason to discuss the design.</p> <ul style="list-style-type: none"> ● The bench request. It should be suggested that it be placed next to the new Glebe Field path within the gated part.
<p>75/23</p>	<p>Standing Item: Finance</p> <ul style="list-style-type: none"> ● Updated financial position 23-24 <p>The Clerk presented the current financial position and the forecasting for the end of the year. This was noted that any underspend was to be placed in the play equipment account. It was also decided that an amount would be VIRE the extra costs in the toilet refurbishment, which is on the agenda for the extraordinary meeting on Friday evening. RJ will chase the contractor for this amount.</p> <ul style="list-style-type: none"> ● Water bill <p>GJ and the Clerk will look at the bills in more detail and report back at the next meeting. It was considered that the building work may have contributed to the larger than average bill.</p> <ul style="list-style-type: none"> ● Internal auditor update (RFO/Clerk) <p>SA and the Clerk have a meeting with Catherine A Williams on the 6th February to discuss their service.</p> <ul style="list-style-type: none"> ● Phone for the office/internet connection. <p>The Clerk presented the information received from a contractor who could supply a VIOP system for the Council. A speed check had been undertaken and the contractor confirmed that it would be good enough for the system proposed. The quote was discussed and a motion to accept was proposed by RJ and seconded by GD.</p> <ul style="list-style-type: none"> ● Request from Cwmdy & District Community Council for sharing printer/photocopying and scanner for a monthly amount. <p>They are happy to hire this equipment as long as the Clerk remains the same person for both Councils. The Clerk will write to the Council to discuss the monthly amount.</p>
<p>76/23</p>	<p>Standing Item: Complaints panel, Recruitment panel, Grievance and disciplinary panels update</p> <p>There is a FOI request that the Clerk will respond to accordingly.</p> <p>No further updates at this time.</p>
<p>77/23</p>	<p>Project: Council ToolKit Update (Clerk, Cllr S Ady, Cllr G Jones)</p> <p>No updates.</p>
<p>78/23</p>	<p>Date of next committee meeting to be Tuesday 27th February 2024 - noted</p>



K Bailey