

Cyngor Cymuned Brynchrug Community Council

Minutes of the AGM Community Council – Monday 17th June – 7.00pm at Y Ganolfan

Present: Alan Jones (AJ) (Chairman), Geraint Evans (GE) (Vice Chairman), Richard Evans (RCE), Richard Evans (RE), Geraint Edwards (GED) and Jane Jenkins (JJ)(Clerk)

1. **Chairperson's Welcome:** A warm welcome was extended to all.

Election of New Chair – No change to Chairman – it was agreed that due to a new Clerk being in post and issues to resolve it was best for both AJ and GE to remain in their posts as Chairman and Vice Chairman respectively for another year.

Proposed by: GED **Seconded by:** RE

Election of Council Representatives: (Full agreement by all present as to who was elected)

- a. One Voice Wales – Richard C Evans
- b. Y Ganolfan Committee – Geraint Evans
- c. Playing Field – Alan Jones

2. **Apologies Received:** Bethan Lawton (County Councillor)

2.1 **Registration of Interest:** None

3. **Approval of previous minutes :** Previous meeting's minutes (08.04.24 & 15.04.24) approved as a true account. **Proposed by** – GE **Seconded by** – RCE **Signed** – AJ

4. **Matters arising from the previous meeting :**

a) **Brynchrug Garden :** JJ advised of email from Ecodifi and the position generally.

- Two grants had been obtained but quotes/invoices for materials received to date were well under the sum of money applied for. There were only three invoices and one of those still had incorrect details on and could not be accepted by the Council. The invoices totalled approximately £1,000 but the sum of £2,200 had been applied for and granted. It needed to be established as to whether both grants were required as clarity and transparency were required when spending public money and it could not be left sitting around and/or used for a different purpose.
- Whilst the Community Council had been happy to assist with obtaining the £1200 grant, it needed to be completely clear that this was the extent of its involvement. It was crucial that there were sufficient volunteers organised by Lisa Gardner to both establish and maintain the garden for the foreseeable future. The Community Council comprised of volunteers who dedicated a significant amount of their own time to all that it entailed and was not able to offer any other assistance. The Councillors required confirmation that there were sufficient volunteers and that they understood this was an ongoing project.
- Ecodifi had kindly offered some free apple trees to assist with the project, so this offer needed to be put to Lisa.

JJ was asked to contact Lisa Gardner regarding all the above, and upon satisfactory responses cheques would be issued immediately.

5. **Correspondence**

a) **Letter of Resignation** - A letter had been received from Arwel Pearce resigning. JJ to write a letter of thanks for the number of years he had given to both the Community Council and the community.

6. Planning Applications: NP5/55/60L - Proposed Development of twelve 2- & 3-bedroom homes at Ffordd Y Felin, Bryncrug

This application had been before the Community Council several times and the proposed development had varied in size each time. GED declared an interest and left the meeting, signing a declaration of notice form upon his return. Concerns had previously been submitted by the Council relating to drainage, sewerage, flooding, access points and traffic impact.

A letter/complaint from Mr D Bishop written on behalf of the resident of Ffordd Y Felin detailed extensive and very good reasons why the application should be refused and coincided with the views of all Councillors present. It was proposed that the Council reject the application on the basis that it fully supported all of the points made in Mr Bishop's letter which would be attached to the refusal. JJ suggested that Mr Bishop should also send in the letter directly but obtain the signatures of all residents in support before doing so to emphasize the feelings about the application. GE confirmed that he would speak directly to Mr Bishop and make this point.

7. Financial Matters:

a)Monthly Financial Statement (01.04.24-31.05.24) JJ detailed how monthly financial statements would now be prepared to coincide with the bank statements. They would clearly show income and expenditure, unpresented cheques etc. A statement was provided for the period 1st April to 31st May which was checked and signed as correct.

Proposed – GE Second RE– Signed – AJ

b)Audit Update – JJ advised that the 2023-24 had not been commenced, she had liaised with the Auditor at Gwynedd Council who had resent documentation for preparing. An email had been sent to Audit Wales advising that the audit would be late and the reasons why.

c)Payments (invoices/expenses) – JJ advising that she does not have access to up-to-date bank statements and therefore is struggling with this. It appears that there are several unpaid invoices, but it is not totally clear. JJ was asked to contact the companies and ascertain if payments were overdue and if so to revert to AJ so the issue could be rectified. Receipts were provided for expenses incurred by AJ and JJ and both were reimbursed.

d)Clerks Pay, Expenses, Employment Contract – JJ advised that she is still without a contract of employment. She was asked to search through documents to locate the template so this could be rectified. There was no PAYE for work to date as the HMRC login and password had not been handed over and would need to be located. AJ confirmed that whilst everything is put in order and the audits brought up to date, JJ would be paid on an hourly basis rather than a fixed number of hours as the work involved far exceeded those. All in attendance agreed to this.

e)HMRC & PAYE – Once PAYE information had been located, JJ would access the payroll and ensure 2023-24 had been closed properly, open the year 2024-25 if that had not been done, deal with out-of-date/non submissions and ensure that payroll ran correctly from the end of June. It was unclear without access whether BG had issued P60's or P45's. JJ advised that she had established when going through the paperwork that VAT reclaim for years 21-22, 22-23 and 23-24 had only been done in March 2024. It appeared from a bank statement that 23-24 had been paid but the other two do not appear to have been at this time. However, JJ stressed that VAT reclaim is time limited and therefore we could be out of date and not receive the VAT back.

f)Barclays Bank – JJ had some statements but not all and had no online access to try and obtain them. Also, it was imperative that the Clerk details be updated in order that postal statements be

sent to the correct place. It is believed that Beth may be able to assist with this so JJ to make contact.

8. Representatives' Reports:

- AJ updated the Council on the Playpark and in particular the swing and advised that Playquest have now replaced the beam, and the swing has been re-attached. New shackles have also been put on.
- Nothing else to report.

9. County Councillors: Bethan Lawton not present so no report.

10. Any Other Business:

- GE mentioned that he had attended Ardal Bro Dysynni Regeneration Meeting but that it related mainly to Tywyn and Aberdovey. The Youth Club issue had been raised and the new Tywyn hub (hwb@tywynbaptistchurch.org.uk) are hopeful that it will be back up and running around September. There will be a further meeting in September – date to be advised.
- Policies – JJ advising that the Councils policies are in the process of being reviewed and will be sent out by email for comment and approval shortly. They can be signed at the next meeting.

Meeting concluded 8.45pm

Date of Next Meeting: Monday 15th July 2024 at 7.00pm - "Y Ganolfan" Brynchrug

Signed

Chairman

Alan H Jones

Date

15/07/24