

CYNGOR CYMUNED CILYCWYM COMMUNITY COUNCIL

Minutes of the meeting held at Capel y Groes Vestry on Tuesday 7 January 2019 at 7.30pm.

Present: Councillors Aled Edwards,(Chairman) Hywel Jones, Arwel Davies, Matthew Paul, Walter Jones, Jamie Pickup, Moira Davies.

Apologies: None

Policing: PCSO Helen Fender was not present.

Declarations of Personal/Pecuniary Interest: Cllr. Aled Edwards and Cllr. Moira Davies, (Menter Cilycwm).

Minutes of the previous meeting held on 4 September 2018 had been circulated to the Councillors. These were proposed, seconded and approved as a correct record.

Matters arising from the Minutes:

1. **BT Payphone at Siloh** – Repairs had not been carried out. Action: Clerk to follow up by e-mail.
2. **Tree Preservation Order** E37132 Y Berllan, Cilycwm . Cllrs. questioned the Status of the 3rd Tree at the site of the Vicarage, Cilycwm. Chairman has sent another e-mail for clarification.

Correspondence:

1. One Voice Wales – Notices of meetings, Minutes of Area Meeting and details of Training Sessions on offer were discussed and circulated to Councillors.
2. Carmarthenshire County Council – Budget 2019-22.
3. Welsh Government – A Questionnaire on the use of the Welsh Language was circulated to all Councillors, and had been completed by the Chairman.
4. The Pwllpriddog Oak, Rhandirmwyn has won “The Welsh Tree of the Year 2018” following a public vote - a competition run by the Woodland Trust.
5. Information Board at the Towy Bridge Inn, Rhandirmwyn - After further discussion it was agreed that we again contact Carmarthenshire County Council to establish the procedure and costs for re-installing this Board. Action – Arwel Davies
6. Data Protection – It was agreed that the Chairman contact Pach Computer in Llandovery for assistance with the saved files on the Community Council Laptop.

Other Miscellaneous Notices, Local Events, Publications and Newsletter and e-mails were made available to Councillors.

Financial Matters

~ *Adroddiad Ariannol/Financial report: NONE* (not presented)

~ *Cais am Arian/Requests for Financial support (\$137)*

The following requests were considered and agreed:-

~ Childrens'- Air Ambulance for Wales -£100.00

~ CFFI/YFC Sir Gaerfyrddin - £50.00

~ Welsh National Sheep Dog Trials, to be held at Gelli Aur - £50.00

~ Cae Chware Cilycwm.Sports and Playarea Action Committee – agreed to ask for their plans/costs for the next year after their AGM due to be held soon.

~ *Cadarnhau Taliadau / Confirmation of payments:*

Chq.628 - £99.58 - Mrs P A Jones. Clerk -Expenses for two new Filing Cabinets.

Chq.629 - £57.23 – Mrs P A Jones. Clerk- Admin. Expenses.

Chq.630 - £90.00 – HMRC- PAYE – July-Sept. 2018

Chq.631 – £240.00 - Mrs P A Jones- Salary for July & August 2018.

Chq.632 - £127.20 – Wages/Expenses - for new Clerk for September 2018

Wages - £120.00

Mileage - £7.20

£127.20

~ *Biliau i'w Talu / Bills for payment: NONE*

~ *Derbyniadau / Receipts: NONE*

~ *Request from Carmarthenshire County Council to set precept for the next financial year.*

Agreed to set precept again for £5000.00 – Councillors Aled Edwards and Hywel Jones to sign the precept request form in the absence of a Clerk.

~ *HMRC: Helen Carpenter taken off payroll on 30 September 2018*

RTI Confirmation received.

~ *Banking Arrangements:*

Discussed and Agreed that the Chairman and signatories write to Lloyds Bank plc to request that all statements and correspondence in the future to be sent to Councillor Eurwyn Lewis until further notice – no new Statements had been received to date.

~ *AUDIT MATTERS -2017/2018*

Invoice from Grant Thornton, External Auditors not yet received for payment.

Materion Cymunedol / Community Matters

Menter Cilycwm:

Cllr. Aled Edwards presented a report – work on the project feasibility study had progressed. The group had been presented with a Draft Report (by Edward Holland) before the Final Report is prepared.

Materion Cynllunio / Planning Matters

Weekly Planning lists received from Carmarthenshire County Council had been circulated by e-mail to Councillors.

Pre Planning Consultations: NONE

For updates and further details on Planning applications, please visit:

[www.carmarthenshire.gov.uk/planning applications](http://www.carmarthenshire.gov.uk/planning-applications)

Am y diweddara a manylion pellach, ymwelwch a: www.sirgar.gov.uk/ceisiadaucynllunio

Public Footpaths & Highway Issues

Penstacan 8/21(Bye Way Open to All Traffic). Chairman has been notified by e-mail that there will be a Consultation process in due course.

Other matters:**Applications for the position of Clerk and Responsible Financial Officer.**

~ Enquiries received from 7 applicants

~ A further 7 applicants have submitted a request to be considered for the position by the closing date.

~ All applicants were considered on merit and it was agreed by all Councillors present that four candidates/applicants be short-listed and asked to attend an informal interview, to be undertaken by three Councillors on Tuesday, 15 January 2019 at Capel y Groes Vestry, Cilycwm and that they report back to full Council on Tuesday 22 January 2019.

Meeting Closed at 9.15pm

CYNGOR CYMUNED CILYCWYM COMMUNITY COUNCIL**SPECIAL MEETING**

Minutes of the Special Meeting held at Capel y Groes Vestry, on Tuesday, 22 January 2019.

Present: Councillors Aled Edwards,(Chairman) Hywel Jones, Matthew Paul, Arwel Davies, Jamie Pickup, Walter Jones, Moira Davies.

Apologies: Councillor Eirwyn Lewis

Appointment of a Clerk and Responsible Financial Officer.

On Tuesday evening 15th January 2019 two candidates were interviewed by a panel of three Councillors at Capel y Groes Vestry. The Panel consisted of Councillors Aled Edwards, Hywel Jones and Matthew Paul.

After discussion and consistent with the recommendation of the panel it was agreed to offer the position to Mrs Maria Bennett, Yr Eithin Tewion, Cilycwm.

To commence on 1 February 2019 on the present salary of £1800.00 per annum plus reasonable expenses. To be paid quarterly on RTI System.

The Chairman would write to Ms Bennett to formally offer the position.

Once a formal acceptance of the position, Ms Bennett would be invited to liaise with the Chairman and Mrs Ann Jones (previous Clerk) for a handover period. Councillors expressed gratitude for Mrs Ann Jones for her gracious offer in this context

A Contract of Employment “pro-forma” would be obtained from “One Voice Wales” and the Panel Councillors would adapt it to a document that could be agreed with the incoming Clerk as a Contract of Employment.