

**MINUTES OF THE ORDINARY MEETING OF THE SCLEDDAU COMMUNITY COUNCIL  
HELD AT THE YOUNG FARMERS HALL, JORDANSTON ON MONDAY 14<sup>TH</sup>  
OCTOBER 2013**

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**Present:**     **W Miles**                    **A Davies**  
                  **M Charman**

**In attendance:**     Mrs Karen Didcote (Clerk)

**45. APOLOGIES FOR ABSENCE (Agenda Item 1)**

J Miles

**46. DECLARATIONS OF INTEREST (Agenda Item 2)**

None.

**47. MINUTES OF THE ORDINARY MEETING HELD ON MONDAY 9<sup>TH</sup> SEPTEMBER  
2013 (Agenda Item 3)**

The minutes of the ordinary meeting held on Monday 9<sup>th</sup> September 2013 were accepted as an accurate record of the meeting with the exception of item 40b on page 17 which should read:

£121.80 – W Miles re materials for the bus shelter **not**  
£21.80 – W Miles re materials for the bus shelter

This will be amended by the Clerk and the minutes will be signed at the next meeting.

**48. MATTERS ARISING FROM THE MINUTES**

**a. Audit (Page 16, item 40a)**

The Clerk advised that correspondence had now been received from BDO to advise that the Audit for the year ended 31<sup>st</sup> March 2013 has now been completed.

BDO advise that the following issues have resulted in the annual return being qualified.

- Accounts were not certified by the RFO by 30<sup>th</sup> June 2013
- There was no Financial Risk Assessment completed
- There was no proof provided of closed bank accounts
- There were errors in the figures disclosed in section 1

The Clerk advised that these issues would be rectified in the next audit as:

- Accounts for the 2013/2014 financial year will be certified prior to 30<sup>th</sup> June 2014
- The Clerk has completed a Financial Risk Assessment which is attached to this report for approval by Council
- Proof of closed bank accounts will be obtained prior to the end of the next financial year
- The Auditor had completed the figures in the Annual Return for 2013, however the discrepancy seems to have arisen due to figures needing to be

included from previous bank accounts. As there is now only one bank account this will be rectified for the 2013/2014 audit.

The Risk Assessment was reviewed by members and a request was made that the assets i.e bus shelters etc are included within the Risk Assessment. The clerk will revise the Risk Assessment and provide an update for the next meeting.

The clerk informed members that an invoice had been received from BDO for the sum of £72.00 for the auditing of the annual return for the year ended 31<sup>st</sup> March 2013.

It was **RESOLVED** to accept the charge of £72.00 for the auditing of the annual return as a valid charge.

**(proposed: W Miles, seconded A Davies)**

**b. Website Development (Page 17, Item 40C)**

The Clerk advised that both D Haden and herself had met with the website developer to discuss options for the layout of the new website and also to be given some training on how to use and update the website.

**49. LISTED BUILDING CONSENT/PLANNING APPLICATIONS RECEIVED**

**Application No: 13/0463/PA**

Erection of an agricultural Shed (housing of livestock) at Pant Y Phillip, Dwrbach, SA65 9RJ

It was **RESOLVED** to **support** this planning application.

**50. PLANNING APPLICATIONS DETERMINED**

**Application No: 13/0375/PA**

Alterations and extension to **Hillthorpe, Manorwen, Fishguard.**

Permission for the planning application has been **GRANTED.**

**51. CORRESPONDENCE**

The following correspondence was noted by Council:

**a. ONE VOICE WALES – PEMBROKESHIRE AREA COMMITTEE**

The Clerk advised that an agenda for the forthcoming meeting of One Voice Wales to be held on Wednesday 25<sup>th</sup> September has been received, together with minutes of the previous meeting. These were available to for members to view.

**b. THE PUBLIC SERVICE WORKFORCE: CONSULTATION ON DRAFT GUIDANCE**

The clerk advised that the Welsh Government had published a Consultation Document “The Public Service Workforce: Consultation on draft guidance and directions which include a Code of Practice on Workforce Matters”.

The principles underpinning the proposed Code, which builds on the existing Code issued in 2003 as guidance under section 19 of the Local Government Act 1999, are those of equality in the workplace. The consultation seeks views on ways in which we can strengthen the existing Code and make it more effective.

The consultation document can be accessed at <http://wales.gov.uk/consultations/improving/public-service-workforce/?lang=en>.

Consultation responses are sought by 20 December 2013

#### **c. ELECTORAL REVIEWS PROGRAMME 2014**

The clerk advised that the Local Government (Democracy) (Wales) Act 2013 required the Commission to publish a ten year programme of electoral reviews.

In February 2013 the Commission set about analysing the information it had obtained from principal councils and the relevant factors considered necessary to develop a 10 year programme of electoral reviews for the 22 principal councils of Wales.

Their findings were attached to the clerks report.

#### **d. COMMUNITY RESILIENCE AND EMERGENCY PLAN WORKSHOP**

The clerk advised that representatives from the Police, Fire & Rescue Service, Hywel Dda health board, Natural Resources Wales, Pembrokeshire County Council and good neighbour scheme were organising a workshop in our area to “help communities help themselves”. The aim will be to promote community resilience and assist you in developing a community emergency plan linking with the organisations involved in emergency response.

As part of this process they are looking for representation from key groups /organisations within the community to attend the workshop. They would like to invite us to nominate 1 or 2 representatives from your Community / Town Council to attend the workshop as this would greatly benefit this initiative.

The workshop is planned for 22nd October 2013 at Dinas Cross Community Centre (the old school) 6:30pm. Refreshments and a buffet will be provided at the start of the event.

M Charman and W Miles may attend this workshop if they are able to do so.

**Date of next meeting – 11<sup>th</sup> November 2013 at 7.30pm**